

## Finance Committee Pre-Town Meeting

November 1, 2023 7:00 PM EST  
Veterans Memorial Building – Room #229  
900 Main Street Millis, MA 02054

### Committee Members In Attendance:

Pete Berube, Chair  
Jodie Garzon, Vice Chair  
Peter Underhill, Clerk  
Joyce Boiardi  
Jonathan Loer  
Cathy MacInnes  
Sara Reyes  
Jen Zarutskie

### Invited Guest in Attendance:

Michael Guzinski, Town Administrator  
Carol Johnston, Finance Director  
Craig Schultze, Select Board Chair  
Ellen Rosenfeld, Select Board Vice-Chair  
Erin Underhill, Select Board Clerk  
James McKay, DPW Director  
James McCaffrey, Acting Town Moderator  
Lisa Hardin, Town Clerk  
Loring Barnes, Millis Resident

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

Craig Schultze called the Select Board Meeting to order at 7:02 PM.

### Open Pre-Town Meeting/Public Hearing

Pete Berube opened the Pre-Town Meeting/Public Hearing at 7:03 PM; Peter Underhill seconded.

### November 6, 2023 Town Meeting Warrant Article Discussion and Recommendations:

#### Article #1 Unpaid Bills

Joyce Boiardi: I move that the Town vote to transfer from Free Cash the sum of \$6,815.88, transfer the sum of \$71.03 from Sewer Enterprise Reserves, transfer the sum of \$1,908.19 from Water Enterprise Reserves, and transfer the sum of \$4,428.13 from Stormwater Enterprise Reserves, for a total sum of \$13,223.23 for unpaid bills as written in the Warrant; Sara Reyes seconded. This article funds bills incurred in previous Fiscal Years. The Finance Committee unanimously recommends approval of Article #1.

#### Article #2 FY24 Operational Budget Adjustments

Jon Loer: I move that the Town vote to transfer from Marijuana Impact Fees (Free Cash) the sum of \$210,585.03, and transfer from Opioid Settlement Funds (Free Cash) the sum of \$2,520.00, for a total sum of \$213,105.03 for additional wages and expenses not sufficiently funded under Article #3 - Operating Budgets, of the May 3, 2023, Annual Town Meeting, as written in the warrant; Peter Underhill seconded. The Finance Committee unanimously recommends approval of Article #2.

#### Article #3 Capital Items

Jon Loer: I move that the Town vote to transfer from Free Cash the sum of \$274,373.00, and transfer from Water Enterprise Reserves the sum of \$42,453.00, and transfer from Sewer Enterprise Reserves the sum of \$42,453.00, for a total sum of \$359,279.00 to fund the following Capital items:

- |   |               |
|---|---------------|
| • Public Safety Communication Equipment | \$ 89,373.00  |
| • Library Lighting System Upgrade       | \$ 110,000.00 |
| • Town Buildings HVAC Repair            | \$ 75,000.00  |
| • DPW Pickup Truck                      | \$ 84,906.00  |
| • DPW Vactor Truck                      | \$ 573,559.00 |

; Joyce Boiardi seconded. Town Buildings HVAC Repair includes:

- Veterans Memorial Building - Facility Coil Unit Control Valves (Valves and Thermostats) \$30,000.00, Exhaust Fans (3) \$9,000.00, Drain and clean circulation pipes (& replace Glycol) \$15,000.00.
- Fire Station - Replace Head End in Chief's Office (due to leak), recover all refrigerant, install 16 valves, leak check, pressure test, evacuate and recharge with refrigerant \$15,000.00.
- Recommended Contingency - \$6,000.00.

The Finance Committee unanimously recommends approval of Article #3.

#### Article #4 PFAS Filtration Plant Borrowing Authorization

Pete Berube: I move that the Town vote to appropriate \$7,100,000 to pay costs of designing, constructing, furnishing and equipping a new Well 3 PFAS Treatment Facility, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount, under and pursuant to G.L. c. 44, §7(1) or any other enabling authority, and to issue bonds or notes of the Town therefor. All, or any portion, of the amount authorized to be borrowed by this vote may be obtained through the Massachusetts Clean Water Trust (the "Trust"), and in that regard, the Select Board and the Treasurer are authorized to execute and deliver any and all documents and agreements that may be required by the Trust and the Massachusetts Department of Environmental Protection to evidence any such borrowing. The total amount authorized to be borrowed for this project shall be reduced to the extent of any grants or gifts that may be received by the Town on account of this project; Joyce Boiardi seconded. If approved, this Article would authorize borrowing for construction and associated activities of a \$7.1M water treatment plant to remove per- and polyfluoroalkyl substances (PFAS) at Well #3. The proposed project is similar to the recently completed treatment facility at Wells #1 and #2 which is successfully removing PFAS to non-detectable levels. It is anticipated the Town will receive a \$3,452,972.00 EPA Community Grant for this project to offset the costs to the Water Rate Payors. Jim McKay provided the committee with a breakdown of the cost to the Water Rate Payors reflecting the cost for both the \$7.1 M and when the Grant is applied. There will be a handout for participants at the Town Meeting. It was suggested the handout define the acronyms (SRF & CIP) and be provided in color. Jim McCaffrey requested the handout be approved by him prior to the Town Meeting. Mike Guzinski assured the committee the document will be revised to a more concise and clearer handout. The impact for FY25 is \$68.02 annually per water user however, in FY27 the impact will be \$774.82. The grant will significantly reduce the impact. The Article is for a total appropriation of 7.1M and requires a 2/3<sup>rd</sup> Majority Vote. The Finance Committee unanimously recommends approval of Article #4.

#### Article #5 Road and Sidewalk Construction, Design and Repair

Peter Underhill: I move that the Town vote to transfer from Free Cash the sum of \$500,000.00, for Road/Sidewalk Construction, Design, Repair, and Maintenance; Joyce Boiardi seconded. The Finance Committee unanimously recommends approval of Article #5.

#### Article #6 Vactor Truck Borrowing Authorization

Jon Loer: I move that the Town vote to borrow under the provisions of M.G.L. Chapter 44 or any other enabling authority, the sum of \$573,559 for the purchase of a Vactor Truck for the Department of Public Works. This Article requires a 2/3<sup>rd</sup> Majority Vote; Sara Reyes seconded. The equipment will assist with catch basin, culvert, drainage cleaning, sewage blockages, expedite water main breaks and maintain Cultec Systems. The cost will be split as follows:

▪ Stormwater Enterprise Borrowing 75%	\$430,169.71
▪ Water Enterprise Borrowing 8.33%	\$ 47,796.63
▪ Sewer Enterprise Borrowing 8.33%	\$ 47,796.63
▪ General Fund Borrowing 8.33%	\$ 47,796.63

Jim McKay provided the impact of this article and outlined the impact on Stormwater Rates; the Stormwater Operating Budget already has funds in the Short-Term Borrowing Line Item. Craig Schultze suggested the information provided to Town Meeting be a range of the impact and does not necessarily have to be outlined in a handout. The Finance Committee recommends approval of Article #6.

#### Article #7 Bus Lease Borrowing Authorization

Sara Reyes: I move that the Town vote to borrow under the provisions of M.G.L. Chapter 44 or any other enabling authority, the sum of \$136,100.00 for the lease/purchase of one Bus for the Millis Schools; Joyce Boiardi seconded. This Article authorizes the town to borrow the sum of \$136,100.00 for the lease/ purchase of 1 new replacement school bus for the Millis Public Schools. Authorization to enter into the related lease to purchase agreement was previously approved at the May 3, 2023 Millis Town Meeting. This Article requires a 2/3<sup>rd</sup> Majority Vote. The Finance Committee recommends approval of Article #7.

#### Article #8 OPEB (Other Post Employment Benefits) Actuarial Study

Cathy MacInnes: I move that the Town vote to transfer from Free Cash the sum of \$7,800.00 for an OPEB/Actuarial Study; Joyce Boiardi seconded. The Study is required, and the Finance Committee unanimously recommends approval of Article #8.

#### Article #9 Special Education Fund

Joyce Boiardi: I move that the Town vote to transfer from Free Cash the sum of \$320,784.00 to the Special Education Stabilization Fund; Sara Reyes seconded. The amount is based on 2% of Required Net School Spending. Use of the funds will require approval by both the School Committee and the Select Board. The Finance Committee unanimously recommends approval of Article #9.

#### Article #10 Chapter 41 Section 111F Injury Leave Indemnity Fund

Jen Zarutskie: I move that the Town vote to transfer from Free Cash the sum of \$300,000.00 to the MGL Chapter 41, Section 111F Injury Leave Indemnity Fund; Cathy MacInnes seconded. This is a legally required Operating Fund to cover the medical expenses for Town Police and Firefighters injured on the job. The November 2021 Fall Town Meeting voted to establish the fund. The November 2022 Fall Town Meeting voted to transfer \$300,000.00 from Free Cash for the Fund. The current balance in the fund is \$134,189.56. There are currently three Town employees injured and their return-to-work date has not yet been set. Based on the three employees currently on leave, their annual base pay would be approximately \$273,000.00. The Finance Committee unanimously recommends approval of Article #10.

#### Article #11 OPEB Trust Fund

Jodie Garzon: I move that the Town vote to transfer from Free Cash the sum of \$50,000.00 to the OPEB Trust Fund Account; Joyce Boiardi seconded. The fund has \$259,956.00 and the Town is covering claims from the General Fund. The estimated cost to fund future claims is \$50M. The Finance Committee unanimously recommends approval of Article #11.

#### Article #12 Stabilization Fund

Jodie Garzon: I move that the Town vote to transfer from Free Cash the sum of \$700,000.00 to the Stabilization Fund; Cathy MacInnes seconded. The Town has adopted a policy to maintain 5% of its General Fund Operating Budget for unforeseen emergencies. The Finance Committee unanimously recommends approval of Article #12.

#### Close Pre-Town Meeting/Public Hearing:

Pete Berube made a motion to close the Pre-Town Meeting/Public Hearing at 7:46 PM; Jodie Garzon seconded the motion.

#### Review Town Meeting Procedures:

The committee will meet briefly before Town Meeting at the Middle/High School in Room #104 at 7:00 PM. Jim McCaffrey asked the members to speak into the microphones to ensure Town Meeting participants can hear the recommendations and reasoning behind them.

Craig Schultze made a motion to adjourn the Select Board Meeting at 7:52 PM; Ellen Rosenfeld seconded. Vote: 3/0 motion carries unanimously.

#### Board and Committee Liaison Updates:

No updates were made.

#### Bills Payable:

Jodie Garzon made a motion to recommend approval of payment in the amount of \$130.00 to the Association of Town Finance Committees (ATFC) for two members to attend the Annual ATFC Meeting; Joyce Boiardi seconded. Vote: 8/0. Motion carries unanimously.

Jodie Garzon made a motion to recommend approval of payment in the amount of \$4,758.00 to Our Town Publishing for printing the November 2023 Finance Committee Report; Joyce Boiardi seconded. Vote: 8/0. Motion carries unanimously.

#### Finance Committee Meeting Minutes Approval:

Jodie Garzon made a motion to approve the October 18, 2023 Finance Committee Meeting Minutes as written; Joyce Boiardi seconded. Vote: 8/0 motion carries unanimously.

#### Adjourn Meeting:

Jodie Garzon made a motion to adjourn the Finance Committee Meeting at 7:55 PM; Jen Zarutskie seconded. Vote: 8/0 motion carries unanimously.

Respectfully submitted,  
Deirdre Gilmore