



TOWN OF MILLIS

Tri-Board Meeting – Finance Committee

900 Main Street • Millis, MA 02054

Meeting Agenda

Date: Wednesday, October 7, 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/82485024783>

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, Select Board, School Committee, Terry Wiggin, Nancy Gustafson, Chief Barrett, Nicole Riley

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 Tri-Board Meeting to Order	Board and Committees
~7:05	Certified Free Cash Discussion	Carol Johnston
~7:10	Revised FY21 Revenue Projections Review and Discussion	Carol Johnston
~7:15	November Town Meeting Warrant Article Review and Discussion	Mike Guzinski
~7:30	Adjourn Select Board and School Committee	Board and Committee
~7:35	Fire and Rescue: SAFER Grant Discussion	Chief Barrett
~7:50	Zoning Warrant Article – MCEOOD Review and Discussion	Nicole Riley
~8:05	November Town Meeting Article Review, Discussion and Vote	Committee
~8:40	Approve Bills Payable: Postmaster – November Finance Committee Report Mailing	Committee
~8:45	Old Business/New Business	Committee
~8:50	Meeting Minutes Review and Approval – September 30, 2020	Committee
~9:00	Adjourn	Committee

Important Dates:

Fall Town Meeting – Saturday, November 7, 2020

Finance Committee's Final Recommendations – Wednesday, October 21, 2020

Finance Committee's Report to Residents – Saturday, October 31, 2020

Upcoming Meetings:

Wednesday, October 14, 2020

To view Meeting Materials please click on the link below:

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

Massachusetts Department of Revenue Division of Local Services

Geoffrey E. Snyder, Commissioner

Sean R. Cronin, Senior Deputy Commissioner of Local Services

9/24/2020

NOTIFICATION OF FREE CASH APPROVAL - Town of Millis

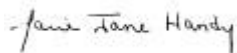
Based upon the un-audited balance sheet submitted, I hereby certify that the amount of available funds or "free cash" as of July 1, 2020 for the Town of Millis is:

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

This certification is in accordance with the provisions of G. L. Chapter 59, §23, as amended.

Certification letters will be emailed to the mayor/manager, board of selectmen, prudential committee, finance director and treasurer immediately upon approval, provided an email address is reported in DLS' Local Officials Directory. Please forward to other officials as you deem appropriate.

Sincerely,



Mary Jane Handy
Director of Accounts
Massachusetts Department of Revenue

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this mail in error please notify the postmaster at dor.state.ma.us.

Proposed FY21 Budget Adjustment

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

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
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Balance Rev & Expense Increases	\$199,525.11
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	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**



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. Employee Wage/Salary Study**
- 8. Tree Maintenance**
- 9. General Bylaw Change - Date of Spring Annual Town Meeting**
- 10. 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 **\$302,616**, 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 **\$483,556** 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 Staff Hours to FY20 Levels as of December 1, 2020, and restoration of Library Expenses:

<i>Department Breakdown</i>	<i>Category</i>	<i>Variance FY21 (5%) vs FY21 TA Proposed</i>	<i>December 1, 2020</i>
GENERAL GOVERNMENT			
SELECTMEN/TA	SALARIES	(\$30,899.13)	\$18,024.49
FINANCE DIR/ACCOUNTANT	SALARIES	(\$21,279.95)	\$12,413.30
ASSESSORS	SALARIES	(\$13,003.03)	\$7,585.10
TREASURER/COLLECTOR	SALARIES	(\$15,718.09)	\$9,168.88
TOWN COUNSEL	EXPENSES	(\$9,000.00)	\$0.00
TOWN CLERK	SALARIES	(\$8,628.50)	\$5,033.29
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CONSERVATION	SALARIES	(\$1,683.55)	\$982.07
TOWN BUILDINGS	SALARIES	(\$8,823.20)	\$5,146.87
LINE 1 - GENERAL GOVT		(\$111,280.82)	\$59,663.81
PUBLIC SAFETY			
BUILDING DEPT.	SALARIES	(\$13,197.00)	\$7,698.25
LINE 2 - PUBLIC SAFETY		(\$13,197.00)	\$7,698.25
EDUCATION			
MILLIS SCHOOLS	SALARIES	(\$296,798.00)	\$173,132.17
LINE 3 - MILLIS SCHOOLS		(\$296,798.00)	\$173,132.17
HEALTH & HUMAN SERVICES			
COUNCIL ON AGING	SALARIES	(\$13,401.97)	\$7,817.81
LINE 6 HLTH/HUMN SERV		(\$13,401.97)	\$7,817.81
CULTURE & RECREATION			
LIBRARY	SALARIES	(\$6,237.96)	\$3,638.81
LIBRARY	EXPENSES	(\$6,445.00)	\$3,759.58
RECREATION	SALARIES	(\$3,266.49)	\$1,905.45
LINE 7 CULTURE & RECREATION		(\$15,949.45)	\$9,303.84
TOTAL BUDGET		(\$450,627.24)	\$257,615.89

Recreation Expenses (Additional Funding) \$10,000

IT Administration (Cyber Security Initiative) \$35,000

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 **\$15,000** to fund a Wage/Salary Study of municipal positions at the Veterans Memorial Building, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 8. 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 9. 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 10– 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 5th 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**

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 "Christopher 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 Obligating 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

MCEOD Overlay Extension Amendment

The purpose of the Millis Center Economic Opportunity Overlay District (MCEOD) bylaw is to (i) enable the redevelopment of the downtown commercial area into a mixed-use village center, (ii) provide alternatives to single family housing, and (iii) promote economic development of the town center.” The MCEOD Overlay does not change and delete the underlying zoning district. Instead it provided commercial property owners mixed-use options *in addition to* those uses allowed in the underlying zone.

This Amendment does not change any portion of the current MCEOD bylaw. It simply extends the Overlay District to include 25 additional commercial parcels. The infrastructure for this potential extended foot traffic already exists in this portion of Main Street and Pleasant Street in the form of streetlights, sidewalks and cross walks.

This Amendment will also serve to assist in meeting the goals set forth in the Millis Housing Production Plan, by providing additional opportunities for housing options other than single family houses. The MCEOD allows for smaller residential units to be on the second floor of a mixed-use development, thereby offering more affordable housing options.

Finally, extension of the MCEOD Overlay Extension does not constitute “spot-zoning”. To the contrary, the extension of the Overlay District helps to level the playing field for the proposed parcels. All Commercial/Commercial-Village zoned properties have the same allowed uses, either by right or by special permit. However, only the C/C-V parcels located on Route 109 between Plain Street and Auburn Road have the additional use options that fall under the MCEOD. This Amendment will allow the C/C-V zoned parcels located in the Pleasant Street, Main Street, Hammond Lane & Farm Street area to enjoy the same additional use options.

ARTICLE – 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

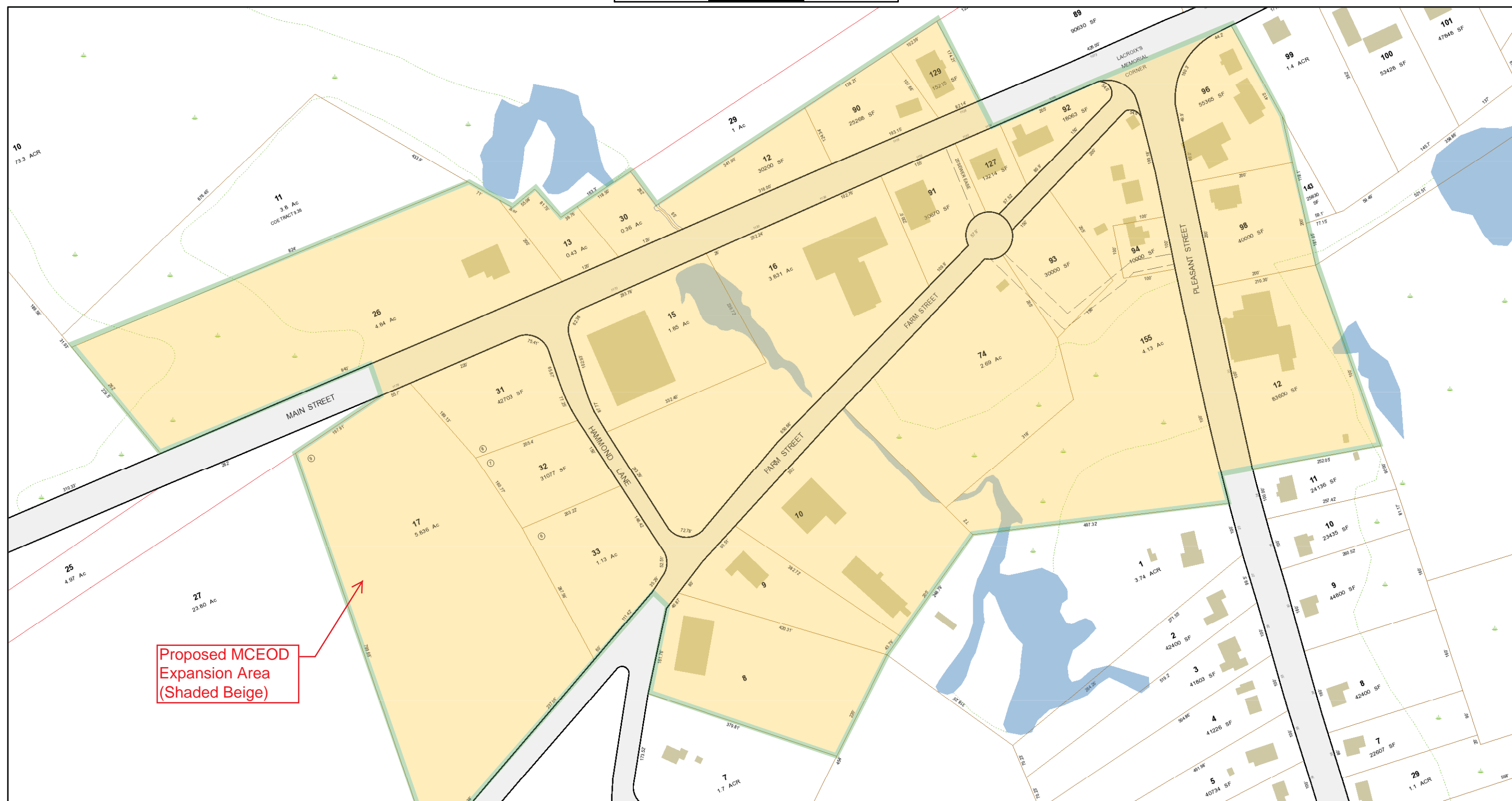


Millis, MA

1 inch = 180 Feet



September 17, 2020



Data shown on this map is provided for planning and informational purposes only. The municipality and CAI Technologies are not responsible for any use for other purposes or misuse or misrepresentation of this map.

DPW Building Project

	<u>Town Meeting Allocation</u>	<u>Funding Source</u>			
		<u>General Fund</u>	<u>Water</u>	<u>Sewer</u>	<u>Stormwater</u>
<u>May 13, 2019 - Town Meeting:</u>					
Article #13 DPW facility construction, renovation, and remodeling project.	\$3,900,000.00	\$1,300,000.00 *	\$1,300,000.00 *	\$1,300,000.00 *	
<u>June 29, 2020 - Town Meeting:</u>					
Article #11 To see if the Town will appropriate unexpended money, originally appropriated for DPW garage repairs.	\$135,887.97	\$135,887.97 **			
<u>November 07, 2020 - Town Meeting:</u>					
Article #5. To see if the Town will vote to in additional \$600,000.00 for the DPW building project.	\$600,000.00 ****	\$100,000.00 *	\$200,000.00 ***	\$200,000.00 ***	\$100,000.00 ***
Total	\$4,635,887.97	\$1,535,887.97	\$1,500,000.00	\$1,500,000.00	\$100,000.00
* Borrowing					
** (i) Article #9 of the warrant for the November 5, 2012, Town Meeting to Finance <i>DPW HVAC repairs</i> , in the amount of \$6,943.85 (ii) Article #24 of the warrant for the November 2, 2015, Town Meeting to Finance <i>DPW roof repairs</i> , in the amount of \$6,471.40 (III) Article #30 of the warrant for the May 09. 2016, Town Meeting to Finance <i>DPW garage repairs</i> , in the amount of \$122,472.72					
*** Transfer from Enterprise Reserve Funds					
**** Pending Town Meeting Vote					

TOWN OF MILLIS	
SCHEDULE OF DEPARTMENTAL BILLS PAYABLE	
TO THE TOWN ACCOUNTANT:	
THE FOLLOWING BILLS OF THE FINANCE COMMITTEE AMOUNTING TO AN AGGREGATE OF	
\$	575.15 HAS BEEN APPROVED AND YOU ARE REQUESTED TO PLACE THEM ON A
WARRANT FOR PAYMENT.	
DATE:	October 7, 2020

