



TOWN OF MILLIS

Finance Committee
900 Main Street • Millis, MA 02054

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

Meeting Agenda

Date: Wednesday, October 19, 2022
Time: 7:00 PM
Location: 900 Main Street – Room #229

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

Zoom: <https://us02web.zoom.us/j/84408509358>

Committee Attendees:

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

Non-Committee Attendees: Deirdre Gilmore

Invited Guests: Mike Guzinski ☐; Carol Johnston ☐; Select Board Member ☐; School Committee ☐; James McKay ☐; Patty Kayo ☐

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

Agenda		
Time	Topic	Speaker
~7:00	Call Meeting to Order	Peter Berube
~7:05	November 2022 Town Meeting Warrant Articles Update	Mike Guzinski
~7:15	November 2022 Town Meeting Warrant Articles Discussion and Vote	Committee
~9:15	Old Business/New Business	Committee
~9:25	Finance Committee Meeting Minutes Approval: October 12, 2022	Committee
~9:30	Adjourn	Committee

Important Dates:

October 24, 2022 Finance Committee Report to Printer
October 29, 2022 Finance Committee Report to Residents
November 2, 2022 Pre-Town Meeting
November 10, 2022 Fall Town Meeting

Upcoming Meetings:

Wednesday, October 26, 2022

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



WARRANT

2022

FALL ANNUAL TOWN MEETING

TOWN OF MILLIS COMMONWEALTH OF MASSACHUSETTS

NORFOLK, SS.

GREETING:

To either of the Constables of the Town of Millis in said county, in the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Millis qualified to vote in elections and in town affairs, to meet on Thursday, the tenth day of November, AD 2022 at 7:30 p.m. in the Middle-Senior High School auditorium located at 245 Plain Street in said Millis:

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

WARRANT INSTRUCTIONS

OPENING MOTIONS

Pledge of Allegiance

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

Opening Motions

Moderator recognizes Finance Committee Chairperson

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

(Fin Com Vice Chair) Second

Discussion

Vote

Moderator recognizes Finance Committee Chairperson

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

Second (Fin Com Vice Chair)

Discussion

Vote

FALL 2022 TOWN MEETING ARTICLE LIST

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

TOWN OF MILLIS

NOVEMBER 10, 2022 FALL ANNUAL TOWN MEETING WARRANT

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

(Submitted by Select Board)

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

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

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

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

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

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

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

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

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

(Submitted by Select Board)

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

(Submitted by Select Board)

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

(Submitted by School Committee)

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

(Submitted by Select Board)

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

(Submitted by Select Board)

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

(Submitted by Select Board)

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

(Submitted by Select Board)

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

(Submitted by Select Board)

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

(Submitted by Select Board)

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

(Submitted by Select Board)

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

(Submitted by Select Board)

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

(Submitted by Select Board)

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

(Submitted by Select Board)

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

(Submitted by Select Board)

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

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

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

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

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

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

ARTICLE 25. BY PETITION

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

ARTICLE 26. BY PETITION

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

(Submitted by Petition)

ARTICLE 27. BY PETITION

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

ARTICLE 28. BY PETITION

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

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

Given under our hands this 17th day of October in the year two thousand and twenty-two.

**TOWN OF MILLIS
SELECT BOARD**

Erin T. Underhill, Chair

Craig W. Schultze, Vice-Chair

Ellen Rosenfeld, Clerk

A True Copy, Attest

Lisa J. Hardin, Town Clerk

**Helen R. Kubacki, Constable
Town of Millis**

Millis Girls Softball League
23 Pollard Dr
Millis MA 02054



October 11, 2022

Select Board
900 Main St
Millis, MA 02054

Attn: Erin Underhill

Dear Ms. Underhill,

This past summer a drought and lack of water killed much of the grass on the edges of 2 softball fields at Town Park. We are requesting \$40,000 to perform all necessary maintenance on Field 1 and Field 2 to bring them back to their condition in the spring.

These 2 fields are used by the MGSL, Millis JV and Varsity Softball, Millis Youth Baseball, Recreation Tee Ball and are rented by club programs for clinics and practices.

Please see attached map of fields we are requesting maintenance on.

Sincerely

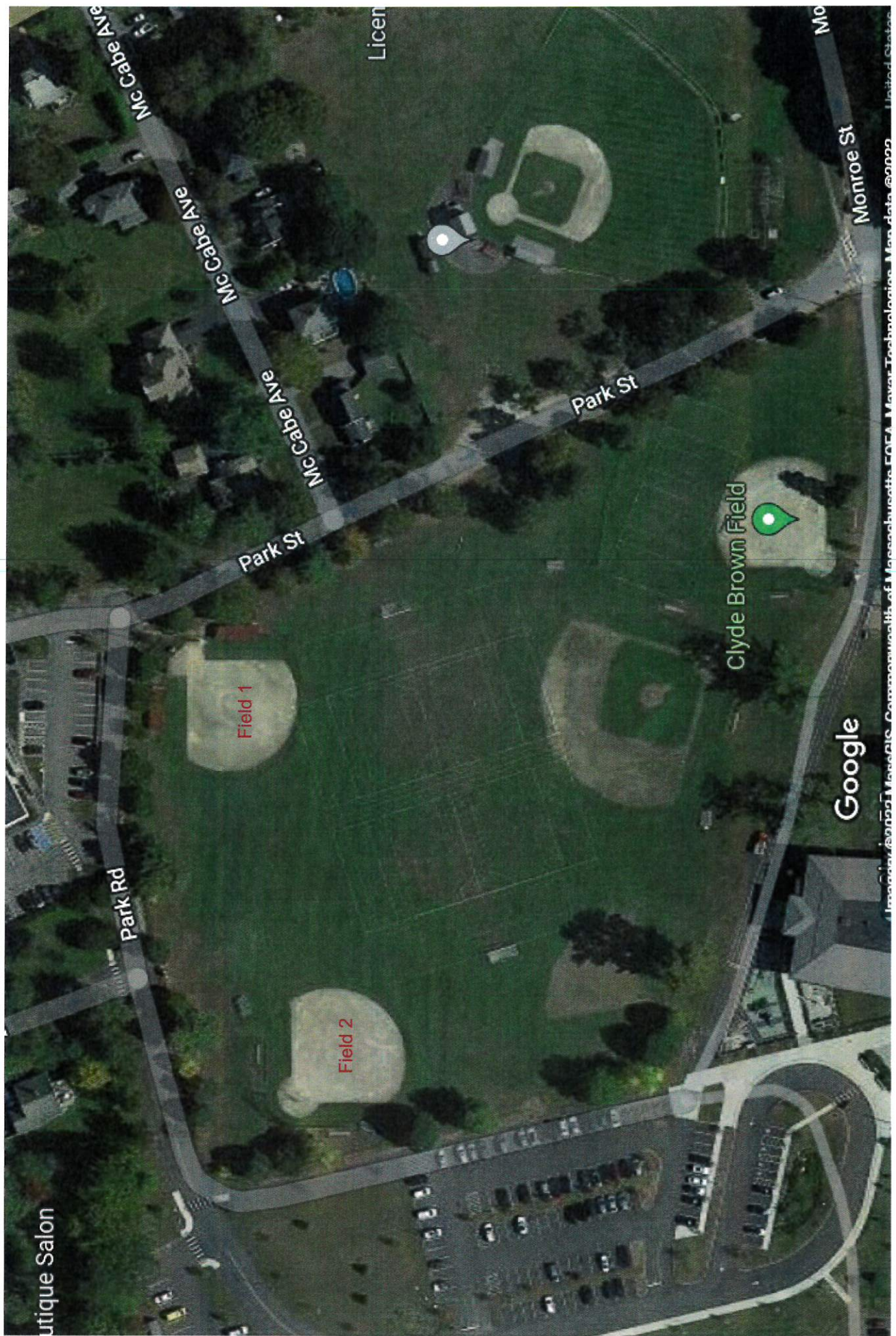
Michael Rand
President MGSL

CC: MGSL Board of Directors

James McKay – Director of Public Works

Kris Fogarty – Recreation Director

Derek Phinney – Director of Athletics Millis High School



The
DRAKE
Company
turf-landscape-site

Michael Rand
Town of Millis
900 Main street
Millis, MA 02054
10/6/2022

Dear Town of Millis:

I am providing you with a quote to perform the site work for re- building softball fields at Millis Memorial Field.

Main softball Diamond

Fix issues on 1st and 3rd base lines as well as around the outfield of the diamond line. Remove sod and excess material six to ten feet from playing surface re-grade areas. Align bases and install new sod in those areas. Laser grade and dress up infield and add or remove clay where needed.

Materials: \$5,060.00

Labor and equipment: \$11,520.00

Total: \$16,580.00

Field 2

remove sod along base paths re grade transitions. Re-align bases re- sod edges of first and third base lines. Remove sod and excess material along all outfields lines six to ten feet and replace with new. Remove top three inches of existing field mix and replace with specified native mix by read custom soils or new England specialty soils only. Laser grade and buff entire field for correct pitch and payability.

material:\$ 13,950.00

Labor and equipment: \$12,000.00

Total: \$26,950.00

If you have any questions about this quote please contact me

All invoices due within 30 days

This quote is good for 30 days

2021-22 Enrollment Report will be included once the data is provided to NESDEC



Millis, MA Historical Enrollment

School District:

Millis, MA

11/16/2020

Historical Enrollment By Grade

Birth Year	Births	School Year	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	UNGR	K-12	PK-12
2005	108	2010-11	77	117	107	120	116	98	125	102	111	110	114	85	93	92	0	1390	1467
2006	100	2011-12	70	101	114	114	119	122	99	124	98	113	103	105	85	88	0	1385	1455
2007	88	2012-13	74	92	101	110	112	121	121	102	122	97	103	102	107	87	0	1377	1451
2008	80	2013-14	82	78	91	98	112	115	117	117	97	126	88	99	97	107	0	1342	1424
2009	85	2014-15	71	107	81	92	101	114	108	117	118	101	117	87	100	95	0	1338	1409
2010	74	2015-16	77	73	103	78	94	103	109	111	112	121	88	112	87	95	0	1286	1363
2011	91	2016-17	73	85	77	105	74	90	105	108	105	112	100	93	109	89	0	1252	1325
2012	64	2017-18	58	102	82	79	103	78	93	105	105	104	91	97	96	109	0	1244	1302
2013	51	2018-19	49	81	96	83	79	103	78	95	100	107	73	92	94	97	0	1178	1227
2014	71	2019-20	61	80	77	95	80	84	100	76	90	103	79	70	93	90	0	1117	1178
2015	76	2020-21	42	83	83	78	99	82	82	105	77	94	96	72	72	93	0	1116	1158

Historical Enrollment in Grade Combinations

Year	K-4	K-5	PK-5	K-8	5-8	6-8	7-8	7-12	9-12
2010-11	558	683	760	1006	448	323	221	605	384
2011-12	570	669	739	1004	434	335	211	592	381
2012-13	536	657	731	978	442	321	219	618	399
2013-14	494	611	693	951	457	340	223	614	391
2014-15	495	603	674	939	444	336	219	618	399
2015-16	451	560	637	904	453	344	233	615	382
2016-17	431	536	609	861	430	325	217	608	391
2017-18	444	537	595	851	407	314	209	602	393
2018-19	442	520	569	822	380	302	207	563	356
2019-20	416	516	577	785	369	269	193	525	332
2020-21	425	507	549	783	358	276	171	504	333

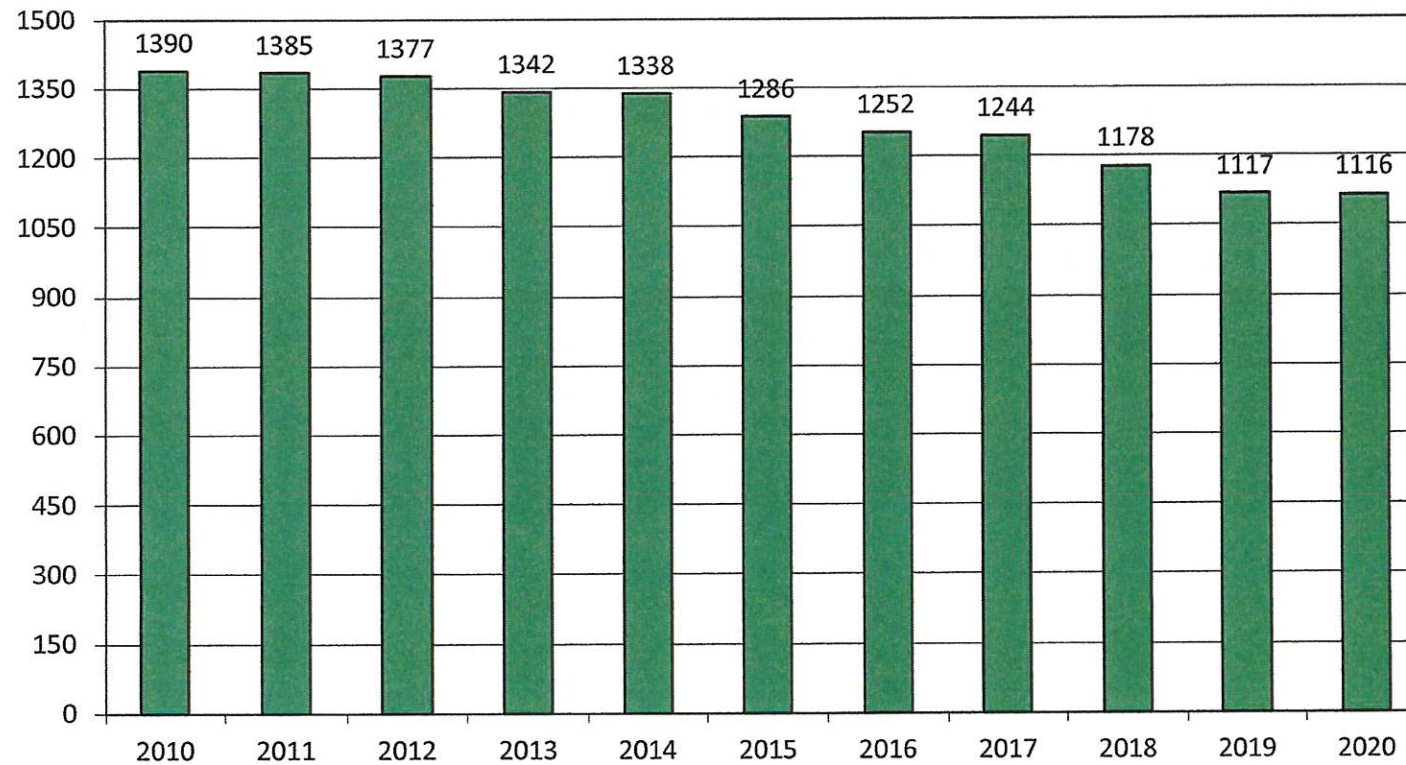
Historical Percentage Changes

Year	K-12	Diff.	%
2010-11	1390	0	0.0%
2011-12	1385	-5	-0.4%
2012-13	1377	-8	-0.6%
2013-14	1342	-35	-2.5%
2014-15	1338	-4	-0.3%
2015-16	1286	-52	-3.9%
2016-17	1252	-34	-2.6%
2017-18	1244	-8	-0.6%
2018-19	1178	-66	-5.3%
2019-20	1117	-61	-5.2%
2020-21	1116	-1	-0.1%
Change		-274	-19.7%



Millis, MA Historical Enrollment

K-12, 2010-2020



2021-22 Enrollment Report will be included once the data is provided to NESDEC



Millis, MA Projected Enrollment

Assumes increased residential construction, see slide 33

School District:

Millis, MA

8/12/2021

Enrollment Projections By Grade*																			
Birth Year	Births	School Year	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	UNGR	K-12	PK-12
2015	76	2020-21	42	83	83	78	99	82	82	105	77	94	96	72	72	93	0	1116	1158
2016	86	2021-22	61	118	83	85	79	103	82	84	103	80	75	92	72	71	0	1127	1188
2017	84	2022-23	62	117	117	85	87	83	102	83	83	106	63	72	92	71	0	1161	1223
2018	86 (prov.)	2023-24	63	116	114	118	85	90	82	104	81	86	84	61	72	91	0	1184	1247
2019	81 (prov.)	2024-25	64	109	113	115	118	88	89	83	101	84	68	81	61	71	0	1181	1245
2020	83 (est.)	2025-26	65	111	106	114	115	121	87	90	81	104	66	65	81	60	0	1201	1266
2021	84 (est.)	2026-27	66	113	108	107	114	118	119	88	87	84	82	63	65	80	0	1228	1294
2022	83 (est.)	2027-28	67	113	110	109	107	117	116	121	85	90	66	79	63	64	0	1240	1307
2023	83 (est.)	2028-29	68	112	110	111	109	110	115	118	117	88	71	63	79	62	0	1265	1333
2024	83 (est.)	2029-30	69	112	109	111	111	112	108	117	115	121	70	68	63	78	0	1295	1364
2025	83 (est.)	2030-31	70	112	109	110	111	114	110	110	114	119	96	67	68	62	0	1302	1372

Note: Ungraded students (UNGR) often are high school students whose anticipated years of graduation are unknown, or students with special needs - UNGR not included in Grade Combinations for 7-12, 9-12, etc.

Based on an estimate of births

Based on children already born

Based on students already enrolled

Projected Enrollment in Grade Combinations*									
Year	K-4	K-5	PK-5	K-8	5-8	6-8	7-8	7-12	9-12
2020-21	425	507	549	783	358	276	171	504	333
2021-22	468	550	611	817	349	267	183	493	310
2022-23	489	591	653	863	374	272	189	487	298
2023-24	523	605	668	876	353	271	167	475	308
2024-25	543	632	696	900	357	268	185	466	281
2025-26	567	654	719	929	362	275	185	457	272
2026-27	560	679	745	938	378	259	171	461	290
2027-28	556	672	739	968	412	296	175	447	272
2028-29	552	667	735	990	438	323	205	480	275
2029-30	555	663	732	1016	461	353	236	515	279
2030-31	556	666	736	1009	453	343	233	526	293

Projected Percentage Changes			
Year	K-12	Diff.	%
2020-21	1116	0	0.0%
2021-22	1127	11	1.0%
2022-23	1161	34	3.0%
2023-24	1184	23	2.0%
2024-25	1181	-3	-0.3%
2025-26	1201	20	1.7%
2026-27	1228	27	2.2%
2027-28	1240	12	1.0%
2028-29	1265	25	2.0%
2029-30	1295	30	2.4%
2030-31	1302	7	0.5%
Change	186		16.7%

*Projections should be updated annually to reflect changes in in/out-migration of families, real estate sales, residential construction, births, and similar factors.

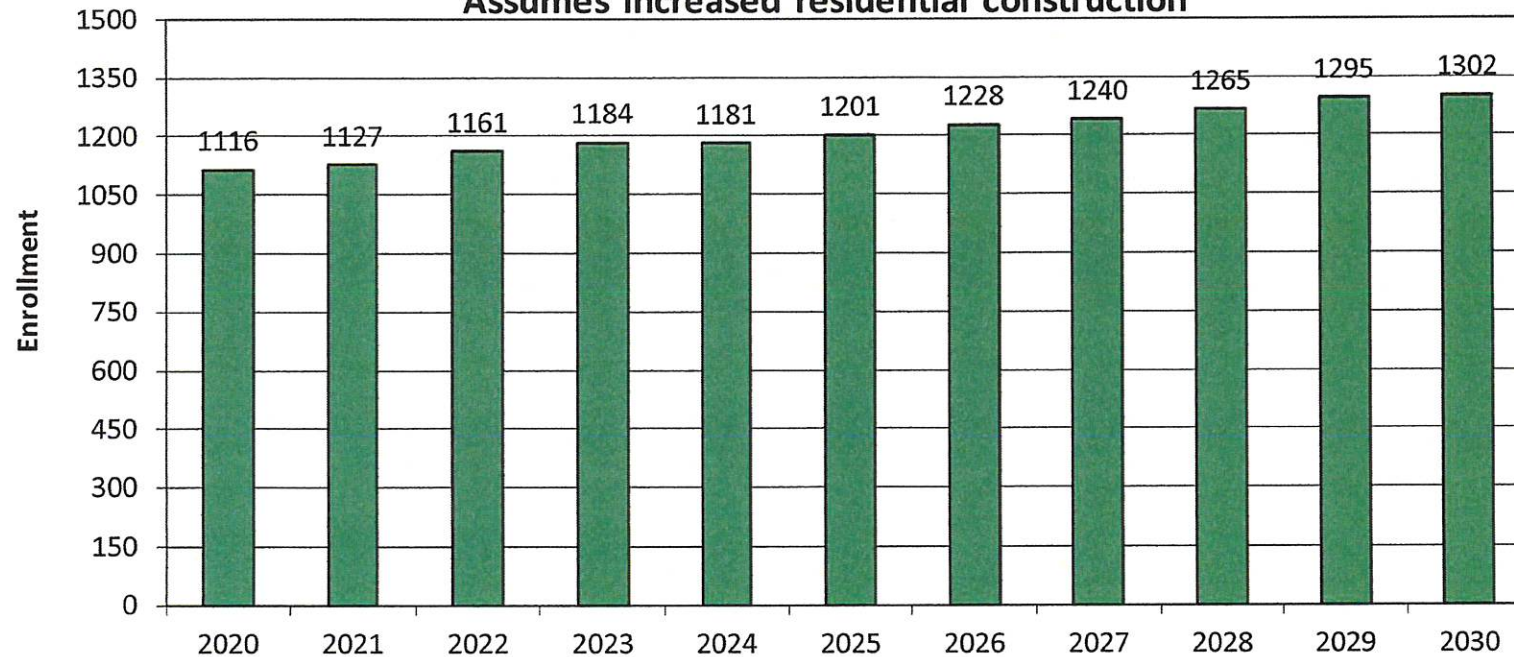
2021-22 Enrollment Report will be included once the data is provided to NESDEC

NESDEC

Millis, MA Projected Enrollment

K-12 To 2030 Based On Data Through School Year 2020-21

Assumes increased residential construction



Millis, MA Projected Enrollment

Status Quo: Does not include the recently increased pace of residential construction

School District:

Millis, MA

11/16/2020

Enrollment Projections By Grade*																				
Birth Year	Births		School Year	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	UNGR	K-12	PK-12
2015	76		2020-21	42	83	83	78	99	82	82	105	77	94	96	72	72	93	0	1116	1158
2016	86		2021-22	61	116	81	83	78	102	81	83	102	79	74	92	72	71	0	1114	1175
2017	84		2022-23	62	113	113	81	83	80	100	82	81	105	62	71	92	71	0	1134	1196
2018	86	(prov.)	2023-24	63	116	110	114	81	85	79	102	80	84	83	60	71	91	0	1156	1219
2019	81	(prov.)	2024-25	64	109	113	111	114	83	84	80	99	82	66	80	60	70	0	1151	1215
2020	83	(est.)	2025-26	65	111	106	114	111	117	82	85	78	102	65	63	80	59	0	1173	1238
2021	84	(est.)	2026-27	66	113	108	107	114	114	115	83	83	80	81	62	63	79	0	1202	1268
2022	83	(est.)	2027-28	67	113	110	109	107	117	112	117	81	86	63	78	62	62	0	1217	1284
2023	83	(est.)	2028-29	68	112	110	111	109	110	115	114	114	84	68	61	78	61	0	1247	1315
2024	83	(est.)	2029-30	69	112	109	111	111	112	108	117	111	118	66	65	61	77	0	1278	1347
2025	83	(est.)	2030-31	70	112	109	110	111	114	110	110	114	114	93	63	65	60	0	1285	1355

Note: Ungraded students (UNGR) often are high school students whose anticipated years of graduation are unknown, or students with special needs - UNGR not included in Grade Combinations for 7-12, 9-12, etc.



Based on an estimate of births



Based on children already born



Based on students already enrolled

Projected Enrollment in Grade Combinations*									
Year	K-4	K-5	PK-5	K-8	5-8	6-8	7-8	7-12	9-12
2020-21	425	507	549	783	358	276	171	504	333
2021-22	460	541	602	805	345	264	181	490	309
2022-23	470	570	632	838	368	268	186	482	296
2023-24	506	585	648	851	345	266	164	469	305
2024-25	530	614	678	875	345	261	181	457	276
2025-26	559	641	706	906	347	265	180	447	267
2026-27	556	671	737	917	361	246	163	448	285
2027-28	556	668	735	952	396	284	167	432	265
2028-29	552	667	735	979	427	312	198	466	268
2029-30	555	663	732	1009	454	346	229	498	269
2030-31	556	666	736	1004	448	338	228	509	281

Projected Percentage Changes			
Year	K-12	Diff.	%
2020-21	1116	0	0.0%
2021-22	1114	-2	-0.2%
2022-23	1134	20	1.8%
2023-24	1156	22	1.9%
2024-25	1151	-5	-0.4%
2025-26	1173	22	1.9%
2026-27	1202	29	2.5%
2027-28	1217	15	1.2%
2028-29	1247	30	2.5%
2029-30	1278	31	2.5%
2030-31	1285	7	0.5%
Change	169		15.1%

*Projections should be updated annually to reflect changes in in/out-migration of families, real estate sales, residential construction, births, and similar factors.

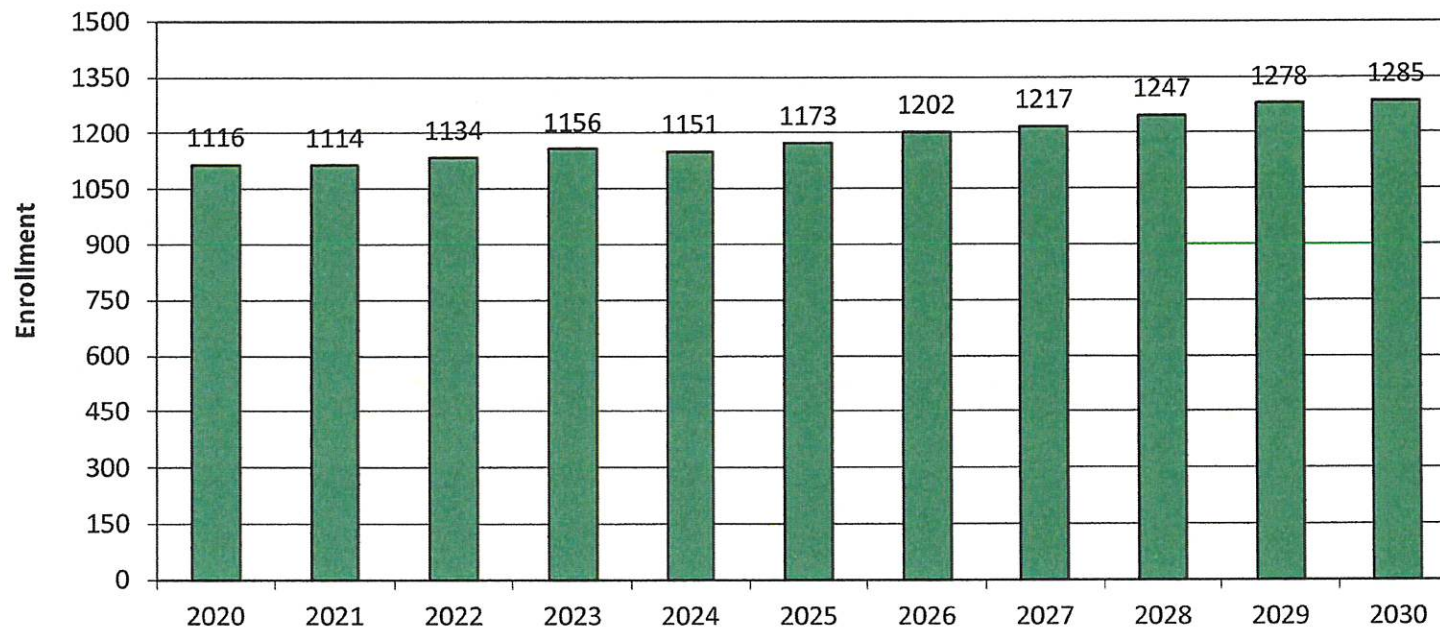
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Millis, MA Projected Enrollment

Status Quo: Does not include the recently increased pace of residential construction

K-12 To 2030 Based On Data Through School Year 2020-21



COA CURRENT AND POTENTIAL PROGRAMS

What programs are currently offered? On what schedule?

Programs we currently offer:

Daily:

Transportation

Fitness Room

HESSCO's Congregate Lunch/ Meals on Wheels

Strength Training DVD

YMCA's Enhance Fitness (M-W-F)

Drop-In room for daily donated baked goods, coffee, conversation, coupon clipping, knitting, crafts, ongoing puzzles, reading.

Weekly:

Volunteer's Crafty Ladies

Volunteer Computer Tutoring

Volunteer's cards (Cribbage, Poker)

Volunteer Bingo

Volunteer Line Dancing

Paid Instructor Yoga

Volunteer Blood Pressure Clinics

Sing a long group

Tasty Tuesday luncheon

Bi-Weekly:

SHINE

Monthly:

HESSCO's Health Aging Consultations

Podiatry (bi-monthly)

Coalition of newsletter

Public Health Nurse- Consultations

Quarterly:

Norfolk County Sheriff's Office "Are You Okay, Senior Photo ID, File Of Life, Triad, Yellow Dot, Scam Prevention" Programs

Semiannual:

AARP's "Planning for Medicare" "Social Security: Understanding Your Benefits"

The Mass Bar Association presentation "Turning 65- What You Need To Know"

HESSCO's Healthy Aging Presentations: "Diabetes Prevention"

Annually:

Flu Clinics

Holiday Fair

Coye's Auction – Antique Roadshow

Valentine's Day Brunch

St Patrick's Day Feast

Mother's Day Tea

COA CURRENT AND POTENTIAL PROGRAMS

Father's Day

Cook outs

Thanksgiving Day Feast

Christmas with Millis PD & EMT's

Space that would allow us to increase programming:

Programs we do not offer:

Multi- Functioning Health Room:

- Hair Salon
- Additional Podiatry- manicures/pedicures/ waxing
- Additional Health Clinics/ Blood Pressure-Blood Sugars
- Hearing Testing/Hearing Aid Cleaning/ Repairs
- Chair Massage/Reflexology
- Weight loss support group- Weight Watchers Club /T.O.P.S. TAKING OFF POUNDS SENSIBLY
- Mental Health support groups
- Meditation
- Pet Therapy

Functioning Kitchen: Currently HESSCO has complete control of kitchen. Stoves only provide heat & serve function. We lack freezer and refrigeration space. Need dedicated space for paper goods, pots & pans, etc.

Will enable COA to:

- Dinner shows with
Murder Mysteries, music, bands, Comedians, Ed the Wizard's Magic Show, Mad Hatter Tea Party, Classical Music Duo's", Local Chris Carter Solo Guitar Acoustic
- Fundraisers
Pasta dinners, Mexican Fiestas, Bingo- Singo
- Pancake breakfasts
- Culinary demos or hands-on classes
"Meals For One", "Creative Leftovers", "Cookie Exchange", "Ethnic Cuisine", "Specialty Cuisine"

Craft Room: Large room with sink and storage for art, craft and painting activities. It's important to have space where people can leave out projects to continue to work on them over time, ie space to leave easels out for paint to dry; wood projects in vices for glue to dry

- Mr. Fix-it Workshop
- Wood working – crafts
- Wood carving
- Rug Braiding
- Pottery
- Basket Weaving
- Wreath Making
- Cornucopia Ornament Making
- Victorian Valentine Making

COA CURRENT AND POTENTIAL PROGRAMS

- Seashell Wreath Making
- Sewing Class- Quilting
- Paint and Sip Classes
- Watercolor, Oils, Charcoal
- Open Art Studio
- Digital Photography
- High School Seniors Teaching Seniors Cellphone and Tablet Use

Multipurpose Rooms would allow Presentations from:

Informational

- Mass Commission for the Blind
“What benefits & tools are available to the blind” “Low Vision Support Groups”
- AARP
“Planning for Social Security”, “Medicare Planning”, “Fraud Fighters”
- VNA
Balance Matters, Wellness Clinics, Caregiver Support Groups - Memory Workshops
- Attorney General Office
“Senior Scams”, “Medicare Fraud”
- HESSCO Evidence Based Programs- 6-, 12- or 16-week Programs
“Falls Prevention”, “My Life, My Health”, “Matter of Balance”, “Diabetes Self-Management”- “Chronic Pain Management”, “Savvy Caregiver”, and “Healthy Eating for Successful Living”
- Legal Clinics – Mass Bar Assoc.- Local Elder Law Attorney Consultations
Power of Attorney, Health Care Proxies, Living Wills, Long term Care Planning, Disability Benefits, One on one legal Consultations
- Educational workshops from ComCan
“CBD & Me”, “Arthritis and CBD”, Parkinsons and CBD”
- MA and National Councils on Aging
Aging Mastery Program
- Financial Planning
“Investment Clubs”, “Where to Invest”

Cultural Events

- Art Shows
Senior Art Shows, High School Art Show, Craft Exhibits,
- Virtual Travel

COA CURRENT AND POTENTIAL PROGRAMS

“Susan Steele Adventures”, “McCoy Family Adventures”, “Millis Fawn and Flora with George” “Pleasant Meadows with George”, “Mass Audubon's Stony Brook Wildlife Sanctuary”

- Historical Performers and Master Story Tellers
- Linda Myer “Amelia Earhart”, “Sophie Tucker”, Todd Goodwin “Growing Up Grubby - Tales of Growing Up in the 50's & 60's”,
- Music Performances
World Percussion Drumming/Steel

Educational

Learn a New Language

- Spanish, Chinese

How to Write your Memoirs

- Book Writing

Music Classes

- Guitar, Harmonica, Drumming, Ukulele

Planning

- Real Estate Downsizing
- Retirement Planning “Retirement isn't an age—it's a financial number”
- Create a Retirement Budget
-

Healthy Aging

- Health Fairs
- Health Clinics
- Memory Testing
- Fan the flame. Sexual intimacy and aging

Community Support Room:

- Memory Café
- Supportive Day Program

Additional Fitness room:

- Additional Yoga classes
- Tai Chi
- Pilates
- Low impact workout
- Self Defense classes
- Line Dancing
- Tap Dance
- Latest Dance Moves
- Dancing with the Stars

COA CURRENT AND POTENTIAL PROGRAMS

Cozy game room:

- 2 pool tables for competitions/ tournaments
- Comfortable sitting room with fireplace and library
- Board games
- Bridge Group
- Card Groups, Poker, Cribbage
- Gentleman's Club
- Chess
- Book Clubs

New greeting area with counter style reception desk and visible support staff.

What outdoor uses and activities should be included in the CoA program?

- Sitting and dining - Covered outdoor area with outdoor games, picnic area with seating. Available to the community for outdoor weddings or events. Sell personalized bricks to construct bricked outdoor area.
- Community garden for all residents regardless of age to work cooperatively and collectively. Involve Garden Club and Millis High school and Middle school students.
- Outdoor games and activities - Walking/jogging path for all Millis residents and Recreation Department to use and enjoy.
- Classroom/performance space - Outdoor performance area for summer concerts that can be utilized by all Millis residents and the Recreation Department
- Exercise stations/course

What food programs and service currently offered?

Daily lunch program - Provided by HESSCO current Meals on Wheels Program is acceptable. Congregate meal site is not. Lunches are reheated, very low quality, low attendance/ lack of interest in service/ not attracting seniors. A more attractive dining space and a working kitchen serving healthier foods would attract visitors.

- All day coffee and snack service Coffee, Tea available all day/ every day donated donuts, bread and bakery goods available daily. Current service is acceptable.
- Periodic dinners and events Valentine's Day Brunch, St Patrick's Day Feast, Mother's Day Tea, Father's Day Cook Out, 2 Random Cook Outs July & August, Thanksgiving Day Buffet all take place on site. A large flexible space that could accommodate 170 seniors at a sit-down meal would be required.
- Our Volunteer Luncheon, Police Christmas Luncheon and Lions Christmas Party are held off site due to space issues and aesthetics.
- Commercial kitchen (versus re-heat kitchen) Commercial kitchen is needed. Need to offer more appealing, healthier meal choices. In house events could be offered with home cooked meals

Specific storage needs for the COA

File Retention (needs security)

Space is needed for cooking supplies (pots, pans, and paper goods, etc.)

Medical equipment loan closet

COA CURRENT AND POTENTIAL PROGRAMS

Seasonal centerpieces/ decorations and outdoor patio furniture storage.
We have a very active craft group that requires 5 large locking metal cabinets.
The “thrift store” also requires locked space as they store seasonal items.

Current limitations of the current CoA building? Both entrances unwelcoming.

Ramp is long and winding
Uncovered entrances- seniors subjected to elements upon arrival
Offices randomly located
Computer room in employee’s office
Non-existing views of outdoors
Non-functioning kitchen
One conference/meeting room
Insufficient space for Holiday meals/events (currently use two adjacent rooms)
Difficulty offering programs/workshops due to lack of appropriate space
Storage is shared with entire town

MILLIS PERSONNEL PLAN SCHEDULES

FY2023

11/10/22 Effective Date

SCHEDULE A & B

CLASSIFICATION PLAN

SALARIED-WEEKLY AND STIPENDS

GRADE POSITION

	STEP	1	2	3	4	5	6	7	8	9	10
17	DIRECTOR OF PUBLIC WORKS	\$ 2,279.90	\$ 2,338.25	\$ 2,398.22	\$ 2,459.83	\$ 2,523.07	\$ 2,585.90	\$ 2,650.78	\$ 2,716.87	\$ 2,784.60	\$ 2,854.37
16	ASSISTANT TOWN ADMINISTRATOR	\$ 2,058.29	\$ 2,099.46	\$ 2,141.44	\$ 2,184.27	\$ 2,227.96	\$ 2,272.52	\$ 2,317.97	\$ 2,364.33	\$ 2,411.61	\$ 2,459.85
15	VACANT	\$ 1,735.77	\$ 1,775.38	\$ 1,814.99	\$ 1,856.21	\$ 1,897.93	\$ 1,940.77	\$ 1,984.64	\$ 2,028.56	\$ 2,074.58	\$ 2,121.66
12	VACANT	\$ 1,417.80	\$ 1,450.03	\$ 1,481.86	\$ 1,516.54	\$ 1,549.18	\$ 1,584.26	\$ 1,620.17	\$ 1,656.89	\$ 1,693.20	\$ 1,731.55
11	COA DIRECTOR* (35.5hour/wk)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
9C*	PLUMBING&GAS INSPECTOR ELECTRICALINSPECTOR	Stipend of \$6,566/year plus \$40 per inspection Stipend of \$6,566/year plus \$40 per inspection									
8A*	DEP. BUILDING INSPECTOR DEP. PLUMB/GAS INSPECTOR 1 DEP. PLUMB/GAS INSPECTOR 2 DEP. ELECTRICAL INSPECTOR 1 DEP. ELECTRICAL INSPECTOR 2 LOCAL BUILDING INSPECTOR	Stipend of \$12,839/year plus \$40 per inspection Stipend of \$628/year plus \$40 per inspection Stipend of \$628/year plus \$40 per inspection Stipend of \$628/year plus \$40 per inspection Stipend of \$628/year plus \$40 per inspection Stipend of \$628/year plus \$40 per inspection									

* = Part time

HOURLY

GRADE

POSITION

		1	2	3	4	5	6	7	8	9	10
4	DISPATCHER/PART TIME	\$ 19.68	\$ 20.12	\$ 20.61	\$ 21.07	\$ 21.54	\$ 22.04	\$ 22.53	\$ 23.04	\$ 23.56	\$ 24.10
PUBLIC SAFETY											
GRADE	POSITION	1	2	3	4	5	6	7	8	9	10
PS9	DEPUTY FIRE CHIEF/EMT*										
	FF STIPEND/YEAR	\$ 33.93	\$ 34.68	\$ 35.48	\$ 36.24	\$ 37.09	\$ 37.89	\$ 38.76	\$ 39.64	\$ 40.53	\$ 41.42
PS8	VACANT										
		\$ 31.43	\$ 32.12	\$ 32.83	\$ 33.58	\$ 34.33	\$ 35.10	\$ 35.88	\$ 36.70	\$ 37.53	\$ 38.36
PS6	FIRE CAPTAIN/EMT										
	FF STIPEND/YEAR	\$ 27.99	\$ 28.62	\$ 29.25	\$ 29.92	\$ 30.58	\$ 31.27	\$ 31.97	\$ 32.69	\$ 33.42	\$ 34.18
		\$ 1,017.28									
PS4	FIRE LIEUTENANT/EMT										
	FF STIPEND/YEAR	\$ 24.69	\$ 25.23	\$ 25.81	\$ 26.37	\$ 27.00	\$ 27.56	\$ 28.20	\$ 28.82	\$ 29.47	\$ 30.13
		\$ 813.40									
PS2	FIREFIGHTER/EMT										
	FF STIPEND/YEAR	\$ 21.98	\$ 22.48	\$ 22.82	\$ 23.48	\$ 24.00	\$ 24.54	\$ 25.10	\$ 25.64	\$ 26.22	\$ 26.83
		\$ 607.44									
PS2	PERM. INTER. POLICE OFFICER LOCKUP KEEPER	\$ 21.33	\$ 21.80	\$ 22.14	\$ 22.81	\$ 23.32	\$ 23.83	\$ 24.36	\$ 24.92	\$ 25.46	\$ 26.04
	EMT STIPEND	\$ 1,199.19									
SCHOOL TRAFFIC SUPERVISORS											
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

MILLIS PERSONNEL PLAN SCHEDULES

FY2023

11/10/22 Effective Date

SCHEDULE A& B

CLASSIFICATION PLAN

SALARIED-WEEKLY AND STIPENDS

GRADE POSITION

APPOINTED SPECIALS

EMERG. MGMT DIR. Fire Chief Contract	\$	1,500	PER	YEAR	CLASS A MOTOR VEHICLE OPERATOR	\$	1,141.11	PER	YEAR
EMERG. MGMT CLERICAL	\$	-	PER	YEAR	DIR. VETERANS SERVICES	\$	18,360	PER	YEAR
SEALER WEIGHTS MEASURE	\$	3,498	PER	YEAR	ELECTION WORKER-CENSUS TAKER	STATE MIN. WAGE			
PART TIME IT ADMINISTRATOR	\$	46	PER	HOUR	ON-CALL LIBRARY ASSISTANT	\$	15.85	ER	HOUR
ASST. DATA PROC. MANAGER	\$	2,560	PER	YEAR	RESERVE POLICE DETAIL RATE	CURRENT POLICE UNION CONTRACT RATE			
CERTIFIED WATER OPERATOR I	\$	1,522	PER	YEAR	DPW SEASONAL WORKER	**	STATE MIN. WAGE		
CERTIFIED WATER OPERATOR II	\$	1,903	PER	YEAR	LIBRARY PAGE	**	STATE MIN. WAGE		
ZONING BOARD OF APPEAL MEMBER	\$	174.60	PER	YEAR	BOARD OF REGISTRARS -CHAIR	\$	378.75	PER	YEAR
RESPITE CARE PROGRAM MANAGER	\$	21.03	PER	HOUR	BOARD OF REGISTRARS MEMBER	\$	116.55	PER	YEAR
RESPITE CARE ACTIVITIES COORDINATOR	**	STATE MIN. WAGE			SNOW CONTRACTOR 7AM-6PM	\$	24.21	PER	HOUR
COA VAN DRIVER	**	STATE MIN. WAGE			SNOW CONTRACTOR NIGHTS, WEEKEND	\$	36.31	PER	HOUR
COA DISPATCHER	\$	16.33	PER	HOUR	SNOW MANAGEMENT STIPEND AFTER 8 STORMS	\$	2,472.37	PER	YEAR
PLANNING BOARD MEMBER	\$	55.03	PER	YEAR	SNOW MANAGEMENT STIPEND AFTER 12 STORMS	\$	1,236.18	PER	YEAR
FINANCE COMMITTEE ASSISTANT	\$8,650.00	PER	YEAR		BOARD OF ASSESSORS MEMBER	\$	352.60	PER	YEAR
					DEPUTY ANIMAL CONTROL WEEKEND COVERAGE	\$	97.92	PER	DAY
					DEPUTY ANIMAL CONTROL WEEKNIGHT COVERAGE	\$	23.79	PER	NIGHT

** Change to State Min Wage 1/1/2023 15.00



TOWN OF MILLIS PERSONNEL PLAN

***SCHEDULE D ADOPTED BY BOARD OF SELECTMEN OCTOBER 24, 2011**

***SCHEDULES A, B, & C ADOPTED BY TOWN MEETING NOVEMBER 7, 2011**

Amended 5-12-14

Amended 6-8-15

Amended 11-2-15

Amended 11-10-22

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INTRODUCTION

GENERAL INFORMATION

This handbook of the Millis Personnel Plan, Schedules A, B, C & D, has been prepared as a guideline to acquaint new and current employees with the Town of Millis' classification plan, salary/wage plan, employee benefits, and personnel policies. This handbook outlines some privileges and benefits that the Town currently offers. Also, this handbook explains certain employee responsibilities and duties as well as proper procedure.

To the extent that specific provisions of this personnel handbook conflict with mandatory provisions of a collective bargaining agreement, applicable to a specific employee, or conflict with federal, state or local law, said collective bargaining agreement, or conflicting federal, state or local law shall prevail.

Employees are employed as "at-will" employees. This handbook does not alter the "at-will" relationship between the Town and such employees and does not grant any Town employee an expectation of continued employment, or a property interest in employment with the Town. This Plan does not create a contract for employment.

Employees are required to read this handbook carefully so that they are aware of the Town's employment policies and procedures. After reading this handbook carefully employees will be asked to sign a form stating that they have read and understood all the information that is contained herein.

PURPOSE

The purpose of the Personnel Policies is to establish and operate an efficient system of public personnel administration and to provide for a fair and equitable employee relations policy in municipal government in conformity with state and federal laws. Nothing contained herein shall be construed as an employment contract.

APPLICATION

In general, these Personnel Policies shall apply to all employees of the Town and to all positions whether permanent full-time, permanent part-time, reserve, temporary, seasonal or on-call employees. Elected officials, members of boards, committees, commissions, and volunteers are subject to policies to the extent applicable by law. (For example: Sexual Harassment, Safety, and Conflict of Interest).

ADMINISTRATION

The Town Administrator, who serves as the Personnel Administrator, department heads and the Board of Selectmen shall be responsible for the proper administration of these policies.

The Town Administrator may establish, rescind or amend such administrative procedures as he/she may consider necessary for the implementation of these rules. Such rules and any amendments thereto shall become effective upon approval by the Board of Selectmen.

EMPLOYEE DEFINITIONS

At Will Employees: At will employees serve at the pleasure of the town and as such may be removed from their position for any reason or no reason, so long as it is not unlawful. This is a legal doctrine that provides that the employment relationship may be terminated at any time by the Town or the individual, with or without cause or notice.

Employees: All persons who receive wages or salaries from the Town.

Exempt Employees: Employees who are paid on a salaried basis and do not receive overtime pay.

Non-Exempt Employees: Employees who are paid on an hourly basis. Actual time worked over 40 hours in one week will be compensated at the rate of one and one half times the FLSA rate. Non-exempt positions may be full-time or part-time.

Permanent Full-Time Employees: Employees who work 35 - 40 hours per week, 52 weeks per year. Regular full-time employees are eligible to receive employee benefits as defined in this manual.

Permanent Part-Time Employees: Employees who work less than 35 hours per week, 52 weeks per year. Part-time employees who work at least 20 hours per week are eligible to receive certain pro-rated benefits as defined within these policies.

Reserve or Seasonal Employees: Employees who are scheduled to work less than 20 hours per week and/or less than six months per year. Those employees that work on an "as needed" basis or "fill in" basis. Such employees are not eligible for employee benefits.

Temporary Employee, Full and Part Time: Employees who are non-permanent who are hired either to cover illness or vacancy. Individual circumstances, such as length of appointment and average hours may impact the eligibility of benefits as determined by the Town Administrator.

Years of Service: For the purpose of calculated benefits and leave, years of service shall be defined as continuous years of service to the Town, with the following exception. If an employee leaves the Town and returns to employment with the Town within 3 years of his/her termination, his/her previous years shall be included for the purpose of benefit and leave calculations. In no instance will forfeited leave balances be restored.

PERSONNEL RECORDS

The Town Administrator's office shall maintain the official employee personnel files. Department heads may maintain files supporting departmental employees' personnel actions. Employees will be notified when items outside ordinary paperwork are placed in the personnel file. The Town shall notify an employee within ten (10) days of the employer placing in the employee's personnel record any information to the extent that the information is, has been used or may be used, to negatively affect the employee's qualification for employment, promotion, transfer, additional compensation or the possibility that the employee will be subject to disciplinary action. Within five (5) business days of such request, employees may review their personnel files. The review shall take place at the place of employment

and during normal business hours. An employee shall be given a copy of his/her personnel record within five (5) business days of submission of a written request for such copy to the employer. An employee may request, in writing, that material be removed from the file and, if denied, a written rebuttal from the employee may be included in the permanent files. It is the responsibility of employees to inform their departments of changes in their name, address, telephone number, marital status, and person(s) to be notified in an emergency and to notify the Town and the Retirement Board of changes in their personal status to insure proper coverage in the health benefit, life insurance and retirement plans. The Town shall not be required to allow an employee to review the employee's personnel record on more than two (2) separate occasions in a calendar year; provided, however, that the notification and review caused by the placing of negative information in the personnel record shall not be deemed to be one (1) of the two (2) annually permitted reviews.

**TOWN OF MILLIS
PERSONNEL PLAN
SCHEDULE A CLASSIFICATION PLAN
SCHEDULE B SALARY/WAGE PLAN**

Insert here

**TOWN OF MILLIS
PERSONNEL PLAN
SCHEDULE C
EMPLOYEE BENEFITS**

HEALTH INSURANCE

All eligible employees are entitled to participate in the health insurance programs offered by the Town. Eligibility is in accordance with these policies, M.G.L. c.32B and various federal laws. Employees must comply with notice requirements regarding dependents and selection of benefits.

BASIC LIFE INSURANCE

The Town will offer a basic life insurance policy for all eligible employees at the time of initial employment.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT

The Town will comply with the Consolidated Omnibus Budget Reconciliation Act (COBRA) which requires employer-sponsored group medical plans to allow covered employees and their dependents to elect to have their current medical coverage continued at the employee and dependents' expense, at group rates, following a qualifying loss of coverage.

RETIREMENT

Employees who are hired to work twenty hours or more per week throughout the year (1,040 hours) shall be required to join the Norfolk County Retirement System. Contribution rates and eligibility is further defined within M.G.L. c.32.

Employees who are not required or eligible to contribute to the Norfolk County Retirement System will be required to contribute to an Omnibus Budget Reconciliation Act (OBRA) account.

LONGEVITY

Employees are eligible for longevity payments based on the completion of years of service to the Town as follows:

At completion of five years	\$750 per year
At completion of 10 years	\$850 per year
At completion of 15 years	\$950 per year
At completion of 20 years	\$1050 per year

~~Longevity payments will be made 1/2 on the first December payroll and 1/2 on the first June payroll. For those employees whose longevity is earned for the first time, the full longevity payment will be made on the employee's anniversary date, but subsequent payments will be made on the semi-annual schedule.~~

Please use the following example for the first time longevity earners:

~~Assumed anniversary date: August 1~~

~~Assumed year in which employee reaches five years of employment: 2014~~

~~Payment on August 1, 2014: \$650~~

~~Payment on first payroll in December 2014: 5/6 (for months of August – December) of \$325 = \$270.83~~

~~Payment on first payroll in June 2015 – \$325~~

~~All payments thereafter for years 5-9, \$325 in December and \$325 in June.~~

~~The next increment of longevity is attained during July through December, then ½ of that higher increment is paid in December and ½ in June. If an anniversary date and next increment of longevity is attained during January through June then ½ of the 5-9 year increment is paid in December and ½ of the 10 – 14 year longevity increment is paid in June. For the example, when a ten year anniversary date is completed in March, the December longevity payment would be ½ of \$650 and the June payment would be ½ of \$750.~~

Said payments shall be made on the anniversary of the employee's full time date of hire.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

A. Introduction

The Federal Family and Medical Leave Act of 1993 ("FMLA" or "the Act") was enacted on February 5, 1993. The new law was effective on August 5, 1993, however, where a collective bargaining agreement ("CBA") was in place on that date, the Act became effective on February 5, 1994.

The FMLA entitles eligible employees to take up to twelve weeks of unpaid, job-protected leave each year for specified family and medical reasons. An eligible employee's right to FMLA leave began on August 5, 1993 or February 5, 1994 as applicable.

B. Employee Eligibility

To be eligible for FMLA benefits with the Town of Millis, an employee must:

- Work for the Town of Millis;
- Have worked for the Town of Millis for a total of at least twelve months; and
- Have worked at least 1,250 hours over the previous twelve months.

C. Leave Entitlement

The Town of Millis will grant an eligible employee up to a total of twelve work weeks of unpaid leave during a fiscal year for one or more of the following reasons:

- For the birth or placement of a child for adoption or foster care;

- To care for an immediate family member (spouse, child, or parent) with a serious health condition;
- To take medical leave when the employee is unable to work because of a serious health condition;
- For any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or**
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness who is the spouse, son, daughter, parent, or next of kin to the employee (military caregiver leave).

Leave for birth or placement for adoption or foster care must conclude within twelve months of the birth or placement.

Under some circumstances, employees may take FMLA leave intermittently.

The Town may choose to require the use of accrued leave during some or all of the FMLA leave. In no case, however, can use of paid leave be credited as FMLA leave after the leave has ended.

D. Maintenance of Health Benefits

The Town of Millis will maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. The employee will make arrangements with the Town Treasurer to pay his or her share of health insurance premiums while on leave. The Town of Millis may recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

E. Job Restoration

Upon return from FMLA leave, an employee will be restored to his or her original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions.

In addition, an employee's use of FMLA leave will not result in the loss of an employment benefit that the employee earned or was entitled to before using FMLA leave.

F. Notice and Certification

Employees seeking to use FMLA leave are required to provide to their department head, with a copy to the Town Administrator:

- Thirty (30) days advanced notice of the need to take FMLA leave when the need is foreseeable, otherwise as soon as is practicable;
- Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member in accordance with the FMLA form;
- Second or third medical opinions and periodic recertification (at the Town's expense) if requested by the Town of Millis; and

- Periodic reports during FMLA leave regarding the employee's status and intent to return to work as requested by the employee's department head.

When leave is needed under the category of care for an immediate family member or the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the Town's operation.

G Other Provisions

The FMLA does not affect any other federal or state law which prohibits discrimination, nor supersede any state or local law which provides greater family or medical leave protection. Nor does it affect the Town of Millis's obligation to provide greater leave rights under a collective bargaining agreement or employment benefit plan, where applicable.

SMALL NECESSITIES LEAVE ACT (SNLA) POLICY

The Town will comply with the provisions of the Small Necessities Leave Act which mandates that employers permit eligible employees to take up to a total of 24 hours of unpaid leave within a rolling 12-month period.

The SNLA permits an employee leave for the following purposes:

- To participate in school activities directly related to the educational advancement of a son or daughter of the employee, such as a parent-teacher conference or interviewing for a new school;
- To accompany a son or daughter of the employee to routine medical or dental appointments, such as check-ups or vaccinations; and
- To accompany an elderly relative of the employee to routine medical or dental appointments or appointments for other professional services relating to the elder's care, such as interviewing at nursing or group homes.

The 24 hours may be taken within the 12-month calendar year period and the time may be taken on an intermittent (i.e. 2 hours to attend a parent-teacher conference) or reduced-time schedule.

An employee is required to provide his/her department with seven (7) days' notice of the need for the leave if the leave is foreseeable. If the necessity for the leave is not foreseeable, the employee is required to provide notice of the leave as soon as practicable.

The law provides for an unpaid leave. An employee may elect to use any available accrued vacation, personal or sick leave benefits provided the use of such time is in accordance with the employer's leave policies.

An employer may require the employee to substitute any of the employee's paid vacation leave, personal leave or sick leave for the leave provided for by the SNLA. A department head may require that written certification or documentation support a request for leave under this act.

MATERNITY LEAVE PARENTAL LEAVE

The Town will provide leave in accordance with Massachusetts General Laws, Chapter 149, Section 151B, Section 11A. Leave will run concurrently with the Town of Millis Family Medical Leave as outlined in policy.

~~An employee, upon request, shall be granted up to eight work weeks of unpaid maternity leave in accordance with Massachusetts General Law. (M.G.L. c. 149, sec. 105D and M.G.L. c. 151B, sec. 11a)~~

SICK LEAVE

- A. Employees shall accrue sick leave with pay at the rate of .0577 per hour for each hour of actual service cumulative to 150 days. Sick leave accrual will be adjusted for periods of Worker's Compensation.
- B. Sick leave may only be used when an employee is unable to work because of illness or other physical incapacity; however, such time may be granted with the approval of the department head when serious illness in an employee's immediate family as defined by the FMLA or household requires his or her presence. Such family or household member sick leave usage will be capped at the equivalent of five days per year.
- C. Sick leave will not be granted unless the employee or a representative notifies the appropriate supervisor.
- D. ~~The Town reserves the right to request a doctor's note verifying the need for sick leave .~~

The Town Administrator reserves the right to request a doctor's note verifying the need for sick leave after three (3) consecutive days of sick leave use, or if the Town observes a pattern of abuse of sick leave. It shall do so in writing with a reason for said request.

- E. Employees who have sick leave credits and who are injured on the job and receive Worker's Compensation shall, on request, be paid such sick leave payments so that, when added to Worker's Compensation payments, it will result in the payment of their full salary in accordance with the provisions of Chapter 152, M.G.L. The total dollar value of such sick leave payments shall be computed to its equivalent and charged against sick leave credits accordingly. In no case shall an employee receive total compensation in excess of full pay.
- F. **Sick Leave Buy Back.** Upon Retirement only, an employee shall be entitled to a sick leave buy back lump sum payment equal to one quarter of his or her unused accumulated sick leave, provided that such payment does not exceed \$1,800. **\$2200.00**

SICK LEAVE BANK

A Sick Leave Bank for use by eligible employees shall be established, subject to the following terms and conditions:

The Sick Leave Bank is designed for use by employees who are undergoing a prolonged illness or disability and who intend to return to work immediately after the prolonged illness or disability. Prolonged disability or illness is construed to be an absence of twenty (20) consecutive working days or more.

The Sick Leave Bank shall maintain a maximum of one hundred fifty (150) days. Any unused days remaining in the Sick Leave Bank will be carried forward to be used in subsequent years.

To be eligible for the benefits of the Sick Leave Bank, an employee must donate to the Bank one (1) day or one (1) pro rata day from accumulated sick leave by August 1st of each fiscal year, except or in the case of a new employee, within seven (7) months of his/her first workday. The total contribution per employee per year shall not exceed two (2) days. If no days from the bank are used each year the contributed days shall be returned to the contributing employees' balance. If some days are used from the bank, the remaining days above 150 at year end shall be returned to the employees on a proportionate basis based on number of days donated.

To be eligible for Sick Leave Bank benefits, the applicant must have accumulated at the beginning of the prolonged illness twenty percent (20%) of the maximum accumulated sick days available to the employee since the beginning of his/her employment. Further, the employee must have exhausted his/her accumulated sick days during the prolonged illness or disability before being eligible for Sick Leave Bank benefits.

Employees using the benefits of the Sick Leave Bank must sign a Sick Leave Agreement in which they state their intent to return to service immediately after the prolonged illness or disability for a minimum of the length of the Leave and to meet all terms of the regulations. Default of this signed Agreement for reasons other than permanent disability or death of employee will result in refunding to the Town of Millis the full amount of the salary received while covered by sick leave from the Sick Leave Bank.

No leave benefits will accrue for the period that Sick Leave Bank time is being utilized.

The Sick Leave Bank shall be administered by a Sick Leave Bank Committee of two (2) members, which shall have the authority to make further regulations, consistent with the terms of this Article. The Sick Leave Bank Committee will be composed of one member designated by the employees under the Personnel Plan and the Personnel Director or his designee. In case of impasse between these two members, the Board of Selectmen will make the final decision.

The Sick Leave Bank Committee shall determine the eligibility for the use of the Bank and the amount of leave to be granted, except that the initial grant of sick leave to an eligible employee shall not exceed twenty (20) days. Additional grants may be given at the discretion of the Sick Leave Bank Committee. Eligibility requirements for additional granting of leave may be waived by the Committee depending on the circumstances of an individual case.

The Sick Leave Bank Committee shall consider at least the following criteria in administering the Sick Leave Bank and in determining eligibility and the amount of leave:

- Adequate medical evidence of serious illness or disability, as determined by the Sick Leave Bank Committee in its sole discretion;
- Length of service in the Town; and
- Propriety of the use of previous sick leave.

The Sick Leave Bank Committee may establish other criteria and may seek additional medical opinions and evidence of the serious illness or disability.

Decisions of the Sick Leave Bank Committee or any decision of the Board of Selectman due to an impasse regarding the Sick Leave Bank are final and binding and are not subject to the grievance procedure.

PAID HOLIDAYS

A. The following shall be regarded as paid holidays:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
Presidents Day	Veterans' Day
Patriots Day	Thanksgiving Day
Memorial Day	The day after Thanksgiving
Independence Day	Christmas Day
Juneteenth	

B. Employees shall be paid their normal compensation (8 hours or prorated where applicable) for such days.

C. Any non-exempt employee who is assigned to work on a holiday shall receive straight time compensation for the hours actually worked in addition to holiday pay.

D. If a holiday falls on a regular day off or during a vacation period, the employee shall be granted another day off at a time mutually agreeable to the employee and the department head. If such a day off cannot be granted, the employee, subject to the approval of the department head, shall be paid a day's pay in lieu thereof.

E. If a holiday falls on a Saturday, Friday will be celebrated as the holiday. If a holiday falls on a Sunday, Monday will be celebrated as the holiday.

F. These provisions shall apply only to shifts regularly scheduled to start within the twenty-four (24) hour period of the holiday and shall not apply to regularly scheduled shifts, which start prior to and run into the holiday period.

VACATION LEAVE

A. The use of earned vacation time must be requested through the employee's supervisor and is subject to the supervisor's approval.

B. Vacation requests will not be arbitrarily denied but will depend on departmental workload, available staffing, and other operational considerations. In the event of a dispute between the department head and the employee relative to scheduling vacation time, the Town Administrator shall make the final decision.

C. Vacation is granted on the employees anniversary date according to the following schedule:

Upon completion of:	Granted:
1-4 years	10 days
5-9 years	15 days
10-19 years	20 days
10-14-years	20 days
15 years	25 days
20 years	25 days
21 years	22 days
22 years	23 days
23 years	24 days
24 years	25 days

D. Deleted 5-12-14

E. At the time of appointment, the Town Administrator may grant a higher vacation accrual rate. (*For purposes of this provision only, future vacation allotments shall be granted assuming the employee has the amount of earned employment time associated with the amount of vacation granted at time of hire and shall continue forward in the schedule assuming that earned employment time.)

F. Employees may only carry over a maximum of ten (10) earned vacation days from one anniversary year to the next. Any earned vacation time in excess of ten (10) days that remains on the employee's anniversary date will be lost.

G. Upon termination, any unused vacation balance will be paid to the employee at the current rate.

PERSONAL LEAVE

Employees eligible for benefits under the Personnel Plan shall be granted two personal days per fiscal year. Eligible part-time employees shall be granted two days on a pro-rated basis.

BEREAVEMENT LEAVE

A. ~~An employee shall be granted not more than three days leave with pay upon the death of the following: Spouse, Children, Stepchildren, Siblings, Parents, Stepparents, Mother-in-law, Father-in-law~~

B. ~~One day leave with pay shall be granted in the event of the death of either a grandparent or grandchildren.~~

Bereavement Leaves: Upon the death of any member of the employee's immediate family (wife, husband, father, mother, father-in-law, mother-in-law, children, stepchildren, sister, brother, stepfather, stepmother), the employee shall be granted leave with pay to the extent necessary but not to exceed three (3) working days. One day's leave with pay shall be granted in the event of a death of the employee's grandparents, sister-in-law, brother-in-law and the employee's personal aunt or uncle or grandchild.

JURY SERVICE

~~Any employee required to be absent to serve on a jury shall be paid their regular wage, less any pay received for serving as a member of a jury (excluding allowances), for such time as the employee is required to be absent. A statement signed by the Clerk of Courts certifying each day of jury duty shall be submitted to the Town Accountant.~~

Jury Duty: If an employee is called to jury duty and required to be present in court, he or she shall be entitled to an amount equal to the difference between his or her normal compensation of eight (8) hours of pay of straight time and the amount, excluding any travel allowances, received from the court upon presentation of evidence of the amount paid by the court.

MILITARY LEAVE

Federal and state laws require that veterans and reservists be granted certain employment rights. The Town will comply with all applicable laws and regulations governing initial active duty for training, inactive duty training (such as weekend drills) and temporary and long-term active duty.

Time off for required military reserve duty will be granted as required by law. Any employee with less than six months consecutive service to the Town shall receive such time off without pay. Employees with six months or more continuous service to the Town shall receive the difference between their weekly base pay and their taxable military pay for the period of training. Copies of military orders and pay receipts must be presented prior to payment. If a holiday occurs during the time an employee is on military reserve training duty, the employee shall not be entitled to an additional day's pay.

Town of Millis
5 Year Revenue Forecast
Anticipated Scenario

REVENUE		<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>	<u>FY26</u>	<u>FY27</u>	
		(Per Recap)	(Per Recap)	(Per Recap)	(Per Recap)						
Local Taxes											
Base Factor		\$ 19,685,399	\$ 20,829,764	\$ 22,032,205	\$ 23,833,992	\$ 25,877,750	\$ 27,324,694	\$ 28,882,811	\$ 30,304,881	\$ 31,737,503	
2 1/2% Increase		\$ 492,135	\$ 520,744	\$ 550,805	\$ 595,850	\$ 646,944	\$ 683,117	\$ 722,070	\$ 757,622	\$ 793,438	
New Growth		\$ 652,230	\$ 681,697	\$ 1,250,982	\$ 1,447,908	\$ 800,000	\$ 875,000	\$ 700,000	\$ 675,000	\$ 650,000	
Debt Exclusion		\$ 1,621,134	\$ 3,831,092	\$ 3,321,077	\$ 3,163,387	\$ 3,099,457	\$ 2,997,098	\$ 2,918,164	\$ 2,842,987	\$ 2,769,544	
Levy Limit		\$ 22,450,898	\$ 25,863,297	\$ 27,155,069	\$ 29,041,137	\$ 30,424,151	\$ 31,879,909	\$ 33,223,046	\$ 34,580,490	\$ 35,950,485	
Real & Personal Property Tax	Levy Used	\$ 22,440,653	\$ 25,859,987	\$ 27,135,581	\$ 29,030,890	\$ 30,424,151	\$ 31,879,909	\$ 33,223,046	\$ 34,580,490	\$ 35,950,485	
Yrly Incr/(Decr)											
State Aid	1.0%	\$ 6,421,735	\$ 6,497,917	\$ 6,446,351	\$ 6,653,671	\$ 6,590,800	\$ 6,656,708	\$ 6,723,275	\$ 6,790,508	\$ 6,858,413	
Transfer from Special Funds	1.0%	\$ 360,332	\$ 344,534	\$ 572,440	\$ 597,450	\$ 589,833	\$ 782,263	\$ 976,741	\$ 974,805	\$ 973,999	FY19 Includes \$45K from School Bus Stabilization
Use of Free Cash/Overlay		\$ 1,280,001	\$ 821,258	\$ 539,097	\$ 1,308,289	\$ 1,190,059					Free Cash used for Capital or Special Articles
Local Receipts	1.0%	\$ 2,365,553	\$ 2,754,700	\$ 1,986,069	\$ 1,717,873	\$ 1,843,489	\$ 1,769,783	\$ 1,796,783	\$ 1,824,518	\$ 1,853,019	
Enterprise Funds - Indirect Costs	2.5%	\$ 568,247	\$ 582,884	\$ 614,170	\$ 693,400	\$ 710,735	\$ 728,503	\$ 746,716	\$ 765,384	\$ 784,518	2.5 % incr to reflect incr exp associated with funds
Estimated Receipts and Other Revenue Sources		\$ 10,995,868	\$ 11,001,293	\$ 10,158,127	\$ 10,970,682	\$ 10,924,916	\$ 9,937,257	\$ 10,243,515	\$ 10,355,215	\$ 10,469,949	
Total General Funds Gross Revenues		\$ 33,436,521	\$ 36,861,279	\$ 37,293,709	\$ 40,001,571	\$ 41,349,066	\$ 41,817,166	\$ 43,466,561	\$ 44,935,706	\$ 46,420,434	
Less: State Aid Offsets	1.0%	\$ (491,040)	\$ (456,978)	\$ (466,645)	\$ (517,824)	\$ (433,149)	\$ (437,480)	\$ (441,855)	\$ (446,274)	\$ (450,737)	
Less: Debt Exclusion		\$ (1,621,134)	\$ (3,831,092)	\$ (3,321,077)	\$ (3,163,387)	\$ (3,099,457)	\$ (2,997,098)	\$ (2,918,164)	\$ (2,842,987)	\$ (2,769,544)	
Net General Funds Available for Appropriation		\$ 31,324,347	\$ 32,573,209	\$ 33,505,987	\$ 36,320,360	\$ 37,816,461	\$ 38,382,588	\$ 40,106,541	\$ 41,646,445	\$ 43,200,153	
Net Enterprise Fund Revenues	2.5%	\$ 2,965,028	\$ 3,150,005	\$ 4,103,810	\$ 4,057,633	\$ 4,159,074	\$ 4,263,051	\$ 4,369,627	\$ 4,478,868	\$ 4,590,840	2.5 % incr to reflect incr rev associated with funds
CPA Funds	0.0%	\$ 213,716	\$ 240,500	\$ 326,153	\$ 292,699	\$ 292,699	\$ 292,699	\$ 292,699	\$ 292,699	\$ 292,699	
Other Available funds for Appropriation		\$ 3,178,744	\$ 3,390,505	\$ 4,429,964	\$ 4,350,332	\$ 4,451,773	\$ 4,555,750	\$ 4,662,326	\$ 4,771,567	\$ 4,883,539	
Total Available funds for Appropriation		\$ 34,503,091	\$ 35,963,715	\$ 37,935,951	\$ 40,670,693	\$ 42,268,234	\$ 42,938,338	\$ 44,768,867	\$ 46,418,012	\$ 48,083,692	

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2	Debt Ex				Debt Ex				Debt Ex				Refunded from 2003 DPW Garage Remodel Acorn Street Drainage				Debt Ex				Debt Ex				General Fund NOT EXCLUDED		General Fund EXCLUDED																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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7	FISCAL YEAR				Library				Main Street Culvert				Crestview/Klifford				Police & Fire Buildings				Police Site Clean-Up				VMB Boiler				Library Site Clean-Up				Quint Fire Truck				DPW Truck				Ambulance				Street Sweeper				DPW Garage Remodel				Front End Loader				Clyde Brown Elementary School				Clyde Brown Elementary School																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																</			

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1	FEBRUARY 2013 BOND				JULY 2016 BOND							NOVEMBER 2018 BOND						OCTOBER 2019 BOND	APRIL 2021 BOND							
2	Debt Ex				Debt Ex				Debt Ex						Debt Ex		Debt Ex		DPW Facility GF/Water/Sewer		General Fund NOT EXCLUDED		General Fund EXCLUDED			
3																										
4																										
5																										
6																										
7	FISCAL YEAR	Library	Main Street Culvert	Crestview/ Klifford	Police & Fire Buildings	Police Site Clean-Up	VMB Boiler	Library Site Clean-Up	Quint Fire Truck	DPW Truck	Refunded from 2003 DPW Garage Remodel Acorn Street Drainage		Ambulance	Street Sweeper	DPW Garage Remodel	Front End Loader	Clyde Brown Elementary School	Clyde Brown Elementary School								
8																				TOTALS						
30	2030 P	\$250,000.00			\$495,000.00	\$60,000.00								\$10,000.00	\$15,000.00	\$10,000.00	\$945,000.00	\$125,000.00	\$51,666.67	\$1,961,666.67		\$146,666.67	\$1,815,000.00	-		
31	2030 I	\$27,125.00			\$100,237.50	\$13,350.00								\$3,000.00	\$3,700.00	\$2,800.00	\$548,100.00	\$48,200.00	\$21,025.00	\$767,537.50		\$43,875.00	\$723,662.50	-		
32	TOTAL	\$277,125.00			\$595,237.50	\$73,350.00								\$13,000.00	\$18,700.00	\$12,800.00	\$1,493,100.00	\$173,200.00	\$72,691.67	\$2,729,204.17	FY2030	\$190,541.67	\$2,538,662.50	-		
33	2031 P	\$250,000.00			\$495,000.00	\$60,000.00								\$10,000.00	\$15,000.00	\$10,000.00	\$945,000.00	\$125,000.00	\$51,666.67	\$1,961,666.67		\$146,666.67	\$1,815,000.00	-		
34	2031 I	\$20,625.00			\$80,437.50	\$10,950.00								\$2,600.00	\$3,100.00	\$2,400.00	\$510,300.00	\$43,825.00	\$18,441.67	\$692,679.17		\$37,491.67	\$655,187.50	-		
35	TOTAL	\$270,625.00			\$575,437.50	\$70,950.00								\$12,600.00	\$18,100.00	\$12,400.00	\$1,455,300.00	\$168,825.00	\$70,108.33	\$2,654,345.83	FY2031	\$184,158.33	\$2,470,187.50	-		
36	2032 P	\$250,000.00			\$495,000.00	\$60,000.00								\$10,000.00	\$15,000.00	\$10,000.00	\$945,000.00	\$125,000.00	\$51,666.67	\$1,961,666.67		\$146,666.67	\$1,815,000.00	-		
37	2032 I	\$13,750.00			\$64,968.75	\$9,075.00								\$2,200.00	\$2,500.00	\$2,000.00	\$472,500.00	\$41,325.00	\$15,858.33	\$624,177.08		\$31,633.33	\$592,543.75	-		
38	TOTAL	\$263,750.00			\$559,968.75	\$69,075.00								\$12,200.00	\$17,500.00	\$12,000.00	\$1,417,500.00	\$166,325.00	\$67,525.00	\$2,585,843.75	FY2032	\$178,300.00	\$2,407,543.75	-		
39	2033 P	\$250,000.00			\$495,000.00	\$60,000.00								\$10,000.00	\$15,000.00	\$10,000.00	\$945,000.00	\$125,000.00	\$51,666.67	\$1,961,666.67		\$146,666.67	\$1,815,000.00	-		
40	2033 I	\$6,875.00			\$51,975.00	\$7,500.00								\$1,800.00	\$1,900.00	\$1,600.00	\$434,700.00	\$38,746.88	\$14,825.00	\$559,921.88		\$27,625.00	\$532,296.88	-		
41	TOTAL	\$256,875.00			\$546,975.00	\$67,500.00								\$11,800.00	\$16,900.00	\$11,600.00	\$1,379,700.00	\$163,746.88	\$66,491.67	\$2,521,588.55	FY2033	\$174,291.67	\$2,347,296.88	-		
42	2034 P				\$495,000.00	\$55,000.00								\$10,000.00	\$10,000.00	\$10,000.00	\$945,000.00	\$125,000.00	\$51,666.67	\$1,701,666.67		\$136,666.67	\$1,565,000.00	-		
43	2034 I				\$37,125.00	\$5,775.00								\$1,400.00	\$1,400.00	\$1,200.00	\$396,900.00	\$36,012.51	\$13,791.67	\$493,604.18		\$23,566.67	\$470,037.51	-		
44	TOTAL				\$532,125.00	\$60,775.00								\$11,400.00	\$11,400.00	\$11,200.00	\$1,341,900.00	\$161,012.51	\$65,458.33	\$2,195,270.84	FY2034	\$160,233.33	\$2,035,037.51	-		
45	2035 P				\$495,000.00	\$55,000.00								\$10,000.00	\$10,000.00	\$10,000.00	\$945,000.00	\$125,000.00	\$51,666.67	\$1,701,666.67		\$136,666.67	\$1,565,000.00	-		
46	2035 I				\$22,275.00	\$4,125.00								\$1,000.00	\$1,000.00	\$800.00	\$359,100.00	\$33,200.01	\$12,758.33	\$434,258.34		\$19,683.33	\$414,575.01	-		
47	TOTAL				\$517,275.00	\$59,125.00								\$11,000.00	\$11,000.00	\$10,800.00	\$1,304,100.00	\$158,200.01	\$64,425.00	\$2,135,925.01	FY2035	\$156,350.00	\$1,979,575.01	-		
48	2036 P				\$495,000.00	\$55,000.00								\$10,000.00	\$10,000.00	\$5,000.00	\$945,000.00	\$125,000.00	\$51,666.67	\$1,696,666.67		\$131,666.67	\$1,565,000.00	-		
49	2036 I				\$7,425.00	\$2,475.00								\$600.00	\$600.00	\$500.00	\$321,300.00	\$30,387.51	\$11,725.00	\$375,012.51		\$15,900.00	\$359,112.51	-		
50	TOTAL				\$502,425.00	\$57,475.00								\$10,600.00	\$10,600.00	\$5,500.00	\$1,266,300.00	\$155,387.51	\$63,391.67	\$2,071,679.18	FY2036	\$147,566.67	\$1,924,112.51	-		
51	2037 P					\$55,000.00								\$10,000.00	\$10,000.00	\$5,000.00	\$945,000.00	\$125,000.00	\$51,666.67	\$1,201,666.67		\$131,666.67	\$1,070,000.00	-		
52	2037 I					\$825.00								\$200.00	\$200.00	\$300.00	\$283,500.00	\$27,496.88	\$10,691.67	\$323,213.55		\$12,216.67	\$310,996.88	-		
53	TOTAL					\$55,825.00								\$10,200.00	\$10,200.00	\$5,300.00	\$1,228,500.00	\$152,496.88	\$62,358.33	\$1,524,880.21	FY2037	\$143,883.33	\$1,380,996.88	-		
54	2038 P															\$5,000.00	\$945,000.00	\$125,000.00	\$51,666.67	\$1,126,666.67		\$56,666.67	\$1,070,000.00	-		
55	2038 I															\$100.00	\$245,700.00	\$24,450.00	\$9,658.33	\$279,908.33		\$9,758.33	\$270,150.00	-		
56	TOTAL															\$5,100.00	\$1,190,700.00	\$149,450.00	\$61,325.00	\$1,406,575.00	FY2038	\$66,425.00	\$1,340,150.00	-		
57	2039 P																\$945,000.00	\$125,000.00	\$50,000.00	\$1,120,000.00		\$50,000.00	\$1,070,000.00	-		
58	2039 I																\$207,900.00	\$21,325.00	\$8,625.00	\$237,850.00		\$8,625.00	\$229,225.00	-		
59	TOTAL																\$1,152,900.00	\$146,325.00	\$58,625.00	\$1,357,850.00	FY2039	\$58,625.00	\$1,299,225.00	-		
60	2040 P																\$945,000.00	\$125,000.00	\$50,000.00	\$1,120,000.00		\$50,000.00	\$1,070,000.00	-		
61	2040 I																\$170,100.00	\$18,200.00	\$7,625.00	\$195,925.00		\$7,625.00	\$188,300.00	-		
62	TOTAL																\$1,115,100.00	\$143,200.00	\$57,625.00	\$1,315,925.00	FY2040	\$57,625.00	\$1,258,300.00	-		
63	2041 P																\$945,000.00	\$125,000.00	\$50,000.00	\$1,120,000.00		\$50,000.00	\$1,070,000.00	-		
64	2041 I																\$132,300.00	\$14,918.75	\$6,625.00	\$153,843.75		\$6,625.00	\$147,218.75	-		
65	TOTAL																\$1,077,300.00	\$139,918.75	\$56,625.00	\$1,273,843.75	FY2041	\$56,625.00	\$1,217,218.75	-		
66	2042 P																\$945,000.00	\$120,000.00	\$50,000.00	\$1,115,000.00		\$50,000.00	\$1,065,000.00	-		
67	2042 I																\$94,500.00	\$11,550.00	\$5,625.00	\$111,675.00		\$5,625.00	\$106,050.00	-		
68	TOTAL																\$1,039,500.00	\$131,550.00	\$55,625.00	\$1,226,675.00	FY2042	\$55,625.00	\$1,171,050.00	-		
69	2043 P																\$945,000.00	\$120,000.00	\$50,000.00	\$1,115,000.00		\$50,000.00	\$1,065,000.00	-		
70	2043 I																\$56,700.00	\$8,250.00	\$4,500.00	\$69,450.00		\$4,500.00	\$64,950.00	-		
71	TOTAL																\$1,001,700.00	\$128,250.00	\$54,500.00	\$1,184,450.00	FY2043	\$54,500.00	\$1,129,950.00	-		
72><																										

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1	FEBRUARY 2013 BOND				JULY 2016 BOND								NOVEMBER 2018 BOND					OCTOBER 2019 BOND	APRIL 2021 BOND																																																					
2	Debt Ex				Debt Ex				Debt Ex				Refunded from 2003					Debt Ex										Debt Ex																																												
3																																																																								
4																																																																								
5																																																																								
6					Police				Quint				DPW		Garage		Front		Clyde Brown		Clyde Brown		DPW		General Fund																																															
7	Library				Fire				Fire				Truck		Truck		Remodel		Drainage		Ambulance		Sweeper		Remodel		Loader		Elementary		Elementary		School		School		GF/Water/Sewer		TOTALS		EXCLUDED		EXCLUDED																													
8	FISCAL YEAR				Library				Culvert				Crestview/ Klifford				Police & Fire Buildings				Site Clean-Up				VMB Boiler				Clean-Up				Truck				Ambulance				Sweeper				Remodel				Loader				Clyde Brown Elementary School				Clyde Brown Elementary School				DPW Facility				NOT EXCLUDED				EXCLUDED			
88	Remaining Principal & Interest FY2023		\$3,208,000.00	\$10,200.00	\$86,600.00	\$8,606,606.25	\$1,097,425.00	\$26,625.00	\$32,075.00	\$435,075.00	\$77,250.00	\$0.00	\$98,300.00	\$123,000.00	\$197,450.00	\$265,775.00	\$189,950.00	\$30,174,250.00	\$3,771,887.54	\$1,596,100.00	\$49,996,568.79																																																			

Town of Millis
November 2022 Annual Fall Town Meeting
Article List

#	FinCom	Article	Amount	Recommendation	Funding Source
1	Joyce	Unpaid Bills:	\$14,119.65	Approve	
			\$7,317.42		Free Cash
			\$2,419.11		Sewer Enterprise Reserves
			\$4,383.12		Water Enterprise Reserves
2	Jodie	FY23 Operational Budget Adjustments:	\$204,285.42	Approve	Marijuana Impact Free/Free Cash
		Administrative Support for HCA	\$9,200.00		
		Social Work Services - Entire Community	\$35,000.00		
		School Resource Officer	\$40,678.92		
		Teen Program Coordinator	\$11,960.00		
		School Adjustment Counselor - 1 FTE	\$71,631.00		
		Social Emotional Program Teacher - 1 FTE	\$35,815.50		
3	Jodie	Personnel Plan Amendments	N/A		
4	Pete	Capital Items:	\$158,907.00		
		Town Buildings - VMB Chiller Coil Replacement	\$45,000.00		Free Cash
		Town Buildings - VMB & Library Keyless Entry System	\$25,000.00		Free Cash
		DPW - Air Compressor	\$26,967.00		Free Cash/Wtr/Swr/Swm Enterprise Reserves
		DPW - Chevy Silverado with Plow	\$61,940.00		Free Cash/Wtr/Swr/Swm Enterprise Reserves
5		Road & Sidewalk Construction, Design and Repair	\$500,000.00		Free Cash
6	Patrick	Repairs to Major Field and Softball Fields	\$45,000.00		Free Cash
7	Pete	Feasibility Study - Middle/High School Renovation	\$1,300,000.00		Borrowing
8	Pete	New Senior/Community Center	\$16,000,000.00		Borrowing
9	Peter U	Adoption of MGL C59, 5, Clause 22H - Gold Star Families	N/A	Approve	
10	Peter U	Reduce Veterans Residency Requirements for Local Tax Exemptions/Abatements	N/A	Approve	
11	Patrick	12-14 Exchange Street - Environmental Impact Settlement and Phase 2 Report	\$85,000.00	Approve	Free Cash
12	Sara	Repayment to Advesa for Cannabis HCA Deposit	\$25,000.00	Approve	Marijuana Impact Free/Free Cash
13	Jon L	Funding for FY22 Snow & Ice Deficit	\$128,721.70	Approve	Free Cash
14	John S	Lead Line Service Inventory and Replacement Plan	\$139,000.00	Approve	Water Enterprise Reserves/DEP Grant
15	John S	Water Management Act - Permit Renewal Support	\$56,864.00	Approve	Water Enterprise Reserves
16	Cathy	Preliminary Design of a PFAS Treatment Plant at Well #3	\$165,000.00	Approve	Water Enterprise Reserves
17	Cathy	Sewer and Stormwater Asset Management System	\$250,000.00		Borrowing
18	Cathy	Engineering Services for Infiltration and Inflow Investigation	\$130,333.61	Approve	Sewer Rescinded Borrowing
19	Jon L	Unemployment Account	\$25,000.00	Approve	Free Cash
20	Joyce	Acceptance of Pearl Street, Debrah Lane and Teresa Drive	N/A	Approve	
21	Joyce	OPEB Funding	\$50,000.00		Free Cash
22	Sara	Ch 41 Section 111F Injury Leave Indemnity Fund	\$300,000.00		Free Cash
23	Jon L	Establish Stabilization Fund under MGL Ch 40 Section 5B for the Purchase and Operation of Town Ambulances	N/A	Approve	
24	Patrick	Stabilization Fund	\$300,000.00		Free Cash
25	Sara	Citizen Petition - Sports Facility	\$3,500,000.00		
26	Peter U	Citizen Petition - Senior Center	\$3,500,000.00		
27	John S	Citizen Petition - Lansing Millis Building Restoration	\$2,900,000.00		
28	Jodie	Citizen Petition - Rocklawn 270 Exchange Street	\$1,250,000.00	Dismissal	

Certified Free Cash	\$2,926,232.00
Marijuana Impact Fees Appropriated	\$229,285.42
Free Cash Appropriated	\$1,533,265.87
Balance	\$1,163,680.71



MOTIONS

2022

**FALL ANNUAL
TOWN MEETING**

**TOWN OF MILLIS
COMMONWEALTH OF MASSACHUSETTS**

NORFOLK, SS.

GREETING:

To either of the Constables of the Town of Millis in said county, in the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Millis qualified to vote in elections and in town affairs, to meet on Thursday, the tenth day of November, AD 2022 at 7:30 p.m. in the Middle-Senior High School auditorium in said Millis:

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

FALL 2022 TOWN MEETING ARTICLE LIST

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

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

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

4/5ths Vote

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

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

Majority Vote

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

Majority Vote

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

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

Majority Vote

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

Majority Vote

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

Majority Vote

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

2/3rds Vote

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

2/3rd Vote

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

Majority Vote

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

Majority Vote

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

Majority Vote

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

Majority Vote

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

Majority Vote

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

2/3rds Vote

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

Majority Vote

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

Majority Vote

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

2/3rds Vote

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

Majority Vote

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

Majority Vote

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

Majority Vote

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

Majority Vote

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

Majority Vote

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

2/3rds Vote

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

Majority Vote

Finance Committee Meeting

October 12, 2022 7:00 PM EST
Veterans Memorial Building – Room #229
Millis, MA 02054
Participation Via Zoom Remote Platform

Committee Members In Attendance:

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

Invited Guest:

Michael Guzinski, Town Administrator
Carol Johnston, Finance Director
Jon Barry, Capital Planning Committee Chair
Lisa Hardin, Town Clerk
Patty Kayo, Council on Aging Director
Christine McCaffrey, Council on Aging Board Vice Chair
Wayne Klocko, Permanent Building Committee Chair
Denise Gibbons, School Committee Secretary

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

Rocklawn Petitioned Article Presentation and Discussion:

Lisa Hardin:

This Petitioned Article has been withdrawn at the owner's request to pursue a private buyer of the property. It will remain on the November Town Meeting Warrant but will be asked to be dismissed at Town Meeting.

Capital Planning Committee Presentation:

Jon Barry presented the Capital Planning Committee's Draft Memo and Summary of Capital Needs of the town, totaling nearly \$92 million. The committee was formed several years ago and consists of representatives from the Select Board, School and Finance Committee as well as residents "at large". The committee works with the Town Administrator, Schools and Town Department Heads to prioritize various projects taking into consideration Public Safety, Integration with Broader Projects, Federal and State Mandates and overall benefit to the town. Their highest priority items include:

- | | |
|---|----------------|
| • DPW Chevy Silverado with Plow | \$ 61,940.00 |
| • DPW Compressor | \$ 26,967.00 |
| • DPW PFAS Engineering Study | \$ 165,000.00 |
| • Middle/High School Feasibility Study | \$1,300,000.00 |
| • Veterans Memorial Building (VMB) Air Conditioning Equipment | \$ 45,000.00 |

Medium priority item is:

- | | |
|--|--------------|
| • VMB and Library Keyless Entry System | \$ 25,000.00 |
|--|--------------|

The committee reviewed the proposal for a New Senior Center and concluded it should be included in the highest priority list due to the inadequacy of the current facility, the need for improved services and the increase in the Senior Population in town. DPW Infrastructure includes road improvements, culvert repairs, PFAS Treatment and drainage improvements. Similar to Police Cruiser replacements, the DPW Vehicles are on a Scheduled Replacement Program. Jodie Garzon thanked Mr. Barry for the great strides the committee has made in developing a Capital Items List.

Petitioned Articles – Sports Facility, Senior Center and Lansing Millis Building Restoration:

Pete Jurmain, petitioner, of three articles gave an overview of the intent of each article and noted they provide alternatives to building a new Senior Center. Consideration needs to be given to the impact on residents to fund renovations to the Middle/High School, an additional PFAS Treatment Facility at Well #3 and the impact on the Debt Schedule. The Tri-County School will undergo renovations as well. The proposals would utilize existing town owned buildings and town owned land.

The first article provides for renovations to the VMB, in the amount of \$3,500,000.00. The renovations would upgrade the current Senior Center. The current Senior Center provides 8,000 square feet of space but the layout does not reflect that. Renovations could significantly make the center more inviting. The renovation would utilize rooms on the first floor of the VMB. Upgrades to the VMB are inevitable whether or not this article passes. The second article, in the amount of \$2,900,000.00 would upgrade the Lansing Millis building, located at 64 Exchange Street, which would house the DPW and Building Departments; freeing up space at the VMB. Lansing Millis is not considered a historic building. The third article, in the amount of \$3,500,000.00, would design and construct an enclosed Sports Facility at either Cassidy Farm or the newly acquired Braun Property. The facility would provide pickleball and tennis courts. It would be a metal or dome facility as opposed to brick and mortar. The three articles are cost effective and will meet the needs of the Senior Population.

The implications of a \$16 million Senior Center would cost the average tax payor \$303.00 per year over 30 years; \$437.00 the first year and \$105.00 in the last year. The upcoming projects could cost anywhere between \$80 - \$120 million and will have a significant impact on taxpayers, including the Senior Population. The cost to the average taxpayer for every \$10 million project is \$192.00 per year. Article #7, New Senior Center, requires a 2.5% Proposition Override; the petitioned articles would not. However, moving forward with the projects would add to the Town's Debt Schedule.

The proposed new Senior Center would provide 15,000 square feet; renovations to VMB and Lansing Millis would provide approximately 12 – 14 thousand square feet.

Christine McCaffrey, 21 Jameson Drive, expressed the petitioned articles do not provide a longtime solution to the Senior Populations' needs; the new Senior Center will. Renovations to VMB will not add square footage unless Lansing Millis is renovated too. If the new facility fails at the November Town Meeting, the Council on Aging Board will work with the Permanent Building Committee and Select Board to establish an alternative. Three options were presented to the community, each providing 15,000 square feet, the focus groups chose the option which provided a new facility at Cassidy Farm. The facility would provide programming space for the growing Senior Population in addition to the current Senior Population (3,000) and provide a better work environment for staff.

Wayne Klocko noted the Permanent Building Committee would be tasked with making the 3 petitioned articles work. The current 8,000 square feet at the Senior Center is not suitable to meet the needs of the Senior Population and pales in comparison to a new 15,000 square foot facility. The timeline for the Petitioned Articles would require renovation of Lansing Millis first; putting the renovation of the Senior Center further down the line. Lansing Millis would require architectural restoration to meet building codes: ADA compliance, fire safety, etc. The petitioned articles do not offer additional green space or a commercial kitchen. The Permanent Building Committee did not view the renovation of the VMB and Lansing Millis as a viable option. The Council on Aging Board formally voted and rejected the three petitioned articles. He suggested the Finance Committee reject the three petitioned articles. It was noted by Mrs. McCaffrey, the Town of Medfield built a new Senior Center and has already outgrown it. Limiting the space to 8,000 square feet is not adequate for the future.

Mike Guzinski confirmed, if any of the petitioned articles pass at Town Meeting, it simply authorizes the Select Board to move forward if they choose; it is not a directive to do so.

Feasibility Study – Middle/High School Renovation:

Denise Gibbons provided materials which are available on the Town's Website:

https://www.millisma.gov/sites/g/files/vyhlf901/f/uploads/middle_high_school_project_faqs_0.pdf

https://www.millisma.gov/sites/g/files/vyhlf901/f/uploads/middle_high_school_feasibility_study.pdf

An overview of the Middle/High School facility assessment and partnership with the MSBA (Massachusetts School Building Authority) was provided. Annually, the Millis School Buildings are assessed to determine the needs of the School Department. In the Spring of 2021, it was determined there was significant overcrowding and outdated systems to provide adequate education for the students. The town submitted a Statement of Interest to the MSBA and are requesting Town Meeting to approve a \$1.3 million Feasibility Study to address the necessary renovations. The MSBA funded a portion of the costs to renovate/build the Clyde Brown Elementary School, the process took five years. The MSBA reimburses between 45 – 50% of eligible costs of the study. MSBA requirements will provide an educationally appropriate facility to support 21st Century Learning. The MSBA has strict guidelines in terms of class size, cafeteria space, STEAM (Science, Technology, Engineering, Art and Architecture Mathematics) and therapy spaces.

The Study would include:

• Project Management Fees	\$260,000.00
• Design and Engineering Fees	\$845,000.00
• Environmental Studies	\$130,000.00
• Contingency Fees	\$ 65,000.00

The current Middle/High School requires approximately \$8.5 million in repairs including \$5.6 million in HVAC Systems, \$2.9 million for a full roof replacement and \$200,000.00 for Electrical Upgrades. Security issues will also need to be addressed. Securing MSBA funding will defray the cost for much needed improvements.

The MSBA, Permanent Building Committee, School Committee, School Administration and Town Administrator would work together in establishing what renovations would qualify for State Funding. It was noted, once the MSBA invites a community to participate in its program, it requires a Feasibility Study and if the study is not funded, the community would then be back to square one. Millis was chosen by the MSBA due to the urgent need for improvements. The Feasibility Study will take between 8 – 24 months; the impact to taxpayers will take effect in six years.

The community is encouraged to reach out to the School Committee at: schoolcommittee@millisschools.org with any questions. To learn more about the MSBA, please visit: www.massschoolbuildings.org

The Feasibility Study would analyze any additional space requirements; additional classrooms, parking spaces, etc. as well as necessary renovations to the facility. A request was made to provide the committee with the School's Enrollment over the past several years and the anticipated enrollment in the next ten years. Conditions of the outdoor fields at the Middle/High School could be funded by the MSBA but it cannot be determined until the Feasibility Study is conducted. The study will also put into perspective the overall cost to renovate and/or expansion of the Middle/High School.

November 2022 Town Meeting Warrant Article Update:

Mike Guzinski provided the committee with Draft Warrant Article Motions which provide the funding sources of each article.

November 2022 Town Meeting Warrant Article Discussion and Vote:

Article #1 – Unpaid Bills

Jodie Garzon made a motion to recommend approval of Article #1 in the amount of \$14,119.65. Funding sources include:

- Free Cash: \$7,317.42
- Transfer of Funds from Sewer Enterprise Reserves: \$2,419.11
- Transfer of Funds from Water Enterprise Reserves: \$4,383.12

; Joyce Boiardi seconded. Vote: 9/0 motion carries unanimously.

Article #2 – FY23 Operational Budget Adjustments

Jodie Garzon made a motion to recommend approval of Article #2 in the amount of \$204,285.42 from Marijuana Impact Fees, included in Free Cash; Peter Underhill seconded. Vote: 9/0 motion carries unanimously.

Article #3 – Personnel Plan Changes

Mike Guzinski will provide detailed information on this article at next week's meeting.

Article #4 – Capital Items was deferred.

Article #5 – Repairs to Major Field

This article, in the amount of \$20,000.00, was brought forth to the Select Board by the Millis Baseball Association to repair the baseball field which was damaged by the severe drought and Water Ban Restrictions. There has since been a request by the Millis Softball League to consider an additional article in the amount of \$40,000.00 for similar repairs. The Select Board will consider the request at their upcoming meeting on Monday. Typically, a funding request is considered through the Capital Planning Committee or Community Preservation Committee, however, this request was considered by the Select Board due to its urgent need for repairs. Sufficient funding to accommodate both requests is available from Free Cash. The Select Board will consider combining both requests in an effort to expediate Town Meeting. Replacement of the grass can be made in November and the DPW Director confirmed there is leeway in the DEP's restrictions on watering in order to ensure the investment is successful. The Finance Committee's recommendation of this article is deferred to next week.

Article #6 Feasibility Study – Middle/High School Renovation was deferred.

Article #7 New Senior/Community Center was deferred.

Article #8 – Adoption of MGL C 59, 5, Clause 22H Gold Star Families

Jodie Garzon made a motion to recommend approval of Article #8; Peter Underhill seconded. Vote: 9/0 motion carries unanimously.

It was noted that the State will reimburse 50% of the cost to the town in Real Estate Tax Payments for Gold Star Families.

Article #9 – Reduce Veterans Residency Requirement for Local Tax Exemptions/Abatements

Jodie Garzon made a motion to recommend approval of Article #9, which will reduce the residency requirement from two years to one for Veterans to qualify for Local Real Estate Tax Exemptions; Joyce Boiardi seconded. Vote: 9/0 motion carries unanimously.

Article #10 - 12-14 Exchange Street Environmental Settlement and Phase 2 Report

This article would fund a proposed settlement between the Town and Property Owner to meet remediation costs required by the DEP as well as Phase II, monitoring of contamination from Town Owned property.

Jodie Garzon made a motion to recommend approval of Article #10, in the amount of \$85,000.00 from Free Cash; Joyce Boiardi seconded. Vote: 9/0 motion carries unanimously.

Article #11 – Repayment of Advesa for Cannabis HCA Deposit

Jodie Garzon made a motion to recommend approval of Article #11, in the amount of \$25,000.00, from Marijuana Impact Fees/Free Cash; Joyce Boiardi seconded. Vote: 9/0 motion carries unanimously.

Article #12 – Funding for FY22 Snow and Ice Deficit

Jodie Garzon made a motion to recommend approval of Article #12 in the amount of \$128,721.70 to fully fund the FY22 Snow and Ice Deficit; Joyce Boiardi seconded. It was noted, the Snow and Ice Operating Budget is the only Line Item that can be in deficit at the close of any Fiscal Year. The Snow and Ice Budget has been increased in recent years, however, once the budget is increased, it cannot be reduced. Vote: 9/0 motion carries unanimously.

Article #13 – Lead Line Service Inventory and Replacement Plan

Jodie Garzon made a motion to recommend approval of Article #13, in the amount of \$139,000.00. Funding for this article will be provided by a State Grant. However, in order to qualify for the grant, borrowing through the Water Enterprise Fund is needed; John Steadman seconded. Vote: 9/0 motion carries unanimously.

Article #14 – Water Management Act – Permit Renewal Support

Jodie Garzon made a motion to recommend approval of Article #14 in the amount of \$56,864.00 from Water Enterprise Reserves; John Steadman seconded. The DEP issues a Water Permit to the town every ten years which authorizes the distribution of water to residents. The DEP has the authority to impose restrictions. The Town has worked with Kleinfelder over several years and they are well versed in the Town's Water System Infrastructure and are fully equipped to negotiate with the DEP on further restrictions on behalf of the town. Vote: 9/0 motion carries unanimously.

Article #15 – Preliminary Design of a PFAS Treatment Plant at Well #3

Jodie Garzon made a motion to recommend approval of Article #15 in the amount of \$165,000.00 from Water Enterprise Reserves; Joyce Boiardi seconded. Vote: 9/0 motion carries unanimously.

Article #16 – Sewer and Stormwater Asset Management System

Jodie Garzon made a motion to recommend approval of Article #16 in the amount of \$250,000.00 funded by a Transfer of Funds from the Stormwater Enterprise Reserves of \$100,000.00 and a borrowing of \$150,000.00 from Sewer Enterprise Reserves to fund Phase III of the plan. Carol Johnston clarified, funding of 60% of the initiative can be obtained through the Massachusetts Clean Water Trust. However, further clarification is needed by Bond Counsel prior to the committee's vote.

Article #17 – Engineering Services for Infiltration and Inflow (I/I) Investigation

Jodie Garzon made a motion to recommend approval of Article #17 in the amount of \$130,333.61. Funding is available from completed prior Town Meeting Sewer Projects in which borrowing is no longer needed; rescinded borrowing. John Steadman seconded. The I/I Investigation is required by the DEP and CRPCD (Charles River Pollution Control District) in an effort to minimize the flow that is not necessarily sewage but likely Stormwater into the CRPCD. The town performs this investigation on a regular basis to not task the Sewer Rate Payers with erroneous costs. Vote: 9/0 motion carries unanimously.

Article #18 – Unemployment Account

Jodie Garzon made a motion to recommend approval of Article #18 in the amount of \$25,000.00 from Free Cash to meet the town's obligation for Unemployment Claims; Peter Underhill seconded. Vote: 9/0 motion carries unanimously.

Article #19 – Acceptance of Pearl Street, Debrah Lane and Teresa Drive

The Select Board plan to review the street layout and intend to vote in favor of this article

Jodie Garzon made a motion to recommend approval of Article #19, making Pearl Street, Debrah Lane and Teresa Drive as public ways; Cathy MacInnes seconded. It was noted that in doing so, the town is required to maintain the roadways including plowing, drainage, etc. It will however, increase the town's qualifying roadways for Chapter 90 Funding; State Funding for road improvements. Vote: 9/0 motion carries unanimously.

Article #20 – OPEB Funding was deferred.

The Article would appropriate \$50,000.00 from Free Cash to the OPEB (Other Post-Employment Benefits) Fund.

Article #21 – MGL Chapter 41 Section 111F Injury Leave Indemnity Fund was deferred.

This Article would appropriate \$300,000.00 from Free Cash. The Fund was established at the May 2022 Town Meeting. Carol Johnston clarified on average the cost is \$95,000.00 per year for Public Safety Officers and Firefighters out on injury which results in overtime costs for shift coverage.

Article #22 – Establish Stabilization Account under MGL Chapter 40, Section 5B for the Purchase and Operation of Town Ambulances

Jodie Garzon made a motion to recommend approval of Article #22; Peter Underhill seconded. Ambulance Receipts are restricted to the Ambulance Revolving Fund; in FY23 \$412,000.00 was appropriated at the May Town Meeting in order to fund salaries for EMTs. This article simple establishes a Stabilization Fund for the purchase of ambulances in the future. The SAFER (Staffing for Adequate Fire and Emergency Response) Grant, funded by the Federal Government, will expire in FY24. The grant was instrumental in providing Millis Residents with qualified staff to respond to urgent situations. It is uncertain how much funding will be needed. Vote: 8/1 motion carries.

Article #23 – Stabilization Fund was deferred.

Article #24 – Petitioned Article – Sports Facility was deferred.

Article #25 – Petitioned Article – Upgrades to the Senior Center at the Veterans Memorial Building was deferred.

Article #26 – Lansing Millis Building Restoration was deferred.

Article #27 – Petitioned Article to purchase Rocklawn Property located at 270 Exchange Street

Jodie Garzon made a motion to recommend dismissal of Article #27 based on the recommendation of the petitioner; Cathy MacInnes seconded. Vote: 9/0 motion carries unanimously.

Finance Committee Meeting Minutes Approval:

Jodie Garzon made a motion to approve the October 5, 2022 Finance Committee Meeting Minutes; Cathy MacInnes seconded. Vote: 9/0 motion carries unanimously.

Review of Warrant Article Assignments:

Corrections were made to the Warrant Article Assignments presented in the spreadsheet; it is anticipated that Warrant Article Assignments will change pending the committee's Final Recommendations next week.

Adjourn Meeting:

Jodie Garzon made a motion to adjourn the Finance Committee Meeting at 10:03 PM; Jon Loer seconded. Vote: 9/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore

DRAFT