



TOWN OF MILLIS

Finance Committee
900 Main Street • Millis, MA 02054

Meeting Agenda - Revised

Date: Wednesday, September 29, 2021
Time: 7:00 PM
Location: 900 Main Street – Room #229

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

Participation is available through Zoom Remote Platform: <https://us02web.zoom.us/j/86084775875>

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 ☐; Peter Jurmain ☐; Erin Underhill ☐; Craig Schultze ☐; John McVeigh ☐; Teri Gonsalves ☐; James McKay ☐; 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	Request Special Act – Town Charter Changes	Craig Schultze
~7:25	Stormwater ByLaw Regulation Amendment	John McVeigh
~7:45	Senior Work Program Abatement Adjustment	Teri Gonsalves
~7:55	PFAS Water Treatment Plant	James McKay
~8:15	November Town Meeting Warrant Review and Discussion	Mike Guzinski and Select Board
~8:45	Discussion and Assignment of Finance Committee Liaisons to Boards/Committees	Committee
~8:50	Old Business/New Business	Committee
~8:55	Finance Committee Meeting Minutes Approval: September 22, 2021	Committee
~9:00	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

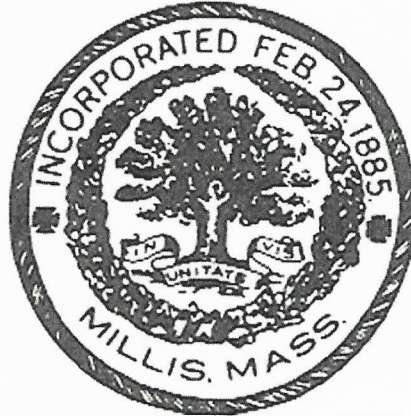
Upcoming Meetings:

Wednesday, October 6, 2021

Tri-Board Meeting - TBD

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

DRAFT



DRAFT
9-24-21

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 \$xxxxx for unpaid bills, or act in any manner relating thereto.

(Submitted by Select Board)

DEPARTMENT	VENDOR	AMOUNT
Town Administrator	Eversource	\$?,???.??
DPW	?????????	\$???.??
TOTAL GENERAL FUND UNPAID BILLS		\$?????.??
DPW	?????????	\$?????.??
TOTAL SEWER ENTERPRISE UNPAID BILLS		\$?????.??
DPW	???????	\$?????.??
TOTAL WATER ENTERPRISE UNPAID BILLS		\$?????.??
TOTAL UNPAID BILLS		\$??,???.??

Or take any other action related thereto.

4/5 vote

(Submitted by Select Board)

ARTICLE 2. To see if the Town will vote to raise and appropriate the sum of \$xxxxxx, transfer from Marijuana Impact Fees (Free Cash) the sum of \$xxxxxx, and transfer from the Ambulance Revolving Fund the sum of \$xxxxx, for a total sum of \$xxxxxx for additional wages or expenses not sufficiently funded under Article 3, Operating Budget, of the May 1, 2021 Annual Town Meeting, as follows:

Add Chart

Funding from Marijuana Impact Fund:

Police Salaries (School Resource Officer Salary)	\$?????
Marijuana Stipends (per contract)	\$?????
????????????????????????????????	\$?????

Funding from Ambulance Revolving Fund:

Fire Salaries (Overtime for Safer Grant Employees)	\$?????
Fire Expenses (Clothing Allowance & Equipment)	\$?????

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 **\$xxxxx** 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)

ARTICLE 5. To see if the Town will vote totake any other action related thereto.

New Fire Engine \$750,000 – Borrowing (Bond Counsel Language)

(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)

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)

ARTICLE 9. To see if the Town will vote to petition the Massachusetts General Court to 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. There shall be a moderator elected for a term of one (1) year;
- b. 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 \$?????? 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, 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 1st day of November 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

DRAFT TOWN MEETING ARTICLE __: 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 within five (5) years prior to the effective date of this bylaw **(but not within six months of the date that the SB started discussing this bylaw)**, 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 **(other than to a member of the owner or occupant's immediate family)** 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.

D'Angelis Water Treatment Plant PFAs Upgrades
Millis, MA
Opinion of Probable Capital Cost (60% Design)

	Quantity	Unit	Unit Price	Extended Total
Division 1 - General Requirements				
Mob/Demob	1	LS	\$ 40,000	\$40,000
Contractor Project Coordination	14	Months	\$ 5,000	\$70,000
Schedule	1	LS	\$ 15,000	\$15,000
HASP	1	LS	\$ 10,000	\$10,000
SWPPP	1	LS	\$ 10,000	\$10,000
Test Pits	1	LS	\$ 10,000	\$10,000
Clearing and Grubbing	1	LS	\$ 15,000	\$15,000
Installation of Erosion Controls	550	LF	\$ 6	\$3,300
Startup and Testing	24	HR	\$ 100	\$2,400
Subtotal Division 1	\$175,700			
Division 2 - Site Work				
Demolition of Existing Structures	5	DAY	\$ 8,000	\$40,000
Pump Station 1 & 2 Process Demo	2	DAY	\$ 8,000	\$16,000
Demolition Material Disposal	1	LS	\$ 20,000	\$20,000
Utility Pole Relocation	1	LS	\$ 25,000	\$25,000
Asbestos/PCB/Lead Abatement for Existing Structures	1	LS	\$ 150,000	\$150,000
Building Foundation Excavation	1200	CY	\$ 45	\$54,000
Soil Disposal - Class A	1200	CY	\$ 20	\$24,000
Support of Excavation	1575	SQ	\$ 30	\$47,250
Crushed Stone	75	CY	\$ 55	\$4,125
4" Top Soil	250	CY	\$ 25	\$6,250
Manhole Covers	2	EA	\$ 1,000	\$2,000
Hydroseed and Fertilizer	1	DAY	\$ 1,500	\$1,500
Riprap Construction & Installation	2	CY	\$ 55	\$110
Existing Pavement Demolition	150	CY	\$ 50	\$7,500
Asphalt Installation	275	TON	\$ 200	\$55,000
Pavement Subbase	150	CY	\$ 40	\$6,000
New Retaining Wall	1	LS	\$ 10,000	\$10,000
8" Iron Ductile Pipe	500	FT	\$ 200	\$100,000
8" PVC overflow (outside)	20	FT	\$ 50	\$1,000
2" PVC Forcemain	500	FT	\$ 50	\$25,000
Check Valves Pump Stations	1	LS	\$ 900	\$900
8" Butterfly Valves Inside Treatment Building	8	EA	\$ 2,500	\$20,000
Disinfection of water main and pressure testing	1	LS	\$ 5,000	\$5,000
Ground Improvements	1	LS	\$ 200,000	\$200,000
Subtotal Division 2	\$820,635			
Division 3 - Concrete				
Concrete (Foundation + Footings)	350	CY	\$ 700	\$245,000
Pre-cast Infiltration Chambers	6	EA	\$ 3,000	\$18,000
Subtotal Division 3	\$263,000			
Division 5 - Metals				
Pipe Trench Grate	60	FT	\$ 100	\$6,000
Access Hatches	2	EA	\$ 3,000	\$6,000
Subtotal Division 5	\$12,000			
Division 11 - Equipment				
Water Supply Pumps and interior pump modification	1	LS	\$ 85,000	\$85,000
Pressure Transducers	4	EA	\$ 4,500	\$18,000
Sump Pump (Floor Drain)	1	EA	\$ 250	\$250
Discharge Pump (Residuals Tank)	1	EA	\$ 1,500	\$1,500
Filtration System	1	LS	\$ 1,050,000	\$1,050,000
Pump station Flow meters	2	EA	\$ 6,000	\$12,000
Pressure Gauges	6	EA	\$ 65	\$390
DWT Flow Meters	3	EA	\$ 7,500	\$22,500
8" DI Pipe (Interior)	20	FT	\$ 40	\$800
Subtotal Division 11	\$1,190,440			

Division 13 - Special Construction					
Prefab Building (Materials and Install)	2950	SF	\$	250	\$737,500
Underground Fiber Connection	330	FT	\$	25	\$8,250
Fiber in WTP	80	FT	\$	30	\$2,400
Pressure Transmitter	8	EA	\$	1,000	\$8,000
Temperature Transmitters	2	EA	\$	250	\$500
Pump Station SCADA Panels Modifications	2	EA	\$	3,100	\$6,200
Modifying Existing SCADA	24	EA	\$	150	\$3,600
Misc. Controls	1	LS	\$	2,500	\$2,500
Testing & Startup	10	HRS	\$	150	\$1,500
Subtotal Division 13					\$770,450
Division 15 - HVAC & Plumbing					
Dehumidifier, Condenser, & Piping	1	EA	\$	55,000	\$55,000
Dehumidifier Supply and Return Ductwork Stainless Steel	2070	LB	\$	12	\$25,358
Wall Mounted dome fan for Filter Area - 1050 cfm	1	EA	\$	1,850	\$1,850
Wall Mounted propellor exhaust fan for Electric Room	1	EA	\$	500	\$500
Ceiling Hung 10Kw electric unit heaters PFAS area	4	EA	\$	1,350	\$5,400
Ceiling hung 3 Kw electric unit heater in Electrical Room	1	EA	\$	600	\$600
Makeup Air Louver and Control Damper in PFAS Area	1	EA	\$	900	\$900
Makeup Wall Cap with Backdraft Damper in Electrical Room	1	EA	\$	132	\$132
DH Startup and TAB	1	LS	\$	2,500	\$2,500
2-inch Water Service	1	EA	\$	700	\$700
Floor Drain with Trap primer	4	EA	\$	3,000	\$12,000
Hydrant Exterior	2	EA	\$	1,150	\$2,300
Hose Bibb - Interior	2	EA	\$	93	\$186
Cast Iron Pipe - sanitary, waste & Vent	110	FT	\$	53	\$5,830
Copper Pipe - domestic water	100	FT	\$	31	\$3,100
Water Hammer Arrestor	4	EA	\$	102	\$408
Pipe Insulation	100	FT	\$	6	\$600
Reduced Pressure Zone Backflow Preventer	1	EA	\$	1,825	\$1,825
Subtotal Division 15					\$119,189
Division 16 - Electrical (Filed Sub-Bid)					
150A Underground Feeder	330	FT	\$	110	\$36,300
150A Feeder in WTP	80	FT	\$	40	\$3,200
225A Distribution Board	1	EA	\$	11,000	\$11,000
Circuit Breakers	10	EA	\$	650	\$6,500
15 KVA Transformer	1	EA	\$	3,500	\$3,500
100A Lighting Panelboard	1	EA	\$	4,600	\$4,600
MCC Circuit Breaker Bucker - Single Breaker	2	EA	\$	2,100	\$4,200
225A Enclosed Circuit Breaker	1	EA	\$	2,600	\$2,600
15HP VFD	1	EA	\$	8,100	\$8,100
20HP VFD	1	EA	\$	9,300	\$9,300
40A Pump Feeders	160	FT	\$	15	\$2,400
Misc. Equipment Power Feeders	19	EA	\$	1,300	\$24,700
HVAC LV Connections	8	EA	\$	1,100	\$8,800
I/C Connections	16	EA	\$	1,100	\$17,600
Receptacles	13	EA	\$	225	\$2,925
Interior Lights	20	EA	\$	425	\$8,500
Exterior Lights	2	EA	\$	650	\$1,300
Emergency Battery Light Units	7	EA	\$	525	\$3,675
Remote Emergency Heads	2	EA	\$	300	\$600
Exit Signs	2	EA	\$	525	\$1,050
Switches	6	EA	\$	225	\$1,350
Security/Fire System	1	LS	\$	18,500	\$18,500
Misc. Electrical	1	LS	\$	7,500	\$7,500
Electrical Testing & Startup	40	HRs	\$	120	\$4,800
Demolition	2	LS	\$	2,500	\$5,000
Subtotal Division 16					\$198,000
Subtotal			\$3,549,414		
Design Contingency (15%)			\$532,412		
Subtotal			\$4,081,826		
Permits and Bonds (3%)			\$122,455		
Contractor Overhead and Profit (18%)			\$734,729		
Construction Phase Services (Engineering)			\$650,000		
Total (Rounded)			\$5,590,000		

Finance Committee Meeting

September 22, 2021 7:00 PM EST
Veterans Memorial Building – Room #229
Millis, MA 02054

Zoom Remote Platform

In Attendance:

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

Invited Guest:

Michael Guzinski, Town Administrator
Carol Johnston, Finance Director
Peter Jurmain, Select Board Chair
James McKay, DPW Director

Pete Berube called the Finance Committee Meeting to order at 7:02 PM.

Welcome New Finance Committee Member:

Pete Berube welcomed Sara Reyes and thanked her for stepping up to volunteer her time as a Finance Committee Member. All members introduced themselves, where in town they live and their years of service as a Finance Committee Member.

PFAS Update:

Jim McKay outlined the steps the town is taking to address the PFAS situation. Wells #1 & 2 have been offline for over a year. Well #3 is tested monthly and Wells #4, 5 & 6 are tested quarterly. The Design for a PFAS Water Treatment Plant is underway; sixty percent complete and will be a November Town Meeting Warrant Article. The site for the Treatment Plant for Wells #1 & 2 has been selected and the buildings at the site have been demolished. Kleinfelder will have the design of the Treatment Plant 100% complete for the November Town Meeting. In order to fully understand the Warrant Article for the PFAS Water Treatment Plant, he suggested a joint meeting with Kleinfelder, the Select Board and Finance Committee. Cathy MacInnes and Kathy Lannon will be conducting an informational program on Millis Community Media to inform residents of PFAS and the town's steps toward mitigating its levels in the town's drinking water. Once the design phase is approved at the November Town Meeting, the project will be put out to bid in January or February with the hopes to break ground in the Spring of 2022. The recent heavy rain has not impacted the PFAS levels at the town's wells. The DPW has a dedicated PFAS page on their webpage which provides a wealth of information on the topic.

<https://www.millisma.gov/public-works-highway-department/pages/pfas-drinking-water-information>

The Select Board has sent a request to State Representatives requesting funding relief in mitigating the PFAS Levels in the town's drinking water. Pete Jurmain made the committee aware that several inquiries have not been responded to and he has following up with Representative Jake Auchincloss. The Select Board and DPW Director will endeavor to minimize the financial impact to residents.

Road Paving Update:

Jim McKay outlined the FY22 Chapter 90 Fund projects that have been completed:

- Farm Street from Acorn Street to Brandywine Terrace
- Main Street from Plain Street to Park Road
- Main Street from Exchange Street Park Road
- Ridge Street from Union Street to Auburn Road

Toll Brothers, developer of the Regency at Glen Ellen has completed the paving work from the town line to the stone arch bridge.

It is anticipated Spring Street from Main to Plain Street will be paved in the upcoming weeks. The cost to do so totals \$125,435.20 which includes \$109,712.00 to Lorusso Corporation for paving materials and labor, \$4,320.00 for Police Details and \$11,403.00 in contingencies.

If there are remaining funds, Plain Street would be a priority for crack sealing. The cost to pave Route 109 from the Medway town line to Hammond Lane would be approximately \$750,000.00.

Mr. McKay thanked the residents for their support approving additional funds for road maintenance. While Route 109 is believed to be a State Road, it is town owned.

The Stormwater Management Project at Birch and Village streets is being designed. Test borings have been complete and the project will go out to bid soon. Construction should begin in the Spring of 2022.

CARES (Coronavirus Aid Relief and Economic Security) Act and Marijuana Revenue Update:

Carol Johnston made the committee aware the balance of the town's CARES Act is \$78,000.00 which will be used before the December 31, 2021 deadline. She has consulted with Chief Barrett – Fire and Rescue to ensure any anticipated costs the department should incur before December 31st will be filed under the CARES Act.

The town could potentially see \$800,000.00 in funding for the PFAS Water Treatment Plant following a certified vote of approval for the project at the November Town Meeting.

In FY21, the town received \$488,000.00 in HCA Marijuana Revenue which is matched in Sales Tax Revenue. In the first quarter of FY22, the HCA Revenues are approximately \$125,000.00 which will also be matched in Sales Tax Revenue.

Pete Berube clarified that HCA Revenues are a five-year agreement; the agreement is in its second year. He thanked the Finance Director for her hard work in optimizing on the CARES Act.

Braun Property Purchase Update:

Mike Guzinski explained 61A Properties are sold as is. The town will address any issues and costs with the structures on the property at the 2022 Spring Town Meeting. The closing should take place in the next couple of weeks.

Review Draft November Town Meeting Warrant Articles:

Mike Guzinski made the committee aware that the Select Board will be closing the November Town Meeting Warrant at their meeting on Monday, September 27, 2021. He outlined the Draft Warrant Articles:

Article #1 Unpaid Bills – this is a standard article at the Spring and Fall Town Meetings, it approves payment of invoices from prior Fiscal Years.

Article #2 FY22 Operation Budget Adjustments – this article adjusts the Town's Operational Budget and will apply Marijuana HCA (Host Community Agreement) Revenues that have been certified as Free Cash for the School Resource Officer's Salary and Police Department Marijuana Stipends as well as adjustments from the Ambulance Revolving Fund or any other unexpected additional expenses.

Article #3 Capital Items – this too is a standard article at the Spring and Fall Town Meetings and funds town-wide capital needs for several departments. The Capital Planning Committee will prioritize the needs and make their recommendations at an upcoming meeting.

Article #4 PFAS Water Treatment Plant – this article will fund a treatment facility which will mitigate the PFAS levels at Wells #1 and 2. The project is expected to cost approximately \$5.4 million and includes a large contingency.

Article #5 Senior Work Program Abatement Adjustment – this article would increase the tax relief program amount from \$1,350.00 to \$1,500.00. Eligible Seniors have the opportunity to offset their Real Estate Taxes by volunteering time for the town in several Town Departments.

Article #6 Sewer ByLaw Amendment – this article would amend the ByLaw. The Enterprise Fund Advisory Committee is meeting tomorrow tonight to finalize the amendment. The town's sewer capacity is limited with the CRPCD (Charles River Pollution Control District). The amendment's goal is to encourage residents who have the capability to connect to town sewer to tie-in.

Article #7 Stormwater ByLaw Regulation Amendment – this article will address the Board of Health's concerns with homes built too close to the water table.

Article #8 Request Special Act – Town Charter Changes – this article will amend the Town's Charter with recommendations from the Charter Review Committee. The Select Board will review and consider the changes at their upcoming meeting. The

process to charge the Charter is an arduous process. If approved at Town Meeting, the State Legislature then makes a decision on the changes. All changes would then require a Town Election Ballot Vote for the changes to be put in place.

Article #9 FY21 Snow and Ice Deficit – this article will fund the deficit from the prior Fiscal Year. Snow and Ice is the only budget line item that can run in deficit. In previous years, the deficit was included in the Tax Recap.

Article #10 Unemployment Account Funding – this article would add additional funds to the account for additional unemployment expenses.

Article #11 OPEB (Other Post Employment Benefits) Actuarial Study – this article will fund the mandated study in the amount of \$7,300.00.

Article #12 Establish Workers Compensation Reserve Fund – this article would approve a Reserve Fund for Workers Compensation Claims.

Free Cash has been submitted for certification and the amount will be disclosed after October 1, 2021.

Capital Planning Committee Update:

Pete Berube is the Finance Committee liaison to the committee. Erin Underhill is the Select Board liaison and Kerri Roche is the School Committee liaison. Jonathan Barry is the Chair, James McCaffrey is a Member at Large and John Corcoran is a member. Mike Guzinski is an Ex-Officio and Maureen Canise is the committee's Administrative Assistant. The committee has started the process to review and prioritize the Capital Item requests Department Heads have made. The committee makes recommendations for consideration at the Town Meetings; ultimately the Town Meeting Residents make the final decision on what items are approved with a vote at Town Meeting.

Nominate/Vote Finance Committee Vice Chair:

Doug Riley made a motion to recommend Jodie Garzon as Vice Chair; Joyce Boiardi seconded. Jodie Garzon accepted the nomination. Vote: 9/0 motion carries unanimously.

Discussion of Improved Finance Committee Information Dissemination to the Public:

Pete Berube would like input on ways to make the Millis residents aware of Town Meeting Warrant Articles and ideas on ways to better advertise Pre-Town Meeting. Possible options are social media, Instagram for example, Police Department Signboard listing key dates, etc. or the Town's Facebook Page. He reminded the committee to abide by Open Meeting Laws; discussion cannot take place if a quorum, five members, is present or emailing without a posted meeting.

Old Business/New Business:

The committee's next meeting will be Wednesday, September 29, 2021 at 7:00 PM. The Capital Planning Committee will present their recommendation at the October 13, 2021 Finance Committee Meeting.

Bills Payable Approval:

Joyce Boiardi made a motion to recommend approval of payment to W.B. Mason in the amount of \$29.38 for Finance Committee Members John Steadman and Peter Underhill's nameplates; Cathy MacInnes seconded. Roll Call Vote: Pete Berube – aye, Doug Riley – aye, Joyce Boiardi – aye, Jim Borgman – aye, Jodie Garzon – aye, Cathy MacInnes – aye, Sara Reyes – aye, John Steadman – aye, Peter Underhill – aye. Vote: 9/0 motion carries unanimously.

Joyce Boiardi made a motion to recommend approval of payment to W.B. Mason in the amount of \$14.69 for Finance Committee Member, Sara Reyes' nameplate; Cathy MacInnes seconded. Roll Call Vote: Pete Berube – aye, Doug Riley – aye, Joyce Boiardi – aye, Jim Borgman – aye, Jodie Garzon – aye, Cathy MacInnes – aye, Sara Reyes – aye, John Steadman – aye, Peter Underhill – aye. Vote: 9/0 motion carries unanimously.

Finance Committee Meeting Minutes Approval:

Joyce Boiardi made a motion to accept the July 14, 2021 Finance Committee Meeting Minutes as written; Cathy MacInnes seconded. Roll Call Vote: Pete Berube – aye, Doug Riley – aye, Joyce Boiardi – aye, Jodie Garzon – aye, Cathy MacInnes – aye, John Steadman – aye, Peter Underhill – aye. Vote: 7/0 2 abstained motion carries.

Adjourn Meeting:

Joyce Boiardi made a motion to adjourn the Finance Committee Meeting at 8:26 PM; Cathy Mac Innes seconded. Vote: 9/0 motion carries unanimously.

Respectfully submitted,
Deirdre Gilmore

DRAFT