	INVOICE					
LINE ITEM NUMBER	AMOUNT	VENDOR ID	NUMBER	DATE	PAY TO	ACCT USE ONLY
Postage						
01131520-542010	\$ 575.15	8423	Fall 2020	10/07/20	Postmaster	
Total of Bills	\$ 575.15					

Postage Statement—USPS Marketing Mail

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

Mailer	Permit Holder Name, Address, Email, Telephone Town of Millis 900 Main Street Millis MA 02054 508-376-5424 dgilmore@millisma.gov CAPS Cust. Ref. No. _____ CRID _____		Mailing Agent (If other than permit holder) Name, Address, Telephone _____ CRID _____		Mail Owner (If other than permit holder) Name, Address _____ CRID _____	
	Post Office of Mailing Millis MA 02054		Mailer's Mailing Date 10/29/20		Federal Agency Cost Code _____ Statement Seq. No. _____	
Mailing	Type of Postage <input type="checkbox"/> Permit Imprint <input type="checkbox"/> Precanceled Stamps <input type="checkbox"/> Metered		Processing Category <input type="checkbox"/> Letters <input type="checkbox"/> CMM <input type="checkbox"/> Flats <input type="checkbox"/> Catalogs <input type="checkbox"/> Marketing Parcels		Total # of Pieces in Mailing 3,507	
	For Mail Enclosed within Another Class <input type="checkbox"/> Bound Printed Matter <input type="checkbox"/> Library Mail <input type="checkbox"/> Periodicals <input type="checkbox"/> Media Mail		Move Update Method <input type="checkbox"/> Ancillary Service Endorsement <input type="checkbox"/> NCOA Link <input type="checkbox"/> ACS		Total Weight _____ Weight of a Single Piece _____ pounds	
	Alternative Method <input type="checkbox"/> Multiple <input type="checkbox"/> OneCode ACS <input type="checkbox"/> n/a Alternative Address Format		<input type="checkbox"/> Mailpiece is a product sample _____ % Samples		Permit # 20	
	Combined Mailing <input type="checkbox"/> Mixed Class <input type="checkbox"/> Single Class		This is a Political Campaign Mailing <input type="checkbox"/> Yes <input type="checkbox"/> No		This is Official Election Mail <input type="checkbox"/> Yes <input type="checkbox"/> No	
Parts Completed (Select all that apply): <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E <input checked="" type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> L <input type="checkbox"/> S <input type="checkbox"/> NSA						
Postage	Subtotal Postage (Add parts totals)					
	Price at Which Postage Affixed (Check one): <input type="checkbox"/> Correct <input type="checkbox"/> Lowest <input type="checkbox"/> Neither Complete if mailing includes pieces bearing metered/PC Postage or precanceled stamps. _____ pcs. x \$ _____ = Postage Affixed -					
	Incentive/Discount Flat Dollar Amount -					
	Fee Flat Dollar Amount +					
	Permit # 20 Net Postage Due (Line 1 +/- Lines 2, 3, 4) \$575.15					
USPS Use Only	Additional Postage Payment (State reason)					
	For postage affixed, add additional payment to net postage due; for permit imprint, add additional payment to total postage. Total Adjusted Postage Affixed					
	Postmaster: Report Total Postage in AIC 130 [Permit Imprint Only, Excluding Simplified Addressing (EDDM)] Total Adjusted Postage Permit Imprint					
	Postmaster: Report Total Postage in AIC 208 [Simplified Addressing (EDDM), Permit Imprint Only] Total Adjusted Postage Simplified Addressing (EDDM)					
Certification	Incentive/Discount Claimed: _____ Type of Fee: _____ 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 that 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	
USPS Use Only	Weight of a Single Piece _____ pounds		Total Weight		Are postage figures at left adjusted from mailer's entries? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, reason: _____ Round Stamp (Required) Payment Date	
	Total Pieces		Total Postage			
	Presort Verification Performed? (If required) <input type="checkbox"/> Yes <input type="checkbox"/> No					
	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; (4) payment of annual fee; and (5) sufficient funds on deposit (if required)				Date Mailer Notified	
	USPS Employee's Signature				Print USPS Employee's Name	

USPS Marketing Mail

Part F — Carrier Route Flats

Flats 4 oz. (0.25 lbs.) or less

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
F1	None	Saturation**	\$0.224					
F2	None	High Density Plus	0.232					
F3	None	High Density	0.250					
F4	None	Basic	0.302					
F5	None	Basic – CR Bundles/Pallet	0.283					
F6	DNDC	Saturation**	0.186					
F7	DNDC	High Density Plus	0.194					
F8	DNDC	High Density	0.212					
F9	DNDC	Basic	0.271					
F10	DNDC	Basic – CR Bundles/Pallet	0.252					
F11	DSCF	Saturation**	0.179					
F12	DSCF	High Density Plus	0.187					
F13	DSCF	High Density	0.205					
F14	DSCF	Basic	0.265					
F15	DSCF	Basic – CR Bundles/Pallet	0.246					
F16	DDU	Saturation**	0.163					
F17	DDU	High Density Plus	0.171					
F18	DDU	High Density	0.189					
F19	DDU	Basic	0.254					
F20	DDU	Basic – CR Bundles/Pallet	0.235					
F21	Detached Address Label		0.045					
F22	Detached Marketing Label		0.050					

Flats EDDM 4 oz. (0.25 lbs.) or less**

	Entry	Price Category	Price	No. of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
F23	None	Saturation	\$0.225					
F24	DNDC	Saturation	0.187					
F25	DSCF	Saturation	0.180					
F26	DDU	Saturation	0.164	3,507	\$575.15			\$575.15

* May contain both Full Service Intelligent Mail and other discount-see Instructions page for additional information.

** Full Service Intelligent Mail Option not available

Part F continued on next page

Town of Millis
Residents Only
Fall 2020

City Routes:

C001	551
C002	252
C003	599
C004	651

Rural Routes:

R001	689
R007	587

Boxes:	178
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Total	3,507
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Finance Committee Meeting

September 30, 2020 7:00 PM EST
Zoom Remote Meeting Platform
Millis, MA 02054

In Attendance:

Peter Berube, Vice Chairman
Doug Riley, Clerk
Cathy MacInnes
Shawn Power
Craig Schultze
Michael Guzinski, Town Administrator
Carol Johnston, Town Finance Director
Jonathan Barry, Capital Planning Committee Chairman
Wayne Klocko, Permanent Building Committee Chairman
James McKay, DPW Director
Diane Jurmain, Permanent Building Committee Member
John Larkin, Permanent Building Committee Member

Peter Berube called the Finance Committee Meeting to order at 7:03 PM.

Capital Planning Committee Report:

Jon Barry outlined the committee's overall approach in prioritizing the Capital Needs of the town and their recommendations for consideration at the November 2020 Town Meeting. The committee has had input from the Select Board, Town Administrator, School Department, Police, Fire and DPW Departments as well as other Town Department Heads. The committee's recommendations take in to account available funds for Capital Improvements and recognize that all requests are important. The committee has been working on a ten-year long-term plan for Capital Improvements in town. Some of these improvements include Senior Center Upgrades and significant improvements to the Middle/High School. It was noted that the Commonwealth of Massachusetts will fund the necessary repairs to the Dover Road Bridge alleviating the town of that expensive Capital improvement Project.

Ten items were considered and then further prioritized:

DPW:	Dump Truck	\$108,585.00
Fire and Rescue:	SCBA Bottle Replacement	\$ 12,000.00
Police:	Police Cruiser	\$ 53,610.00
Fire and Rescue:	Turnout Gear Replacement	\$ 40,000.00
DPW:	I/I Assessment	\$105,775.00
School:	HVAC Repairs and Modifications	\$ 99,000.00
Six Highest Priority Items:		\$418,970.00

The School HVAC Repairs and Modifications is a placeholder; after a conversation with the School Department the total amount may be reduced and be funded by the CARES Act Grant. The DPW Items will be funded through Enterprise Funds except 25% of the Dump Truck which will be funded by General Funds. Cathy MacInnes is opposed to splitting the cost equally for this item; the General Fund is not absorbing the cost of this item as much as it should. Police and Fire Items will be funded through the General Fund. Peter Berube, member of the Capital Planning Committee, wanted to acknowledge that the two significant items, Senior Center and Middle/High School Renovation Projects will cost millions of dollars and will require a Town Meeting Vote for Borrowing. He thanked Jon Barry for all his hard work completing the Capital Planning Committee's Report. He also noted that a couple of items, Salary Study and Tree Maintenance, were presented to the committee but were not considered; they are not considered Capital Items. However, those items can be funded by Free Cash or through Operating Budgets. The Police Cruiser is part of the Chief's replacement schedule presented to the Capital Planning Committee

several years ago. The Police Department has established a leasing schedule for their fleet and this item falls inline with that schedule; 1/3 of the \$53,610.00 would be funded at the upcoming November Town Meeting.

Fire and Rescue:	Large Diameter Hose	\$ 15,000.00
DPW:	Pickup Truck	\$ 44,022.00
Two Medium Priority Items:		\$ 59,022.00

Based on the committee's understanding of Free Cash available, the Fire and Rescue Hose, although not a significant amount of money, could be funded by Free Cash. Therefore, was recommended for appropriation.

Council on Aging:	Floor Replacement – Room #21	\$ 8,000.00
Building Department:	Filing System	\$ 7,373.00
Two Lower Priority Items:		\$ 15,573.00

These two items, although important, were prioritized lower due to funding.

Eleven items were deferred:

DPW:	Stormwater Management Improvements:	\$588,881.00
School:	Chromebook Replacement – Grade 9	\$ 27,000.00
School:	VOIP Switches and PA Network	\$ 6,000.00
School:	Classroom Projectors	\$ 9,000.00
School:	Skid Steer	\$ 45,000.00
School:	Laptop Replacement – TV Production	\$ 6,975.00
School:	Locker Replacement	\$ 20,000.00
School:	Wireless Network	\$ 40,000.00
School:	New School Bus Lease	\$ 35,000.00
School:	Furniture	\$ 22,000.00
Town Buildings:	VMB Fire Panel and Sensor Replacement	\$ 60,640.00
Deferred Consideration:		\$860,496.00

Some of these items were considered at the Spring 2020 Town Meeting however they are not the highest priorities for the departments at the present time. Consideration of each item will be addressed for the Spring 2021 Town Meeting.

Craig Schultze would like more information at a future date on how the Enterprise Fund allocation for vehicles is determined. Cathy MacInnes, recently nominated Finance Committee Member to Enterprise Fund Committee, stated the Select Board has not yet made appointments to the Enterprise Fund Committee. Mike Guzinski stated appointments will likely occur by the Select Board during the month of October.

The Capital Planning Committee's Final Report will be included in the Finance Committee's Report distributed to residents prior to the November Town Meeting. The committee has been meeting virtually and welcomes the community to join their meetings. The committee has two vacant positions at this time.

DPW Project Warrant Article and Update:

Wayne Klocko outlined the Permanent Building Committee's (PBC) request for a November Town Meeting Warrant Article to fund the DPW Building Project with an additional \$600,000.00 in order to proceed with the project. In the Spring of 2019, the project was estimated at \$3.9 million. That estimate was based on constructing two new buildings; a staff facility and a vehicle maintenance building. Originally, the staff facility was expected to be build offsite, prefab, in order to reduce the Prevailing Wage Requirements. After further discussion, the Architect recommended not following that route as the overall construction of the building, plumbing, HVAC systems etc. would not be

overseen by Town of Millis Inspectors. The decision to construct the building onsite resulted in a change of scope which significantly increased the cost of the project. The PBC, in an attempt to bring the project within the original budget, discussed value engineering as well as work for the project being done by existing qualified DPW Staff resulting in significant cost savings.

The project is expected to have three phases:

- Initial site work performed by the DPW Staff
- Contracted Work
- DPW Staff finalize the site work and finish work in the Staff Facility

With the above assumptions, the project went out to bid. The lowest bid was \$550,000.00 over the initial budget. There are two reasons why the bid results were so high:

- The bid document required the contractors to have a contingency for contaminated soil; this would provide insurances if contaminated soil was discovered. The construction of the Police Station unveiled soil contamination which resulted in significant costs to that project. Recent soil testing at the DPW site revealed there is no contamination at the present time. However, during the construction process if indeed contamination was detected, investigations of the contamination would be required. Therefore, the contingency is still necessary. It is unlikely the \$330,000.00 contingency would need to be utilized for the project.
- An additional \$220,000.00 for the project is due to the construction market during the COVID-19 Pandemic. Materials have increased in cost, specifically roofing and concrete.

The PBC then contemplated four options:

- (1) Request Additional Funding
- (2) Eliminate the Staff Facility
- (3) Eliminate the Vehicle Maintenance Building
- (4) Leave the DPW Facility in its current condition

Town Counsel advised that options 2 and 3 required a Town Meeting Vote, Redesign and additional Bids. However, it would not complete the project as originally intended. Option 4 would require the town to bring the facility up to code to meet OSHA requirements, estimated at \$290,000.00 and to lease trailers, a two-year lease estimated at \$245,000.00, for the Staff for health and safety reasons as well as CBA (Collective Bargaining Agreement) commitments.

The Select Board has determined there will be two November Town Meeting Warrant Articles for the project: (1) Additional Funding and (2) Leasing Trailers if the \$600,000.00 in additional funding for the project is not passed at Town Meeting.

Peter Berube requested further information on the nature of the work the DPW Staff will perform on the project. Jim McKay stated the DPW Staff has completed 85% of the initial site work. However, the site work has ceased until a decision is made in November. The Conservation Commission has been consulted; the site is close to wetlands. Diverting the DPW Staff from daily operational functions to perform site work for the project was alleviated by hiring a Summer Help Crew. The salary for one of the three Summer Help Crew Staff was paid directly from PBC funds for the project. Doug Riley inquired why the \$330,000.00 in additional funds is necessary if it is unlikely those funds will not be needed. Wayne Klocko noted that it is part of the contract and the town would be unable to enter into the contract without appropriating the funds. The contingencies included in the initial \$3.9 million project were put in place to cover change orders. The total cost of the project is estimated to be \$4,636,455.00. The PBC voted unanimously for Option 1 requesting a Warrant Article for \$600,000.00 in additional funding to complete the project as originally intended with adjustments made to the Roof Design and reduction to the School Bus Staffing Wing. The most prominent cost savings comes from the DPW Staff performing the initial and final site work and demolition of the existing offices to provide for additional storage for equipment and vehicles. Peter Berube thanked the members of the PBC for their attendance.

Certified Free Cash Update:

Free Cash was certified by the Department of Revenue as follows:

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

The General Fund Free Cash includes \$194,070.00 from Marijuana Host Community Agreement Impact Fees. The Enterprise Fund Free Cash amounts are cumulative Retained Earnings for project expenditures, Warrant Articles, etc. Unpaid Bills for the November Town Meeting funded from Free Cash total \$16,431.66, Must Fund Spring 2021 Town Meeting Warrant Articles total \$324,262.00, proposed Capital Items to be funded at the November Town Meeting from Free Cash total \$115,477.00.

Review November Town Meeting Draft Warrant Articles:

The Select Board will be reviewing and finalizing the November Town Meeting Warrant at their upcoming meeting on October 5, 2020.

Article #1 Unpaid Bills \$17,246.48:

- Free Cash \$16,431.66
- Sewer Enterprise Fund \$214.31
- Water Enterprise Fund \$600.51

Mike Guzinski acknowledged that there are more Unpaid Bills this year due to unusual circumstances; vendors not submitting invoices in a timely fashion.

Article #2 FY21 Operational Budget Adjustments \$483,556.00

- Restore FY20 Staff Hours and Library Expenses Effective December 1, 2020:

○ General Government:	\$ 59,663.81
○ Public Safety:	\$ 7,698.25
○ Millis Schools:	\$173,132.17
○ Health and Human Services:	\$ 7,817.81
○ Culture and Recreation:	<u>\$ 9,303.84</u>
Total:	<u>\$257,615.89</u>

- Recreation - Additional Funding: \$ 10,000.00
- IT Administration – Cyber Security Initiative: \$ 35,000.00
- Police Salaries – School Resource Officer: \$ 85,140.00
- Marijuana Stipends – Police CBA: \$ 10,800.00
- Fire Salaries – SAFER Grant Overtime: \$ 60,000.00
- Fire Expenses – Clothing Allowance: \$ 25,000.00

Funding for the School Resource Officer and Marijuana Stipends will come from Marijuana Impact HCA funds. Fire Salaries and Clothing Allowances will be funded by the Ambulance Revolving Fund. The Fire and Rescue Department has been awarded a 3 year fully funded SAFER Grant which includes the hiring of four additional Fire and Rescue Personnel with the exception of Clothing and Overtime costs. The Recreation Department has been hit hard by the COVID-19 Pandemic and while the department can hold virtual programs, the programs that typically generate revenues have been halted. At the request of the Acting IT Director, a \$35,000.00 Cyber Security Initiative is being requested for the protection of the Town's IT Infrastructure.

Craig Schultze voiced his concern with hiring four additional Firefighters, although he is not opposed to the idea, that puts the town in a position to fully fund those Firefighters after the three-year grant expires. Mike Guzinski noted that after the three years, Town Meeting would have to recommend appropriations to continue funding those positions. Planning for that impact has been considered and the majority of the cost will be absorbed through the Ambulance Revolving Fund and reduction in overtime. Carol Johnston is fully confident the Ambulance Revolving Fund Revenues will absorb the additional costs with tremendous growth in the Ambulance Revolving Fund over the last six months.

Article #3 Capital Items \$328,714.00

• Fire and Rescue:	Turnout Gear	\$ 43,330.00
• Fire and Rescue:	SCBA Bottles	\$ 12,000.00
• Fire and Rescue:	Fire Hose	\$ 15,000.00
• DPW:	Pickup Truck	\$ 44,023.00
• DPW:	Dump Truck	\$108,586.00
• DPW:	I/I Study	\$105,775.00

Article #4 Police Cruiser Lease/Purchase \$18,000.00

Article #5 DPW Building Project – Additional Funding \$600,000.00

Article #6 DPW Lease of Temporary Office Facilities \$275,000.00

This article is only necessary if Article #5 fails at Town Meeting.

Article #7 Employee Wage/Salary Study \$15,000.00

This article will fund hiring an outside firm to review the Wage/Salary Structure of SEIU positions at the Town Hall as well as non-union and contracted staff. The town will be entering into CBA (Collective Bargaining Agreement) Negotiations with SEIU Members in January. The study is in preparation of those negotiations.

Article #8 Tree Maintenance \$40,000.00

There has been an ongoing need from tree trimming/removal throughout town. Those concerns were voiced at the Spring 2020 Town Meeting by the Millis Tree Warden. It was noted that Eversource, electricity provider for the town, has been working with the town to address some of the issues. The DPW's FY21 Tree Care Budget has already been expended; it was reduced from FY20.

Article #9 General Bylaw Change Date of Spring Annual Town Meeting

This article would change the Annual Spring Town Meeting to occur a week prior to the Annual Town Election. This change would allow the Select Board Members, who were instrumental in developing the Operational Budget for the next Fiscal Year as well as Warrant Article Recommendations, to participate in Town Meeting.

Article #10 Zoning Bylaw Change MCEOOD (Millis Center Economic Opportunity Overlay District)

This article was requested by the Planning Board. It was recommended a Planning Board Member be invited to an upcoming Finance Committee Meeting to further discuss the article's details.

The Proposed FY21 Budget Adjustment document provided by the Finance Director reflected a Balance in Revenues of \$199,525.00 which will be used to fund the Wage/Salary Study and Tree Removal articles as well as the additional funding for the Recreation Department and Cyber Security Initiative.

Old Business/New Business:

The November 2020 Town Meeting is scheduled for Saturday, November 7, 2020 at noon. It will take place at the Middle/High School parking lot outside the Gymnasium entrance. The location meets all the needs for parking, restroom availability and safety. The biggest concern is obviously the weather.

Peter Berube inquired about the status of the Sewer Connection Warrant Article proposed for the Spring 2020 Town Meeting which was deferred due to its controversial nature and the anticipated low attendance due to the COVID-19 Pandemic. Mike Guzinski stated that the article is still being considered for the Spring 2021 Town Meeting, at which time the Enterprise Fund Committee will have a recommendation on how to move forward regarding the town's sewer capacity.

Meeting Minutes Approval:

Craig Schultze made a motion to approve the September 16, 2020 Meeting Minutes; Shawn Power seconded. Roll Call Vote: Craig Schultze - aye, Shawn Power - aye, Doug Riley - aye, Cathy MacInnes - aye, Peter Berube – aye. Motion carries unanimously.

Adjourn:

Cathy MacInnes made a motion to adjourn the Finance Committee Meeting at 8:39 PM; Craig Schultze seconded. Vote: 5/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore