



TOWN OF MILLIS

Finance Committee
900 Main Street • Millis, MA 02054

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

Meeting Agenda

Date: Wednesday, September 28, 2022
Time: 7:00 PM
Location: 900 Main Street – Room #229

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

Zoom: <https://us02web.zoom.us/j/87290239160>

Committee Attendees:

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

Non-Committee Attendees: Deirdre Gilmore

Invited Guests: Mike Guzinski ☐; Carol Johnston ☐; Select Board Member ☐

Current Reserve Fund Balance:	\$ 50,000.00
Free Cash Balance:	\$ TBD
Stabilization Fund Balance as of July 31, 2022:	\$1,805,568.79

Agenda

Time	Topic	Speaker
~7:00	Call Meeting to Order	Peter Berube
~7:05	November 2022 Town Meeting Warrant Articles – Discussion	Mike Guzinski
~7:55	Finance Committee Liaisons to Boards and Committees	Committee
~8:05	Approve Bills Payable: Clear Gov (Finance Software)	Committee
~8:10	Approve Bills Payable: Association of Town Finance Committees (Membership)	Committee
~8:15	Old Business/New Business	Committee
~8:25	Finance Committee Meeting Minutes Approval: July 12, 2022	Committee
~8:30	Adjourn	Committee

Important Dates:

October 19, 2022 Final Recommendations
October 24, 2022 Finance Committee Report to Printer
October 31, 2022 Finance Committee Report to Residents
November 2, 2022 Pre-Town Meeting
November 10, 2022 Fall Town Meeting

Upcoming Meetings:

Wednesday, October 5, 2022 – [Council on Aging and Rocklawn Petitioned Article Presentations](#)
Wednesday, October 12, 2022 – [Capital Planning Committee, Petitioned Articles and School Department Presentations](#)
Wednesday, October 19, 2022
Wednesday, October 26, 2022

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



WARRANT

2022

FALL ANNUAL TOWN MEETING

TOWN OF MILLIS COMMONWEALTH OF MASSACHUSETTS

NORFOLK, SS.

GREETING:

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

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

WARRANT INSTRUCTIONS

OPENING MOTIONS

Pledge of Allegiance

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

Opening Motions

Moderator recognizes Finance Committee Chairperson

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

(Fin Com Vice Chair) Second

Discussion

Vote

Moderator recognizes Finance Committee Chairperson

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

Second (Fin Com Vice Chair)

Discussion

Vote

FALL 2022 TOWN MEETING ARTICLE LIST

- 1. Unpaid Bills**
- 2. FY23 Operational Budget Adjustments**
- 3. Capital Items**
- 4. Feasibility Study – Middle/High School Renovation**
- 5. New Senior/Community Center**
- 6. Adoption of MGL c.59, 5, Clause 22H Gold Star Families**
- 7. Reduce Veterans Residency Requirements for Local Tax Exemptions/Abatements**
- 8. Personnel Plan Changes**
- 9. 12-14 Exchange Street- Environmental Impact Settlement**
- 10. Repayment to Advesa for Cannabis HCA Deposit**
- 11. Funding for FY22 Snow & Ice Deficit**
- 12. Lead Line Service Inventory and Replacement Plan**
- 13. Unemployment Account**
- 14. FEMA Flood Plain Zoning Bylaw**
- 15. Acceptance of Hickory Hills Subdivision**
- 16. OPEB Funding**
- 17. Ch. 41 Section 111F Injury Leave Indemnity Fund**
- 18. Establish Stabilization Account under MGL Ch. 40, Sect. 5B for the Purchase and Operation of Town Ambulances**
- 19. Stabilization Fund**
- 20. Petition Article**
- 21. Petition Article**
- 22. Petition Article**

TOWN OF MILLIS

NOVEMBER 10, 2022 FALL ANNUAL TOWN MEETING WARRANT

ARTICLE 1. To see if the Town will vote to appropriate and raise by taxation, or by transfer from available funds the sum of \$?????????? for unpaid bills, or act in any manner relating thereto.
(Submitted by Select Board)

DEPARTMENT	VENDOR	AMOUNT
??????????????????	?????????	???????
??????????????????	?????????	<u>???????</u>
TOTAL GENERAL FUND UNPAID BILLS		\$??????
DPW	????????????????????	<u>?????.??</u>
TOTAL SEWER ENTERPRISE UNPAID BILLS		\$?????.??
DPW	????????????????????	<u>?????.??</u>
TOTAL WATER ENTERPRISE UNPAID BILLS		\$?????.??
DPW	????????????????????	<u>????.??</u>
TOTAL STORMWATER ENTER. UNPAID BILLS		\$????.??
TOTAL UNPAID BILLS		\$?????.??

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

<u>Department</u>	<u>Description of Expense</u>	<u>Total Expenses</u>
???????	????????????????????????????	\$???????

<u>Department</u>	<u>Description of Expense</u>	<u>Total Expenses</u>
???????????	????????????????????????????	\$???????
???????????	????????????????????????????	<u>\$?????????</u>
Marijuana Impact Funds Request - FY2023		\$?????????

(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 \$?????? to fund the following capital items:

<u>#</u>	<u>Department</u>	<u>Item</u>	<u>Cost</u>
1.	??????	????????????????????????????	\$??????
2.	??????	????????????????????????????	\$??????
3.	??????	????????????????????????????	\$??????
Total			\$??????

(Submitted by Select Board)

ARTICLE 4. To see if the Town of Millis will vote to appropriate, borrow, or transfer from available funds, an amount of money not to exceed **one million, three hundred thousand (\$1,300,000)** to be expended under the direction of the Millis Middle High School Building Committee **for the purpose of conducting a feasibility study of the renovation, addition, or replacement of the Millis Middle High School** located at 245 Plain Street in Millis, Massachusetts, 02054, for which feasibility study the Town of Millis may be eligible for a grant from the Massachusetts School Building Authority. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA and any costs the Town of Millis incurs in connection with the feasibility study in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town of Millis, or take any other action related thereto.
(Submitted by School Committee)

ARTICLE 5. To see if the Town will vote to appropriate \$?????? to pay costs of building and equipping a new Senior Center ?????????????????????????????????, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 6. To see if the Town will vote to adopt MGL c.59, 5, Clause 22H which would provide a real estate tax exemption for Gold Star families, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 7. To see if the Town will vote to reduce the residency requirement for Local Real Estate Tax Exemptions for Veterans from two (2) years to one (1) year, in accordance with M.G.L. c. 59, section 5, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 8. To see if the Town will vote to adopt **amendments to Schedules A, B, and C of the Town of Millis Personnel Plan** effective January 1, 2023 as shown in the Finance Committee Report, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 9. To see if the Town will vote to vote to appropriate and raise by taxation, or by transfer from available funds the sum of **\$46,000** for an environmental impact settlement for the property located at 12-14 Exchange Street, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 10. To see if the Town will vote to transfer the sum of **\$25,000** from Free Cash to reimburse Advessa for its initial deposit related to its HCA agreement with the Town, or take any other action related thereto.

ARTICLE 11. To see if the Town will vote to transfer from available funds the sum of **\$128,721.70** to fully fund the **FY22 Snow & Ice Deficit**, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 12. To see if the Town will vote to appropriate a sum of money to pay costs associated with the lead line service inventory and replacement plan and the payment of all costs incidental and related thereto including, but not limited to data screening, inventory development and GIS mapping; to determine whether this amount shall be raised by borrowing or otherwise, or to take any other action related thereto.

(Submitted by Select Board)

ARTICLE 13. To see if the Town will vote to appropriate and raise by taxation, or transfer from available funds the sum of **\$?????? to the Unemployment Account**, or take any other action related thereto.
(Submitted by Select Board)

ARTICLE 14. To see if the Town will vote to approve the **“FEMA Flood Plain Zoning Bylaw”**, or take any other action related thereto.
(Submitted by Select Board)

ARTICLE 15. To see if the Town will vote to **“Accept Hickory Hills Subdivision”**, or take any other action related thereto.
(Submitted by Select Board)

ARTICLE 16. To see if the Town will vote to transfer from available funds the sum of **\$???????? To the OPEB Trust Fund Account**, or take any other action related thereto.
(Submitted by Select Board)

ARTICLE 17. To see if the Town will vote to transfer from available funds the sum of **\$?????? to the MGL Chapter 41, Section 111F Injury Leave Indemnity Fund**, or take any other action related thereto.
(Submitted by Select Board)

ARTICLE 18. To see if the Town will vote to **establish a special purpose stabilization fund for the purchase of ambulances**, effective for fiscal year 2024 and beginning on July 1, 2023, or take any other action related thereto.
(Submitted by Select Board)

ARTICLE 19. To see if the Town will vote to transfer from available funds the sum of **\$?????? to the Stabilization Fund**, or take any other action related thereto.
(Submitted by Select Board)

ARTICLE 20. PETITION ARTICLE

ARTICLE 21. PETITION ARTICLE

ARTICLE 22. PETITION ARTICLE

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

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

**TOWN OF MILLIS
SELECT BOARD**

Erin T. Underhill, Chair

Craig W. Schultze, Vice-Chair

Ellen Rosenfeld, Clerk

A True Copy, Attest

Lisa J. Hardin, Town Clerk

Helen R. Kubacki, Constable
Town of Millis

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

Discussion

The Lansing Millis building, or as more commonly referred to as the old Millis train station, is in dire need of repairs. Without these repairs, the deterioration will progress to such a point that the integrity of this beautiful old structure will be compromised to such a degree that renovation will become unacceptably expensive.

Although renovation of this facility has been discussed for several years, no specific purpose could be determined for the future use of the building other than just having a beautiful old structure in Town that has historical significance for the Town of Millis. However, after much consideration for repurposing this building, it has been determined that both the Building and DPW Departments would like to move into the space that would be available as a result of renovating this building.

Moving these two Town departments into a renovated Lansing Millis would also enhance the opportunity to significantly increase the space available for seniors in VMB. That additional space would be incorporated into the plan to upgrade and enhance the senior facilities that are presently located in VMB. This plan is discussed in greater detail in the petition for upgrading and enhancing the senior facilities in VMB.

The petitioners recommend approval of this article.

Millis Town Clerk
Received

AUG 29 2022

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

Discussion

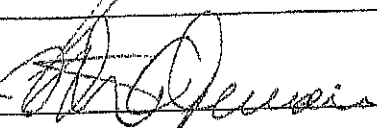

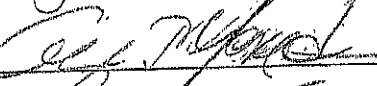
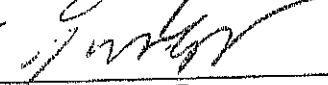
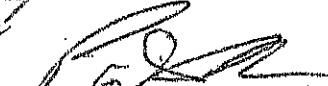

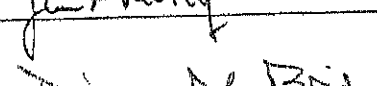

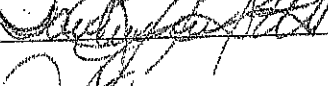
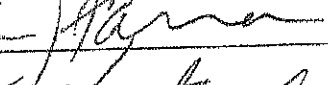
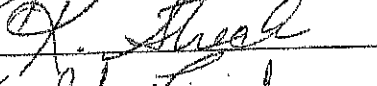
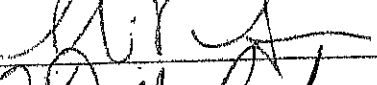

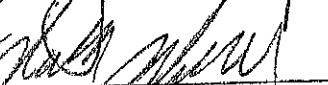
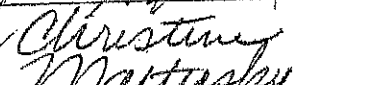
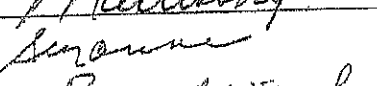
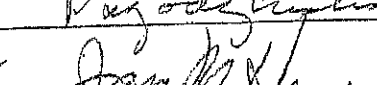
The existing senior center, located on the ground floor of VMB, is a relatively uninviting and poorly organized space that does not adequately meet the needs of the seniors as presently configured. Though other options have been considered, they are expensive, would significantly add to the tax levy which tends to fall disproportionately on seniors with limited and fixed incomes and would be located outside the center of Town which would make it more difficult for seniors who visit the center to take advantage of the Town's establishments such as restaurants, the library, Town Hall and other public facilities. Additionally, there is no immediate expectation for significant tax relief as a result of items coming off the debt service schedule since most of the expensive items are ten years or less of age.

The purpose of this article is to upgrade and renovate the existing senior center to a more modern, bright and inviting atmosphere consistent with the architectural preferences of the 21st century and to increase the available space for functions. This would include renovation of the basement areas presently occupied by the senior center as well as incorporating the south end of the first floor of VMB into the senior center. The additional rooms could be multi-purpose for senior meetings and functions and secondarily for use by Town residents for meetings and group functions. The first-floor rooms that would be made available as part of this renovation would include room 130, the Building and Recreation departments. Two departments, DPW and Building, would be moved to the renovated Lansing Mills building. Both departments have indicated a desire to occupy that renovated facility, thereby freeing up the space necessary in VMB for the expansion of the senior center. The Recreation Department would move to a portion of the space presently occupied by the DPW Department, with the remaining space at that location to be configured for additional conference rooms. These new first-floor rooms of the upgraded and renovated senior center would be designed to provide the open and airy feeling of the open space concept consistent with the design of the more modern facilities that are being constructed in the 21st century.

The petitioners recommend approval of this article.

Millis Town Clerk
Received

AUG 29 2022

Signature	Printed Name	Address
✓ 	PETER C. JORMAIN	21 CAUSEWAY ST.
✓ 	DIANE JORMAIN	21 Causeway St., Melis
✓ 	George T. Jormain	87 OGDEN ST MILLS (3)
✓ 	Joe Shaker	29 Plain St.
✓ 	Paul Shaker	29 Plain St.
✓ 	James McKay	416 Village St.
✓ 	Diane McBride	37 Village St.
✓ 	Linda Evanscott	67 Corn Street
✓ 	Jenn. F. Farrar	7 Rolling Meadow Dr.
✓ 	Kathleen Streck	8 Rolling Meadow Dr.
✓ 	MARC FRUTER	288 ORCHARD ST.
✓ 	Cheryl KillosPuffer	288 Orchard St
✓ 	Nathan Maltinsky	431 Exchange (2)
✓ 	CHRISTINE MALINSKY	431 EXCHANGE
✓ 	Suzanne Pogorzelski	431 Exchange
✓ 	Jane M. Hardin	3 Tuckerdale Way
✓ 		

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

Discussion

The purpose of this petition is to provide for the construction of enclosed recreational facilities in a more cost-effective manner than as presently proposed with respect to the construction of a new senior center. This facility would be constructed independent of any upgrade or construction of a new senior center. As presently proposed, the enclosed pickleball and tennis courts would potentially be constructed as part of the proposed new senior center with an estimated added cost to that facility of between \$4M-and-\$5M.

Many towns, colleges, universities and other institutions have constructed standalone facilities similar to those which are being proposed in this petitioned article. The cost to construct such facilities is typically 10%-to-30% less than the brick-and-mortar design presently being proposed as part of the proposed new senior center. More importantly, these facilities are not predicated on those facilities being constructed. These facilities, which could be either an air-supported or metal structure, are relatively inexpensive, can be constructed easily and quickly and will meet the needs of the community for these sports to be played indoors in all weather conditions.

The petitioners recommend approval of this article.

Millis Town Clerk
Received

AUG 29 2022

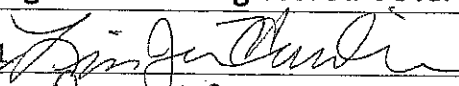
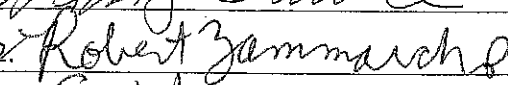
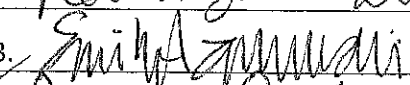
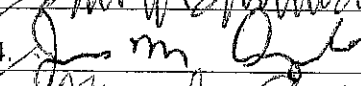
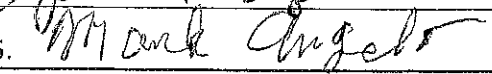
Signature	Printed Name	Address
✓ <i>Peter C. Turmain</i>	PETER C. TURMAIN	21 CAUSEWAY ST,
✓ <i>Diane</i>	DIANE TURMAIN	821 Causeway St, Nelles
✓ <i>George J. Jank</i>	George Jank	8700000 ST m/ks (3)
✓ <i>Joe Shaker</i>	Joe Shaker	29 Plain St.
✓ <i>Paul</i>	Paul Shaker	29 Plain St
✓ <i>James M. W. 44</i>	James M. W. 44	416 Village St.
✓ <i>Diane McBride</i>	Diane McBride	37 Village St
✓ <i>Linda Evans Scott</i>	Linda Evans Scott	67 <i>Church St</i>
✓ <i>Jennifer Farrar</i>	Jennifer Farrar	7 Rolling Meadow Dr.
✓ <i>Kathleen Streck</i>	Kathleen Streck	8 Rolling Meadow Dr.
✓ <i>MARC FRUTER</i>	MARC FRUTER	288 ORCHARD ST.
✓ <i>Cheryl K. Jankus Puffer</i>	Cheryl K Jankus Puffer	288 Orchard St.
✓ <i>Nathan Maltinsky</i>	Nathan Maltinsky	431 Exchange (2)
✓ <i>Christine Maltinsky</i>	CHRISTINE MALTINSKY	431 EXCHANGE ST.
✓ <i>Suzanne Pajdziska</i>	Suzanne Pajdziska	431 Exchange St.
✓ <i>James M. Hardin</i>	James M. Hardin	3 Tuckerdale Way

SEP 26 2022

Citizens' Petition to Save Rocklawn for Fall Annual Town Meeting, November 2022

We, the undersigned registered voters of the Town of Millis, petition the Select Board to insert the following article in the Warrant for the November 2022 Fall Annual Town Meeting.

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

	Signature of Registered Voter	Printed Name	Address
✓ 1.		Lisa Jan Hardin	56 Walnut St
✓ 2.		Rob Zammarchi	151 Exchange Str.
✓ 3.		Emily Zammarchi	151 Exchange St
✓ 4.		James M Angelo	34 Lavender St
✓ 5.		Mark Angelo	34 Lavender St

Signature of Registered Voter	Printed Name	Address
✓ [Signature]	Kelly Anne Angelo	34 Lavender St
✓ 7. [Signature]	Dorothy A. Hobson	33 Dover Rd
✓ 8. [Signature]	David B. Hobson	33 Dover Rd
✓ 9. Judith Dorato O'Bara	Judith O'Bara	63 Van Kleeck Rd.
✓ 10. Andrew Labonte	Andrew Labonte	56 Walnut St
✓ 11. Cheryl Labonte	Cheryl Labonte	56 Walnut St
✓ 12. Jesse Nicholson	Jesse Nicholson	56 Walnut St
✓ 13. Kevin Kirkpatrick	Kevin Kirkpatrick	56 Walnut St
✓ 14. Susan M. Vecchi	Susan M. Vecchi	44 Walnut St.
✓ 15. Thomas W. St. Sauveur	Thomas W. St. Sauveur	28 Spring St, Unit F
✓ 16. Meredith St. Sauveur	Meredith St. Sauveur	28 Spring St Unit F
✓ 17. Cynthia A. Newell	Cynthia A. Newell	351 Village Street
✓ 18. Lisa M. Priest	LISA M. PRIEST	212 Pleasant Street
✓ 19. Lorraine Lipsett	LORRAINE LIPSETT	160 SPRING ST
✓ 20. Michele Lipsett	MICHELLE LIPSETT	160 SPRING ST
✓ 21. Patricia M. Wilson	Patricia Wilson	160 Spring St
✓ 22. Charles M. Cushman III	Charles M. Cushman III	84 Maple Courtway
23.		
24.		
25.		
26.		
27.		
28.		
29.		
30.		

22 Certified Signatures
 Kathleen Smith
 Asst. Town Clerk
 Sept. 26, 2022

TO THE TOWN ACCOUNTANT:

DATE: September 28, 2022

[illegible]

**FROM**

2 Mill and Main Street, Suite 630
Maynard, MA 01754

BILL TO

Millis, MA - Town
Michael Guzinski
900 Main Street
Millis, MA 02054
United States

INVOICE NUMBER	2022-11975
DATE	07/01/2022
DUE DATE	07/31/2022
AMOUNT DUE (USD)	\$ 5,665.00

ITEM / DESCRIPTION	QUANTITY	LIST PRICE	AMOUNT
Includes ClearGov Transparency Suite - Renewal This is your subscription fee for Includes ClearGov Transparency Suite - Renewal for the term starting 07/01/2022 and ending 06/30/2023.	1	\$ 5,665.00	\$5,665.00
AMOUNT DUE (USD)			\$ 5,665.00

TOWN OF MILLIS
SCHEDULE OF DEPARTMENTAL BILLS PAYABLE

TO THE TOWN ACCOUNTANT:

THE FOLLOWING BILLS OF THE FINANCE COMMITTEE AMOUNTING TO AN AGGREGATE OF
 \$ **184.00** HAS BEEN APPROVED AND YOU ARE REQUESTED TO PLACE THEM ON A
 WARRANT FOR PAYMENT.

DATE: **September 28, 2022**

LINE ITEM NUMBER	AMOUNT	VENDOR ID	INVOICE NUMBER	INVOICE DATE	PAY TO	ACCT USE ONLY
Dues & Subscription						
01131520-573000	\$ 184.00	509	123928	07/01/21	Association of Town Finance Committees	
Total of Bills					\$ 184.00	

**Association of Town Finance Committees**

3 Center Plaza
Suite 610
Boston, MA 02108

Invoice

Date	Invoice #
7/1/2022	123928

Bill To:

Town of Millis
900 Main St.
Millis, MA 02054

Description	Amount
ATFC Annual Dues for the period from 07-01-2022 through 06-30-2023	184.00
Total	184.00

Finance Committee Meeting

July 12, 2022 6:00 PM EST
900 Main Street, Room #229
Millis, MA 02054

Committee Members In Attendance:

Pete Berube, Chair
Jodie Garzon, Vice Chair
Peter Underhill, Clerk
Joyce Bolardi
Jonathan Loer
Cathy MacInnes
John Steadman

Invited Guests:

Mike Guzinski, Town Administrator
Carol Johnston, Finance Director

Pete Berube called the Finance Committee Meeting to order at 6:00 PM.

Discuss and Approve FY22 Inter-Department Transfers:

Mike Guzinski explained, Massachusetts General Law allows for transfers to be made from May thru July 15th for each Fiscal Year. The transfers require Select Board and Finance Committee approval. The Select Board approved the transfers at their meeting yesterday.

Carol Johnston outlined the FY22 Inter-Department Transfers necessary to balance the FY22 Operating Budget:

Line Items in Deficit:

• Town General Government – VMB Maintenance Contracts	\$ 42,500.00
• Finance Committee – Printing Expense	\$ 1,751.17
• General Insurance	\$ 7,603.00
• Public Safety:	
Police Salaries	\$ 22,000.00
Police Overtime	\$ 26,000.00
Police Maintenance Contracts	\$ 19,000.00
Police Gasoline	\$ 9,310.00
Fire Training Overtime	\$ 8,000.00
• Public Works – Supplies and Expenses	\$ 6,100.00
Total:	<u>\$142,264.17</u>

Line Items in Surplus:

• Reserve Fund	\$ 50,000.00
• Employee Benefits – Health Insurance	\$ 41,000.00
• Cherry Sheet Assessments – School Choice	\$ 51,264.17
Total:	<u>\$142,264.17</u>

The Cherry Sheet Assessment – School Choice is a result of fewer students transferring out of district. The Employee Benefits – Health Insurance is a result of employee resignations, less employees enrolled and the choice between Single and Family Plans. The FY23 increase in Health Insurance is expected to be 8 – 11%.

Mike Guzinski explained the deficit in VMB Maintenance Contracts is due to upgrades to the HVAC System. A Critical Needs Assessment performed several years ago noted that the VMB will need \$200,000.00 for HVAC upgrades and water damage. An agreement with the School Department has been reached and in FY23, the School Department will maintain all Town Buildings. Police Salaries and Overtime is not a result of their Collective Bargaining Agreement which begins July 1, 2022. Carol Johnston explained at the May Town Meeting, approximately \$46,000.00 of Police Salaries was used to fund Fire and Rescue Overtime. Fire and Rescue Overtime had a \$84,310.00 deficit in FY22. At the November 2021 Town Meeting, the town approved establishing a Chapter 41 Section 111F Injury Leave Indemnity Fund. Appropriations to the Fund will most likely be made at the November 2022 Town Meeting. The fund requires injured Fire Personnel receive 100% of their salary. The Assisted Living Facility will certainly be taxing of the Fire and Rescue Department. Ongoing discussions to establish a fee structure, etc. should be finalized in August.

An Unfunded Deficit for Snow and Ice: Salaries, \$62,484.60, and Expenses, \$66,237.10, totaling \$128,721.70 will be raised on the Tax Recap. Snow and Ice is the only Operating Budget Line Item that can run in a deficit. The Town did vote to increase the Snow and Ice Budget several years ago; once the budget for Snow and Ice is raised, it cannot be decreased.

The Enterprise Funds did not require any transfers in FY22.

John Steadman made a motion to approve the FY22 Inter-Department Transfers; Jon Loer seconded. Vote: 6/0 motion carries unanimously.

Approve Bills Payable:

Jodie Garzon made a motion to recommend approval of payment to Gatehouse Media in the amount of \$107.04 for advertising the Finance Committee's May Pre-Town Meeting/Public Hearing; John Steadman seconded. Vote: 7/0 motion carries unanimously.

Finance Committee Meeting Minutes Approval:

Jodie Garzon made a motion to approve the May 2, 2022 Finance Committee's Meeting Minutes as written; John Steadman seconded. Vote: 6/0 1 abstained. Motion carries.

DPW Update – Postponed

It was noted the 2022 Road Improvements Information is available on the Town's Website:

https://www.millisma.gov/sites/g/files/vyhlif901/f/uploads/upcoming_road_improvements_-_2022.pdf

Old Business/New Business:

Pete Berube made the committee aware that there are three volunteers for the open Finance Committee Position. Robert "Brutus" Cantoreggi, Town Moderator, will interview each candidate and appoint a new member. It was noted that an appointment of any openings on the committee must be made forty-five days after the most recent Town Meeting.

Adjourn Meeting:

Jodie Garzon made a motion to adjourn the Finance Committee Meeting at 6:44 PM; Cathy MacInnes seconded. Vote: 7/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore