

FINANCE COMMITTEE REPORT

FISCAL PERIOD JULY 1, 2018 THROUGH JUNE 30, 2019 ANNUAL SPRING TOWN MEETING
CONTAINING THE RECOMMENDATIONS OF THE FINANCE COMMITTEE

PLEASE BRING THIS REPORT WITH YOU TO THE ANNUAL SPRING TOWN MEETING



ANNUAL SPRING TOWN MEETING – MONDAY, MAY 13, 2019 AT 7:30 PM
MIDDLE/HIGH SCHOOL AUDITORIUM

PRE-TOWN MEETING – WEDNESDAY, MAY 1, 2019 AT 7:30 PM
VETERANS MEMORIAL BUILDING – ROOM #229

Annual Spring Town Meeting – May 13, 2019 Finance Committee Report

The Town of Millis gathers twice a year to vote on the spending of town funds, authorizing the borrowing of funds for town projects and the changing of local zoning, bylaw and charter changes. Generally, the Spring Town Meeting is where we pass the town's annual budget and the Fall Town Meeting is where we address any funding or other issues that arise between the Spring Town meetings. Most major appropriations and capital expenditures are deferred until the Town Meeting in the Spring.

The Finance Committee is appointed by the Moderator to study and make recommendations on all Warrant Articles presented by the Board of Selectmen. Neither the Finance Committee nor the Board of Selectmen has any authority to spend funds or make zoning, bylaw or charter changes on their own. These responsibilities rest solely with Town Meeting, so it is important that everyone who cares about how the town is run attend and vote at Town Meeting. This year we have 25 Warrant Articles to consider.

FY20 Budget:

The proposed FY20 budget is \$34,709,679, which is about \$4 million (12%) more than last year's budget. Over \$2.3 million of the increased budget is for debt service, almost double what was in last year's budget, which is to be expected as we start paying for the new Clyde Brown School construction. The majority of the remaining increases are:

- about 5% for General Government costs, which includes the addition of a part-time Economic Director position
- about 4.4% increased benefits costs for town employees
- about 5% increased costs for public safety employees due to collective bargaining agreements
- about 4.5% increased costs for salaries and expenses for our Millis schools
- almost 31% higher Tri-County School assessments, over which the town has limited control
- more than 10% higher costs for Public Works, primarily due to increased DPW expenses from the increase in asphalt prices

It is worth noting that the town's revenues for 2020 are projected to increase by over 12%. The biggest revenue increases to the Town are from the increase in taxes due to the debt exclusions on the Police and Fire Buildings as well as the new Clyde Brown School. However, revenues from permit fees are also growing due to new construction in town and we are seeing increased billing rates from our ambulance service at its new higher level of service.

Significant Articles:

All articles are important, but there are a few that we'd like to highlight:

Article 13 - New DPW Garage: Included in the articles for consideration is the approval for the funding for a new DPW garage. The current facility, constructed in the 1970s, has been deemed deficient in many ways by the town and our insurer. New safety regulations went into effect in February 2019 for all municipalities, which has highlighted further problems with our current facility. The DPW commissioned an architectural study in 2018 to determine the best course of action to remedy the safety and structural deficiencies in building. What the study recommended is renovations to the existing garage structure and the construction of a new staff wing, maintenance bay, and wash bay attached to or near the existing structure. The estimated costs for this project have been determined to be about \$3.9 million. As of the writing of this report, the Finance Committee is waiting on further information about the project, and will make its recommendation concerning this article at Town Meeting.

As the working conditions the current space have deteriorated, Article 14 is also included for your consideration, which would pay for temporary structures on the site to house employees while a more permanent solution for the DPW facilities is approved. The Finance Committee is recommending approval of this article to ensure safer working conditions for our town employees at the facility.

Capital Expenses: Over the past couple of years, the Board of Selectmen in coordination with the Town Administrator and the Finance Department have been working hard to get Millis on track to better report town finances and challenges in a way that every town meeting member can understand. Our Capital Planning Committee has completed the first part of a very long process to properly account for all of the capital needs for each department in the town and has presented its recommendations which are included in their report attached in this package. For this town meeting, we have article 12 which aggregates several capital items into one article for our most pressing capital needs at this time, totaling \$329,050, as recommended by the Capital Planning Committee and put forward by the Board of Selectmen. This list includes a new DPW dump truck, feasibility studies for a new Council on Aging facility and possible uses for the Lansing Millis building, replacing the shades at the Veteran's Memorial Building, IT upgrades, turnout gear for our firefighters, and replacing Middle School/High School lockers.

Because the commercial and industrial tax base is small, paying for town services and equipment falls mostly to the tax paying residents. The cost of these services is not insignificant, and without growing our population base and encouraging commercial development, the tax burden to every household will only continue to increase. Every few years, there are many new programs and costs that have been legislated and that must now be managed but are not otherwise funded. And most of these programs are unfunded or underfunded mandates such as providing special education services to our students, funding comprehensive stormwater management, adequately funding our town employee retirement benefits, and more frequently replacing equipment for our first responders so that they are safe as they work to protect all of us in town.

Beyond these extraordinary items, we have the typical expenditures: unpaid bills, the annual audit, approving the leases for new police vehicles, school computers and busses, authorizing revolving funds, and authorizing a Zoning Bylaw change which will bring the DPW facility into zoning compliance.

Millis is a beautiful small town with a rich history. We've seen a lot of changes to our town in the past few years, and the new elementary school and other large developments will no doubt bring other changes. However, what remains is that we love our town and we, the people of Millis, are in control of the town's governance and budgets. As a town meeting body, we must all consider every article presented and collectively make the best choices for our town as we move forward together.

Thank you for your consideration of these articles and please join us at Town Meeting to make your voices heard on these important matters.

Respectfully Submitted,

Jodie Garzon, Chair

Joyce Boiardi

Peter Jurmain

Peter Berube, Vice Chair

Jim Borgman

Shawn Powers

Doug Riley, Clerk

Jim Bullion

Craig Schultze

Article 1: Unpaid Bills

This is an annual article to fund bills incurred in previous fiscal years. The bills for this Town Meeting total \$2,138.10.

The Finance Committee recommends approval of this Article.

Article 2: FY19 Additional Wages and Expenses

This article will fund additional expenses related to the current fiscal year(FY19). At this time, there are three items totaling \$291,400.00 that need to be funded.

The Finance Committee recommends approval of this Article.

Article 3: SEIU 888, MassCOP, Dispatch Assoc., and AFSCME Council 93 Local 3901 Contract Ratifications

This article will fund the estimated first year costs of \$85,000.00 contained in these contracts.

The Finance Committee will recommend this Article at Town Meeting.

Article 4: FY20 Operating Budget

This article appropriates the funding for the Operating Budget, \$34,709,679.00 for the Town of Millis for Fiscal Year 2020 (FY20).

The Finance Committee recommends approval of this Article.

Article 5: Sewer Enterprise Fund

The Sewer Enterprise Fund is funded through fees for the use of the service. This is an annual article that re-authorizes the funding of the Millis Sewer Department for personnel, operating expenses and debt service for FY20.

The Finance Committee recommends approval of this Article.

Article 6: Water Enterprise Fund

The Water Enterprise Fund is funded through fees for the use of the service. This is an annual article that re-authorizes the funding of the Millis Water Department for personnel, operating expenses and debt service for FY20.

The Finance Committee recommends approval of this Article.

Article 7: Stormwater Enterprise Fund

This is the Enterprise Fund for Stormwater, our newest enterprise fund approved in November 2017.

This is an annual article that re-authorizes the funding of the Millis Stormwater Department for personnel, operating expenses and debt service for FY20.

The Finance Committee recommends approval of this Article.

Article 8: Amendments to the Personnel Plan

This article amends the Personnel Plan. This includes a 2.5% increase for the entire plan, with a limited number of exceptions. These exceptions include an increase for the COA Director greater than the 2.5% and positions paid the State Minimum Wage.

The Finance Committee recommends approval of this Article.

Article 9: Independent Audit

This article appropriates the necessary funds required for an independent audit of all accounts of all departments of the Town

The Finance Committee recommends approval of this Article.

Article 10: Board of Health Appointing Authority

This article grants the Board of Health authority to appoint any of its members to another town office or position for which it has authority.

The Finance Committee recommends approval of this Article.

Article 11: Revolving Funds Spending Limits

Massachusetts General Law Chapter 44, Section 53E1/2 authorizes towns to use Revolving Funds that have their own sources of revenue to be accounted for separately from other town monies. These Funds may spend their revenues without additional appropriation up to the limits authorized by the town. If a Fund is terminated, any remaining balance in the Fund will revert to general revenue. This year the Board of Selectmen recommended terminating the Stormwater Management Fund as the new Stormwater Enterprise Fund superseded it and terminating the Continuing Education Fund as it has been dormant for 10 years. At the 2018 Fall Town Meeting the Recreation Fund cap was increased to \$200,000 from \$60,000. If approved, these changes will be reflected in the town bylaws.

The Finance Committee recommends approval of this Article.

Article 12: Capital Items

This article funds eight capital improvement items and projects via transfer of \$329,050 from available funds. The eight projects are:

Facilities Audit Sr. Center Feasibility Study: \$35,000.00	IS/IT/MUNIS Upgrades: \$30,000.00
Senior Center Facility Improvements: \$3,000.00	Turnout Gear: \$23,680.00
Facilities Audit Lansing Millis Building Feasibility Study: \$30,000.00	Six Wheel Dump Truck with Sander/Plow: \$173,370.00
Veterans Memorial Building Window Shades: \$14,000.00	Middle/High School Locker Replacement: \$20,000.00

Each of the eight projects were vetted by the Capital Planning Committee. The Board of Selectmen reviewed and approved these projects.

The Finance Committee recommends approval of this Article.

Article 13: DPW Project

This Article would appropriate \$3.9 million for the construction of modular pre-fabricated building to provide space for DPW employees, a building housing a regulatory compliant wash bay for cleaning vehicles and a mechanic's bay for maintenance, and renovation of the existing metal garage for increased vehicle and equipment storage space. The existing facility has outlived its usefulness. Moisture and ventilation issues create hazardous conditions for employees and in its current configuration the DPW is unable to comply with new environmental regulations.

The Finance Committee will recommend this Article at Town Meeting.

Article 14: DPW Temporary Offices

This Article authorizes the town to contract with an approved vendor for the lease of three mobile trailers to be used by DPW employees, and administrative staff, as well as school transportation personnel. The trailers would provide an appropriate environmentally controlled space housing a lunch/breakroom, lockers, men's and women's restrooms, and office space.

The Finance Committee recommends approval of this Article.

Article 15: Community Preservation Fund

This article will allocate available Community Preservation Act funds between the three areas (10% each), Administration (5%) and approved existing projects. This is an annual, recurring article.

The Finance Committee recommends approval of this Article.

Article 16: Community Preservation Historic Resource Reserve Fund

This will authorize the use of CPA funds to be used to complete Niagara Hall.

The Finance Committee recommends approval of this Article.

Article 17: Board of Assessors FY20 Personal Property Interim Year Inspections

This article will appropriate funds to allow an inspection of certain Personal Property to make sure taxes are assessed on the proper value of the property.

The Finance Committee recommends approval of this Article.

Article 18: School Bus Lease Payment

This article appropriates funds for payment in the amount of \$89,999.00 for the lease of six school buses. Though the lease obligation was previously approved by the Town, funds for the lease must be appropriated annually by the Town.

The Finance Committee recommends approval of this Article.

Article 19: Computer Lease Payment

This article appropriates funds for payment in the amount of \$69,900.00 for the lease of computers for both school students and staff. Though the lease obligation was previously approved by the Town, funds for the lease must be appropriated annually by the Town.

The Finance Committee recommends approval of this Article.

Article 20: Police Cruiser Lease Payment

This article appropriates funds for payment in the amount of \$65,172.96 for the lease of five police cruisers. Though the lease obligation was previously approved by the Town, funds for the lease must be appropriated annually by the Town.

The Finance Committee recommends approval of this Article.

Article 21: Medicare/Medicaid Reimbursement Services

This article appropriates funds in the amount of \$5,000.00 for Medicare & Medicaid reimbursement services.

The Finance Committee recommends approval of this Article.

Article 22: Unemployment Insurance Fund

This article will fund the town's unemployment insurance fund. The town sets aside funds every few years from which to pay any unemployment insurance claims that arise from former town employees. This fund hasn't been replenished in a few years and is currently at a deficit of approximately \$95,000.00. This article will replenish the fund and should provide enough to cover any FY20 claims.

The Finance Committee recommends approval of this Article.

Article 23: Other Post-Employment Benefits (OPEB) fund

This article would add funds to the Other Post-Employment Benefits Funds. Currently the town is covering claims as needed out of the general operating budget but should be setting aside additional funds for future OPEB obligations.

The Finance Committee recommends dismissal of this Article due to lack of funds at this time.

Article 24: Stabilization Fund

The Town of Millis has adopted a policy to maintain a stabilization fund equal to 5% of its annual General Fund Budget Expenditures to be used for unforeseen and emergency purposes. Currently the fund is above 5%, and therefore

The Finance Committee recommends dismissal of this Article.

Article 25: Municipal Overlay District

This Article establishes an overlay district covering the land parcels where the DPW and Transfer Station are currently located, as well as some adjoining parcels. The area is currently zoned Residential and the existing town facilities were grandfathered as pre-existing non-conforming when the parcels became zoned residential. The overlay district would apply only to municipal buildings, facilities and town-owned land, which would provide greater flexibility to the town for the use of such properties, including allowing new construction or renovation of existing infrastructure on those parcels, as needed.

The Finance Committee recommends approval of this Article.

FY20 Budget Department BOS

Department Breakdown	FY19 FINAL	FY20		FY20 TA Proposed BUDGET	%
		DEPT REQUESTS	FY20 Requests		
GENERAL GOVERNMENT					
SELECTMENT/ITA					
SALARIES	\$244,878.00	\$255,480.95	\$291,080.95	\$35,600.00	
EXPENSES	\$73,915.00	\$73,615.00	\$67,115.00	(\$6,500.00)	
TOTAL	\$318,793.00	\$329,095.95	\$358,195.95 x	\$29,100.00 x	8.84%
FINANCE DIR/ACCOUNTANT					
SALARIES	\$213,496.58	\$230,994.61	\$250,001.77	\$19,007.16	
EXPENSES	\$6,138.00	\$6,538.00	\$6,538.00	\$0.00	
TOTAL	\$219,634.58	\$237,532.61	\$256,539.77 x	\$19,007.16 x	8.00%
ASSESSORS					
SALARIES	\$130,543.00	\$128,587.90	\$127,937.90	(\$650.00)	
EXPENSES	\$6,596.00	\$7,016.00	\$7,016.00	\$0.00	
TOTAL	\$137,139.00	\$135,603.90	\$134,953.90 x	(\$650.00) x	-0.48%
TREASURER/COLLECTOR					
SALARIES	\$210,311.20	\$208,487.36	\$208,487.36	\$0.00	
EXPENSES	\$27,685.00	\$31,075.00	\$31,075.00	\$0.00	
TOTAL	\$237,996.20	\$239,562.36	\$239,562.36 x	\$0.00 x	0.00%
IT ADMINISTRATION					
SALARIES	\$16,415.00	\$16,415.00	\$0.00	(\$16,415.00)	
EXPENSES	\$130,620.64	\$134,422.86	\$150,837.86	\$16,415.00	
TOTAL	\$147,035.64	\$150,837.86	\$150,837.86 x	\$0.00 x	0.00%
TOWN COUNSEL					
EXPENSES	\$90,000.00	\$90,000.00	\$90,000.00	\$0.00	
TOTAL	\$90,000.00	\$90,000.00	\$90,000.00	\$0.00	0.00%
TOWN CLERK					
SALARIES	\$82,813.62	\$90,924.00	\$90,924.00	\$0.00	
EXPENSES	\$5,775.00	\$6,850.00	\$6,850.00	\$0.00	
TOTAL	\$88,588.62	\$97,774.00	\$97,774.00 x	\$0.00 x	0.00%

FY20 Budget Department BOS

Department Breakdown	FY19 FINAL	FY20		FY20 TA Proposed BUDGET	%
		DEPT REQUESTS	FY20 REQUESTS		
REGISTRARS					
SALARIES	\$1,163.00	\$1,226.00	\$1,226.00	\$0.00	
EXPENSES	\$3,900.00	\$3,900.00	\$3,900.00	\$0.00	
TOTAL	\$5,063.00	\$5,126.00	\$5,126.00 x	\$0.00 x	0.00%
ELECTIONS					
SALARIES	\$19,121.00	\$20,125.00	\$20,125.00	\$0.00	
EXPENSES	\$9,630.00	\$11,980.00	\$11,980.00	\$0.00	
TOTAL	\$28,751.00	\$32,105.00	\$32,105.00 x	\$0.00 x	0.00%
PLANNING BOARD					
SALARIES	\$18,561.40	\$21,216.60	\$21,216.60	\$0.00	
EXPENSES	\$9,425.00	\$9,425.00	\$9,425.00	\$0.00	
TOTAL	\$27,986.40	\$30,641.60	\$30,641.60 x	\$0.00 x	0.00%
CONSERVATION					
SALARIES	\$13,401.00	\$16,007.00	\$16,007.00	\$0.00	
EXPENSES	\$4,777.00	\$4,777.00	\$4,777.00	\$0.00	
TOTAL	\$18,178.00	\$20,784.00	\$20,784.00 x	\$0.00 x	0.00%
ZONING BOARD					
SALARIES	\$4,612.00	\$4,612.00	\$4,612.00	\$0.00	
EXPENSES	\$1,800.00	\$1,800.00	\$1,800.00	\$0.00	
TOTAL	\$6,412.00	\$6,412.00	\$6,412.00 x	\$0.00 x	0.00%
TOWN BUILDINGS					
SALARIES	\$93,193.00	\$96,113.00	\$95,463.00	(\$650.00)	
EXPENSES	\$205,375.56	\$220,214.00	\$213,944.00	(\$6,270.00)	
TOTAL	\$298,568.56	\$316,327.00	\$309,407.00 x	(\$6,920.00) x	-2.19%

FY20 Budget Department BOS

Department Breakdown	FY19 FINAL	FY20		FY20 Proposed BUDGET	% Variance
		DEPT REQUESTS	TA Proposed BUDGET		
FINANCE COMMITTEE					
SALARIES	\$5,200.00	\$5,200.00	\$5,200.00	\$0.00	
EXPENSES	\$15,936.00	\$16,550.00	\$16,550.00	\$0.00	
TOTAL	\$21,136.00	\$21,750.00	\$21,750.00 x	\$0.00 x	0.00%
RESERVE FUND					
EXPENSES	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	
TOTAL	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	0.00%
GENERAL INSURANCE					
EXPENSES	\$442,450.00	\$475,000.00	\$475,000.00	\$0.00	
TOTAL	\$442,450.00	\$475,000.00	\$475,000.00	\$0.00	0.00%
EMPLOYEE BENEFITS					
EXPENSES	\$4,925,058.10	\$5,167,293.28	\$5,141,579.71	(\$25,713.57)	-0.50%
TOTAL	\$4,925,058.10	\$5,167,293.28	\$5,141,579.71	(\$25,713.57)	-0.50%
LINE 1 - GENERAL GOVT	\$7,062,790.10	\$7,405,845.56	\$7,420,669.15	\$14,823.59	0.20%
PUBLIC SAFETY					
POLICE DEPARTMENT					
SALARIES	\$1,752,231.86	\$1,903,804.43	\$1,822,524.43	(\$81,280.00)	
EXPENSES	\$242,143.44	\$247,338.54	\$242,338.54	(\$5,000.00)	
TOTAL	\$1,994,375.30	\$2,151,142.97	\$2,064,862.97	(\$86,280.00)	-4.01%
FIRE/RESCUE DEPARTMENT					
SALARIES	\$1,269,854.76	\$1,448,176.65	\$1,394,228.65	(\$53,948.00)	
EXPENSES	\$170,567.00	\$188,000.00	\$188,000.00	\$0.00	
TOTAL	\$1,440,421.76	\$1,636,176.65	\$1,582,228.65	(\$53,948.00)	-3.30%

FY20 Budget Department BOS

Department Breakdown	FY19 FINAL	FY20		FY20 TA Proposed BUDGET	%
		DEPT REQUESTS	FY20 Requests		
DISPATCH					
SALARIES	\$255,757.50	\$259,763.48	\$259,763.48	\$0.00	
EXPENSES	\$9,000.00	\$27,900.00	\$9,000.00	(\$18,900.00)	-6.57%
TOTAL	\$264,757.50	\$287,663.48	\$268,763.48	(\$18,900.00)	
BUILDING DEPT.					
SALARIES	\$207,739.00	\$202,319.50	\$197,319.50	(\$5,000.00)	
EXPENSES	\$8,775.00	\$8,775.00	\$8,775.00	\$0.00	
TOTAL	\$216,514.00	\$211,094.50	\$206,094.50	(\$5,000.00)	-2.37%
SEALER W&M					
SALARIES	\$3,183.00	\$3,183.00	\$3,183.00	\$0.00	
EXPENSES	\$150.00	\$150.00	\$150.00	\$0.00	
TOTAL	\$3,333.00	\$3,333.00	\$3,333.00	\$0.00	0.00%
EMERG MGMT COMM					
SALARIES	\$737.00	\$759.00	\$759.00	\$0.00	
EXPENSES	\$1,619.00	\$1,667.00	\$1,667.00	\$0.00	
TOTAL	\$2,356.00	\$2,426.00	\$2,426.00	\$0.00	0.00%
ANIMAL CONTROL					
SALARIES	\$78,166.00	\$78,615.20	\$78,615.20	\$0.00	
EXPENSES	\$11,300.00	\$11,300.00	\$11,300.00	\$0.00	
TOTAL	\$89,466.00	\$89,915.20	\$89,915.20	\$0.00	0.00%
LINE 2 - PUBLIC SAFETY	\$4,011,223.56	\$4,381,751.80	\$4,217,623.80	(\$164,128.00)	-3.75%

FY20 Budget Department BOS

Department Breakdown		FY19 FINAL	FY20 DEPT REQUESTS	FY20 TA Proposed BUDGET	FY20 TA vs FY20 Requests Variance	% Variance
EDUCATION						
MILLIS SCHOOLS						
SALARIES	\$12,608,955.40	\$13,061,307.40	\$13,061,307.40	\$13,061,307.40	\$0.00	
EXPENSES	\$2,569,287.00	\$2,795,356.98	\$2,795,356.98	\$2,795,356.98	\$0.00	
TOTAL	\$15,178,242.40	\$15,856,664.38	\$15,856,664.38	\$15,856,664.38	\$0.00	0.00%
LINE 3 - MILLIS SCHOOLS						
TRICOUNTY SCHOOL						
EXPENSES	\$618,089.00	\$807,957.00	\$807,957.00	\$807,957.00	\$0.00	
TOTAL	\$618,089.00	\$807,957.00	\$807,957.00	\$807,957.00	\$0.00	0.00%
LINE 4 - TRI-COUNTY						
PUBLIC WORKS						
DPW HIGHWAY						
SALARIES	\$220,040.56	\$271,211.79	\$271,211.79	\$239,358.95	(\$31,852.84)	
EXPENSES	\$335,579.00	\$445,695.00	\$445,695.00	\$415,695.00	(\$30,000.00)	
TOTAL	\$555,619.56	\$716,906.79	\$716,906.79	\$655,053.95	(\$61,852.84)	-8.63%
STREET LIGHTS						
EXPENSES	\$40,850.00	\$40,850.00	\$40,850.00	\$40,850.00	\$0.00	
TOTAL	\$40,850.00	\$40,850.00	\$40,850.00	\$40,850.00	\$0.00	0.00%
TRANSFER STATION						
SALARIES	\$29,581.44	\$26,181.37	\$26,181.37	\$26,181.37	\$0.00	
EXPENSES	\$75,662.00	\$75,662.00	\$75,662.00	\$75,662.00	\$0.00	
TOTAL	\$105,243.44	\$101,843.37	\$101,843.37	\$101,843.37	\$0.00	0.00%

FY20 Budget Department BOS

Department Breakdown	FY19	FY20		FY20	%
	FINAL	DEPT REQUESTS	TA Proposed BUDGET		
SNOW & ICE					
SALARIES	\$48,000.00	\$48,000.00	\$48,000.00	\$0.00	
EXPENSES	\$170,727.00	\$170,727.00	\$170,727.00	\$0.00	
TOTAL	\$218,727.00	\$218,727.00	\$218,727.00	\$0.00	0.00%
LINE 5 PUBLIC WORKS	\$920,440.00	\$1,078,327.16	\$1,016,474.32	(\$61,852.84)	-5.74%
HEALTH & HUMAN SERVICES					
BOARD OF HEALTH					
SALARIES	\$131,108.16	\$126,610.00	\$126,610.00	\$0.00	
EXPENSES	\$7,215.00	\$7,215.00	\$7,215.00	\$0.00	
TOTAL	\$138,323.16	\$133,825.00	\$133,825.00	\$0.00	0.00%
COUNCIL ON AGING					
SALARIES	\$114,818.87	\$113,831.19	\$113,831.19	\$0.00	
EXPENSES	\$8,434.00	\$8,434.00	\$8,434.00	\$0.00	
TOTAL	\$123,252.87	\$122,265.19	\$122,265.19	\$0.00	0.00%
VETERANS					
SALARIES	\$10,930.00	\$11,195.00	\$11,195.00	\$0.00	
EXPENSES	\$34,350.00	\$38,700.00	\$38,700.00	\$0.00	
TOTAL	\$45,280.00	\$49,895.00	\$49,895.00	\$0.00	
LINE 6 HLTH/HUMN SERV	\$306,856.03	\$305,985.19	\$305,985.19	\$0.00	0.00%

FY20 Budget Department BOS

<i>Department Breakdown</i>	FY19 FINAL	FY20 DEPT REQUESTS	TA Proposed BUDGET	FY20 BUDGET	FY20 TA vs FY20 Requests Variance	% Variance
CULTURE & RECREATION						
MEMORIAL DAY						
EXPENSES	\$1,828.00	\$1,828.00		\$1,828.00	\$0.00	
TOTAL	\$1,828.00	\$1,828.00		\$1,828.00	\$0.00	0.00%
LEGIION						
EXPENSES	\$4,053.00	\$4,053.00		\$4,053.00	\$0.00	
TOTAL	\$4,053.00	\$4,053.00		\$4,053.00	\$0.00	0.00%
LIBRARY						
SALARIES	\$257,179.82	\$261,517.00		\$269,400.58	\$7,883.57	
EXPENSES	\$136,104.00	\$146,111.00		\$146,111.00	\$0.00	
TOTAL	\$393,283.82	\$407,628.00		\$415,511.58	\$7,883.57	1.93%
RECREATION						
SALARIES	\$31,267.00	\$64,343.24		\$31,868.17	(\$32,475.07)	
EXPENSES					\$0.00	
TOTAL	\$31,267.00	\$64,343.24		\$31,868.17	(\$32,475.07)	-50.47%
HISTORICAL						
EXPENSES	\$6,493.00	\$6,493.00		\$6,493.00	\$0.00	
TOTAL	\$6,493.00	\$6,493.00		\$6,493.00	\$0.00	0.00%
OAK GROVE FARM COMM						
EXPENSES	\$1,636.00	\$5,636.00		\$5,636.00	\$0.00	
TOTAL	\$1,636.00	\$5,636.00		\$5,636.00	\$0.00	0.00%
LINE 7 CULTURE & RECREATION	\$438,560.82	\$489,981.24		\$465,389.75	(\$24,591.50)	-5.02%

FY20 Budget Department BOS

Department Breakdown	FY19 FINAL	FY20		FY20 TA Proposed BUDGET	% Variance
		DEPT REQUESTS	FY20 Requests		
DEBT SERVICE					
PRINCIPAL	\$1,277,674.50	\$2,192,804.00	\$2,192,804.00	\$0.00	
INTEREST	\$1,084,552.57	\$2,426,111.42	\$2,426,111.42	\$0.00	0.00%
TOTAL	\$2,362,227.07	\$4,618,915.42	\$4,618,915.42	\$0.00	0.00%
LINE 8 DEBT SERVICE	\$2,362,227.07	\$4,618,915.42	\$4,618,915.42	\$0.00	0.00%
TOTAL BUDGET	\$30,898,428.98	\$34,945,427.74	\$34,709,679.00	(\$235,748.74)	-0.67%
TOTAL BUDGET	\$30,898,428.98	\$34,945,427.74	\$34,709,679.00	(\$235,748.74)	-0.67%
DISCRETIONARY	\$22,550,604.81	\$23,876,262.05	\$23,666,226.88	(\$210,035.17)	-0.88%
NON-DISCRETIONARY**	\$8,347,824.17	\$11,069,165.70	\$11,043,452.13	(\$25,713.57)	-0.23%
** General Insurance	\$30,898,428.98	\$34,945,427.74	\$34,709,679.00	(\$235,748.74)	-0.67%
Benefits	\$31,444,440.86	\$35,347,910.74	\$35,112,162.00	(\$210,035.17)	-0.59%
Tri-County	\$31,444,440.86	\$35,171,110.00	\$35,112,162.00	\$365,304.14	
Debt	\$0.00	-\$176,800.74	\$0.00	\$382,060.14	
				(\$592,095.32)	
				(\$592,095.31)	
	\$32,350,211.86	\$36,323,302.00	\$36,349,354.00		
	-\$344,176.00	-\$589,670.00	-\$589,670.00		
	-\$456,595.00	-\$457,522.00	-\$457,522.00		
	-\$105,000.00	-\$105,000.00	-\$105,000.00		
	\$31,444,440.86	\$35,171,110.00	\$35,112,162.00	(\$85,000.00)	
				\$35,112,162.00	

SEWER ENTERPRISE

Sewer Fund Revenue

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
Penalties/Interest	\$9,595	\$11,676	\$9,488	\$12,780	\$9,500	\$9,500	
Service Fee (Revenue Ser)	\$862,793	\$1,100,931	\$1,075,820	\$1,083,633	\$1,085,000	\$1,185,000	
Liens Added	\$66,502	\$45,484	\$46,611	\$40,489	\$47,000	\$25,000	
Entrance Fees	\$36,000	\$73,500	\$140,400	\$81,180	\$0	\$100,000	
Sewer Drain Layer L	\$600	\$4,300	\$550	\$650	\$0	\$1,000	
Miscellaneous Revenue			\$1,000	\$0	\$36,090	\$38,333	
Bank Account Interest	\$441	\$634	\$1,326	\$1,388	\$1,000	\$1,000	
Other Revenue-Interest							
Sewer Betterments			\$263,641	\$234,235	\$200,000	\$57,300	
Sewer Surplus							
Transfer From Sp/Re	\$282,997	\$275,788					
Total	\$1,258,928	\$1,512,313	\$1,538,835	\$1,454,354	\$1,378,590	\$1,417,133	\$0

SEWER DIVISION

Personnel Services

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
Salary Department Head		\$22,968	\$23,824	\$25,064	\$28,664	\$30,115	
Salaries Clerical	\$22,601	\$22,771	\$23,377	\$22,398	\$19,655	\$23,667	
Salaries Clerical Overtime	\$1,388	\$733	\$1,436	\$1,305	\$1,000	\$1,000	
Wages	\$174,266	\$140,791	\$137,118	\$158,982	\$173,042	\$164,148	
Wages Overtime	\$12,611	\$12,306	\$11,445	\$12,762	\$15,392	\$15,392	
Longevity	\$206	\$1,550	\$1,280	\$832	\$1,252	\$1,252	
Stipends	\$6,545	\$6,645	\$7,694	\$8,220	\$8,070	\$8,070	
Total	\$217,617	\$207,764	\$206,175	\$229,563	\$247,075	\$243,644	\$0

Expenses

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
Town Counsel					\$0	\$5,000	
Services Engineering	\$0	\$3,025	\$945	\$14,686	\$24,000	\$24,000	
Maintenance Contract	\$0	\$0	\$0	\$0	\$12,000	\$12,000	
Police Details	\$1,016	\$551	\$0	\$0	\$4,000	\$4,000	
Sewer Cleaning	\$490	\$0	\$0	\$0	\$10,175	\$10,175	
EQUIPMENT HIRED	\$3,592	\$0	\$0	\$3,000			
Supplies & Expenses	\$55,277	\$23,233	\$31,410	\$36,658	\$24,251	\$24,251	
Water/Sewer	\$0	\$0	\$584	\$612			

Sewer Enterprise 6000

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
Telephone	\$2,985	\$3,035	\$2,253	\$2,996	\$3,569	\$3,569	
Electricity	\$16,086	\$17,384	\$15,727	\$18,933	\$21,850	\$21,850	
Postage	\$121	\$1,867	\$1,873	\$1,948	\$2,000	\$2,000	
Clothing	\$2,193	\$1,920	\$2,120	\$2,349	\$3,075	\$3,075	
Equipment	\$0	\$0	\$0	\$6,999	\$3,741	\$3,741	
Equipment Repairs & Maintenan	\$5,954	\$27,193	\$9,002	\$1,608	\$13,620	\$13,620	
Diesel Fuel	\$0	\$0	\$4,028	\$0	\$2,000	\$2,000	
CRPCD O&M Costs	\$246,570	\$276,390	\$207,420	\$247,728	\$297,000	\$285,000	
CRPCD Assessment	\$104,090	\$190,480	\$250,560	\$228,279	\$251,620	\$240,000	
Sewer LTD Principal	\$235,000	\$235,000	\$230,000	\$244,000	\$195,000	\$253,290	
Sewer STD Principal	\$16,334	\$66,645	\$12,678	\$12,677	\$61,075		
Sewer LTD Interest	\$67,648	\$59,988	\$64,614	\$158	\$0	\$68,140	
Sewer STD Interest	\$163	\$4,229	\$190	\$67,465	\$0		
Miscellaneous Expenses	\$0	\$0	\$0	\$0			
Transfer to Capital	\$100,000	\$0	\$0	\$0			
Transfer to General Fund		\$157,568	\$165,447	\$173,719	\$197,539	\$202,778	
Total	\$857,519	\$1,068,509	\$998,851	\$1,063,816	\$1,131,516	\$1,173,489	\$0

Articles

Phase I Sewer Sys I	\$65,603						
Drain/Manhole Repair	\$14,984						
W/S Scada Software	\$0	\$11,272					
I/I Union St/Curve	\$66,272						
Water St Sewer Pump	\$34,070						
DPW Backhoe	\$26,687						
Unpaid Bills		\$1,350					
Sewer Improvement / O&M PLA		\$21,853	\$440				
Remove I/I		\$3,585	\$96,999	\$24,562			
Sewer Phase IV-B I/I				\$4,941			
DPW Vehicles & Equipment			\$13,367				
Sewer Expansion Study Bil			\$20,100				
Total	\$207,617	\$38,060	\$130,906	\$29,503	\$0	\$0	\$0

TOTAL BUDGET	\$1,282,753	\$1,314,332	\$1,335,932	\$1,322,882	\$1,378,591	\$1,417,133	\$0
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	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
WATER ENTERPRISE							
<i>Water Fund Revenue</i>							
Penalties/Interest	\$10,153	\$14,567	\$10,642	\$13,219	\$10,500	\$10,500	
Usage Charges	\$1	\$3					
Service Fee (Revenue Ser)	\$773,537	\$940,350	\$922,252	\$876,623	\$905,638	\$1,125,314	
Liens Added	\$66,631	\$53,336	\$50,120	\$43,923	\$50,000	\$50,000	
Paine Well	\$281,300	\$322,105	\$329,171	\$355,860	\$300,000	\$300,000	
Entrance Fees	\$29,300	\$52,800	\$57,200	\$74,590	\$54,450	\$75,000	
Meter On/Off Charge	\$140	\$350	\$1,025	\$812	\$500	\$1,000	
Water Cross Connect	\$6,800	\$6,850	\$6,500	\$7,375	\$6,500	\$7,500	
Water Drain Layer L	\$660	\$2,900	\$650	\$950	\$700	\$700	
Miscellaneous Final	\$4,408	\$5,940	\$6,120	\$5,265	\$0	\$0	
Miscellaneous Revenue	\$4,529	\$9,950	\$12,730	\$8,128	\$12,000	\$15,000	
Bank Account Interest	\$702	\$951	\$1,384	\$1,427	\$750	\$1,000	
Capital Assessment							
Water Surplus (Balance Budget)							
Water Surplus							
Total	\$1,178,161	\$1,410,102	\$1,397,794	\$1,388,171	\$1,341,038	\$1,586,014	\$0

						\$0	
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	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
WATER DIVISION							

<i>Personnel Services</i>							
Salary Department Head		\$39,236	\$40,699	\$42,817	\$48,967	\$51,446	
Salaries Clerical	\$28,820	\$29,013	\$29,583	\$29,715	\$26,409	\$30,410	
Salaries Clerical Overtime	\$1,804	\$1,168	\$2,918	\$1,996	\$3,000	\$3,000	
Wages	\$225,783	\$177,143	\$164,687	\$190,010	\$212,761	\$199,808	
DPW License Fee	\$1,305	\$1,305	\$5,770	\$7,665	\$0	\$0	
Wages Overtime	\$37,912	\$33,221	\$34,082	\$45,693	\$24,960	\$40,000	
Longevity	\$323	\$2,417	\$1,878	\$1,458	\$2,096	\$2,096	
Stipends	\$6,545	\$6,645	\$8,094	\$8,970	\$17,775	\$17,775	
Total	\$302,492	\$290,147	\$287,710	\$328,323	\$335,968	\$344,535	\$0

Expenses

Water Enterprise 6100

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
Testing Water	\$10,466	\$8,880	\$9,255	\$9,310	\$14,000	\$14,000	
Town Counsel				\$4,500	\$5,000		
Services Engineering	\$20,000	\$10,374	\$30,112	\$15,694	\$30,000	\$30,000	
Police Details	\$7,168	\$3,543	\$3,839	\$5,119	\$9,000	\$9,000	
Training	\$540	\$1,680	\$4,510	\$470	\$3,000	\$3,000	
Inspections	\$0	\$0	\$0	\$0	\$4,000	\$4,000	
Equipment Hired	\$52,232	\$37,173	\$20,620	\$28,785	\$33,000	\$33,000	
Supplies & Expenses	\$106,623	\$107,763	\$133,281	\$111,717	\$90,622	\$90,622	
Propane Gas	\$6,292	\$4,675	\$4,134	\$5,632	\$7,331	\$7,331	
Water/Sewer			\$584	\$612	\$0		
Telephone	\$5,312	\$4,613	\$3,960	\$5,036	\$6,462	\$6,462	
Electricity	\$91,877	\$95,472	\$93,728	\$106,764	\$106,551	\$106,551	
Postage	\$3,706	\$1,867	\$2,367	\$1,948	\$4,450	\$4,450	
Clothing	\$2,656	\$2,111	\$2,589	\$2,986	\$3,075	\$3,075	
Advertising	\$494	\$1,817	\$1,455	\$557	\$2,000	\$2,000	
Memberships	\$863	\$963	\$770	\$770	\$1,000	\$1,000	
Equipment	\$5,369	\$16,226	\$27,292	\$7,708	\$22,000	\$22,000	
Vehicle Supply/Repair	\$4,690	\$3,636	\$3,719	\$9,367	\$12,000	\$12,000	
Diesel Fuel	\$15,748	\$5,877	\$5,866	\$5,484	\$5,203	\$5,203	
Miscellaneous Expense	\$16,928	\$13,971	\$19,511	\$23,168	\$28,958	\$28,958	
Water LTD Principal	\$173,148	\$173,148	\$263,483	\$287,645	\$292,080	\$392,843	
Water STD Principal	\$47,800	\$47,033	\$8,500	\$50,000	\$0		
Water LTD Interest	\$69,859	\$63,570	\$85,690	\$91,581	\$83,902	\$186,132	
Water STD Interest	\$2,419	\$1,690	\$85	\$13,110	\$0	\$32,013	
Transfer to General		\$206,687	\$0		\$241,436	\$247,840	
Transfer to Capital	\$250,000				\$14,389		
Total	\$894,189	\$812,770	\$725,350	\$787,962	\$1,019,459	\$1,241,479	\$0

Articles

Reserve Fund							
Unpaid Bills of PRI		\$3,106	\$780				
Water Management Act Consultant							
W/S Scada Software		\$11,273					
DPW Backhoe	\$26,686						
Water System Valve Improvement							

Water Enterprise 6100

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
Well Building Improvement		\$9,980					
Hydrant Flushing	\$17,000	\$3,000					
DPW Vehicles & Equipment			\$13,367				
Dean Street Water M			\$14,387				
Pump 3 Well Roof Repair				\$10,707	\$0		
Pump 4 Well Roof Repair				\$9,393	\$0		
WALNUT STREET BOOSTER STATION				\$0	\$10,000		
Total	\$43,686	\$27,359	\$28,534	\$20,100	\$10,000	\$0	\$0
TOTAL BUDGET	\$1,240,367	\$1,130,276	\$1,041,593	\$1,136,386	\$1,365,427	\$1,586,014	\$0

STORMWATER ENTERPRISE

STORMWATER Fund Revenue

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
Penalties/Interest							
Service Fee (Revenue Ser)					\$600,000	\$600,000	
Liens Added						\$0	
Total					\$600,000	\$600,000	\$0

STORMWATER DIVISION

Personnel Services

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
Salary Department Head					\$21,498	\$22,586	
Salaries Clerical					\$7,317	\$7,317	
Salaries Clerical Overtime					\$0		
Wages					\$102,370	\$112,321	
Wages Overtime					\$0	\$25,000	
Longevity					\$864	\$1,000	
Stipends					\$0		
Total					\$132,049	\$168,224	\$0

Expenses

Town Counsel					\$0		
SERVICES ENGINEERING					\$74,000	\$74,000	
POLICE DETAILS					\$3,000	\$3,000	
TRAINING					\$4,000	\$4,000	
INSPECTIONS					\$23,000	\$23,000	
EQUIPMENT HIRED					\$24,080	\$24,080	
SUPPLIES & EXPENSES					\$500	\$500	
HEAT & FUEL					\$9,563	\$9,563	

Stormwater Enterprise 6300

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
POSTAGE					\$2,500	\$2,500	
UNIFORM/CLEANING					\$750	\$750	
PUBLIC ED & OUTREACH					\$12,000	\$12,000	
VEHICLE SUPPLY/REPAIR					\$25,000	\$25,000	
MISCELLANEOUS EXPENSE					\$4,298	\$4,298	
TRANSFER TO GENERAL FUND					\$129,272	\$132,266	
Total	\$0	\$0	\$0	\$0	\$311,963	\$314,957	\$0
STORM WATER MANAGEMENT					\$155,989	\$116,819	
Total	\$0	\$0	\$0	\$0	\$155,989	\$116,819	\$0
TOTAL BUDGET	\$0	\$0	\$0	\$0	\$600,000	\$600,000	\$0

Articles

MILLIS PERSONNEL PLAN SCHEDULES

FY2020

7/1/19 Effective Date

**SCHEDULE A
CLASSIFICATION PLAN
SALARIED-WEEKLY AND STIPENDS
GRADE POSITION**

	1	2	3	4	5	6	7	8	9	10
17 DIRECTOR OF PUBLIC WORKS	\$ 2,127.46	\$ 2,182.01	\$ 2,237.96	\$ 2,295.35	\$ 2,354.20	\$ 2,413.06	\$ 2,473.38	\$ 2,535.22	\$ 2,598.60	\$ 2,663.56
16 VACANT	\$ 1,718.62	\$ 1,756.09	\$ 1,795.54	\$ 1,836.01	\$ 1,877.95	\$ 1,920.40	\$ 1,963.35	\$ 2,006.81	\$ 2,051.76	\$ 2,099.71
15 VACANT	\$ 1,619.73	\$ 1,656.70	\$ 1,693.65	\$ 1,732.11	\$ 1,771.06	\$ 1,811.03	\$ 1,851.97	\$ 1,892.94	\$ 1,935.89	\$ 1,979.83
12 OPERATIONS SUPPORT MANAGER	\$ 1,323.05	\$ 1,353.03	\$ 1,382.49	\$ 1,414.96	\$ 1,448.43	\$ 1,478.39	\$ 1,511.85	\$ 1,546.32	\$ 1,580.27	\$ 1,615.73
11 UNFILLED	\$ 1,224.66	\$ 1,253.63	\$ 1,281.10	\$ 1,310.57	\$ 1,338.54	\$ 1,370.50	\$ 1,399.48	\$ 1,432.94	\$ 1,463.41	\$ 1,497.37
11A* COA DIRECTOR*	\$ 841.97	\$ 861.88	\$ 880.76	\$ 901.01	\$ 920.26	\$ 942.22	\$ 962.15	\$ 985.16	\$ 1,006.10	\$ 1,029.46
9C* PLUMBING&GAS INSPECTOR WIRING INSPECTOR	Stipend of \$6,396/year plus \$40 per inspection Stipend of \$4,931/year plus \$40 per inspection									
8A* DEP. BUILDING INSPECTOR DEP. PLUMB/GAS INSPECTOR DEP. WIRING INSPECTOR DEP. WIRING INSPECTOR 2	Stipend of \$12,792/year plus \$40 per inspection Stipend of \$1,184/year plus \$40 per inspection Stipend of \$1,184/year plus \$40 per inspection Stipend of \$3,075/year plus \$40 per inspection									
* = Part time										
HOURLY										
GRADE										
POSITION										
4 DISPATCHER/PART TIME	\$ 18.36	\$ 18.78	\$ 19.23	\$ 19.66	\$ 20.09	\$ 20.56	\$ 21.02	\$ 21.50	\$ 21.99	\$ 22.48
PUBLIC SAFETY										
GRADE										
POSITION										
PS9 DEPUTY FIRE CHIEF/EMT*	\$ 31.65	\$ 32.36	\$ 33.10	\$ 33.81	\$ 34.60	\$ 35.36	\$ 36.17	\$ 36.99	\$ 37.82	\$ 38.65
PS8 VACANT	\$ 1,490.00									
FF STIPEND/YEAR	\$ 29.32	\$ 29.97	\$ 30.63	\$ 31.33	\$ 32.03	\$ 32.75	\$ 33.48	\$ 34.24	\$ 35.01	\$ 35.79
PS6 FIRE CAPTAIN/EMT										
FF STIPEND/YEAR	\$ 26.12	\$ 26.71	\$ 27.30	\$ 27.91	\$ 28.53	\$ 29.18	\$ 29.83	\$ 30.51	\$ 31.18	\$ 31.89
PS4 FIRE LIEUTENANT/EMT	\$ 949.00									
FF STIPEND/YEAR	\$ 23.04	\$ 23.55	\$ 24.08	\$ 24.60	\$ 25.19	\$ 25.72	\$ 26.32	\$ 26.89	\$ 27.50	\$ 28.12
PS2 FIREFIGHTER/EMT	\$ 759.00									
FF STIPEND/YEAR	\$ 20.50	\$ 20.97	\$ 21.28	\$ 21.91	\$ 22.40	\$ 22.89	\$ 23.42	\$ 23.93	\$ 24.47	\$ 25.03
PS2 PERM. INTER. POLICE OFFICER LOCKUP KEEPER	\$ 567.00									
EMT STIPEND	\$ 19.90	\$ 20.34	\$ 20.66	\$ 21.27	\$ 21.75	\$ 22.23	\$ 22.73	\$ 23.24	\$ 23.75	\$ 24.30
SCHOOL TRAFFIC SUPERVISORS	\$ 17.94	\$ 18.84	\$ 20.32	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

MILLIS PERSONNEL PLAN SCHEDULES

FY2020

7/1/19 Effective Date

**SCHEDULE A
CLASSIFICATION PLAN
SALARIED-WEEKLY AND STIPENDS
GRADE POSITION**

APPOINTED SPECIALS

EMERG. MGMT DIR.	756	PER	YEAR	CLASS A MOTOR VEHICLE OPERATOR	\$ 1,064.82	PER	YEAR
EMERG. MGMT CLERICAL	756	PER	YEAR	DIR. VETERANS SERVICES	\$ 11,195	PER	YEAR
SEALER WEIGHTS MEASURE	3,263	PER	YEAR	ELECTION WORKER-CENSUS TAKER	STATE MIN. WAGE	PER	YEAR
PART TIME IT ADMINISTRATOR	45	PER	HOUR	ON-CALL LIBRARY ASSISTANT	\$ 14.79	ER	HOUR
ASST. DATA PROC. MANAGER	2,449	PER	YEAR	RESERVE POLICE DETAIL RATE	\$ 52.40	PER	HOUR
CERTIFIED WATER OPERATOR I	1,420	PER	YEAR	DPW SEASONAL WORKER	\$ 12.67	PER	HOUR
CERTIFIED WATER OPERATOR II	1,775	PER	YEAR	LIBRARY PAGE	STATE MIN. WAGE	PER	YEAR
ZONING BOARD OF APPEAL MEMBER	162	PER	YEAR	BOARD OF REGISTRARS -CHAIR	\$ 353.42	PER	YEAR
RESPIRE CARE PROGRAM MANAGER	19,62	PER	HOUR	BOARD OF REGISTRARS MEMBER	\$ 108.75	PER	YEAR
COA VAN DRIVER	STATE MIN. WAGE	PER	HOUR	SNOW CONTRACTOR 7AM-6PM	\$ 22.59	PER	HOUR
COA DISPATCHER	13.05	PER	HOUR	SNOW CONTRACTOR NIGHTS, WEEKEND	\$ 33.88	PER	HOUR
PLANNING BOARD MEMBER	15.23	PER	HOUR	SNOW MANAGEMENT STIPEND AFTER 8 STORMS	\$ 2,307.09	PER	YEAR
	51.25	PER	YEAR	SNOW MANAGEMENT STIPEND AFTER 12 STORMS	\$ 1,153.54	PER	YEAR
				BOARD OF ASSESSORS MEMBER	\$ 329.03	PER	YEAR
				DEPUTY ANIMAL CONTROL WEEKEND COVERAGE	\$ 91.37	PER	DAY
				DEPUTY ANIMAL CONTROL WEEKNIGHT COVERAGE	\$ 22.19	PER	NIGHT



WARRANT

2019

**SPRING 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 thirteenth day of May, AD 2019 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**

SPRING 2019 TOWN MEETING ARTICLE LIST

1. Unpaid Bills
2. FY19 Additional Wages and Expenses
3. SEIU 888, MassCOP, Dispatch Assoc., and AFSCME Council 93 Local 3901
Contract Ratifications
4. FY20 Operating Budget
5. Sewer Enterprise Fund
6. Water Enterprise Fund
7. Stormwater Enterprise Fund
8. Amendments to Personnel Plan
9. Independent Audit
10. Board of Health Appointing Authority
11. Revolving Funds
12. Capital Items
13. DPW Project
14. DPW Temporary Offices
15. Community Preservation Fund
16. Community Preservation Historic Resource Reserve Fund
17. Board of Assessors – FY20 Personal Property Interim Year Inspections
18. New and Previously Approved School Bus Lease
19. Previously Approved Computer Lease
20. Previously Approved Police Cruiser Lease
21. Medicare/Medicaid Reimbursement Services
22. Unemployment Insurance Fund
23. OPEB Funding
24. Stabilization Fund
25. Zoning Bylaw-Municipal Facilities and Uses

TOWN OF MILLIS
May 13, 2019 SPRING ANNUAL TOWN MEETING WARRANT

ARTICLE 1. To see if the Town will vote to transfer from available funds or by transfer from the Stabilization Fund, a sum of \$2,138.10 to pay the following **unpaid bills** incurred by Town departments from previous fiscal year(s), or take any other action in relation thereto.

Board of Selectmen	\$2,037.77	K/P Law
Town Clerk	\$ 100.33	W.B. Mason

(Submitted by Board of Selectmen)

ARTICLE 2. To see if the Town will vote to transfer from available funds, or by transfer from the Stabilization Fund, a sum of money for **additional wages or expenses** not sufficiently funded under Article 4, Operating Budget, of the May 14, 2018 Annual Town Meeting, or take any other action in relation thereto.

(Submitted by Board of Selectmen)

ARTICLE 3. To see if the Town will vote to raise and appropriate or transfer from available funds or transfer from the Stabilization Fund a sum of money to **fund the estimated first-year cost items contained in the contracts between the Town of Millis and SEIU Local 888, the Town of Millis and the Massachusetts Coalition of Police Chapter 171, the Town of Millis and the Dispatch Association, and The Town of Millis and AFSCME Council 93 Local 3901** all to be effective July 1, 2019, or take any other action in relation thereto.

(Submitted by Board of Selectmen)

ARTICLE 4. To see if the Town will vote to fix the compensation of elected officers, provide for a reserve fund, and determine what sums of money the Town will raise and appropriate, including appropriations from taxation, by transfer from available funds, and/or the Stabilization Fund to **defray charges and expenses to the Town, including debt and interest, and a reserve fund**, for the fiscal year beginning July 1, 2019, or take any other action in relation thereto.

(Submitted by Board of Selectmen)

ARTICLE 5. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the sewer enterprise fund beginning July 1, 2019**, including a reserve fund, or take any other action in relation thereto.

(Submitted by Board of Selectmen)

ARTICLE 6. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the water enterprise fund beginning July 1, 2019**, including a reserve fund, or take any other action in relation thereto.

(Submitted by Board of Selectmen)

ARTICLE 7. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the Stormwater enterprise fund beginning July 1, 2019**, including a reserve fund, or take any other action in relation thereto.
(Submitted by Board of Selectmen)

ARTICLE 8. To see if the Town will vote to adopt **amendments to Schedule A-Salary Plan of the Town of Millis Personnel Plan** effective July 1, 2019, as shown in the FY20 Finance Committee Report, or take any other action in relation thereto.
(Submitted by Board of Selectmen)

ARTICLE 9. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money for **an independent audit** of all accounts of all departments of the Town, or take any other action in relation thereto.
(Submitted by Board of Selectmen)

ARTICLE 10. To see if the Town will vote in accordance with M.G.L., Chapter 41, section 4A, and Chapter 268A, to **authorize the Board of Health to appoint any of its members to another town office or position for which it has appointing authority**, for the term provided by law, if any, otherwise for a term not exceeding one year, and fix the salary of such appointee, notwithstanding the provision of M.G.L. Chapter 41, Section 108, or act in any manner in relation thereto.
(Submitted by the Board of Health)

ARTICLE 11. To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E½, to establish the following fiscal year spending limit for the Town's established revolving funds for Fiscal year 2020:

AUTHORIZED REVOLVING FUNDS	FISCAL YEAR EXPENDITURE LIMIT
Oak Grove Farm Maintenance Fund	\$35,000.00
Animal Control Shelter Fund	\$3,000.00
Fire Alarm Fund	\$10,000.00
Historical Commission Fund	\$12,000.00
Ambulance Department Fund	\$20,000.00
Council on Aging Transportation Fund	\$5,000.00
VMB Custodial/Maintenance Fund	\$6,000.00
Food Service Fund	\$4,500.00
Stormwater Management Fund	\$10,000.00
BOH Medical Services/Vaccination Fund	\$8,500.00
BOH Rabies Clinic/Program Fund	\$2,500.00
Continuing Education Fund	\$50,000.00
School Athletic Fields Fund	\$35,000.00
School Extracurricular Fund	\$8,000.00

Library Special Use Fund	\$10,000.00
Recreation Fund	\$60,000.00
Tobacco Control Program	\$1,000.00

Or take any other action in relation thereto.
(Submitted by Board of Selectmen)

ARTICLE 12. To see if the Town will vote to raise and appropriate or transfer from available funds, by transfer from the Stabilization Fund, or by borrowing the sum of **\$329,050.00 to fund the following capital items:**

<u>Department</u>	<u>Capital Item</u>	<u>Amount</u>
Council on Aging	Facilities Audit Sr. Center Feasibility Study	\$ 35,000.00
Council on Aging	Senior Center Facility Improvements	\$ 3,000.00
Board of Selectmen	Facilities Audit Lansing Millis Bldg Feasibility Study	\$ 30,000.00
Board of Selectmen	Veterans Mem'l. Building Window Shades	\$ 14,000.00
IS/IT Department	IS/IT/MUNIS Upgrades	\$ 30,000.00
Fire	Turnout Gear	\$ 23,680.00
DPW Vehicle	Six Wheel Dump Truck with Sander/Plow	\$ 173,370.00
School	Middle/High School Locker Replacement	\$ 20,000.00
	Total	\$ 329,050.00

Or take any other action in relation thereto.
(Submitted by Board of Selectmen)

ARTICLE 13. To see if the Town will vote to appropriate a sum of money for the construction, renovation, and remodeling of the town Department of Public Works' Facility, such project to consist of the construction of office space or the acquisition and installation of a modular or prefabricated building for office space, the construction or installation of a mechanics bay and truck wash, and the renovation and remodeling of the existing building for storage and any other DPW purposes, and such project to include all necessary architectural and engineering services, planning, design, sitework, drainage, landscaping, paving and all other costs incidental or related thereto; to determine whether this appropriation shall be raised by borrowing or otherwise; Or take any other action in relation thereto.

(Submitted by Board of Selectmen)

ARTICLE 14. To see if the Town will vote to raise and appropriate a sum of money for the installation and rental of temporary Department of Public Works' trailers and appurtenances related thereto; Or take any other action in relation thereto

(Submitted by the Board of Selectmen)

ARTICLE 15. To see if the Town will vote to raise and appropriate a sum of money or reserve a sum of money from the **Community Preservation Fund**, for the Historic Resources Reserve, the Community Housing Reserve, the Open Space Reserve, or the

Budgeted Reserve from annual revenues in the amounts recommended by the Community Preservation Committee for administrative expenses, community preservation projects and/or other expenses in fiscal year 2020, with each item to be considered a separate appropriation or act in any manner in relation thereto.

Appropriations:

From 2020 estimated revenues for Committee Administrative Expenses	\$9,165.00
(To be divided equally: \$4,582.50 CPC Salary Account: \$4,582.50	CPC Expenses)
From Undesignated Fund Balance for Long Term Debt- Principal	\$25,000.00
From Undesignated Fund Balance for Long Term Debt- Interest	\$12,200.00

Reserves:

From FY2020 estimated revenues for Historic Resources Reserve	\$18,330.00
From FY2020 estimated revenues for Community Housing Reserve	\$18,330.00
From FY2020 estimated revenues for Open Space Reserve	\$18,330.00
From FY2020 estimated revenues for Budgeted Reserve	\$80,000.00

(Submitted by the Community Preservation Committee)

ARTICLE 16. To see if the Town will vote to appropriate a sum of money from the **Community Preservation Historic Resource Reserve Fund for the purpose of completing the renovations to the historic Niagara Hall Firehouse Restoration Project Phase IV**, including but not limited to completion of fire alarm system, additional lighting requirements, building materials or supplies, and other work as appropriate, or act in any manner relating thereto.

(Submitted by the Community Preservation Committee)

ARTICLE 17. To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, or by transfer from the stabilization fund, the sum of \$15,560.00 for **Fiscal Year 2020 Personal Property interim year inspections and Real Estate interim year revaluations**, or act in any manner relating thereto.

(Submitted by Board of Assessors)

ARTICLE 18. To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for **previously approved lease/purchase(s) for School buses**, or take any other action in relation thereto.

(Submitted by the School Committee)

ARTICLE 19. To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for **new and previously approved lease/purchase(s) for School computers**, or take any other action in relation thereto.

(Submitted by the School Committee)

ARTICLE 20. To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for **previously approved lease/purchase(s) for Police Cruisers**, or take any other action in relation thereto.

(Submitted by the Board of Selectmen)

ARTICLE 21. To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for **Medicare/Medicaid Reimbursement Services**, or take any other action in relation thereto.

(Submitted by the School Committee)

ARTICLE 22. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of **\$150,000.00 for the Unemployment Insurance Fund**, or take any other action in relation thereto.

(Submitted by Board of Selectmen)

ARTICLE 23. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money for the **Other Post-Employment Benefits (OPEB) fund**, or take any other action in relation thereto.

(Submitted by Board of Selectmen)

ARTICLE 24. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money for the **Stabilization Fund**, or take any other action in relation thereto.

(Submitted by Board of Selectmen)

ARTICLE 25. To see if the Town will vote to amend the Zoning Bylaws, as most recently amended, by adding a new section as follows:

Section XXII – Municipal Overlay

Purpose; definitions; special requirements for Municipal Facilities.

A. Purpose.

(1) To provide greater flexibility for municipal uses and structures on a municipally owned property, where existing oversight provides adequate review and safeguards.

(2) To exempt Municipal Facilities from the zoning bylaws in locations specified herein.

B. Applicability & Definitions

(1) This Article applies to Municipal Facilities, defined as public buildings, structures and premises owned or leased by the Town of Millis for any municipal or related use, including any allowable accessory uses; or other uses expressly allowed elsewhere within this By-Law, or M.G.L. Chapter 40A, and which may also include uses such as passive and active recreational areas.

C. Eligible Locations - Municipal Facilities Exempt Overlay District

(1) The Municipal Facilities Exempt Overlay District is herein established as an Overlay District which includes the parcels identified as Assessor's Map 52, Lots 9, 10, 11, 12, 14, 15, 17, and 19 and Assessor's Map 17, Lot 6, also known as 7 Water Street, Millis, Massachusetts.

(2) Municipal facilities and uses in other locations shall not be subject to this Section and shall be subject to applicable zoning bylaws.

D. Use Regulations within the Overlay District

(1) The Millis Zoning Bylaw shall not apply to Municipal Facilities within the overlay district which shall be exempt therefrom and allowed by right in the overlay district.

(2) Municipal Facilities within the overlay district shall not be subject to any dimensional requirements in this bylaw.

(3) Municipal Facilities within the overlay district shall not be subject to any special permit, or any other process, permit or limitation of this Bylaw, except site plan review.

E. All uses and structures not contemplated herein shall remain subject to the requirements for the underlying zoning district.

or to take any other action related thereto.

(Submitted by Board of Selectmen)

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 8th day of April in the year two thousand and nineteen.

**TOWN OF MILLIS
BOARD OF SELECTMEN**

Catherine C MacInnes
Catherine MacInnes, Chair

Loring Barnes Edmonds
Loring Barnes Edmonds, Vice-Chair

James J McCaffrey
James J McCaffrey, Clerk

A True Copy, Attest

Lisa J. Hardin
Lisa J. Hardin, Town Clerk

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

Capital Planning Committee Report – May 2019

The Capital Planning Committee is pleased to present the Town with our first annual capital planning report. As background, the Committee was established by the Board of Selectmen in August 2017 with the mandate of creating a long-term capital plan for the Town of Millis which could help citizens attain a more complete understanding of expenditures that the Town may need to undertake in coming years. The Committee has worked with the Board of Selectmen, School Committee, Finance Committee, Town Administrator, department heads, and other key constituencies around town to compile and organize estimated capital needs for the Town over the next 10 years. Through this process, the Committee has identified approximately 150 capital items with total estimated costs of nearly \$50 million.

This report summarizes the Committee’s recommendations for capital items for Fiscal Year 2020. For this fiscal year, the Committee reviewed 35 capital items identified by various departments as potentially needed in the coming fiscal year. The Committee asked each department head to categorize these items as either a high, medium or low priority, and to rank order the items within each of those categories. Based on this priority ranking, the committee then grouped the various capital items into 4 categories 1) highest priority 2) second tier of priorities 3) third tier of priorities and 4) deferred to subsequent year(s). A high-level breakdown of these requests is shown in the table below:

	# of projects	Total estimated cost
Highest priorities	9	\$4,616,950
Second tier of priorities	8	2,387,120
Third tier of priorities	6	145,250
Deferred to subsequent year(s)	12	2,642,994
Total	35	\$9,792,314

High priorities include a new DPW building, computers for the school, commissioning a feasibility study on the needs for the Town’s senior center, a facilities audit for the Lansing Millis building and a new dump truck. Most of these highest priority items are on the Town Warrant under Articles 13, 14 and 19. Two of the highest priority items related to infiltration/inflow investigations & repairs and stormwater improvements and infrastructure have been deferred at this time, as the DPW works through a comprehensive plan on how to best approach these projects.

As there was some funding available to cover additional capital needs, the Committee worked with the Town Administrator to recommend an additional 4 capital items to be included in Article 13. These include improvements to the current Senior Center space, continuing ongoing work related to installing new lockers in the Middle/High School, new window shades for the Veterans Memorial Building, and improvements to the Town’s information technology infrastructure, much of which will be funded by grants, with the Town only responsible for a fraction of the total cost.

It is noted that there are many capital needs that appear on the attached schedule that need to be deferred into the future when funding is available to proceed on these items.

As this is the first year that the Committee has compiled this information, we recognize that there are areas that will need to be further developed within the capital planning process, and as such, the Committee expects that the long term capital plan and the annual recommendation process will evolve over time to meet the needs of the Board, other relevant committees, department heads, and most importantly, the citizens of the Town of Millis. The Committee is also working on a report that outlines the full 10-year capital needs for the Town that will be shared later in the calendar year.

We also note that the Committee currently has two positions open for additional members and would be happy to meet with any member of the community who might be interested in taking a seat on the Committee.

The members of the Committee are available to answer any questions regarding this report and we look forward to working with all interested parties on this important initiative.

Respectfully submitted,

Town of Millis Capital Planning Committee

Jonathan Barry – Chair

John Corcoran

Peter Jurmain

James McCaffrey

Kerri Roche

Capital Planning Committee Priorities for Fiscal Year 2020

Highest priorities			
Department	Description	Estimated cost	Comment
DPW	International Dump Truck	173,370	On Article 13
General	Facilities audit	115,000	\$30,000 of this item related to the Lansing Millis building is on Article 13.
COA	Senior center feasibility study	35,000	On Article 13
Fire	Turnout gear	23,680	On Article 13
School	Computer Replacement	20,725	On Article 19
School	Computer Replacement	49,175	On Article 19
DPW	DPW Facility	3,900,000	On Article 14
DPW	Infiltration/Inflow Investigations & Repairs	200,000	Project to be deferred until broader plan developed
DPW	Stormwater improvements and infrastructure	100,000	Project to be deferred until broader plan developed
	Subtotal	4,616,950	
Next tier of priorities			
COA	Flooring & Paint	3,000	On Article 13
VMB	New window shades	14,000	On Article 13
School	Engineering Study for Roof and for Mechanical system, including but not limited to boilers, control systems, air handlers, hot water, and HVAC at the Middle High School	100,000	Funds not currently available to proceed
DPW	Road Repairs***	500,000	Funds not currently available to proceed – ***Town currently utilizes \$200,000-\$300,000 per year in MGL-Ch. 90 Grant Funds
DPW	Dover Road Sewer Station	220,000	Funds not currently available to proceed
VMB	Keyless entry system	20,120	Funds not currently available to proceed
School	Curriculum & Instructional Materials	30,000	Funds not currently available to proceed
DPW	Dover Road Bridge repair	1,500,000	In discussions with State regarding cost and funding
	Subtotal	2,387,120	
Third tier of priorities			
School	Lockers	20,000	On Article 13.
Town administration	Annual IT upgrades	30,000	On Article 13. Project moving forward as significant additional funding was secured through a grant.
School	Furniture	30,000	Funds not currently available to proceed

School	Wireless Network	40,000	Funds not currently available to proceed
School	Scoreboard	20,000	Funds not currently available to proceed
School	Drinking fountains protection	5,250	Funds not currently available to proceed
	Subtotal	145,250	
Deferred items			
DPW	Volvo Dump Truck	120,000	
DPW	Ford 2600 Farm Tractor	52,000	
DPW	Compressor	11,000	
School	Vehicle Lease	89,999	
School	Vehicle Purchase	58,000	
School	Computer Replacement	6,795	
School	Smart boards	43,200	
School	Cooling Systems	50,000	
DPW	Walnut Hill Booster Station	300,000	
DPW	Stormwater Recharge Structures	40,000	
DPW	Walnut Street Water Tank	1,200,000	
DPW	Water System Master Plan	697,000	
General	Facilities audit	85,000	
	Subtotal	2,642,994	
Total capital items potentially needed for FY 2020		\$9,815,814	

ANNUAL SPRING TOWN MEETING
Middle/High School Auditorium
Monday, May 13, 2019 at 7:30 PM

PRESORT – STANDARD
U.S. POSTAGE PAID
MILLIS, MA 02054
PERMIT NUMBER 20
ECRWSS

PRE-TOWN MEETING
Veterans Memorial Building, Room #229
Wednesday, May 8, 2019 at 7:30 PM

MILLIS BOARD OF SELECTMEN
Catherine C. MacInnes, Chairman
Loring Barnes Edmonds, Vice Chairman
James J. McCaffrey, Clerk

TO: POSTAL CUSTOMER
MILLIS, MA 02054