



TOWN OF MILLIS

Finance Committee Meeting
900 Main Street • Millis, MA 02054

Meeting Agenda

Date: Wednesday, October 21, 2020
Time: 7:00 PM
Location: Remote

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

The Meeting will be broadcast live on: Zoom Virtual Platform: <https://us02web.zoom.us/j/84449835709>
It will be recorded and posted to the Town's Website at a later date.

Committee Attendees:

Jodie Garzon (Chair) ☐; Peter Berube (Vice Chair) ☐; Doug Riley (Clerk) ☐; Joyce Boiardi ☐; Jim Borgman ☐;
Cathy MacInnes ☐; Shawn Power ☐; Craig Schultze ☐; Katie Tieu ☐

Non-Committee Attendees: Deirdre Gilmore

Invited Guests: Mike Guzinski, Carol Johnston, Chief Barrett

Current Reserve Fund Balance: \$ 50,000.00
Free Cash: \$ 653,839.00
Stabilization Fund Balance as of July 31, 2020: \$1,818,398.16

Time	Topic	Speaker
~7:00	Call Meeting to Order	Jodie Garzon
~7:05	Fire and Rescue: SAFER Grant Discussion	Chief Barrett
~7:30	November Town Meeting Warrant Changes and Discussion	Mike Guzinski and Carol Johnston
~7:55	November Town Meeting Warrant Article Review, Discussion and Recommendations	Committee
~8:50	Old Business/New Business	Committee
~8:55	Meeting Minutes Review and Approval – October 14, 2020	Committee
~9:00	Adjourn	Committee

Important Dates:

Fall Town Meeting – Saturday, November 7, 2020 12:00 PM
Finance Committee's Article Writeups Due – **Monday, October 26, 2020 at 9:00 AM**
Finance Committee's Report to Residents – Saturday, October 31, 2020

Upcoming Meetings:

Finance Committee Pre-Town Meeting – Wednesday, November 4, 2020 7:00 PM

To view Meeting Materials please click on the link below:

<https://www.millisma.gov/meeting-materials/pages/fy21-meeting-materials>

Award Letter

U.S. Department of Homeland Security
Washington, D.C. 20472

Richard Barrett
MILLIS, TOWN OF
900 MAIN ST ROOM 109
MILLIS, MA 02054



EMW-2019-FF-00174

Dear Richard Barrett,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2019 Staffing for Adequate Fire and Emergency Response (SAFER) Grant funding opportunity has been approved in the amount of \$978,324.00 in Federal funding.

FEMA has waived, in part or in full, one or more requirements for this grant award. See the Summary Award Memo for additional information about Economic Hardship Waivers.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2019 SAFER Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Logan", with a stylized flourish at the end.

Christopher Logan
Acting Assistant Administrator
Grant Programs Directorate

Summary Award Memo

Program: Fiscal Year 2019 Staffing for Adequate Fire and Emergency Response

Recipient: MILLIS, TOWN OF

DUNS number: 028800159

Award number: EMW-2019-FF-00174

Summary description of award

The purpose of the SAFER Grant Program is to provide funding directly to fire departments and volunteer firefighter interest organizations to assist in increasing the number of firefighters to help communities meet industry minimum standards and attain 24-hour staffing to provide adequate protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments. After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application and detailed in the project narrative as well as the request details section of the application — including budget information — was consistent with the SAFER Grant Program's purpose and was worthy of award.

Except as otherwise approved as noted in this award, the information you provided in your application for FY2019 Staffing for Adequate Fire and Emergency Response (SAFER) funding is incorporated into the terms and conditions of this award. This includes any documents submitted as part of the application.

Approved Economic Hardship Waivers

Position cost limit waiver

FEMA has waived the position cost limit requirement for this grant award. Costs are limited to the approved budget per position.

Cost share waiver

FEMA has waived the cost share requirement for this grant award. You are not required to contribute non-Federal funds for this grant award. The recipient is responsible for any costs that exceed the Federal funding provided for this grant award.

Minimum budget waiver

FEMA has waived the minimum budget requirement for this award.

Non-supplanting waiver

FEMA has waived the non-supplanting requirement for this award. SAFER grant funds may be used to replace funds that would be available from State or local sources or from the Bureau of Indian Affairs.

Amount awarded

The amount of the award is detailed in the attached Obligor Document for Award.

The following are the total approved budgeted estimates for object classes for all funded firefighter positions for this award (including Federal share plus your cost share, if applicable, as applied to the estimated costs):

Object Class	First Year	Second Year	Third Year	Total
Personnel	\$260,108.00	\$260,108.00	\$260,108.00	\$780,324.00
Fringe benefits	\$66,000.00	\$66,000.00	\$66,000.00	\$198,000.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$0.00	\$0.00	\$0.00	\$0.00
Construction	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00
Indirect charges	\$0.00	\$0.00	\$0.00	\$0.00
Federal	\$326,108.00	\$326,108.00	\$326,108.00	\$978,324.00
Non-federal	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$326,108.00	\$326,108.00	\$326,108.00	\$978,324.00
Program Income				\$0.00

Approved scope of work

After review of your application, FEMA has approved the below scope of work. Justifications are provided for any differences between the scope of work in the original application and the approved scope of work under this award. You must submit scope or budget revision requests for FEMA's prior approval, via an amendment request, as appropriate per 2 C.F.R. § 200.308 and the FY2019 SAFER NOFO.

Approved request details:

Hiring of Firefighters

Firefighter Position

BENEFITS FUNDED

Health insurance cost 70% Town pay 30% employee pay Dental 100% employee pay Life Insurance 10% Town pay 90% employee pay retirement/pension 9%+ 2% employee pay

NUMBER OF FIREFIGHTERS	ANNUAL SALARY PRICE	ANNUAL BENEFITS	TOTAL PER FIREFIGHTER
4	\$65,027.00	\$16,500.00	\$81,527.00

3 YEAR TOTAL

\$978,324.00

	FY 2019		FY 2020		FY 2021		FY 2022		FY 2023		FY 2024	
JULY	\$	26,947.52	\$	32,607.91	\$	39,360.41	\$	-	\$	-	\$	-
AUGUST	\$	12,827.47	\$	49,285.03	\$	43,940.94	\$	-	\$	-	\$	-
SEPTEMBER	\$	20,281.97	\$	36,049.00	\$	34,456.00	\$	-	\$	-	\$	-
OCTOBER	\$	24,128.48	\$	55,186.04			\$	-	\$	-	\$	-
NOVEMBER	\$	18,564.79	\$	51,537.58			\$	-	\$	-	\$	-
DECEMBER	\$	21,075.35	\$	39,493.85			\$	-	\$	-	\$	-
JANUARY	\$	16,960.50	\$	31,325.54			\$	-	\$	-	\$	-
FEBRUARY	\$	41,420.11	\$	23,328.22			\$	-	\$	-	\$	-
MARCH	\$	35,366.62	\$	28,805.81			\$	-	\$	-	\$	-
APRIL	\$	32,105.42	\$	51,586.68			\$	-	\$	-	\$	-
MAY	\$	31,211.33	\$	36,894.55			\$	-	\$	-	\$	-
JUNE	\$	35,340.11	\$	41,211.94			\$	-	\$	-	\$	-
TOTAL RECEIPTS	\$	316,229.67	\$	477,312.15	\$	525,043.36	\$	577,547.69	\$	635,302.45	\$	698,832.69
				51% Increase		10% increase		10% increase		10% increase		10% increase
				\$161,082.48 over last fiscal								
JULY 1 BALANCE	\$	330,336.82	\$	381,181.49	\$	572,661.64	\$	737,267.00	\$	939,732.89	\$	1,193,652.72
ATM APPROPRIATION	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
FTM APPROPRIATION	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
COLLECTIONS TO DATE	\$	316,229.67	\$	477,312.15	\$	525,043.36	\$	577,547.69	\$	635,302.45	\$	698,832.69
RECLASSIFICATIONS												
AVAILABLE BALANCE	\$	646,566.49	\$	858,493.64	\$	1,097,705.00	\$	1,314,814.69	\$	1,575,035.34	\$	1,892,485.41
TRANSFER TO G/F	\$	(255,000.00)	\$	(283,602.00)	\$	(286,438.00)	\$	(315,081.80)	\$	(321,382.62)	\$	(327,810.27)
EXPENSES	\$	(10,385.00)	\$	(2,230.00)	\$	(74,000.00)	\$	(60,000.00)	\$	(60,000.00)	\$	(326,108.00)
BALANCE	\$	381,181.49	\$	572,661.64	\$	737,267.00	\$	939,732.89	\$	1,193,652.72	\$	1,238,567.14
						radios/uniforms/ot		overtime		overtime		funding salaries for 4 ff's
MONTHLY AVERAGE		\$26,352.47		\$39,776.01		\$43,753.61		\$48,128.97		\$52,941.87		\$58,236.06

Proposed FY21 Budget Adj Update

Department Breakdown	Category	FY21 (5%) vs FY21 TA Prop Variance	Restore Reduction December 1, 2020	Additional Salaries & Expenses	Total FY2021 Budget Adjustments	Restore Reduction January 1, 2021
GENERAL GOVERNMENT						
SELECTMEN/TA	SALARIES	(\$30,899.13)	\$18,024.49		\$18,024.49	\$15,449.57
SELECTMEN/TA	EXPENSES	\$0.00		\$15,000.00	\$15,000.00	\$0.00
FINANCE DIR/ACCOUNTANT	SALARIES	(\$21,279.95)	\$12,413.30		\$12,413.30	\$10,639.98
ASSESSORS	SALARIES	(\$13,003.03)	\$7,585.10		\$7,585.10	\$6,501.51
TREASURER/COLLECTOR	SALARIES	(\$15,718.09)	\$9,168.88		\$9,168.88	\$7,859.04
IT ADMINISTRATION	EXPENSES	\$0.00	\$0.00	\$20,000.00	\$20,000.00	
TOWN COUNSEL	EXPENSES	(\$9,000.00)	\$0.00		\$0.00	\$0.00
TOWN CLERK	SALARIES	(\$8,628.50)	\$5,033.29		\$5,033.29	\$4,314.25
PLANNING BOARD	SALARIES	(\$2,245.38)	\$1,309.80		\$1,309.80	\$1,122.69
CONSERVATION	SALARIES	(\$1,683.55)	\$982.07		\$982.07	\$841.78
TOWN BUILDINGS	SALARIES	(\$8,823.20)	\$5,146.87		\$5,146.87	\$4,411.60
LINE 1 - GENERAL GOVT		(\$111,280.82)	\$59,663.81	\$35,000.00	\$94,663.81	\$51,140.41
PUBLIC SAFETY						
BUILDING DEPT.	SALARIES	(\$13,197.00)	\$7,698.25		\$7,698.25	\$6,598.50
LINE 2 - PUBLIC SAFETY		(\$13,197.00)	\$7,698.25	\$0.00	\$7,698.25	\$6,598.50
EDUCATION						
MILLIS SCHOOLS	SALARIES	(\$296,798.00)	\$173,132.17	\$83,571.43	\$256,703.60	\$148,399.00
LINE 3 - MILLIS SCHOOLS		(\$296,798.00)	\$173,132.17	\$83,571.43	\$256,703.60	\$148,399.00
HEALTH & HUMAN SERVICES						
COUNCIL ON AGING	SALARIES	(\$13,401.97)	\$7,817.81		\$7,817.81	\$6,700.98
LINE 6 HLTH/HUMN SERV		(\$13,401.97)	\$7,817.81	\$0.00	\$7,817.81	\$6,700.98
CULTURE & RECREATION						
LIBRARY	SALARIES	(\$6,237.96)	\$3,638.81		\$3,638.81	\$3,118.98
LIBRARY	EXPENSES	(\$6,445.00)	\$3,759.58		\$3,759.58	\$3,222.50
RECREATION	SALARIES	(\$3,266.49)	\$1,905.45		\$1,905.45	\$1,633.24
RECREATION	EXPENSES	\$0.00	\$0.00	\$10,000.00	\$10,000.00	
LINE 7 CULTURE & RECREATION		(\$15,949.45)	\$9,303.84	\$10,000.00	\$19,303.84	\$7,974.72
TOTAL BUDGET		(\$450,627.24)	\$257,615.89	\$128,571.43	\$386,187.32	\$220,813.62

TOWN	35.0%	\$45,000.00	\$129,483.72	33.5%
SCHOOL	65.0%	\$83,571.43	\$256,703.60	66.5%
	100.0%	\$128,571.43	\$386,187.32	100.0%

REVENUE SUMMARY	FY2021 TM Adopted	FY2021 Projection	FY21 TMA to FY21 Proj VARIANCE
LOCAL TAXES	\$26,602,826	\$26,702,826	\$100,000
STATE AID	\$6,184,801	\$6,421,884	\$237,083
AVAILABLE FUNDS	\$1,273,394	\$1,273,394	\$0
LOCAL RECEIPTS	\$2,490,844	\$2,610,902	\$120,058
TOTAL REVENUES	\$36,551,865	\$37,009,006	\$457,141

Revenue increases	
New Growth	\$100,000
State Aid - FY2020 Level funded	\$237,083
Marijuana 3% Local Options Tax - 1st Qtr	\$70,058
Motor Vehicle Excise Tax	\$50,000
Projected Revenue Increase	\$457,141

Expense increases	
Restore Reductions as of December 1, 2020	\$257,615.89
Additional Salaries & Expenses	\$128,571.43
Total FY2021 Budget Adjustments	\$386,187.32

Balance Rev & Expense Increases	\$70,953.68
--	--------------------

	Billed	Collected	Collection Rate
FY2020 RE Taxes & CPA - Q1	5,587,209	5,580,161	99.9%
FY2021 RE Taxes & CPA - Q1	6,484,900	6,421,485	99.0%
Variance	897,691	841,324	

	Billed	Collected	Collection Rate
2019 Motor Vehicle Excise	1,316,179	1,199,924	91.2%
2020 Motor Vehicle Excise**	1,250,865	1,175,251	94.0%
Variance	(65,315)	(24,673)	

**** Billing information comes from Registry of Motor Vehicles- there are approximately 3 to 4 more commitments to be billed for calendar year 2020**

MOTIONS

FALL 2020 TOWN MEETING ARTICLE LIST

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

ARTICLE 1. I move that the Town vote to transfer from Free Cash the sum of **\$16,431.66**, transfer the sum of **\$214.31** from Sewer Enterprise Reserves, and transfer the sum of **\$600.51** from Water Enterprise Reserves, for a total sum of **\$17,246.48** for the unpaid bills as written in the warrant.

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

DPW	K & K Mulch	\$570.00
DPW	United AG & Turf	\$253.67

DEPARTMENT	VENDOR	AMOUNT
DPW	United AG & Turf	\$81.40
DPW	United AG & Turf	\$95.00
DPW	United AG & Turf	\$504.38
DPW	United AG & Turf	\$265.64
Fire	TR Miller Co	\$504.10
Fire	TR Miller Co	\$504.10
Fire	Eversource	\$814.64
Police	Eversource	\$3,109.13
Town Clerk	LHS Associates	\$213.55
TOTAL GENERAL FUND UNPAID BILLS		\$16,431.66

DPW	WB Mason	\$36.65
DPW	WB Mason	\$177.66
TOTAL SEWER ENTERPRISE UNPAID BILLS		\$214.31

DPW	WB Mason	\$36.65
DPW	WB Mason	\$177.66
DPW	Mass-EZ pass	\$11.65
DPW	Power Up Generator	\$167.05
DPW	Power Up Generator	\$207.50

TOTAL WATER ENTERPRISE UNPAID BILLS	\$600.51
TOTAL UNPAID BILLS	\$17,246.48

4/5^{ths} Vote

ARTICLE 2.

I move that the Town vote to appropriate and raise by taxation the sum of **\$386,188** transfer from Marijuana Impact Fees (Free Cash) the sum of **\$95,940**, and transfer from the Ambulance Revolving Fund the sum of **\$85,000**, for a total sum of **\$567,128** for additional wages and expenses not sufficiently funded under Article 3, Operating Budget, of the June 29, 2020 Annual Town Meeting, as written in the warrant.

Majority Vote

ARTICLE 3.

I move that the Town vote to transfer from Free Cash the sum of **\$97,477**, and transfer from Water Enterprise Reserves the sum of **\$71,168**, and transfer from Sewer Enterprise Reserves the sum of **\$132,922**, and transfer from Stormwater Enterprise Reserves the sum of **\$27,147**, for a total sum of **\$328,714** to fund the following capital items:

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

Majority Vote

ARTICLE 4.

I move that the Town vote to transfer from Free Cash the sum of **\$18,000** for the payment of the first year of a three year lease/purchase of a Police Cruiser.

2/3rds Vote

ARTICLE 5.

I move that the Town vote to appropriate **\$600,000** to pay additional costs of constructing, renovating and remodeling the Town Department of Public Works Facility, which project was initially approved as Article 13 on the Annual Spring Town Meeting of May 13, 2019, and amended by Article 11 of the Annual Spring Town Meeting of June 29, 2020; that to meet this appropriation, **\$200,000** shall be transferred from the Water Enterprise Reserve Fund, **\$200,000** shall be transferred from the Sewer Enterprise Reserve Fund, **\$100,000** shall be transferred from the Stormwater Enterprise Reserve Fund, and the Treasurer, with the approval of the Select Board, is authorized to borrow **\$100,000** in accordance with G.L. c. 44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. **2/3rds Vote**

ARTICLE 6.

I move that the Town vote to appropriate and raise by taxation the sum of **\$68,750**, and transfer from Water Enterprise Reserves the sum of **\$68,750**, and transfer from Sewer Enterprise Reserves the sum of **\$68,750**, and transfer from Stormwater Enterprise Reserves the sum of **\$68,750**, for a total the sum of **\$275,000** for the payment of the first year of a two year lease for Temporary Office Space for the DPW.

Majority Vote

ARTICLE 7.

I move that the Town vote to appropriate and raise by taxation the sum of **\$40,000** for tree trimming and removal.

Majority Vote

ARTICLE 8.

I move that the Town vote to **amend ARTICLE I, Section 1 of the Town's General Bylaws** by deleting the first sentence and replacing it with the following:

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

Majority Vote

ARTICLE 9.

I move that the Town vote to amend the Zoning Bylaws, as most recently amended, by amending the various sections as written in the warrant.

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

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

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

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

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

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

From:

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

To read:

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

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

2/3rds Vote



WARRANT

2020

FALL ANNUAL TOWN MEETING

TOWN OF MILLIS COMMONWEALTH OF MASSACHUSETTS

NORFOLK, SS.

GREETING:

To either of the Constables of the Town of Millis in said county, in the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Millis qualified to vote in elections and in town affairs, to meet on Saturday, the seventh day of November, AD 2020 at 12:00 p.m. in the Middle-Senior High School parking lot in said Millis:

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

WARRANT INSTRUCTIONS

OPENING MOTIONS

Pledge of Allegiance

Opening Comments (Moderator, Finance Committee Chair)

Opening Motions

Moderator recognizes Finance Committee Chairperson

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

(Fin Com Vice Chair) Second

Discussion

Vote

Moderator recognizes Finance Committee Chairperson

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

Second (Fin Com Vice Chair)

Discussion

Vote

FALL 2020 TOWN MEETING ARTICLE LIST

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

TOWN OF MILLIS

NOVEMBER 7, 2020 FALL ANNUAL TOWN MEETING WARRANT

ARTICLE 1. To see if the Town will vote to appropriate and raise by taxation, or by transfer from available funds the sum of **\$17,246.48** for unpaid bills, or act in any manner relating thereto.

(Submitted by Select Board)

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

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

Or take any other action related thereto.

(Submitted by Select Board)

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

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

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

Funding from Marijuana Impact Fund:

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

Funding from Ambulance Revolving Fund:

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

Or take any other action related thereto.

(Submitted by Select Board)

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

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

(Submitted by Select Board)

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

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

otherwise; or take any other action related thereto.
(Submitted by Select Board)

ARTICLE 6. To see if the Town will vote to appropriate and raise by taxation, or transfer from available funds the sum of **\$275,000** for the payment of the first year of a two year lease for Temporary Office Space for the DPW, or take any other action related thereto.

(Submitted by Select Board)

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

(Submitted by Select Board)

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

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

or to take any other action related thereto.

(Submitted by Select Board)

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

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

- 1) By adding the following parcels to the Millis Center Economic Opportunity Overlay District (MCEOD):
 - Assessor's Map 22, Parcels – 33, 32, 31, 30, 26, 17, 16, 15, 13, 12;
 - Assessor's Map 23, Parcels - 155, 129, 127, 98, 96, 94, 93, 92, 91, 90
 - Assessor's Map 30, Parcels – 12, 74;
 - Assessor's Map 31, Parcels – 10, 9, 8

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

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

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

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

From:

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

To read:

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

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

(Submitted by Planning Board)

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

Given under our hands this 19th day of October in the year two thousand and twenty.

**TOWN OF MILLIS
SELECT BOARD**

James J. McCaffrey, Chair

Peter C. Jurmain, Vice-Chair

Erin T. Underhill, Clerk

A True Copy, Attest

Lisa J. Hardin, Town Clerk

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

Town of Millis
November 2020 Annual Town Meeting
Article List

#	Article	Amount	Recommendation	Rec Amount:	Funding Source	FinCom
1	Unpaid Bills:	\$17,246.48				Craig
	General Fund	\$16,431.66			Free Cash	
	Sewer Enterprise Fund	\$214.31			Sewer	
	Water Enterprise Fund	\$600.51			Water	
2	FY21 Operational Budget Adjustments:	\$567,128.00				Jodie
	General Fund	\$386,188.00			Taxation	
	Marijuana Impact Fees - Free Cash	\$95,940.00			HCA - Impact Fees	
	Ambulance Revolving Fund	\$85,000.00			Ambulance Fees	
3	Capital Items:	\$328,714.00				Peter B.
	Fire & Rescue: Turnout Gear	\$43,330.00			Free Cash	
	Fire & Rescue: SCBA Bottles	\$12,000.00			Free Cash	
	Fire & Rescue: Fire Hose	\$15,000.00			Free Cash	
	Water & Sewer Enterprise Funds: Pickup Truck	\$44,023.00			Water & Sewer	
	Water/Sewer/Stormwater/General: Dump Truck	\$108,586.00			Gen/Wtr/Swr/Swm	
	Sewer Enterprise Fund: I/I Study	\$105,775.00			Swr	
4	Police Cruiser Lease/Purchase Year 1 of 3 Payments	\$18,000.00			Free Cash	Jim
5	DPW Building Project Additional Funding	\$600,000.00				Doug
	General Fund	\$100,000.00			Taxation	
	Stormwater Enterprise Fund	\$100,000.00			Stormwater	
	Water Enterprise Fund	\$200,000.00			Water	
	Sewer Enterprise Fund	\$200,000.00			Sewer	
6	DPW Lease of Temporary Office Facilities	\$275,000.00				Doug
	General Fund	\$68,750.00			Taxation	
	Stormwater Enterprise Fund	\$68,750.00			Stormwater	
	Water Enterprise Fund	\$68,750.00			Water	
	Sewer Enterprise Fund	\$68,750.00			Sewer	
7	Tree Maintenance	\$40,000.00			Taxation	Cathy
8	Amend Town Charter - Town Meeting Date	N/A			N/A	Katie
9	Zoning ByLaw Amendment - MCEOD	N/A			N/A	Joyce

Jim McKay

From: Kristen Mucciarone <kmucciarone@charlesriverpcd.org>
Sent: Tuesday, October 20, 2020 8:30 AM
To: Jim McKay
Cc: Elizabeth Taglieri
Subject: FY 2021 Town Assessment
Attachments: Millis 2021 Assessment.pdf

Hi Jim,

Attached is the Town of Millis' FY 2021 assessment. Pages 2 and 3 show the breakdown of where the O&M monies are applied. The District calculates the percent share using the flow and monthly sampling data from each town's sewer from the previous calendar year and makes a weighted average based on each parameter tested for (total suspended solids, ammonia, total phosphorus and biological oxygen demand) and flow. The projected wastewater assessment is then broken up by town based on their percent share.

Page 4 and 5 show the break down of the capital assessment. The capital cost includes loans from our recent upgrade to the facility, capital improvement plans and a contingency amount for any unforeseen cost. The capital cost also includes any work done to the District owned interceptors which are assessed based on the reserved capacity owned by each town in the interceptor. As you can see in FY21 Millis does not own any reserved capacity in the Mine Brook Interceptor Subsystem which is currently being inspected. The capital monies are assessed based on reserved capacity owned by each town.

Please feel free to call me to discuss if any of this needs any clarification.

Thanks,

Kristen Mucciarone, P.E.

District Engineer/IPP Coordinator
Charles River Pollution Control District
66 Village Street
Medway, MA 02053
Office: 508-533-6762 x 21
Fax: 508-533-7652
www.charlesriverpcd.org



Charles River Pollution Control District

Franklin · 1973 · Medway

March 16, 2020

Mr. Michael Guzinski
Town Administrator
Town of Millis
500 Main Street
Millis, Massachusetts 02054

Re: Fiscal Year 2021 Assessment

Dear Mr. Guzinski:

This correspondence details the Charles River Pollution Control District's budget needs for the Operation and Maintenance (O&M) and Capital Costs for Fiscal Year 2021 (July 1, 2020 to June 30, 2021). The following table details the District's total Fiscal Year 2021 budget:

Operation and Maintenance

Administration	\$301,840
O&M Salaries	1,062,520
Utilities/Fuel	611,600
Chemicals	478,140
Maintenance	373,420
Sludge disposal (off-site)	916,340
Subtotal	<u>\$3,743,860</u>

Capital Projects

Treatment Facility (SRF Loans)	
Phase A & B	192,520
Phase C*	1,420,270
Administrative Fee	31,740
Phase C Design Loan	153,400
MBI I/I Repairs	120,000
495 P.S. - Pump	30,000
CIP	170,000
Contingency	100,000
Subtotal	<u>\$2,217,930</u>
Total	\$5,961,790

* Phase C includes SRF Loans for \$13M, \$8.7M and \$1.8M

SRF - State Revolving Fund I/I - Infiltration/Inflow

495 P.S. - Pump Station CIP - Capital Improvement Projects

Fiscal Year 2021 Assessment

The District's Fiscal Year 2021 total budget is 1.9% lower than last year. The District's O&M budget and capital budget is 1.4% higher and 7.0% lower than last year, respectively.

Operation & Maintenance

In regards to the O&M portion of the District's Fiscal Year 2021 budget, below is a table which provides more detail of the District's projected O&M expenditures.

	FY 2020	FY 2021
Administration		
Administration Salaries	\$11,990	\$12,250
Professional Services	39,500	46,500
Office Supplies	22,200	22,200
Telephone	8,750	10,350
Engineering	40,000	40,000
Insurance	130,360	136,740
General Expenses	35,800	33,800
subtotal	\$288,600	\$301,840
O&M Salaries		
Salaries	\$743,310	\$726,210
Group Insurance	120,130	122,470
Other Post-Employment Benefits	5,000	5,000
Worker's Compensation	22,000	20,000
Retirement Fund	176,400	188,840
subtotal	\$1,066,840	\$1,062,520
Utilities/Fuel		
Electrical	\$572,380	\$560,100
Heating Oil	45,000	45,000
Water	5,000	2,000
Vehicle Fuels	4,500	4,500
subtotal	\$626,880	\$611,600
Chemicals	\$443,870	\$478,140
Maintenance		
Uniform Rental	\$10,500	\$8,000
Laboratory Expense	29,000	29,000
Contract Services	95,010	92,420
Building/Grounds	244,000	244,000
subtotal	\$378,510	\$373,420
Sludge Disposal	\$888,420	\$916,340
Total	\$3,693,120	\$3,743,860

Fiscal Year 2021 Assessment

The table below outlines the District's net wastewater assessment and the District's estimated allocation of this assessment to the Towns of Franklin, Medway, Millis and Bellingham. These percentages may change yearly due to results from the sampling and testing of the wastewater from each town.

Projected O&M Expenditures	\$3,743,860
Industrial Monitoring Fees	4,400 - *
IPP Permit Fees	900 -
Projected Net Metering Credits	75,000 -
Projected Septage Assessments	383,720 -
Projected I-495 WWPS Assessments	52,770 -
Projected New Wastewater Assessments	<u>\$3,227,070</u>

* Charged to the Town of Franklin for Garelick Farms' monitoring.

Town	Percent Share	Wastewater Assessments	I-495 Percent Share	I-495 Assessments	O&M Total
Bellingham	5.3%	\$171,040	25.0	\$13,190	\$184,230
Franklin	66.4%	2,142,770	75.0	39,580	2,186,750 *
Medway	18.7%	603,460	0.0	0	603,460 **
Millis	9.6%	309,800	0.0	0	309,800
Total	100.0%	\$3,227,070	100.0	\$52,770	\$3,284,240

* Franklin's O&M assessment includes unmetered flow from 332 homes @ 300 gpd/home and \$4,400 for industrial monitoring

**Medway's O&M assessment includes unmetered flow from 575 homes @ 300 gpd/home from January 1, 2019 through June 11, 2019. Medway installed 3 flow meters which captured 476 of the unmetered homes which data was included from June 11, 2019 through December 31, 2019 with 99 homes @ 300 gpd/home remaining unmetered.

The table below shows the 2019 annual volume of wastewater from each community and the associated projected cost to treat each million gallon,

Town	Volume (mgal/year)	Cost (\$/mgal)
Bellingham	84	\$2,036
Franklin	1,014	2,113
Medway	332	1,818
Millis	140	2,213
Total	1,570	\$2,055

Capital Projects

The capital projects portion of the Fiscal Year 2021 budget includes the assessments for:

- (1) Payments to the MCWT for the SRF loan for the construction and construction services costs for Phases A and B of the Capital Improvement Plan (CIP),
- (2) Payments to the MCWT for the SRF loans for the construction and construction service costs for \$13 million, \$8.7 million and \$1.8M loans for Phase C of the CIP,
- (3) Administrative fees associated with the SRF loans,
- (4) Payments for the \$1.95M general obligation bond for the design of Phase C of the CIP,
- (5) Monies for capital improvement projects,
- (6) Contingency monies for unforeseen costs,
- (7) Monies to perform I/I repairs in the Mine Brook Interceptor Subsystem,
- (8) Monies to replace one pump at the 495 Pump Station.

The Capital Improvement Plan, a three-phased project (A, B and C), encompassed plant-wide improvements to meet more stringent permit limits, improve safety and reliability as well as maintain the current operation of the facility. Phase A of the CIP focused on preliminary and primary treatment and safety improvements, Phase B capped the on-site residuals landfill and Phase C concentrated on improving the phosphorus removal processes and increasing the reliability of the treatment facility by extending the life of the equipment. All phases of the project have been completed.

A contingency amount was added to the capital projects for unforeseen cost. This was added due to significant unforeseen repairs required over the last few years like the secondary clarifiers.

An Infiltration/Inflow (I/I) study was conducted by CDM Smith for the District's Interceptors in 2013. The District has completed the I/I repairs for the Charles River Interceptor (CRI) subsystem which was identified as the highest peak infiltration and inflow subsystem. The study had identified the Mine Brook Interceptor (MBI) subsystem as the next highest peak infiltration. The District is awaiting prices from the request for proposals for the MBI subsystem manhole, CCTV and MSI inspection. The District has budgeted \$120,000 to perform the repairs to the MBI subsystem in FY 2020.

The District's capital project assessments in Fiscal Year 2021 were determined by the reserved capacity owned by each town as shown in the following table. Additionally, the I/I assessment was calculated by the reserved capacity owned by each town in the interceptor.

Allocation for Capital Costs

Town	Percent Share	Phase A&B	Phase C *	Admin Fee	Phase C Design	CIP	Contingency
Bellingham	6.6	\$12,710	\$93,740	\$2,100	\$10,120	\$11,220	\$6,600
Franklin	63.9	123,010	907,550	20,280	98,030	108,630	63,900
Medway	16.75	32,240	237,900	5,320	25,700	28,470	16,750
Millis	11	21,180	156,230	3,490	16,870	18,700	11,000
Norfolk	0.85	1,640	12,070	270	1,300	1,440	850
Dover	0.45	870	6,390	140	690	770	450
Sherborn	0.45	870	6,390	140	690	770	450
Total	100	\$192,520	\$1,420,270	\$31,740	\$153,400	\$170,000	\$100,000

Fiscal Year 2021 Assessment

I/I Repairs Mine Brook Interceptor Subsystem

Town	Percent Share	I/I Repairs
Bellingham	50.43	\$60,520
Franklin	47.42	56,900
Medway	2.15	2,580
Total	100	\$120,000

The District projects approximately \$223,700 will be collected for capital projects from septage revenues in Fiscal Year 2021.

Town	Subtotal	Septage Revenue	Total
Bellingham	\$218,010	\$20,870	\$197,140
Franklin	1,387,300	100,860	1,286,440
Medway	348,960	39,010	309,950
Millis	227,470	26,770	200,700
Norfolk	17,570	17,570	0
Dover	9,310	9,310	0
Sherborn	9,310	9,310	0
Total	\$2,217,930	\$223,700	\$1,994,230

Fiscal Year 2021 Assessment

FY 2021 Assessment

Please find below a comparison of each town's total O&M and capital assessments for FY 2020 and FY 2021.

Assessment Summary Fiscal Year 2020

Town	O&M	Capital Improvements	Total
Bellingham	\$168,680	\$190,520	\$359,200
Franklin	2,394,910	1,433,010	3,827,920
Medway	510,350	352,400	862,750
Millis	276,580	230,000	506,580
Norfolk	0	0	0
Dover	0	0	0
Sherborn	0	0	0
Septage	266,500	179,470	445,970
IPP Permits	1,100	0	1,100
Net Metering	75,000	0	75,000
Total	\$3,693,120	\$2,385,400	\$6,078,520

Assessment Summary Fiscal Year 2021

Town	O&M	Capital Improvements	Total
Bellingham	\$184,230	\$197,140	\$381,370
Franklin	2,186,750	1,286,440	3,473,190
Medway	603,460	309,950	913,410
Millis	309,800	200,700	510,500
Norfolk	0	0	0
Dover	0	0	0
Sherborn	0	0	0
Septage	383,720	223,700	607,420
IPP Permits	900	0	900
Net Metering	75,000	0	75,000
Total	\$3,743,860	\$2,217,930	\$5,961,790

The next page details the billing schedule for fiscal year 2021 and summarizes the projected quarterly assessments by the District to the Town of Millis in Fiscal Year 2021 for both O&M and capital projects. The net total assessments to the Town of Millis for O&M and capital projects are \$309,800 and \$200,700, respectively.

March 2020

Millis Billing Schedule
July 1, 2020 to June 30, 2021

Millis Billing Schedule

	O&M Assessment	Capital Assessment	Total
<u>July 15, 2020</u>			
O&M Costs	\$105,670	---	\$105,670
CIP	---	18,700	18,700
Phase A & B Loan	---	2,420	2,420
Phase C Loans	---	10,811	10,811
SRF Loans Admin Fees	---	1,750	1,750
Phase C Design Loan	---	14,570	14,570
subtotal	<u>\$105,670</u>	<u>\$48,251</u>	<u>\$153,921</u>
 <u>October 15, 2020</u>			
O&M Costs	\$68,050	---	\$68,050
Phase A & B Loan	---	18,760	18,760
Phase C Loans	---	125,341	125,341
SRF Loans Admin Fees	---	1,740	1,740
Phase C Design Loan	---	2,300	2,300
subtotal	<u>\$68,050</u>	<u>\$148,141</u>	<u>\$216,191</u>
 <u>January 15, 2021</u>			
O&M Costs	\$68,040	---	\$68,040
Contingency	---	2,154	2,154
subtotal	<u>\$68,040</u>	<u>\$2,154</u>	<u>\$70,194</u>
 <u>April 15, 2021</u>			
O&M Costs	\$68,040	---	\$68,040
Contingency	---	2,154	2,154
subtotal	<u>\$68,040</u>	<u>\$2,154</u>	<u>\$70,194</u>
 Total	 \$309,800	 \$200,700	 \$510,500

Fiscal Year 2021 Assessment

If you have any questions concerning the District's Fiscal Year 2021 assessment, please do not hesitate to contact me.

Sincerely,



Elizabeth Taglieri, P.E.
Executive Director

Cc: James McKay, Director of Millis Public Works

	A	B	C	D	E	F	G	H	I
		AUGUST 2010 BOND	FEB 2013 BOND	JULY 2015 BOND	NOVEMBER 2018 BOND				
1									
2									
3									
4									
5									
6	FISCAL YEAR	Flintlock/ Bow	Area A & B	Sewer Capacity Franklin	Station Water St	Retained from 2006 Area E Sewer Extension	Sewer Infiltration & Inflow Planning	TOTALS	
7									
8	2021 P	\$65,000.00	\$15,000.00	\$35,000.00	\$75,000.00	\$50,000.00	\$240,000.00		
9	2021 I	\$1,300.00	\$1,800.00	\$19,750.00	\$22,875.00	\$6,250.00	\$51,975.00		
10	TOTAL	\$66,300.00	\$16,800.00	\$54,750.00	\$97,875.00	\$56,250.00	\$291,975.00	FY2021	
11	2022 P	\$15,000.00	\$35,000.00	\$35,000.00	\$75,000.00	\$50,000.00	\$175,000.00		
12	2022 I	\$1,200.00	\$18,000.00	\$19,125.00	\$19,125.00	\$3,750.00	\$42,075.00		
13	TOTAL	\$16,200.00	\$53,000.00	\$54,125.00	\$94,125.00	\$53,750.00	\$217,075.00	FY2022	
14	2023 P	\$15,000.00	\$35,000.00	\$35,000.00	\$75,000.00	\$50,000.00	\$175,000.00		
15	2023 I	\$600.00	\$16,250.00	\$15,375.00	\$15,375.00	\$1,250.00	\$33,475.00		
16	TOTAL	\$15,600.00	\$51,250.00	\$50,375.00	\$90,375.00	\$51,250.00	\$208,475.00	FY2023	
17	2024 P	\$35,000.00	\$35,000.00	\$75,000.00	\$75,000.00	\$110,000.00			
18	2024 I	\$14,500.00	\$11,625.00	\$26,125.00	\$26,125.00	\$136,125.00			
19	TOTAL	\$49,500.00	\$46,625.00	\$101,125.00	\$101,125.00	\$246,125.00			
20	2025 P	\$35,000.00	\$35,000.00	\$75,000.00	\$75,000.00	\$110,000.00			
21	2025 I	\$12,750.00	\$7,875.00	\$20,625.00	\$20,625.00	\$20,625.00			
22	TOTAL	\$47,750.00	\$42,875.00	\$95,625.00	\$95,625.00	\$130,625.00			
23	2026 P	\$35,000.00	\$35,000.00	\$75,000.00	\$75,000.00	\$110,000.00			
24	2026 I	\$11,175.00	\$4,500.00	\$15,675.00	\$15,675.00	\$125,675.00			
25	TOTAL	\$46,175.00	\$39,500.00	\$90,675.00	\$90,675.00	\$125,675.00			
26	2027 P	\$35,000.00	\$35,000.00	\$75,000.00	\$75,000.00	\$110,000.00			
27	2027 I	\$9,175.00	\$1,500.00	\$11,675.00	\$11,675.00	\$11,675.00			
28	TOTAL	\$44,175.00	\$36,500.00	\$86,675.00	\$86,675.00	\$121,675.00			
29	2028 P	\$30,000.00	\$30,000.00	\$60,000.00	\$60,000.00	\$90,000.00			
30	2028 I	\$8,475.00	\$8,475.00	\$16,950.00	\$16,950.00	\$25,425.00			
31	TOTAL	\$38,475.00	\$38,475.00	\$76,950.00	\$76,950.00	\$115,425.00			
32	2029 P	\$30,000.00	\$30,000.00	\$60,000.00	\$60,000.00	\$90,000.00			
33	2029 I	\$7,275.00	\$7,275.00	\$14,550.00	\$14,550.00	\$21,825.00			
34	TOTAL	\$37,275.00	\$37,275.00	\$74,550.00	\$74,550.00	\$111,825.00			
35	2030 P	\$30,000.00	\$30,000.00	\$60,000.00	\$60,000.00	\$90,000.00			
36	2030 I	\$6,075.00	\$6,075.00	\$12,150.00	\$12,150.00	\$18,225.00			
37	TOTAL	\$36,075.00	\$36,075.00	\$72,150.00	\$72,150.00	\$108,225.00			
38	2031 P	\$30,000.00	\$30,000.00	\$60,000.00	\$60,000.00	\$90,000.00			
39	2031 I	\$4,875.00	\$4,875.00	\$9,750.00	\$9,750.00	\$14,625.00			
40	TOTAL	\$34,875.00	\$34,875.00	\$69,750.00	\$69,750.00	\$104,625.00			
41	2032 P	\$30,000.00	\$30,000.00	\$60,000.00	\$60,000.00	\$90,000.00			
42	2032 I	\$3,987.50	\$3,987.50	\$7,975.00	\$7,975.00	\$11,962.50			
43	TOTAL	\$33,987.50	\$33,987.50	\$67,975.00	\$67,975.00	\$101,962.50			
44	2033 P	\$30,000.00	\$30,000.00	\$60,000.00	\$60,000.00	\$90,000.00			
45	2033 I	\$3,150.00	\$3,150.00	\$6,300.00	\$6,300.00	\$9,450.00			
46	TOTAL	\$33,150.00	\$33,150.00	\$66,300.00	\$66,300.00	\$99,450.00			
47	2034 P	\$30,000.00	\$30,000.00	\$60,000.00	\$60,000.00	\$90,000.00			
48	2034 I	\$2,250.00	\$2,250.00	\$4,500.00	\$4,500.00	\$6,750.00			
49	TOTAL	\$32,250.00	\$32,250.00	\$64,500.00	\$64,500.00	\$96,750.00			
50	2035 P	\$30,000.00	\$30,000.00	\$60,000.00	\$60,000.00	\$90,000.00			
51	2035 I	\$1,350.00	\$1,350.00	\$2,700.00	\$2,700.00	\$4,050.00			
52	TOTAL	\$31,350.00	\$31,350.00	\$62,700.00	\$62,700.00	\$94,050.00			
53	2036 P	\$30,000.00	\$30,000.00	\$60,000.00	\$60,000.00	\$90,000.00			
54	2036 I	\$450.00	\$450.00	\$900.00	\$900.00	\$1,350.00			
55	TOTAL	\$30,450.00	\$30,450.00	\$60,900.00	\$60,900.00	\$91,350.00			
56									
57	TOTALS	\$0.00	\$48,600.00	\$655,037.50	\$607,875.00	\$161,250.00	\$1,539,062.50	SEWER ENTERPRISE	
58									
59									
60									
61	Principal Totals as of FY2021	\$65,000.00	\$45,000.00	\$515,000.00	\$525,000.00	\$150,000.00	\$1,300,000.00		
62	Interest Totals as of FY2021	\$1,300.00	\$3,600.00	\$140,037.50	\$82,875.00	\$11,250.00	\$239,062.50		
63	Remaining Principal & Interest FY2021	\$66,300.00	\$48,600.00	\$655,037.50	\$607,875.00	\$161,250.00	\$1,539,062.50		

Tri-Board and Finance Committee Meetings

October 14, 2020 7:00 PM EST
Zoom Remote Meeting Platform
Millis, MA 02054

In Attendance:

Finance Committee

Jodie Garzon, Chairman
Doug Riley, Clerk
Joyce Boliardi
Jim Borgman
Cathy MacInnes
Shawn Power
Craig Schultze
Katie Tieu

Select Board

James McCaffrey, Chairman
Peter Jurmain, Vice Chairman
Erin Underhill, Clerk

School Committee

Robyn Briggs, Secretary
Steven Catalano
Marc Conroy
Denise Gibbons

Invited Guest:

Michael Guzinski, Town Administrator
Carol Johnston, Finance Director
Nancy Gustafson, School Superintendent
Terry Wiggin, School Business Manager
Nicole Riley, Planning Board Member
James McKay, Department of Public Works Director
Brutus Cantoreggi, Millis Tree Warden

Tri-Board Meeting:

Doug Riley called the Finance Committee Meeting to order at 7:04 PM.

Jim McCaffrey called the Select Board Meeting to order at 7:04 PM.

Robyn Briggs called the School Committee Meeting to order at 7:04 PM.

Jim McCaffrey thanked everyone for attending tonight's meeting, the second Tri-Board Meeting in FY21. The meeting will focus on Certified Free Cash, Revenue Projections and Certified New Growth. Governor Baker announced his Proposed FY21 Budget today reflecting Chapter 70 and Local Aid with FY20 funding levels; the Legislature has to adopt the FY21 Proposed Budget.

Free Cash was certified on September 24, 2020:

- General Fund: \$653,839.00
- Sewer Enterprise Fund Retained Earnings: \$649,999.00
- Water Enterprise Fund Retained Earnings: \$880,065.00
- Stormwater Enterprise Fund Retained Earnings: \$394,907.00

General Fund Free Cash includes \$194,070.00 in HCA (Host Community Agreement) Marijuana Impact Fees and Sales Tax Payments; both 3%. It was noted that the facility was closed for several months due to COVID-19. For FY19, \$40,000.00 was Certified in HCA funds which was used for Police Officer Training in FY20.

New Growth was certified for \$1,250,982.00; an increase of \$552,243.00 over what was projected. FY21 Proposed Budget Adjustments will be funded by \$100,000.00 of the \$552,243.00.

The FY21 Operating Budget adopted at the June Town Meeting was based on a 5% reduction in State Aid and Local Receipts. However, increased revenues are expected as follows:

- Local Taxes: \$100,000.00
- State Aid: \$237,083.00
- Local Receipts: \$120,058.00
- Total: \$457,141.00

Restoration of reductions for FY21 total \$257,615.89; Town Counsel's reduction of \$9,000.00 is not included in the restoration amount. The restoration amount is based on 7/12ths of the \$457,141.00; seven months remaining in the Fiscal Year assuming restorations take place on December 1st.

The School Department chose to make reductions to their Expenses rather than Staff; the Municipal Departments chose to make reductions to Staff. Marc Conroy noted the School Department has incurred additional Expenses and Staffing Costs due to COVID-19 that are not covered under the CARES (Coronavirus Aid Relief and Economic Security) Act. He inquired why restoration amounts are only 7/12ths of the original reductions; why not appropriate all of the \$457,141.00. The FY21 Revenue Appropriations were based on the long standing 65% School/35% Municipal split; the School Department and Finance Committee had proposed a different appropriation, a 4% increase in Operating Budgets, which was not approved by the Select Board. Carol Johnston explained that the restoration amounts were established prior to New Growth Certification and are part of the November Town Meeting Warrant. She feels the restoration levels, 7/12ths, are fair and equitable to both the School and Municipal Departments. She noted the School Department's FY21 Proposed Budget Adjustment of \$173,132.177 is approximately 67% of the \$257,615.89. Marc Conroy inquired why approximately \$200,000.00 is not being appropriated at the November Town Meeting; those funds will not be utilized until Free Cash is certified next year. Carol Johnston does not think it is good practice to budget up to the maximum amount of projected revenues; the remaining fiscal year is uncertain. Marc Conroy requested reconsideration of appropriations of the Projected Revenue Increase of \$457,141.00 reflecting the 65/35 split; Craig Schultze agreed. This appropriation does not factor in the increase in Certified New Growth.

Carol Johnston advised to keep in mind that other Municipal Departments will require additional funding for FY21. The Department of Public Works' FY21 Expense Budget was reduced significantly. Budget cuts were made based on the 65/35 revenue split and were approved by the Select Board to balance the FY21 Operating Budget. Carol Johnston pointed out the School Department received \$243,000.00 from DESE (Department of Elementary and Secondary Education) for expenses needed to reopen the schools. Jim McCaffrey reiterated the restoration is based on restoring services effective December; the approach is to restore to the levels prior to the 5% anticipated reductions to revenues. The Finance Department and Select Board are taking a prudent approach.

Marc Conroy questioned the funding source for two items included in Article #2 of the November Town Meeting Warrant:

- Recreation Department – Additional Funding: \$10,000.00
- IT Administration – Cyber Security Initiative: \$35,000.00

Carol Johnston confirmed it is part of the \$457,141.00 in Additional Revenues. The restorations are 7/12^{ths} plus an additional \$45,000.00 for Municipal Departments. Marc Conroy requested that maintaining the 65/35 split, another \$90,000.00 of the remaining \$200,000.00 be allocated to the School Department. Mike Guzinski noted those two items are special one-time items; the Recreation Department has been severely compromised by COVID-19 and the Cyber Security Initiative is important in protecting the town's IT infrastructure. The Revenue Split Policy can be discussed by the committees and board at a future date for FY22. The Cyber Security Initiative is partially funded by the Enterprise Funds although the funding is not clearly defined in the Warrant Article or Motion. The funding for that item will be reviewed and defined when final quotes are received for the initiative. Craig Schultze noted it is a policy issue; the cost for the initiative is coming from the recurring revenue base and those revenues are typically split 65/35.

Peter Jurmain disagreed, the initiative is being required at the state level and affects the entire town; it's an obligation to the town as a whole.

Discussion with deviating from the 65/35 split for FY21, which the Select Board adopted, arose. Marc Conroy pointed out that approximately \$199,000.00 in revenues are left on the table, of which the Municipal Departments are utilizing \$45,000.00, the School Department is requesting \$90,000.00 of the remaining \$154,000.00. Denise Gibbons and Craig Schultze agreed; the FY21 Budget was based on a 65/35 split of New Revenues and should continue to do so for the remainder of the Fiscal Year. The \$90,000.00 request does not factor in the increase in Certified New Growth. Peter Jurmain disagrees with that policy on Revenue Increases for FY21. He suggested taking the \$35,000.00 for the Cyber Security Initiative off the table; it could be funded by other sources or transfers within the FY21 Municipal Budget. Mike Guzinski confirmed that \$15,000.00 from Enterprise Funds were appropriated at the June Town Meeting for Cyber Security. The \$35,000.00 will most likely be much less than expected. Cathy MacInnes inquired if the initiative followed the proper protocols of requiring three bids. Mike Guzinski said the first bid was for \$30,000.00 - \$35,000.00, however since then a second bid was received for a significantly lower amount. As Town Meeting approaches, the final amount will be shared with the Finance Committee prior to their Final Recommendations.

Jim McCaffrey reiterated that the Tri-Board meets to debate and discuss, each committee and board make their own recommendations. The School Committee is requesting additional funds for their FY21 Budget based upon the additional revenues for the Fiscal Year. Marc Conroy clarified that the School Committee feels more funds should be allocated by the 65/35 formula to both the School and Municipal Budgets based on the additional revenues of \$457,141.00. Steve Catalano noted that the School's Transportation and Food Services Revolving Funds, while supplemented through December 31st, will need funding for the remaining six months of the Fiscal Year. Jim McCaffrey acknowledged the difference of opinion on the matter of utilizing the entire \$457,141.00. The Select Board is trying to restore the reductions in staffing and reduced hours for the remainder of the year beginning on December 1, 2020. The town saved money from July 1st to November 30th by reducing staff and hours at Town Hall; that money should be saved for unforeseen events that may occur between now and the end of the Fiscal Year. Steve Catalano does not believe the formula should be changed simply because the Municipal Departments chose to reduce staff and hours. The School Committee decided to cut expenses rather than personnel and are asking for the recurring revenues be split 65/35; those funds will be spent as opposed to being returned to tax payors. In terms of COVID-19 related expenses, staffing does not qualify under the CARES Act. The School Department needs to hire six Learning Facilitators prior to commencing in person learning. That cost is \$20,000.00 per facilitator.

Jodie Garzon asked for clarification between the increase in New Growth, \$552,243.00 and the \$457,141.00 in Revenue Increases. Carol Johnston explained \$452,243.00 of New Growth was not being appropriated, \$100,000.00 was being used in Article #2, FY21 Operational Budget Adjustments, as well as \$157,141.00 in revenue increases. Unused Free Cash will be used at the Spring Town Meeting for must fund items: leases, unpaid bills, etc. New Growth will be certified as Free Cash in the Fall of 2021. Carol Johnston cautioned the attendees that while the numbers look lucrative, it is uncertain what will transpire over the next eight months. The \$100,000.00 in New Growth is being appropriated for the Recreation Department Additional Funding, Cyber Security Initiative, Wage/Salary Study and Tree Removal. Erin Underhill inquired where the savings from cuts from July 1st to November 30th were – Carol Johnston stated those savings are not being allocated. The School Committee circled back to their belief that rather than restoring budgets based on 7/12th of revenue increases, it should be restored at the 65/35 formula; their expenses primarily run from September through June.

Craig Schultze suggested considering taking the \$199,000.00 in question and reduce it by the \$40,000.00 for Tree Maintenance leaving \$149,000.00 and split that based on the 65/35 formula. This will leave funds to cover for Municipal Warrant Articles: Recreation Department Additional Funding, IT Cyber Security Initiative and Wage/Salary Study for Town Hall Employees. Free Cash for FY22 will include Marijuana Sales Tax as well as New Growth leaving the town in a good position for FY22. Tax and Motor Vehicle Collections also indicate that the town is in a good position for this FY21. This would give the School Department approximately \$100,000.00 to

utilize as they see fit. Marc Conroy agreed, it is a reasonable compromise. Jodie Garzon agreed, there is a substantial amount in New Growth Revenue for FY22 as well as additional revenues from Marijuana Retail Sales and acknowledged it's a very challenging year for the School Department. Jim McCaffrey noted the Select Board will further discuss this at their upcoming meeting on Monday, October 19, 2020 after the Finance Director has time to reevaluate the numbers. Although this was a difficult conversation, he highly values the tremendous participation by everyone. Doug Riley suggested consideration be given to deduct the Recreation Department Additional Funding of \$10,000.00 prior to the 65/35 split in revenues, similar to the Tree Maintenance item.

Adjourn Tri-Board Meeting:

Steve Catalano made a motion to adjourn the School Committee Meeting at 8:40 PM; Denise Gibbons seconded. Vote 4/0 motion carries unanimously.

Pete Jurmain made a motion to adjourn the Select Board Meeting at 8:41 PM; Erin Underhill seconded. Vote: 3/0 motion carries unanimously.

Carol Johnston outlined the School Department's COVID-19 relief funding outside of the town's submission for the CARES Act. As previously mentioned, the School Department received \$243,000.00 to assist in reopening the schools and 100% USDA Funding for the School Lunch Program. The School Department submitted a \$99,000.00 HVAC Modification request for consideration at the November Town Meeting. However, as long as the Board of Health attests the modifications are needed as part of COVID-19 mitigation relief, those cost will be covered under the CARES Act. The Town received \$729,000.00 under the CARES Act.

Zoning Warrant Article – MCEOD Review and Discussion:

Nicole Riley outlined the Zoning Amendment the Planning Board has proposed which is an extension of the MCEOD (Millis Center Economic Opportunity Overlay District). The extension proposed would be west of where it currently is; Plain Street to Spring Street, north and south of Rt 109. It is referred to as an overlay district because it lays over the current Zoning. An overlay district does not change the underlying zoning but provides additional options for that area. An example is the development located at 979 Main Street where there is commercial businesses on the first floor, office space on the second and residential on the third. The extension would expand the overlay district east of Pleasant Street and west past Hammond Lane. The amendment provides the benefits of the MCEOD to that commercial district. The Planning Board was asked to extend the district for mixed use development at 1064 Main Street. The property west of Hammond Lane is also interested in mixed use development. The infrastructure to support the extension is already in place; sidewalks, crosswalks, street lights etc. The Millis Housing Plan is encouraging builders to provide multi family dwellings as opposed to single family homes. Residential parcels located between Spring Street and Pleasant Street are not included in the MCEOD. The Planning Board is holding a Public Hearing next Tuesday, October 20, 2020 to discuss this amendment. Jodie Garzon thanked Nicole Riley for her attendance.

Tree Trimming and Removal History Discussion:

Jim McKay explained the three areas in town the \$40,000.00 would be utilized: Forest Road, Birch Street and Orchard/Middlesex streets. The Finance Director provided a breakdown of Tree Care Expenses over the last ten years; the FY21 budget for Tree Care was reduced by \$10,000.00. The FY21 Tree Care Budget is already in a deficit. Following last week's storm, the DPW has had a tree crew assist for three days to open up roadways. Oak Grove Farm in particular was significantly damaged by the storm. Some roadways, Larch Road, Timberline Road and Island Road had more than 20 trees fall during the storm. It was noted that Eversource is a tremendous support to the town expending \$290,000.00 in the past two years for tree trimming. Tresca Brothers Sand and Gravel has received approval from the Tree Warden to remove dead trees along Rt 109, approximately \$25,000.00. The town will have to seriously address the growing tree concerns throughout town. He thanked the Finance Committee for discussing this topic and hopes he can count on their support. A maintenance program needs to be established to avoid the costly recovery of removing trees after they have fallen.

Fall Town Meeting Warrant Articles Review and Discussion:

Article #5 DPW Building Project – Additional Funding

Article #6 DPW Lease Temporary Office Facilities

Jim McKay explained that the Town Administrator and Select Board tasked him with producing a formula for funding sources for this project. When the project, \$3,900,000.00, was initially presented to Town Meeting, May 2019, the funding sources were split equally between the General Fund, Water Enterprise Fund and Sewer Enterprise Fund. That funding was supported by the Select Board, Finance Committee and Town Meeting. At the June 2020 Town Meeting \$135,887.97 in unexpended funds from previous Warrant Articles was appropriated.

Article #5 is requesting an additional \$600,000.00 for the project:

General Fund:	\$100,000.00
Water Enterprise Fund:	\$200,000.00
Sewer Enterprise Fund:	\$200,000.00
Stormwater Enterprise Fund:	\$100,000.00

This funding split was reviewed by the Town Administrator and Finance Director. Previously, Stormwater Enterprise Funds were not considered as a funding source for the project. However, after reviewing the vehicles and equipment used for Stormwater Management and the salary allocation for DPW staff it seemed reasonable to have that Enterprise Fund contribute to the project and was presented to the Select Board. Reserves from all three Enterprise Funds will be used for the \$500,000.00 otherwise a rate adjustment hearing would have to take place if borrowing was used.

Cathy MacInnes inquired how much the Sewer Rate Payors are paying for reserved sewer capacity at the Charles River Pollution Control District. The Finance Director will provide the cost for FY21. Cathy MacInnes voiced her concerns with splitting the cost of the project between the Water and Sewer Enterprise Funds and feels the General Fund is not contributing its fair share. The DPW Facility is used by the School Department, Police and Fire Departments. Town Counsel did review the allocation of the funds prior to the Select Board's approval of the funding sources. Craig Schultze voiced his concern with using Stormwater Enterprise Funds for the project; initial funding passed at Town Meeting did not include the use of Stormwater Enterprise Funds. Stormwater is a vexing topic among residents and might interfere with approval of the article at Town Meeting. The overall use of Enterprise Funds will be further discussed by the newly formed Enterprise Fund Committee.

Article #6 would lease trailers and space for a mechanic's bay at a separate location for two years. The lease is \$275,000.00 each year. The trailers would provide space for the School Department's Bus Drivers. This article is only necessary if Article #5 fails at Town Meeting. Jodie Garzon thanked Mr. McKay for his attendance.

Article #1 Unpaid Bills – invoices from previous Fiscal Years received after the deadline for submission to the Finance Department.

Article #2 FY21 Operational Budget Adjustments

Article #3 Capital Items

- Police Department Cruiser
- Fire Department Turnout Gear
- Fire Department SCBA (Self Containing Breathing Apparatus)
- DPW Pickup Truck
- DPW Dump Truck
- Sewer I/I (Inflow and Infiltration) Study

Article #4 Police Cruiser Lease/Purchase

Article #7 Employee Wage/Salary Study – This article, submitted by the Select Board, will fund a study requested by the SEIU Collective Bargaining Unit. Negotiations will begin again soon and having the study complete will assist both the Town and Collective Bargaining Unit in coming to a

fair contract. The study will examine the different wage levels within the union. A study hasn't been conducted in several years.

Article #8 Tree Maintenance

Article #9 General By-law Change – Date of Annual Spring Town Meeting – This article would allow Town Meeting to be held prior to the Town Election.

Article #10 Zoning By-law Change – MCEOD

The committee will vote on the Warrant Articles at their next meeting on Wednesday, October 21, 2020.

Assign November Town Meeting Articles:

Article #1 Unpaid Bills – Craig Schultze

Article #2 FY21 Operational Budget Adjustments – Jodie Garzon

Article #3 Capital Items – Peter Berube

Article #4 Police Cruiser Lease/Purchase – Jim Borgman

Article #5 DPW Building Project – Additional Funding – Doug Riley

Article #6 DPW Lease Temporary Office Facilities – Doug Riley

Article #7 Employee Wage/Salary Study – Shawn Power

Article #8 Tree Maintenance – Cathy MacInnes

Article #9 General By-law Change – Date of Annual Spring Town Meeting – Katie Tieu

Article #10 Zoning By-law Change – Millis Center Economic Opportunity Overlay District – Joyce Boiardi

Approve Bills Payable:

Craig Schultze made a motion to authorize payment to Postmaster in the amount of \$575.15; Jim Borgman seconded. . Roll Call Vote: Jodie Garzon – aye, Doug Riley – aye, Jim Borgman – aye, Shawn Power – aye, Katie Tieu – aye, Craig Schultze – aye, Cathy MacInnes – aye, Joyce Boiardi - aye motion carries unanimously.

Approve Meeting Minutes:

Craig Schultze made a motion to recommend approval of the September 30, 2020 Meeting Minutes; Cathy MacInnes seconded. Vote: 7/0 1 Abstained

Doug Riley made a motion to adjourn the Finance Committee Meeting at 9:46 PM; Craig Schultze seconded. Vote: 8/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore