



TOWN OF MILLIS

Finance Committee
900 Main Street • Millis, MA 02054

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

Meeting Agenda

Date: Wednesday, October 6, 2021
Time: 7:00 PM
Location: 900 Main Street – Room #229

Participation is available through Zoom Remote Platform: <https://us02web.zoom.us/j/81070805301>

Committee Attendees:

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

Non-Committee Attendees: Deirdre Gilmore

Invited Guests: Mike Guzinski ☐; Carol Johnston ☐; Select Board Member ☐; Chief Barrett ☐; Chief Soffayer ☐; Jay Talerma ☐; John McVeigh ☐; John McAvoy ☐; Stephen MacInnes ☐; Robyn Briggs ☐; Robert Mullaney ☐; Terry Wiggins ☐; Donna Cabibbo ☐

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

Agenda		
Time	Topic	Speaker
~7:00	Call Meeting to Order	Peter Berube
~7:05	Fire and Request Capital Item Requests	Chief Barrett
~7:15	Police Capital Item Request	Chief Soffayer
~7:25	Board of Health Stormwater Warrant Article	John McVeigh
~7:45	Oak Grove Farm Capital Item Request	John McAvoy
~8:00	School Department Capital Item Request	School Committee
~8:25	Certified Free Cash Update	Carol Johnston
~8:35	Review Draft Capital Planning Committee Report	Pete Berube
~8:55	November Town Meeting Warrant Discussion and Recommendations	Committee
~9:25	November Town Meeting Warrant Assignments	Committee
~9:35	Discussion and Assignment of Finance Committee Liaisons to Boards/Committees	Committee
~9:45	Bills Payable: Postmaster \$719.20 (Postage for Finance Committee Report)	Committee
~9:50	Old Business/New Business	Committee
~9:55	Finance Committee Meeting Minutes Approval: September 29, 2021	Committee
~10:00	Adjourn	Committee

Important Dates:

October 20, 2021 – Final Recommendations
October 25, 2021 – Finance Committee Report to Printer
November 1, 2021 – Finance Committee Report to Residents
November 3, 2021 – Public Hearing/Pre-Town Meeting

Fall Town Meeting – November 8, 2021

Upcoming Meetings:

Wednesday, October 13, 2021

Tri-Board Meeting - TBD

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



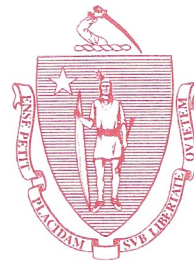
Richard Barrett
Chief

Millis Fire/Rescue

885 Main Street
Millis, Massachusetts 02054

Phone: 508-376-2361

Fax: 508-376-4339



Andrew Hladick
Deputy Chief

To: Mike Guzinski

Reg: Capital Planning

Date: September 15, 2021

Mr. Guzinski,

Thank you for the opportunity to update our Capital Improvement request for the Fall Town Meeting. As requested at the Spring Town Meeting the Fire Department needs to replace our Ambulance 1. A1 is a 2007 Chevy with 140,000 miles on it and the last 2 State Inspections it was noted about body and frame rot being of concern and could potentially affect our ability to operate it as an ambulance. Historically we have replaced Ambulances every 10 years, with moving this to our second responding ambulance it has prolonged its life and will allow us to get 15 years out of it before the arrival of a new ambulance. A new ambulance will take approximately 285 days to build, and delivery will not be until next August/September. With the increase in call volume it is of high priority that we are able to operate a 2 ambulance system. This will allow us to rotate between the 2 ambulances to reduce wear and tear on any individual unit. Our initial request was for \$350,000 but with the production issues from the factory and delays in materials there has been an approximate 5% increase in cost pushing the number to \$370,000. This will be a fully operational ambulance with no needs to purchase additional equipment.

Additionally, I would like you and the Committee to consider approving the replacement of our Engine 1. It is scheduled for replacement next year, but we have found that it will take 485 days to build the engine and that would push us out another 2 ½ years if we don't get approval until next fall town meeting. Engine 1 is a 1987 Engine, it is 34 years old and does not meet any state, federal or current safety regulations. This truck is an open-air cab, no seatbelts and does not meet any emissions requirements by state or federal standards and most recently failed its state inspection. This truck has been a great piece of apparatus for the department, and we were able to prolong its life by making it the 3rd due piece of apparatus for responses and filling in as the primary response when our other trucks were getting repaired. This year especially we found the importance of having a reliable second engine. Our 2008 Engine 2 required over \$16,000 in repairs and was out of service for a month, Engine 1 had to run in its place and during that time we had multiple break downs by the engine, failures during performance and safety concerns. A replacement engine would cost

approximately \$750,000 and take the 485 days to build once approved and designed. I understand the financial restraints we are under but with the increased call volume, multiple calls at the same time and the need to move our Engine 2 into more of a backup roll to prolong its life I feel we need to address this now rather than having a major failure or inability to respond to an emergency.

I was able to move several items off the Capital request such as the Multi gas meters that we purchased with Grant funds. Over the last two fiscal years I was able to replace all the required SCBA's and bottles and do not need the third year of the funding. Our Car 2 that is up for replacement next year can be deferred a year or two due to our improved maintenance plan. We will need to address the portable radios and pagers soon as technology continues to change and we are operating on older units.

The final request for your consideration is the replacement of the Fire alarm Master box system at the Library and High School. Over the last couple years we have been working with all the local business' on upgrading the local fire alarm system. It has been very costly to keep operational and with the improvements in technology a radio fire alarm master box is the new requirement on all new commercial and larger residential units. We have been able to move all the municipal buildings over to the new system with the Clyde Brown upgrade during construction as well as the DPW during construction. The cost to replace these units in total is \$15,000.

Thank you for your consideration on all these matters and I look forward to speaking with you to discuss further.

Respectfully.

A handwritten signature in black ink, appearing to be 'R Barrett', with a long horizontal flourish extending to the right.

Richard Barrett

Fire Chief

Engine 1- 1987 E-one Spartan

Engine 1- is a 1987 E-one, 34 year old fire engine with 25,204 road miles & 3222.4 Engine hours on it. Fire apparatus is measured by engine hours more than road miles. In Millis any call may be 2-4 miles roundtrip, but those miles are hard miles of accelerating/braking. Fire engines run for long periods of time while pumping or operating at a high idle. The National standard is for each Engine hour the equivalent is 40 road miles. That would have Engine 1 with approximately 128,880 miles on it. At 34 years old it is difficult to get parts, keep up with repairs and provide a safe truck for firefighters to operate on. This truck was scheduled for replacement in 2012 at 25 years old (the life expectancy of fire apparatus) at that time the Ladder truck needed replacing and was the priority. With careful maintenance and only running as a support truck was possible we were able to prolong its life. A replacement truck would be \$750,000 with a build time of 485 days.



Engine 1- Does not meet current Vehicle Emissions guidelines



Open Rear Cab area doesn't meet current standards for safety, Lap Belt only seatbelts and a recent Rejection sticker due to exhaust leaks, air leaks and frame concerns make this an unsafe truck to operate with firefighters on board. Repairs are being quoted currently.

Ambulance 1-2008 Osage

A1 is a 2008 Osage ambulance with 132,000 miles on it. A1 was our primary ambulance until 2017 when we purchased A2 and were able to move A1 into a back up role. Since then, we have been operating 2 ambulances and A1 has been used more than expected. A1 responded to 160 Emergency calls primarily as the second ambulance but for a period while A2 was out of service, A1 was the primary. Unfortunately, during this time, it had to be towed twice from Milford Hospital. The State inspector who licenses our Ambulance had documented over the last 2 years areas of concern, rust, rot and aging structure. A1's air conditioner system is not sufficient to cool the truck and on days with the Temperature over 85 the state requires us to take it out of service. By running 2 ambulances it ensures that our residents will get quick responses and all revenue will stay in town and not with an out-of-town ambulance.



2008 CHEVY KODIAK w/132,000miles



We have several areas of body rot/rust along with frame and structure rot/rust



Fire Capital Planning List FY22

Item	Department	Type	Description	Purchase year	Original price	Condition	10-Year total	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
32	Fire	Vehicle	Engine 2	2008	550,000	aging	850,000											
33	Fire	Vehicle	Engine 5	1998	65,000	good/aging	150,000					150,000						
34	Fire	Vehicle	Ladder 1	2012	850,000	good	-											
35	Fire	Vehicle	Brush 2	2006	55,000	good	75,000											
36	Fire	Vehicle	Car 1	2018	50,000	good	65,000									65,000		
37	Fire	Vehicle	Car 2	2012	40,000	aging	60,000		Defer to 2024		60,000							
38	Fire		Equipment Station 1 Generator				50,000								50,000			
39	Fire		Equipment Station 2 Generator				25,000										25,000	
40	Fire		Equipment Scott Airpacks & Bottles	2020	75,000	excellent	285,000	30,000	completed in 2 years, remove 3rd year					125,000		70,000		
41	Fire		Equipment Bauer Air Cascade	2017	60,000	excellent	60,000											
42	Fire		Equipment Holmatro Jaws Tools Eng 2	2008	45,000	good/aging	65,000								65,000			
43	Fire		Equipment Holmatro Jaws Tools Ladder 1	2012	50,000	good	65,000											
44	Fire		Equipment Rescue Boat	2014	6,000	good	10,000											10,000
45	Fire		Equipment Pagers/Portables	2010	70,000	need updating	85,000		replaced w/ grant f funding									
46	Fire		Equipment Town Wide Defibrillators 24	2013	1,500	good	45,000						45,000					
47	Fire		Equipment Turnout Gear	2020/2021	\$6000/per	new	230,000	40,000								150,000		
48	Fire		Equipment Thermal Imager Eng 2	2008	9,000	aging	11,000					11,000						
49	Fire		Equipment Thermal Imager Ladder 1	2012	7,000	good	10,000								10,000			
50	Fire		Equipment Multi Gas Meters	2020	\$7k/per	good	35,000		35,000	replaced w/ grant funding								
51	Fire		Equipment Technology	2017		aging	25,000				25,000	replaced w/ grant funding						
52	Fire		Equipment Large Diameter Hose	2020	40,000	excellent	40,000	15,000					25,000					
53	Fire		Equipment Cardiac Monitors	2018	75,000	good	75,000							100,000				
10	Fire	Vehicle	Engine 1	1987	100,000	Out of Service	650,000			750,000								
11	Fire	Vehicle	A-1	2008	150,000	failing	325,000		370,000									
12	Fire	Vehicle	A-2	2017	275,000	good	375,000									375,000		
			Equipment PPE for firefighters	2020	12,500	excellent	12,500					12500	replaced w/ grant funding					15000
			Equipment Reporting software	2012	20,000	out of date	25,000		25000	replaced w/ grant funding								
			Equipment Stair chair/EMS	2021	15,000	new	15,000					20000	replaced w/ grant funding					
			Equipment SCBA masks	2021	20,000	new	20,000				20000	replaced w/ grant funding						



Millis Police Department Capital Replacement Schedule



Town Funded																						
Cruiser Fleet	Replacement Cycle	Qty	Cost Per Unit	Total Cost	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
	Every 7 Years																					
Car 40	2019			47,502.00						Received						Replace						
Car 41	2018			40,000.00					Received						Replace							
Car 42	2018			40,000.00					Recieved						Replace							
Car 43	2018			40,000.00					Recieved						Replace							
Car 44	2014			45,789.00	Received							Replace										
Car 45	2018			40,000.00					Received						Replace							
Car 46	2018			48,950.00						Received						Replace						
Car 47	2020			49,216.75								Received						Replace				
Car 49	2017			47,249.00				Received						Replace								
Car 50	2015			40,000.00		Received								Replace								
			Total	438,706.75								50,000.00		50,000.00	200,000.00	100,000.00		100,000.00				
Grant Funded																						
Capital Equipment	Replacement Cycle	Qty	Cost Per Unit	Total Cost	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Tasers	7 years	20	1217.50	24,350.00				Received							24,350.00							
Cruiser Laptops	6 years	8	3,746.88	29,975.00			Received						29,975.00									
Portable Radios	12 years	20	3,900.00	50,000.00				Received												50,000.00		
Cruiser Radios	12 years	9	3,555.00	31,995.00				Received												31,995.00		
Handguns	10 years	20	799.00	15,980.00					Received											15,980.00		
Bola Wraq	7 years	20	1,384.59	27,690.00								Received					27,690.00					
40mm LL	10 years	10	1,699.00	16,990.00						Received										16,990.00		
UTV	10 Years	1	29,995.00	29,995.00					Received											29,995.00		
Rifle Optics	10 Years	8	534.99	4,279.92								Received										4,279.92
Entry Tools	10 Years	8	446.37	3,570.96								Received										3,570.96
Ballistic Shields	10 Years	8	741.00	5,928.00								Received										5,928.00
IFAK First Aid	7 Years	20	50.99	1,019.80								Received						1,019.80				
Ops Trailer		1	6,999.00	6,999.00																		
Spare Portables		3	3,484.00	10,452.00																		
Ballistic Helmet	10 years	8	399.00	3,192.00								Received										3,192.00
Patrol Rifles	10 years	10	1,299.00	12,990.00						Received										12,990.00		
			Total	261,931.68									29,975.00		24,350.00			28,709.80	62,965.00	94,985.00		16,970.88
			No Cost To Millis																			
Town Funded																						
Capital Equipment	Replacement Cycle	Qty	Cost Per Unit	Total Cost	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2016	2027	2028	2029	2030	2031
Defibs	6 years	10	1199.00	11,990.00			Received						11,990.00									
Officer Computers		20	500.00	10,000.00			Received			500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00		
Fingerprint Scanner	8 years	2	13,250.00	26,500.00			Received									13,250.00	13,250.00					
Booking Camera	10 years	1	3950.00	3,950.00			Received										3,950.00					
Misc. Computer																						
			Total	52,440.00						500.00	500.00	500.00	12,490.00	500.00	500.00	13,750.00	17,700.00	500.00	500.00	500.00		

Budget Request Above Level Service

Title: Cruiser Replacement

Description of Request:

I am requesting that the cruisers are implemented into the operating budget of the police department. Many police departments integrate the cost into their expenses. I understand cruisers are capital, however they are one of the most important tools we have to do our job. I don't look at this as an above level service request, it's really a reclassification of money we spend every year. I am asking the town to consider moving the funding from an article, and reclassify the funding as an expense out of the police budget.

Detailed Cost Impact:

Lease Option: 3 payments of 17,11.52 Total: 51,334.56
Purchase Option: 1 payment of 47,872.84

Justification for Request

Attach copies of reports, master plans, or supporting documentation)

TOWN OF MILLIS
FISCAL YEAR 2022 BUDGET

FORM #5

EQUIPMENT DETAIL

DEPARTMENT:					
CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	BUDGET REQUEST
	Cruiser- 2020 Ford Police Utility There are two options 1. Purchase vehicle one payment of 47,872.84 2. Lease vehicle three payments of 17,11.52			Replace	47,872.84
					47872.84

Thanks,
John

Millis CPC

Prepared By: Oak Grove Farm Commission

Property Address: Oak Grove Farm Playground 410 Exchange Street St Millis MA 02054

Statement of Need: The Oak Grove Farm Playground base, footing and border timbers pose significant safety risks to the children using the playground. The base and footing have developed uneven surfaces that make it most difficult for individuals that may have physical limitations or challenges, but can be tricky for all to navigate. There are exposed roots from trees and inadequate depth of footing under equipment to cushion possible falls. This lack of footing also impacts the ability of many children from reaching the swings, or when going down a slide from being able to stop themselves with their feet before they hit the ground. The mats under the swings and landing areas are exposed causing possible tripping hazards. The wooden timbers surrounding the playground have shifted; many are not straight causing the border wall to lean. Some of these timbers are rotted and are loosely connected. The step down from these borders to the playground is significant even for adults, due to the base and footing that have sunk far below the appropriate level. The current condition of the playground footing and border timbers need to be upgraded and improved. There is not a handicap access to the playground itself. We would like to include a handicap access in a renovation, this is a need for the playground to be accessible for all. Please see attached photos and sketch plan.

Narrative: This proposal addresses an existing recreation space that is greatly used by many children and adults from the Millis community, visitors from other communities, as well as a meeting place for local children's groups. These improvements will make the playground safe for all users.

The Oak Grove Farm Playground was designed, built and first dedicated in June of 1991. It became a place for children to gather and play with peers, the equipment and for gathering of families. The Oak Grove Farm Commission maintained the equipment and footing through the Oak Grove Farm yearly budget as best they could until some of the equipment became unsafe. The playground was closed for a time by the OGFC's concern due to those needed repairs and in order to make the area safe. A citizens group fund raised and were able to complete a renovation of the playground in 2007. Again the Oak Grove Farm Commission took over the responsibility and cost of maintaining the equipment and footing of the playground from their yearly budget. Throughout the years there have been repairs or replacement of items to the playground structures by the OGFC and multiple deliveries of footing to the playground to keep the level to the necessary amount to keep it safe. In both of these builds/renovations there was not a maintenance budget established for the playground. In recent years the footing has become an increasing issue; either because of poor drainage, root exposure and the need for a large amount of playground footing approved materials. The timbers are in poor condition to support the border. Unfortunately just adding footing will not solve the problem. The timbers and the footing base of the playground need to be addressed as well. The OGFC has been working on a plan to improve the safety of the playground. To that end OGFC has met with a playground installer for recommendations, an engineer, Town Administrator, DPW Director, the CPA and CPC. There has been agreement on the current condition of the playground and the need for improvements.

The Oak Grove Farm Commission with the Town of Millis is soliciting quotes for playground renovation at the existing Oak Grove Farm Playground located at 444 Exchange Street, Millis, MA 02054. Quotes must include prevailing wage rates. Companies must be fully insured/certified in playground structures/installation.

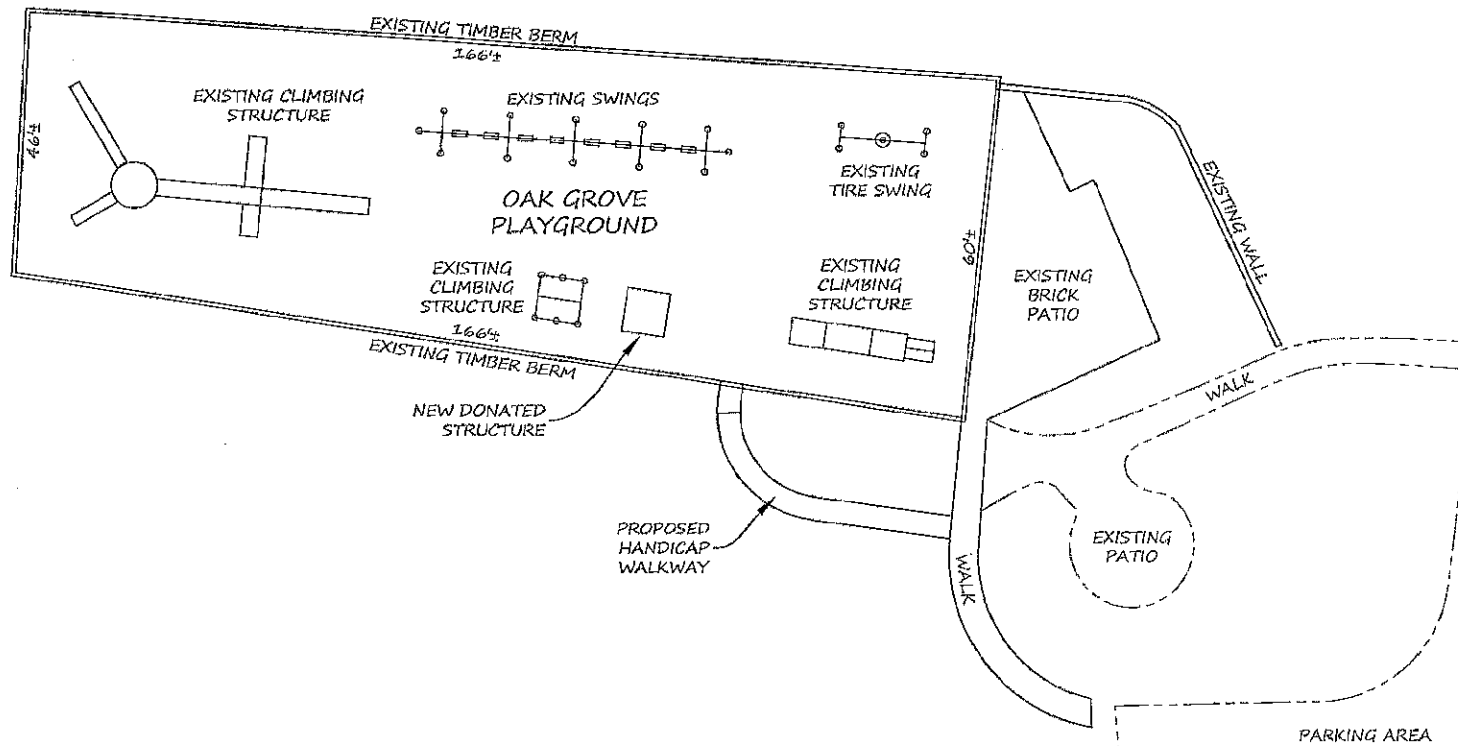
Below is a list of the expected work.

	Cost
1. Remove and dispose of existing wooden edge timbers. (3 timbers high 440' around playground 1300' approx. total)	\$_____
2. Remove and replace 5-6 brick rows near pergola for installation of new timbers	\$_____
3. Excavate the existing play area and around structures, 16" from finish grade and dispose of all material off sight.	\$_____
4. Install handicap ADA 4'x35' stone dust walkway, from existing walkway to new timber wall. Please see map for location. Walkway should have a concrete turning pad (ADA regs) outside of new timber wall, with opening of 4' in wall for access.	\$_____
5. Supply and install 4" of ¾" stone between 2 layers of filter fabric.	\$_____
6. Supply and Install 6"x6" southern yellow pine smooth finish timbers (3 timbers high 440' around playground 1300' approx. total) Secured with timber screws, top row to be chamfered and screws to be recessed and plugged.	\$_____
7. Supply and install 600 cubic yards of wood fiber certified engineered playground safety surfacing in playground area.	\$_____
8. Supply and install safety mats under the 4 large swings and the tire swing. (4 8- 3' X 5' X 2" thick) (1- 6' X 5' x 2" thick)	\$_____
9. Supply and install loam and seed on outside of new timbers and walkway.	\$_____
Total	\$_____

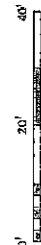
OAK GROVE FARM PLAYGROUND WORK

Description of Work	Estimated Cost*
1. Remove and dispose of the existing perimeter wooden timber edging. (3 timbers high 440' around playground 1,300' approx. total)	\$ 9,900.00
2. Remove and replace 5-6 brick rows near the pergola for the installation of the new timbers.	\$ 3,600.00
3. Excavate the existing play area and around structures, 16" down from finish grade and dispose of all material off site.	\$ 29,556.00
4. Install handicap ADA 4' X 35' stone dust walkway from the existing walkway to new timber wall. Please see map for location. Walkway should have a concrete turning pad (ADA regs) outside of new timber wall, with opening of 4' in wall for access.	\$ 3,200.00
5. Supply & install 4" of 3/4" stone between 2 layers of filter fabric.	\$ 22,500.00
6. Supply & install 6" X 6" southern yellow pine smooth finish timbers. Three timbers high 440' around the playground (1,300' approx. total) Secured with timber screws, top row to be chamfered and screws to be recessed and plugged.	\$ 16,300.00
7. Supply & install 600 cubic yards of certified* woodfiber, in the play area covering safety zones with sufficient surfacing.	\$ 34,200.00
8. Supply & install safety mats under the four large swings (8- 3' X 5' X 2" thick) and one under the tire swing (1- 6' X 5' x 2" thick).	\$ 2,750.00
9. Supply & install loam and seed outside the new timbers and walkway. ALLOWANCE	\$ 5,000.00

- * Contractor must provide an IPEMA certificate for the woodfiber playground surfacing
- * Company should provide a certificate of insurance showing proof of required coverage limits and specifically state it covers playground work.
- * Crew on site should include at least one playground safety inspector during construction.
- * Quote must include prevailing wage rates.
- * Contractor must provide five references for projects completed within the last 12 months.
- * Contractor must provide a Certified Safety Playground Inspector Certificate for the staff member on site.
- * Estimated costs are based on current prices from suppliers and are subject to change.
- Prevaling wage is based on \$ 61.84 per hr. Increase in costs /prevailing wages would increase the bid price.



PLAN SCALE: 1" = 20'



PLAN DATE: SEPTEMBER 15, 2021

REVISION	DATE	BY

OAK GROVE FARM
PLAYGROUND
SKETCH PLAN
OF LAND IN
MILLIS, MA

730 MAIN STREET
SUITE 2C
MILLIS, MA 02054
508-376-8883(ø)



LEGACY
ENGINEERING

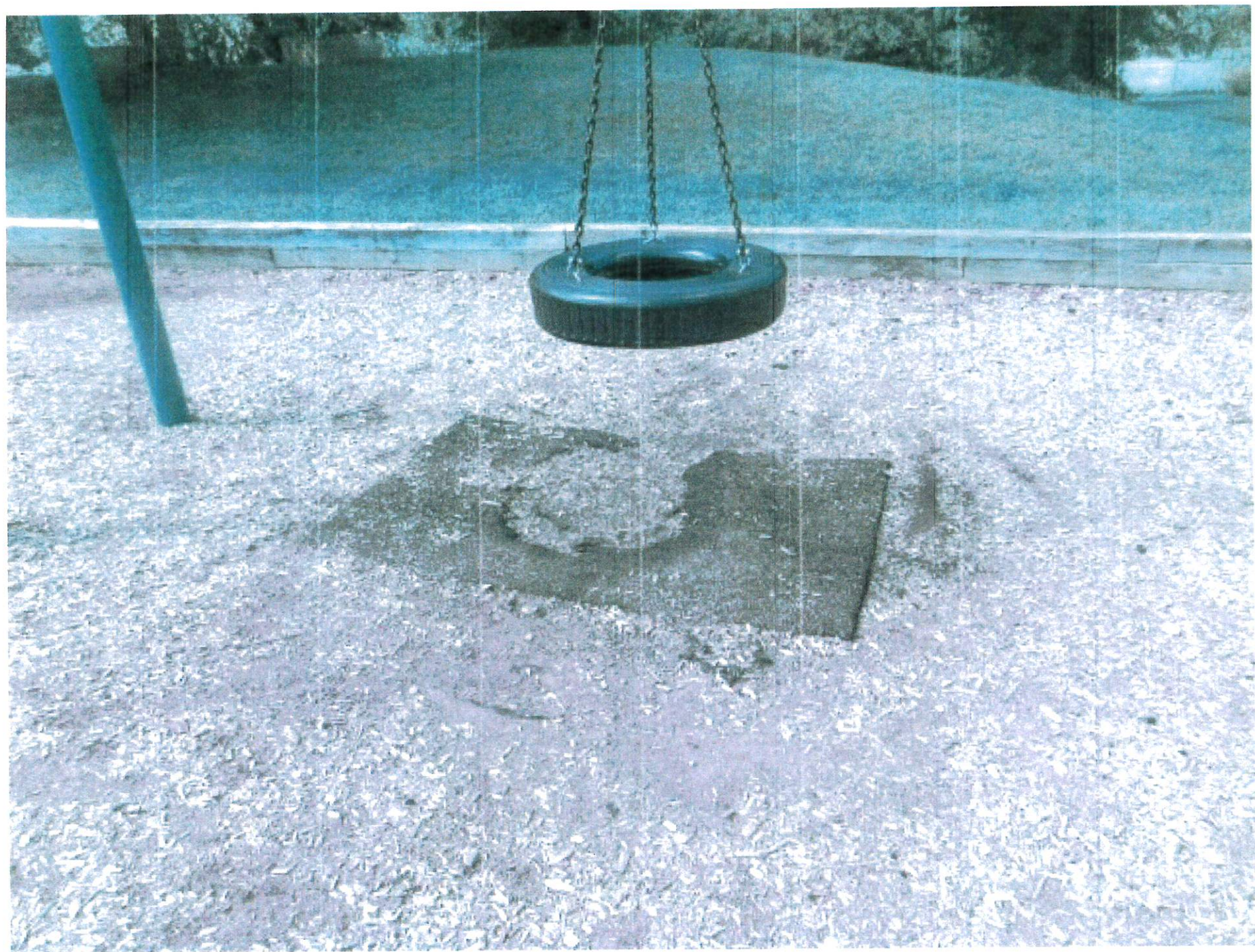
SHEET 1 OF 1





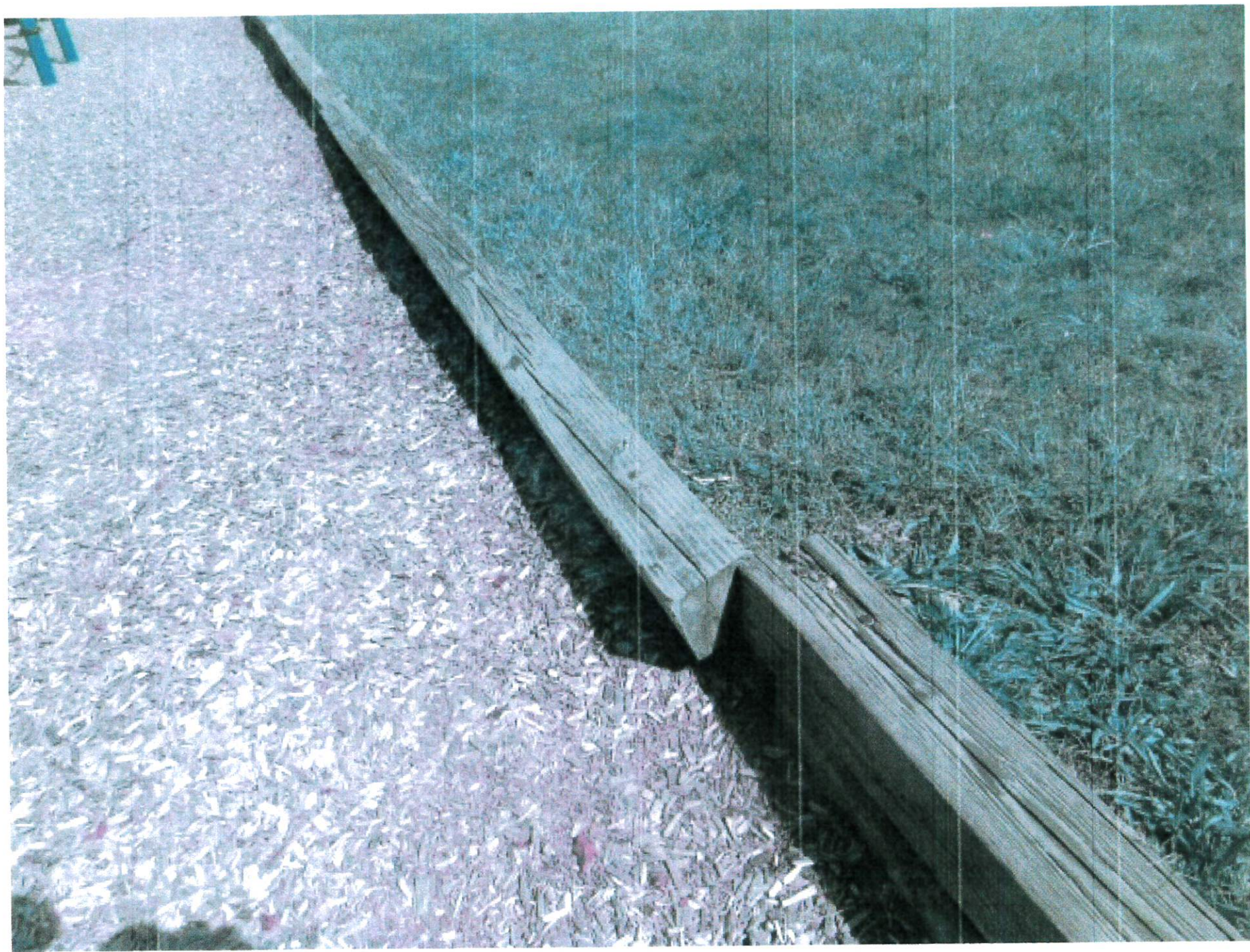












Down of Mills	Schools						10 year total				Replacement cost (adjusted for inflation 3% per annum)											
Capital Planning Schedule																						
Funded by State Earmark Funds								Total regular	PROPOSED	PROPOSED												
This item has been funded from the School Operating Budget								Total significant		Based on												
These items can be removed due to being funded or no longer requested								Total by enterprise		Fall '21												
Requests for Fall 2021 - A2, A3, A4		NEW						Total		Ranking Below												
																5					10	
Item	Department	Type	Description	Purchase year	Original price	Condition	10-Year total	Priority for FY2022	Rank for FY2022	Porting Purposes	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031		
2020-14	School	Building	Statement Of Interest Millis Middle High School. This request for the				1,000,000	High	A32	1						1,000,000.00						
2021-01	School	Building Interior	Mechanical Elect	1996	5,604,000	Poor	4,099,488	High	A1	2			512,436.00	512,436.00	512,436.00	512,436.00	512,436.00	512,436.00	512,436.00	512,436.00		
2021-02	School	Building Interior	Mechanical Elect	1996	9,300,000	Poor	7,060,224	High	A1	3			882,528.00	882,528.00	882,528.00	882,528.00	882,528.00	882,528.00	882,528.00	882,528.00		
2021-03	School	Builing Exterior	Replace all Roofs	2000	2,899,500	Poor	1,494,240	High	A1	4			186,780.00	186,780.00	186,780.00	186,780.00	186,780.00	186,780.00	186,780.00	186,780.00		
2022-01	School	Building Interior	Elevator Upgrade	1999			80,000	High	A2	5	80,000.00											
2022-02		Food Service	Replace failing w	1999			45,000	High	A3	6	45,000.00											
2022-03		Food Service	Replace Steamer	1999			50,000	High	A4	7	50,000.00											
2020-01	School	Supplies	Curriculum & Instructional Materials				490,000	High	A5	8	10,000.00	10,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00	60,000.00		
2020-02	School	Building Interior	Computer Replac	2017			334,773	High	A6	9	30,000.00	30,000.00	30,900.00	31,827.00	32,781.81	33,765.26	34,778.22	35,821.57	36,896.22	38,003.10		
2020-03	School	Building Interior	Computer Replacement Grade 1:1 Technology				334,773	High	A7	10	30,000.00	30,000.00	30,900.00	31,827.00	32,781.81	33,765.26	34,778.22	35,821.57	36,896.22	38,003.10		
2020-04	School	Building Interior	Replace switches for VOIP and PA network				6,000	High	A8	11		-								6,000.00		
2020-07	School	Building Interior	Replacement 1:1 Technology (Undesignated)				179,724	High	A9	12	16,500.00	16,500.00	16,500.00	16,995.00	17,504.85	18,030.00	18,570.90	19,128.02	19,701.86	20,292.92		
113	School	Transportation	Vehicle Purchase Vans (Preferably Electric)				449,600	High	A10	13	80,000.00	40,000.00	41,200.00	41,200.00	41,200.00	41,200.00	41,200.00	41,200.00	41,200.00	41,200.00		
111	School	Transportation	Vehicle Lease 77-84 Passenger Buses (new) (Electric)?				309,220	High	A11	14	-	-	61,843.86	61,843.96	61,843.96	61,843.96	61,843.96	-	-	-		
		Transportation	Replace Five 77-84 Passenger Vehicles				472,495	High	A12	15		94,498.95	94,498.95	94,498.95	94,498.95	94,498.95	-					
2020-08	School	Building Exterior	New Skid Steer - Or Replace Town Skid Steer and move old town skid				55,000	High	A13	16	55,000.00											
2022-04	School	Building Interior	Replace MHS Stri	1999			45,000	High	A14	17	45,000.00											
2020-09	School	Building Exterior	New HD 4WD Pickup Truck with Plow, Sander, and Dump Body				55,000	High	A15	18	-	55,000.00										
2020-10	School	Building Exterior	Replacement Van for Maintenance				35,000	High	A16	19			35,000.00									
2020-11	School	Building Exterior	Replace John Deer Tractor and Attachments (28 years old)				45,000	High	A17	20			45,000.00									
2020-06	School	Building Interior	Replace Two Servers				95,000	High	A18	21		30,000.00	30,000.00							35,000.00		
2020-05	School	Building Interior	Classroom Projectors (20)				60,000	High	A19	22		-	9,000.00	9,000.00						12,000.00		
118	School	Building Interior	Computer Replacement Laptops for TV Production				38,265	High	A20	23	6,795.00	10,490.00	10,490.00	5,245.00	5,245.00			10,000.00	11,000.00	5,245.00		
125	School	Building Interior	Wireless Network				367,000	High	A21	24		-	55,000.00	55,000.00	41,000.00	25,000.00	55,000.00	55,000.00	40,000.00	41,000.00		
99	School	Plumbing, Mech	Exterior Lighting				29,705	High	A22	25			29,705.00	29,705.00								
112	School	Transportation	Vehicle Purchase Athletic Van				75,000	High	A23	26			75,000.00						-			
116	School	Building Interior	UPS				7,879	High	A24	27	-					7,879.00						
121	School	Building Interior	Computer Replacement - MHS Library Computers				29,976	High	A25	28					14,988.00					14,988.00		
122	School	Building Interior	Computer Replacement (Replace AA Computers)				27,478	High	A26	29						13,739.00	13,739.00					
4	School	Land	Athletic Fields - High School			Poor	6,000,000	High	A27	30									6,000,000.00			
15	School	Building Interior	Storage Addition				540,244	High	A28	31									540,244.00			
106	School	Building Interior	Locker Rooms				143,507	High	A29	32									143,507.00			
97	School	Building Exterior	Outside Classroom				45,000	High	A30	33		-	45,000.00									
102	School	Site	Fencing				19,096	High	A31	34				19,096.00								
91	School	Building	Furniture	2000			30,000	High	A32	35	-	-	30,000.00	-	-	-						
90	School	Building	Lockers	2000			30,000	High	A33	36	-		30,000.00	-	-	-						
2020-12	School	Building Interior	Renovate Classroom at MHS into a STEAM Room				45,000	High	A34	37	-		45,000.00									
109	School	Accessibilty/Cod	ADA - Parking Stalls				10,609	High	A35	38					10,609.00							

CAPITAL PROJECT DETAIL SHEET

Project Title: Elevator Repairs to Main Elevator and Athletic Elevator
Department: Schools **Category:** Building Interior (MHS)

Description and Justification:

Both the main elevator at the Millis Middle High School and the elevator down to the athletic area (weight room, locker rooms) have needed increasing repairs ver the past three years. Our service providers believe that without major overhauls one or both elevators could fail, requiring replacement. A well-maintained elevator, which we believe these are, still has a useful life of between 15 and 25 years before it should be replaced. It is our hope that substantial repair will extend the life another 6-10 years in the hope that these might then be replaced as part of a renovation project.

**Please send a ph
capital request as
not drop it in t**

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year			
			FY 2022	FY 2023	FY 2024	FY 2025
A. Feasibility Study						
B. Design						
C. Land Acquisition						
D. Construction						
E. Furnishings/Equipment		80,000	80,000			
F. Departmental Equipment						
G. Contingency						
H. Other						
TOTAL		80,000	80,000	-	-	-

Source of Funds Legend

(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer En
(2) Municipal GO Bonds	(4) Trust Funds		(8) Water En

CAPITAL PROJECT DETAIL SHEET

Project Title: Install New Walk-In Refrigerator and Freezer
 Department: Schools Category: Building Interior (MHS)

Description and Justification:

In any commercial kitchen these two units are connected which is why the request is for both. Both units have been failing and requiring increasing repairs, and have sometimes required us to use the Clyde Brown to store food for the MHS which is not acceptable under food safety regulations. When replacing these units, we intend to move them to the current dry storage area, creating a bit more space for all three storage components; refrigeration, freezer, and dry storage. These units were intalled in 1999, the life expectancy of a walk-in is about 15 years on average. These are both going on 23 years.

**Please send a photo
 capital request as
 not drop it in to**

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year			
			FY 2022	FY 2023	FY 2024	FY 2025
A. Feasibility Study						
B. Design						
C. Land Acquisition						
D. Construction						
E. Furnishings/Equipment		45,000	45,000			
F. Departmental Equipment						
G. Contingency						
H. Other						
TOTAL		45,000	45,000	-	-	-

Source of Funds Legend

(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer En
(2) Municipal GO Bonds	(4) Trust Funds		(8) Water En

CAPITAL PROJECT DETAIL SHEET

Project Title: Replace Steamer/convection cooker at Millis Middle High School
Department: Schools **Category:** Building Interior (MHS)

Description and Justification:

The steamer/convection cooker can be used for multiple purposes. Generally it is used to quickly cook certain proteins (largely shellfish), rice, and vegetables, and the steam/heat can be adjusted to keep cooked items warm. The current steamer that is in the Middle-High School Kitchen was originally purchased in 1999 and is now 23 years old. Experts generally expect that you can get 10 years or more from one of these units. The current unit has developed a hole in it that renders it unusable and unrepairable.

Please send a photo of the capital request as soon as possible and do not drop it in the trash.

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	FY 2022	FY 2023	FY 2024	FY 2025
A. Feasibility Study						
B. Design						
C. Land Acquisition						
D. Construction						
E. Furnishings/Equipment		50,000	50,000			
F. Departmental Equipment						
G. Contingency						
H. Other						
TOTAL		50,000	50,000	-	-	-

Source of Funds Legend

(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer En
(2) Municipal GO Bonds	(4) Trust Funds		(8) Water En

*****THE SELECT BOARD MET ON OCTOBER 6TH AND DISCUSSED
IMPLEMENTING THE FOLLOWING SUBSTANTIAL CHANGES TO ARTICLE 9*****

The Select Board will be considering (at their meeting of October 12th) the removal of all items **marked in yellow** from the Charter proposal and instead place them into a warrant article to create a "Town Administrator Bylaw".

The Select Board will be considering (at their meeting of October 12th) the elimination of all items **marked in red**

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

Section II-7: Presiding Officer

By adding the language: The Moderator may appoint a Deputy Moderator at their discretion, if they are not able to attend a Town Meeting,

Section II-8: Finance Committee

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

Article III. Executive Branch

Article III- 1 Board of Selectmen: Composition

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

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

Article III- 3 Powers of Appointment

By amending both paragraphs to read as follows:

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

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

Section III-4: Town Administrator

1. By amending Heading to "Town Administrator - Chief Administrative Officer"
2. By amending Section III-4 and Section III-5 to read as follows:

Subsection 1: POWERS AND DUTIES

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

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

(b) To appoint, and in appropriate circumstances, to remove, subject to ratification by the Select Board, all department heads, officers, and employees for whom no other method of selection is provided by this Charter, including, but not limited to, the chief of police, fire chief, director of public works, town accountant, town treasurer, town collector, assistant assessor, building commissioner, health director, senior director, IT Director, and recreation director, except employees of the school department. Except as otherwise provided herein, all offices under the supervision of the town administrator as set forth in this section shall have the powers and duties set forth in the General Laws, the town bylaws and this Charter.

(c) To be entrusted with the administration of the town personnel system; to administer the personnel policies and procedures and rules and regulations; and to administer the

personnel by-law, the personnel plan, and collective bargaining agreements entered into by the town.

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

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

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

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

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

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

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

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

(l) To prosecute, defend and compromise, subject to the approval of the select board, all litigation to which the town is a party.

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

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

(o) To coordinate the activities of all town agencies serving under the office of the town administrator and the office of the select board with those under the control of other officers and multiple member bodies elected directly by the voters. For this purpose, the town administrator shall have authority to require the persons so elected, or their representatives, to meet with the town administrator, at reasonable times, for the purpose of effecting coordination and cooperation among all agencies of the town. The town administrator shall have the right to attend and speak at any public meeting of any multiple member body (excepting Executive Sessions).

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

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

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

Subsection 2: ACTING TOWN ADMINISTRATOR

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

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

(c) Interim Town Administrator. In the event of resignation or termination of the Town Administrator, the select board may appoint an Interim Town Administrator to serve in

such position until a permanent Town Administrator is appointed. Such Interim Town Administrator shall have all the powers of the Town Administrator, except as may be limited by the engagement with the Select Board.

Section IV-2: Other Elected Officers

By amending the language as follows:

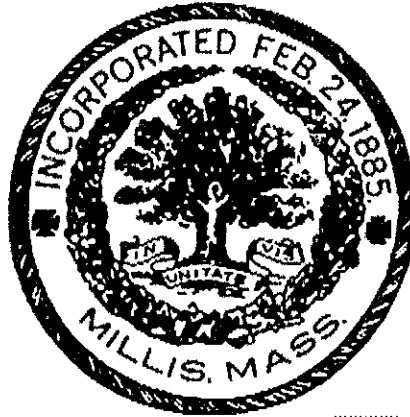
- a. The Town Clerk shall be appointed, with said appointment to be made following the end of the term of Town Clerk who was elected as of the date of this amendment.

Or take any other action related thereto.

(Submitted by Select Board)

10-6-21

DRAFT



DRAFT

WARRANT

2021

FALL ANNUAL TOWN MEETING

TOWN OF MILLIS COMMONWEALTH OF MASSACHUSETTS

NORFOLK, SS.

GREETING:

To either of the Constables of the Town of Millis in said county, in the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Millis qualified to vote in elections and in town affairs, to meet on Monday, the eighth day of November, AD 2021 at 7:30 p.m. in the Middle-Senior High School auditorium in said Millis:

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

WARRANT INSTRUCTIONS

OPENING MOTIONS

Pledge of Allegiance

Opening Comments (Moderator, 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 2021 TOWN MEETING ARTICLE LIST

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

TOWN OF MILLIS

NOVEMBER 8, 2021 FALL ANNUAL TOWN MEETING WARRANT

ARTICLE 1. To see if the Town will vote to appropriate and raise by taxation, or by transfer from available funds the sum of \$ **\$14,348.02** for unpaid bills, or act in any manner relating thereto.

(Submitted by Select Board)

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

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

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

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

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

(Submitted by Select Board)

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

Department	Item	Cost
Fire	????????	\$?????
Police	????????	\$?????
????????	????????	\$?????
Water/Sewer	????????	\$?????
Water	????????	\$?????
Stormwater	????????	\$?????
Sewer	????????	\$?????
Total		\$?????

(Submitted by Select Board)

ARTICLE 4. To see if the Town will vote to appropriate **\$5,600,000** to pay costs of making water treatment plant **improvements at the D'Angelis Water Treatment Plant to address excessive levels of PFAS** identified in Wells 1 and 2, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to G.L. c. 44, §8(4) or any other enabling authority, and to issue bonds or notes of the Town therefor. All or any portion of the borrowing authorized by this vote may be obtained through the Massachusetts Clean Water Trust. The Select Board is authorized to apply for, accept and expend any state or federal aid that is or may become available for these purposes, and the total amount authorized to be borrowed by this vote shall be reduced to the extent of any federal or state grants received on account of this project. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount or take any other action related thereto.

(Submitted by Select Board)

*****SELECT BOARD MAY CONSIDER ADDING AN ARTICLE FOR AN AMBULANCE ONCE THEY RECEIVE FEEDBACK FROM THE CAPITAL PLANNING COMM.*****

ARTICLE 5. To see if the Town will vote to appropriate **\$750,000** to pay costs of purchasing and equipping a new fire engine, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to G.L. c. 44, §7(1) or any other enabling authority, and to issue bonds or notes of the Town therefor. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any other action related thereto. (Submitted by Select Board)

ARTICLE 6. To see if the Town will vote to approve increasing the Senior Tax Work Program amount from **\$1,350** each year to **\$1,500** each year, pursuant to M. G. L. Ch. 59 § 5K. The current hourly rate is the state's minimum wage. The total amount to be used in the program will not exceed \$31,500 in any given fiscal year. Or to take any other action related thereto.

(Submitted by Select Board)

*****SELECT BOARD IS CONSIDERING REMOVAL OF ARTICLE 7*****

ARTICLE 7. To see if the Town will vote to Amend its General Bylaws by adding a new Section ____ as follows:

Sewer Connection Bylaw

1. Connections: Property owners who are entitled to a sewer connection are required to connect, to the Town's sewer system, any buildings on their property that are presently served by a private septic system. Such connection must be made within one year from either the effective date of this bylaw or the date that the Town's sewer service is fully constructed and becomes available to said property, whichever is later. Such connection shall be in full accordance with all regulations and policies of the Town's Sewer Commissioners. If the property is sold during this period, connection must be completed as a condition of the sale.
2. Enforcement: Failure to comply with the requirements of this bylaw shall be punishable by a fine of ten (\$10.00) dollars per day, for each day of non-compliance. Such fines may be imposed by the Sewer Commissioners or an agent thereof, via the non-criminal disposition pursuant to G.L. c. 40, §21D. Enforcement may also be obtained via injunctive relief in a court of competent jurisdiction.
3. Exemptions:
 - a. In the event that a property owner has installed a new complying septic system between January 1, 2016 and January 1, 2021, such property owner shall not be required to connect to the sewer system for a period of 10 years from the septic system's installation date. Upon the expiration of such ten-year period, or in the event that the property is sold or otherwise transferred prior thereto, or upon the failure of said system under Title V, whichever comes first, the owner or occupant will be required to connect to the municipal sewer system.
 - b. In the event that genuine financial hardship precludes a property owner from connecting to the sewer system, said property owner may apply to the Sewer Commissioners for an extension for an extension of time to connect to the sewer system, to be for not more than three (3) years. It shall be the property owner's burden to demonstrate such hardship and the granting of an exemption shall be at the sole discretion of the sewer commissioners and then only for one time.

4. Regulations: The Sewer Commissioners may adopt regulations for the implementation of this Bylaw.

Or take any other action in relation thereto.

(Submitted by Select Board)

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

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

take any other action related thereto.

(Submitted by Board of Health)

*****SELECT BOARD IS CONSIDERING SUBSTANTIAL CHANGES TO ARTICLE 9*****

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

Section II-7: Presiding Officer

By adding the language: The Moderator may appoint a Deputy Moderator at their discretion, if they are not able to attend a Town Meeting,

Section II-8: Finance Committee

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

Article III. Executive Branch

Article III- 1 Board of Selectmen: Composition

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

By changing the number of members of the Select Board, as follows: The Executive powers of the town shall be vested in the Select Board consisting of five members; each elected by vote of the registered voters of the town for a three-year term. For transitional purposes, a fourth member of the Board shall be elected to a two year term and a fifth member shall be elected to a three-year term at the first annual election

following the date of approval of the increase to five members. The terms shall be so arranged that the term of at least one member expires each year.

Article III- 3 Powers of Appointment

By amending both paragraphs to read as follows:

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

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

Section III-4: Town Administrator

1. By amending Heading to "Town Administrator - Chief Administrative Officer"
2. By amending Section III-4 and Section III-5 to read as follows:

Subsection 1: POWERS AND DUTIES

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

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

(b) To appoint, and in appropriate circumstances, to remove, subject to ratification by the Select Board, all department heads, officers, and employees for whom no other method of selection is provided by this Charter, including, but not limited to, the chief of police, fire chief, director of public works, town accountant, town treasurer, town collector, assistant assessor, building commissioner, health director, senior director, IT Director, and recreation director, except employees of the school department. Except as otherwise provided herein, all offices under the supervision of the town administrator

as set forth in this section shall have the powers and duties set forth in the General Laws, the town bylaws and this Charter.

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

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

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

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

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

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

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

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

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

(l) To prosecute, defend and compromise, subject to the approval of the select board, all litigation to which the town is a party.

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

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

(o) To coordinate the activities of all town agencies serving under the office of the town administrator and the office of the select board with those under the control of other officers and multiple member bodies elected directly by the voters. For this purpose, the town administrator shall have authority to require the persons so elected, or their representatives, to meet with the town administrator, at reasonable times, for the purpose of effecting coordination and cooperation among all agencies of the town. The town administrator shall have the right to attend and speak at any public meeting of any multiple member body.

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

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

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

Subsection 2: ACTING TOWN ADMINISTRATOR

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

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

designations to town office or employment but not to make permanent appointments, and designations, or to effectuate terminations.

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

Section IV-2: Other Elected Officers

By amending the language as follows:

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

Or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 10. To see if the Town will vote to transfer from available funds the sum of **\$40,000** for tree trimming and removal, or take any other action related thereto.

(Submitted by Select Board)

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

(Submitted by Select Board)

ARTICLE 12. To see if the Town will vote to appropriate and raise by taxation, or transfer from available funds the sum of \$25,000 to the Unemployment Account, or take any other action related thereto.

(Submitted by Select Board)

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

(Submitted by Select Board)

ARTICLE 14. To see if the Town will vote to establish a Workers Compensation Claims Reserve Fund in accordance with MGL Chapter 40, Section 13C, and raise and appropriate and transfer a sum of money, or take any other action related thereto.

(Submitted by Select Board)

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

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

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

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

Or take any other action related thereto.

(Submitted by Select Board)

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

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

**TOWN OF MILLIS
SELECT BOARD**

Peter C. Jurmain, Chair

Erin T. Underhill, Vice-Chair

Craig W. Schultze, Clerk

A True Copy, Attest

Lisa J. Hardin, Town Clerk

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

TO THE TOWN ACCOUNTANT:

DATE: October 6, 2021

LINE ITEM NUMBER	AMOUNT	VENDOR ID	INVOICE NUMBER	INVOICE DATE	PAY TO	ACCT USE ONLY
Postage						
01131520-542010	\$ 719.20	8423	Fall 2021	10/06/21	Postmaster	
Total of Bills	\$ 719.20					

POST OFFICE LOCATIONS AND DROP INFORMATION

Information provided below identifies the Post Office retail units that service the ZIP Codes and routes included in your mailing. Each mailing must be taken to the specified Post Office retail unit as indicated below for processing at the discount postage rate.

1 MILLIS
1116 MAIN ST
MILLIS, MA 02054

Phone:
(508) 376-9187
Fax: (508) 376-5947
800-ASK-USPS

Retail Business Hours


M	T	W	Th	F	Sa	Su
08:00AM	08:00AM	08:00AM	08:00AM	08:00AM	08:00AM	
05:00PM	05:00PM	05:00PM	05:00PM	05:00PM	12:00PM	Closed

ZIP Code	Route	Mailpieces	ZIP Code	Route	Mailpieces	ZIP Code	Route	Mailpieces
02054	C001	552	02054	C002	252	02054	C003	602
02054	C004	652	02054	PBOX	188	02054	R001	764
02054	R007	586						
Total Mailpieces: 3596			Approximate Cost: \$719.20					

United States Postal Service
Every Door Direct Mail (EDDM) Retail®

Post Office: Note Mail Arrival Date & Time
 (Do Not Round Stamp)

Mailer	Name and Address of Individual or Organization for Which Mailing is Prepared		Telephone (508) 376-5424		Name and Address of Mailing Agent (If other than mailer)		Telephone	
	Town of Millis 900 MAIN ST MILLIS, MA, 02054							
Customer Registration I.D. (CRID) 25890048					Customer Registration I.D. (CRID) _____			

Mailing	Post Office of Mailing MILLIS		Processing Category <input checked="" type="checkbox"/> EDDM Flats		Mailer's Mailing Date 10/28/2021		Total # of Bundles		Total # of Pieces per Bundle	
	Type of Postage <input type="checkbox"/> EDDM Retail Indicia <input type="checkbox"/> Metered <input type="checkbox"/> Meter Strip		Delivery Type Residential		Weight of a Single Piece ____ ounces Max Weight 3.3 ounces		Every Door Direct Mail Barcode  1100000000002589004800000082174810359608			
			Route Type(s) Rural,CTY,PBOX		Incentive/Discount Claimed					

Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Incentive/Discount Amount	Total Postage	Status	Affix Meter Strip Here
DDU	Saturation	0.200	3,596	\$719.20			UNPAID	

The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.

Privacy Notice: For information regarding our Privacy policy visit www.usps.com

Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form	Telephone
------------------------------	--	-----------

Acceptance	Postmaster: Report Total Postage in AIC 207		Subtotal Postage		Incentive/Discount Amount		Acceptance USPS Use Only	
	Weight of a Single Piece ____ ounces		Total Number of Pieces		Total Postage			
	USPS Acceptance Employee Signature					Round Date (Required) Payment Date		
	USPS Acceptance Employee Printed Name							

Verification	Number of Bundles		Any postage figures adjusted from mailer's entries? If yes, reason: <input type="checkbox"/> Yes <input type="checkbox"/> No				Verification USPS Use Only
	I CERTIFY that this mailing has been inspected for each item below if required: (1) eligibility for postage prices claimed; (2) proper preparation (and presort where required); (3) proper completion of postage statement.		Date Mailer Notified		Contact		
			By (Initials)		Time AM PM		
			USPS Verification Employee Signature		Print USPS Verification Employee Printed Name		

Finance Committee Meeting

September 29, 2021 7:00 PM EST
Veterans Memorial Building – Room #229
Millis, MA 02054

Zoom Remote Platform

In Attendance:

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

Invited Guest:

Michael Guzinski, Town Administrator – Remote
Carol Johnston, Finance Director
Peter Jurmain, Select Board Chair – Remote
Erin Underhill, Select Board Vice Chair – Remote
Craig Schultze, Select Board Clerk – Remote
John McVeigh, Board of Health Director – Remote
James McKay, DPW Director – Remote
Teri Gonsalves, Assistant Assessor

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

Pete Jurmain called the Select Board Meeting to order at 7:02 PM.

Request Special Act – Town Charter Changes:

Craig Schultze, member of the Charter Review Committee and former member of the Finance Committee, outlined the committee's recommendations to be adopted at the November Town Meeting. The Town's Charter is a governing document and changing it requires a multi-step process. The committee's first step was determining Millis' very limited Charter in comparison to surrounding towns.

The committee's recommendations include:

- Giving the Town Moderator the ability to appoint a Deputy Town Moderator to conduct Town Meetings in the event the Elected Town Moderator is unable to.
- Change the Finance Committee's name to Warrant Committee; several surrounding towns have moved in this direction. Doug Riley, Finance Committee liaison to the Charter Review Committee, supports the change.
The reasoning for the name change is to illustrate the Finance Committee's role in its recommendations regarding Town Meeting Warrant Articles as opposed to having a significant say in the overall finances of the town. Pete Berube disagreed, the Finance Committee spends plenty of time reviewing the finances of the town in determining their recommendations to Town Meeting; changing the name to Warrant Committee may very well confuse the public. Further discussion will be made on recommending the name change to possibly Warrant and Budget Committee. Pete Jurmain, former Finance Committee Member, suggested Warrant Recommendation Committee.
- The article would also include changing the Town's Executive Branch's Select Board from three members to five. Pete Jurmain is in favor of this change; the amount of work a Select Board Member is tasked with is tremendous. The change would alleviate some issues with meeting quorum and distribute the responsibilities. Joyce Boiardi believes this change is long overdue.
- Changing the Town Clerk position to appointed as opposed to elected; the change would bring more accountability to the position and allow the Town Administrator to have better control over the Town Clerk Office's operations. The change would potentially change the department's structure with a Full-Time Town Clerk with Part-Time assistants. The position would be advertised and applications and interviews would commence; similar to other Department Head position. If the change takes place, the current Elected Town Clerk would finish her term, expiring May 2023. Craig Schultze noted that the change would be a two-year process and the Charter Review Committee looked at the long-term goals of the town and the position. The change would certainly adjust the structure of the department with potentially changing the hours and pay grade of the current staff.

- Changing the Town Administrator to Chief Administrative Officer of the town. A lengthy description of the duties is outlined in the article and been vetted with Town Counsel.

Peter Underhill questioned how the article is being presented to Town Meeting; should each element be its own article as opposed to lumping into one. The Select Board has considered this option but is not in a full consensus. Mike Guzinski admitted this is a possible option but then each item would be a Town Election Ballot question for voters to decide.

Stormwater ByLaw Regulation Amendment:

This article will address the Board of Health's concerns with homes built too close to the water table and amend Article 1, Section 7.1B of the Town's Stormwater Regulations by adding a subsection 10:

Setting bottom floor elevation of buildings, a minimum of two feet above Seasonal High Groundwater Elevation.

The Board of Health is working with Beta Engineering in an effort to reduce flooding, stormwater runoff and contamination as well as requiring sump pumps in new developments. The committee had several questions regarding the amendment's impact on developable land in town. John McVeigh would defer the questions to an expert, Beta Engineering. Jim McKay clarified that the amendment would affect five of the forty-eight homes at the Emerson Place development, located off Ridge Street. Cathy MacInnes supports this article. Perhaps Beta Engineering can be scheduled at an upcoming Finance Committee Meeting to further discuss and clarify.

Senior Work Program Abatement Amendment:

Teri Gonsalves outlined the program and explained the amendment would increase the amount to \$1,500.00, the maximum the state allows. The total amount of the program will not exceed \$31,500.00. The town has a Veteran's Program in addition to the Senior Work Program. She asked the committee for their support for this article.

PFAS Water Treatment Plant:

Jim McKay provided the committee with a breakdown of the cost for the PFAS Water Treatment Plant; \$5,590,000.00. This is a substantial amount considering PFAS is a manmade substance. It is anticipated the project will be put out to bid over the winter months and will be online in early 2023. The DPW had a major chemical leak last Friday at Well #4 and are running on Wells #3 and 6. Kleinfelder will have the design for the project 100% complete in the next two weeks. The DPW has qualified staff to operate the Treatment Plant. Due to the DEP's (Department of Environmental Protection) restrictions, the department is limited to operating either Wells #5 or 6. PFAS testing results for Well #3 are pending, the well is tested monthly; all other wells are tested quarterly. Lead and Copper testing has been complete and the DPW Director is confident in the town's mitigation of asbestos.

Review Draft November Town Meeting Warrant Articles:

Mike Guzinski made the committee aware that the Select Board closed the November Town Meeting Warrant at their meeting on September 27, 2021. Although there are several gaps in the financials on the Warrant, he hopes to have the gaps filled by next week. Three additional articles were added:

- Fire Engine Purchase – a borrowing in the amount of \$750,000.00.
- Tree Pruning/Removal – in the amount of \$40,000.00. The tree removal will be in collaboration with the Tree Warden, Brutus Cantoreggi and the DPW Director, Jim McKay.
- Rescind Balance of Unneeded Borrowing Authorizations – this article will rescind debt authorization for several approved projects including the Water Street Pump Station, the DPW Street Sweeper and the Water System Chlorine Contact Loop Project. The authorized borrowing was not needed to complete the projects or purchase of the equipment.

The Capital Planning Committee Report will be finalized in the next couple of weeks. A new Ambulance is part of the Capital Items being considered for approval at the November Town Meeting. Once Free Cash is certified, Capital Item Requests can then be determined. If Certified Free Cash will not cover the cost to fund a new Ambulance, it will be added as a separate article; borrowing requires a separate article. The Select Board will finalize and sign the November Town Meeting Warrant at their October 12, 2021 meeting. John Steadman requested information on the Fire and Rescue Department's Equipment Purchases/Debt Payments be provided for the last three years and what is projected for the next five years.

Pete Berube is disappointed there was not a request to consider funding sidewalks throughout town. There is approximately \$50,000.00 in the town's Sidewalk Fund. The DPW will make a proposal for installing sidewalks.

Craig Schultze made a motion to adjourn the Select Board Meeting at 8:19 PM; Erin Underhill seconded. Vote: 2/0 motion carries unanimously.

Discussion of Finance Committee Liaisons to Boards and Committees - Postponed

Old Business/New Business:

Carol Johnston made the committee aware that Free Cash has been submitted for certification and the amount will be made available next week.

The committee's next meeting will be Wednesday, October 6, 2021 at 7:00 PM and is expected to be a lengthy meeting; Pete Berube would like the committee's discussions and recommendations to take place prior to the Select Board's Final recommendations expected at the Select Board's October 12, 2021 Meeting. The Capital Planning Committee will present their recommendation at the October 13, 2021 Finance Committee Meeting.

Finance Committee Meeting Minutes Approval:

Joyce Boiardi made a motion to accept the September 22, 2021 Finance Committee Meeting Minutes as written; John Steadman seconded. Roll Call Vote: , Jodie Garzon – aye, Joyce Boiardi – aye, Jim Borgman – aye, Cathy MacInnes – aye, Sara Reyes – aye, John Steadman – aye, Peter Underhill – aye, Pete Berube – aye. Vote: 8/0 motion carries unanimously.

Discussion and Vote on Article #9 – Request Special Act – Town Charter Changes:

Pete Berube felt the committee needed to further discuss and consider the variables in this article. The article could be amended and suggested the committee consider amendments. Overall, the committee supports amendments to the Town Charter but has reservations on how the article is written. Specifically, the detailed description of the Town Administrator's role; in the event the Select Board feels the need to task the position with additional/changed responsibilities, the Town Charter would then need to be amended again. There was extensive discussion regarding changing the Finance Committee to the Warrant Committee – Section II-8. Consideration was given to change the name to Finance and Warrant Committee. Separating each section of the article could get complicated if the Select Board decides to do so; Town Meeting Vote, Legislature Approval and Town Ballot questions.

Article #9 Request Special Act – Town Charter Changes:

Section II-7: Presiding Officer – *The Moderator may appoint a Deputy Moderator at their discretion, if they are not able to attend a Town Meeting.*

John Steadman made a motion to recommend approval of Article #9 Section II-7; Joyce Boiardi seconded. Vote: Those present 5 – aye, Roll Call Vote: Peter Underhill – aye, Jim Borgman – aye, Jodie Garzon – aye. Vote: 8/0 motion carries unanimously.

Section II-8: Finance Committee – *By changing the title of the Finance Committee to Warrant Committee*

Cathy MacInnes made a motion to dismiss Article #9 Section II-8; John Steadman seconded. In further discussion, Pete Berube suggested amending the section to Warrant and Budget Committee. John Steadman and Joyce Boiardi suggested Finance and Warrant Committee.

Roll Call Vote: Sara Reyes – aye, Pete Berube – nay, Joyce Boiardi – nay, Cathy MacInnes – aye, John Steadman – nay, Jim Borgman – nay, Pete Berube – nay, Jodie Garzon – nay. Vote: 2/6 motion does not carry.

John Steadman made a motion to amend the language of Article #9 Section II-8 to Finance and Warrant Committee; Joyce Boiardi seconded. Roll Call Vote: Sara Reyes – aye, Joyce Boiardi – aye, Pete Berube – aye, Jim Borgman – nay, Cathy MacInnes – aye, John Steadman – aye, Peter Underhill – aye, Jodie Garzon – aye. Vote: 7/1 motion carries.

Section III-1 Executive Branch – Select Board Composition – *By changing the number of members of the Select Board as follows: The Executive powers of the town shall be vested in the Select Board consisting of five members; each elected by vote of the registered voters of the town for a three-year term.*

Joyce Boiardi made a motion to recommend approval of Article #9 Section III-1; John Steadman seconded. Further discussion: Peter Underhill feels this a major change to the town's government as well as changing the Town Clerk's position to appointed as opposed to elected and both should be considered as stand-alone Warrant Articles. Pete Berube respectfully disagreed, while both sections of the change to the Charter are necessary the town would be better served having a five member Select Board. The structure of the Town Clerk's Office needs to be addressed however, that responsibility is the Town Administrator's. Roll Call Vote: Sara Reyes – aye, Joyce Boiardi – aye, Pete Berube – aye, Cathy MacInnes – aye, John Steadman – aye, Jim Borgman – aye, Peter Underhill – aye, Jodie Garzon – aye. Vote: 8/0 motion carries unanimously.

Section III-3 Powers of Appointment

The changes were accepted in the Town's ByLaw and now need to be approved in the Town Charter.

Joyce Boiardi made a motion to approve Article #9 Section III-3 as written; John Steadman seconded. Roll Call Vote: Sara Reyes – aye, Joyce Boiardi – aye, Pete Berube – aye, Cathy MacInnes – aye, John Steadman – aye, Jim Borgman – aye, Peter Underhill – aye, Jodie Garzon – aye. Vote: 8/0 motion carries unanimously.

Section III-4 Town Administrator – *Amend Heading of Town Administrator to Chief Administrative Officer*

- Subsection I: Powers and Duties
- Subsection II: Acting Town Administrator – it's understood that when an individual takes on further responsibilities on a temporary basis, they are compensated accordingly.

John Steadman made a motion to recommend Article #9 Section III-4 and Subsections I and II as written; Joyce Boiardi seconded. Further discussion: Cathy MacInnes voiced her concern with including a Town Officials Job Description in the Town's Charter. Pete Berube agrees, the article could reference the Job Description as defined by the Select Board. Jodie Garzon agreed the Town Charter needs amendments, however this change is overly specific in terms of its detail.

Vote: Sara Reyes – nah, Joyce Boiardi – nah, Pete Berube – nah, Cathy MacInnes – nah – John Steadman – nah, Jodie Garzon – nah – Peter Underhill – nah, Jim Borgman – aye. Vote: 1/7 motion does not carry.

Pete Berube will send an email to the Select Board with the committee's concerns with the language and detail in the article. Jodie Garzon suggested once the Finance Committee's recommended amendments to the article are reviewed by the Select Board, the Charter Review Committee would have the opportunity to review the amendments.

Cathy MacInnes made a motion to recommend the amendment to Section III-4 changing the title of the section from Town Administrator to Chief Administrative Officer, striking the rest of the amendment to the article; Peter Underhill seconded. Vote: Sara Reyes – nay, Joyce Boiardi – nay, Pete Berube – nay, Cathy MacInnes – nah, John Steadman – nay, Jodie Garzon – nah, Peter Underhill – nay, Jim Borgman – nah. Vote: 0/8 motion does not carry.

Section IV-2: Other Elected Officials – *(A) There shall be a Town Moderator elected for a term of one year; (B) The Town Clerk shall be appointed, with said appointment to be made following the end of the term of the Town Clerk who was elected as of the date of this amendment.*

Joyce Boiardi made a motion to recommend approval of Article #9 Section IV-2; John Steadman seconded. Further discussion: Jodie Garzon voiced her concerns with the structure of the Town Clerk's Office currently; the Town Clerk receives an annual stipend and is dependent on the office staff to fulfill the daily operations of the department. Vote: Sara Reyes – aye, Joyce Boiardi – aye, Pete Berube – aye, Cathy MacInnes – aye, John Steadman – aye, Jodie Garzon – aye, Peter Underhill – aye, Jim Borgman – aye. Vote: 8/0 motion carries unanimously.

Adjourn Meeting:

Joyce Boiardi made a motion to adjourn the Finance Committee Meeting at 9:27 PM; John Steadman seconded. Vote: 8/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore