



# TOWN OF MILLIS

Erin T. Underhill, *Chair*  
Craig W. Schultze, *Vice Chair*  
Ellen Rosenfeld, *Clerk*

## OFFICE OF THE SELECT BOARD

Veterans Memorial Building  
900 Main Street • Millis, MA 02054  
Phone: 508-376-7041

Michael J. Guzinski  
Town Administrator  
[mguzinski@millisma.gov](mailto:mguzinski@millisma.gov)

Karen Bouret DeMarzo  
Assistant Town Administrator  
[kbouret@millisma.gov](mailto:kbouret@millisma.gov)

### SELECT BOARD MEETING AGENDA MONDAY, MARCH 13, 2023; 7:00 PM VETERANS MEMORIAL BUILDING ROOM 229

	Topic	Time	Speaker
I.	<b>Call to Order</b>	<b>7:00 PM</b>	<b>Chair Underhill</b>
II.	<b>Announcements</b> Upcoming Election & Annual Town Meeting		
III.	<b>Scheduled Appointments &amp; Hearings</b>		
23-049	Senior Project Approval Request – Car Wash	7:00 PM	A. Azzouz
23-050	Tri-County School Building Project Presentation	7:05 PM	K. Maguire D. Haynes
23-051	Conway School – Town Land/Open Space Presentation	7:30 PM	E. Picardi J. Steadman
23-052	Review/Approve Electric Supply Contract for 2026-27	7:45 PM	R. Weiss
23-053	Discuss FY24 Budget for Dept of Public Works	7:50 PM	J. McKay M. Guzinski
23-054	Appointment of Enterprise Funds Committee Appointment of Interim Assistant Building Commissioner	8:15 PM	Chair Underhill M. Guzinski
IV.	<b>Open Session Items</b>		
23-055	Review/Approval of Additional 2% COLA for Retirees in FY23		M. Guzinski
23-056	Vote to Approve FY24 COLA for Personnel Plan Employees		M. Guzinski
23-057	Discuss FY24 Budget		M. Guzinski
23-058	Open 5/3/23 Annual Town Meeting Warrant		Chair Underhill
23-059	Discuss, Add and Remove Town Meeting Articles		M. Guzinski
23-060	Close 5/3/23 Annual Town Meeting Warrant		Chair Underhill

<b>23-061</b>	Board/Committee Liaison Updates	Board Members
<b>23-062</b>	Approval of DRAFT Minutes <ul style="list-style-type: none"> <li>• 02/27/23</li> <li>• 03/28/22</li> <li>• 03/21/22</li> </ul>	Sel. Underhill

**V. Enter Executive Session**

To conduct strategy sessions in preparation for negotiations with union and non-union personnel.  
(SEIU & Town Administrator)

To consider the purchase or lease of real property if such discussion may have a detrimental effect on the negotiating position of the governmental body.

**VI. Return to Open Session**

Ratify SEIU Local 888 Contract Sel. Underhill

**VII. Adjournment**

**Proposed Upcoming Meeting Schedule**

Date	Time	Location
Monday, March 27, 2023	<b>7:00 pm</b>	Rm 229 VMB
Monday, April 3, 2023	<b>7:00 pm</b>	Rm 229 VMB
Monday, April 10, 2023	<b>7:00 pm</b>	Rm 229 VMB
Monday, April 24, 2023	<b>7:00 pm</b>	Rm 229 VMB
Wednesday, May 3, 2023	<b>6:30 pm</b>	MS/HS Library & Auditorium

Select Board meetings are broadcast whenever possible through Millis Community Media on Comcast channel 11 and Verizon channel 38 and Zoom

Zoom (Broadcast only)  
**Meeting ID: 852 638 7223**  
**Passcode: SBMeeting**

## Announcements

23-049

Car Wash Request

March 8, 2023

To the Millis Select Board,

Hello, my name is Aden Azzouz and I am a senior at Millis High School. For my Senior Project I am planning on hosting a charity drive through car wash. I am wondering if I can use the Millis Town Hall parking lot for the car wash. I will provide all buckets, soap and wash and drying supplies. All I would need is permission to use the drive through area of the parking lot and a water source - I can bring a hose if needed.

I am wondering if April 1st has availability to do something like that? It would be the perfect time and perfect weather in the spring. A rain date of April 2 could be possible.

I am going to donate the money that I raise to the Millis Food Pantry and will have a donation box for food items onsite on the event day.

Thank you for help with my Senior Project.

Aden Azzouz

508-440-7530

1:30-4:00 pm

23-050

Tri-County School Presentation

## Karen Bouret DeMarzo

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**From:** Mike Guzinski  
**Sent:** Tuesday, February 7, 2023 2:49 PM  
**To:** Erin T. Underhill; Craig Schultze; Ellen Rosenfeld  
**Cc:** Carol Johnston; Karen Bouret DeMarzo  
**Subject:** Tri-County Project

Good afternoon,

The information regarding the proposed Tri-County Vocational School project can be found by clicking on this link:  
<https://www.tri-countybuilding.com/>

Please note that the Tri-County School Building Committee is pursuing the "New Construction" option. The estimated project cost breakdown is as follows:

Project Cost: \$280,000,000  
MSBA Funding: \$70,000,000  
Net cost to  
Communities: **\$210,000,000**

The amount assessed to each community would be calculated every year (for 30 years) based upon the percentage of students from each community.

The current Millis student population at Tri-County is 38 out of 933 students = 4.073% This would equate to a debt assessment of \$8,553,000

Please note that the student population from Millis has recently been as high as 60 (6.431%) which would equate to \$13,505,000

It's my understanding that the School District is planning a district wide vote for October 24, 2023. The project requires 50% +1 votes (district wide) in order to pass.

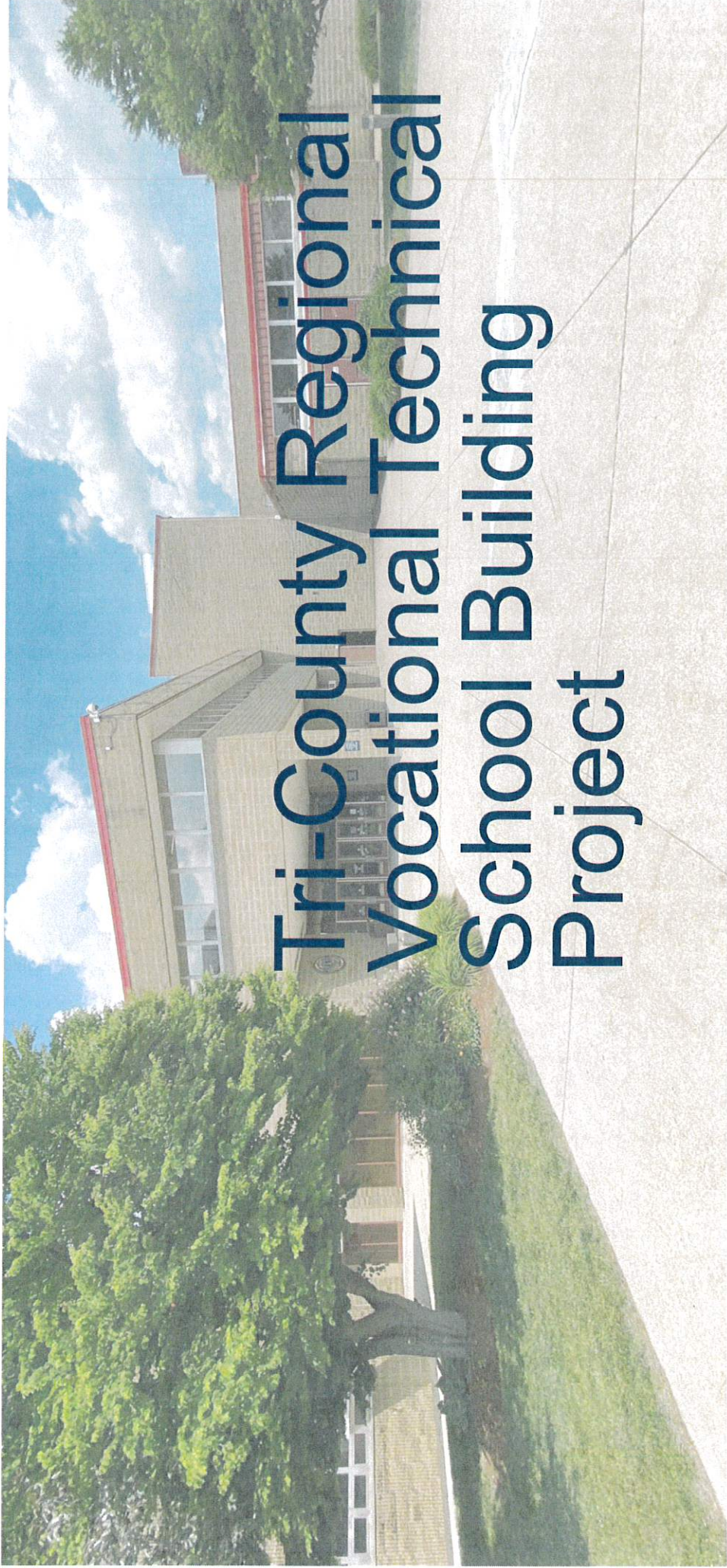
Please let me know if you have any questions.

Thanks.

Mike

*Michael J. Guzinski*  
Town Administrator  
Veterans, Memorial Building  
900 Main Street  
Millis, MA 02054

508-376-7041  
[mguzinski@millisma.gov](mailto:mguzinski@millisma.gov)



# Tri-County Regional Vocational Technical School Building Project

DRA

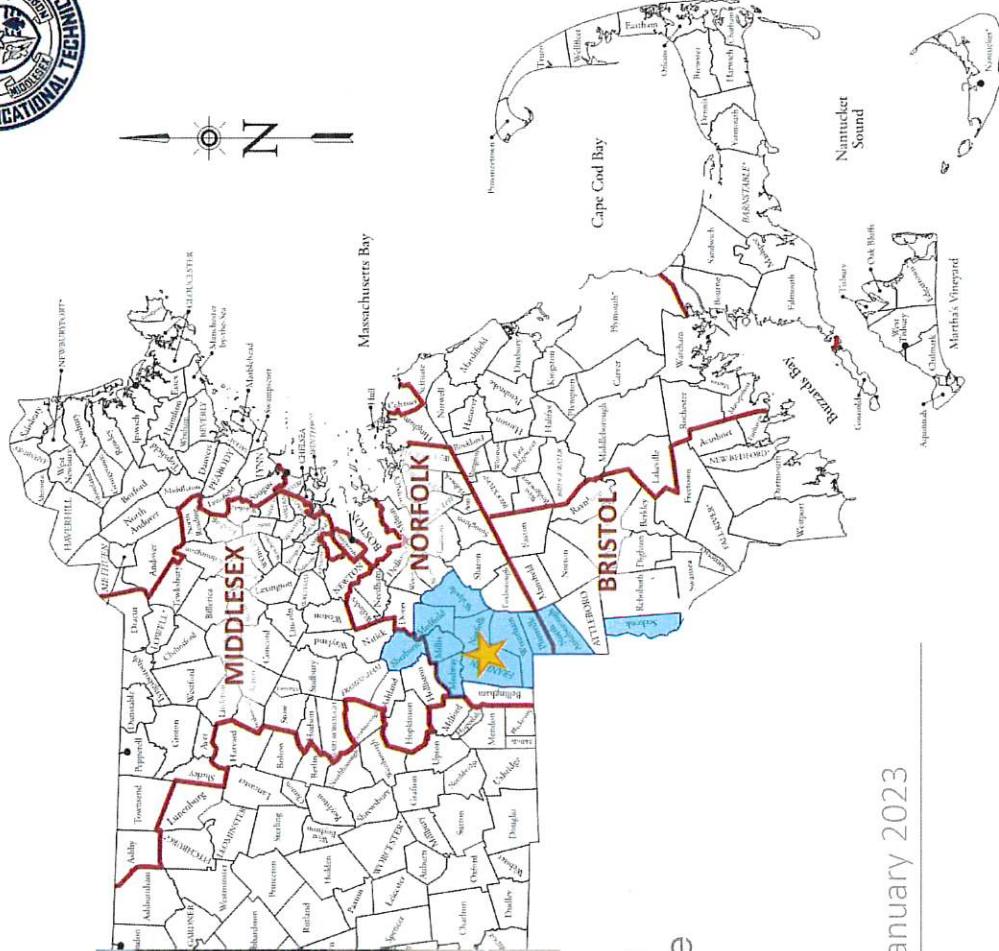




# Tri-County Regional

## Vocational Technical High School

Franklin, Massachusetts



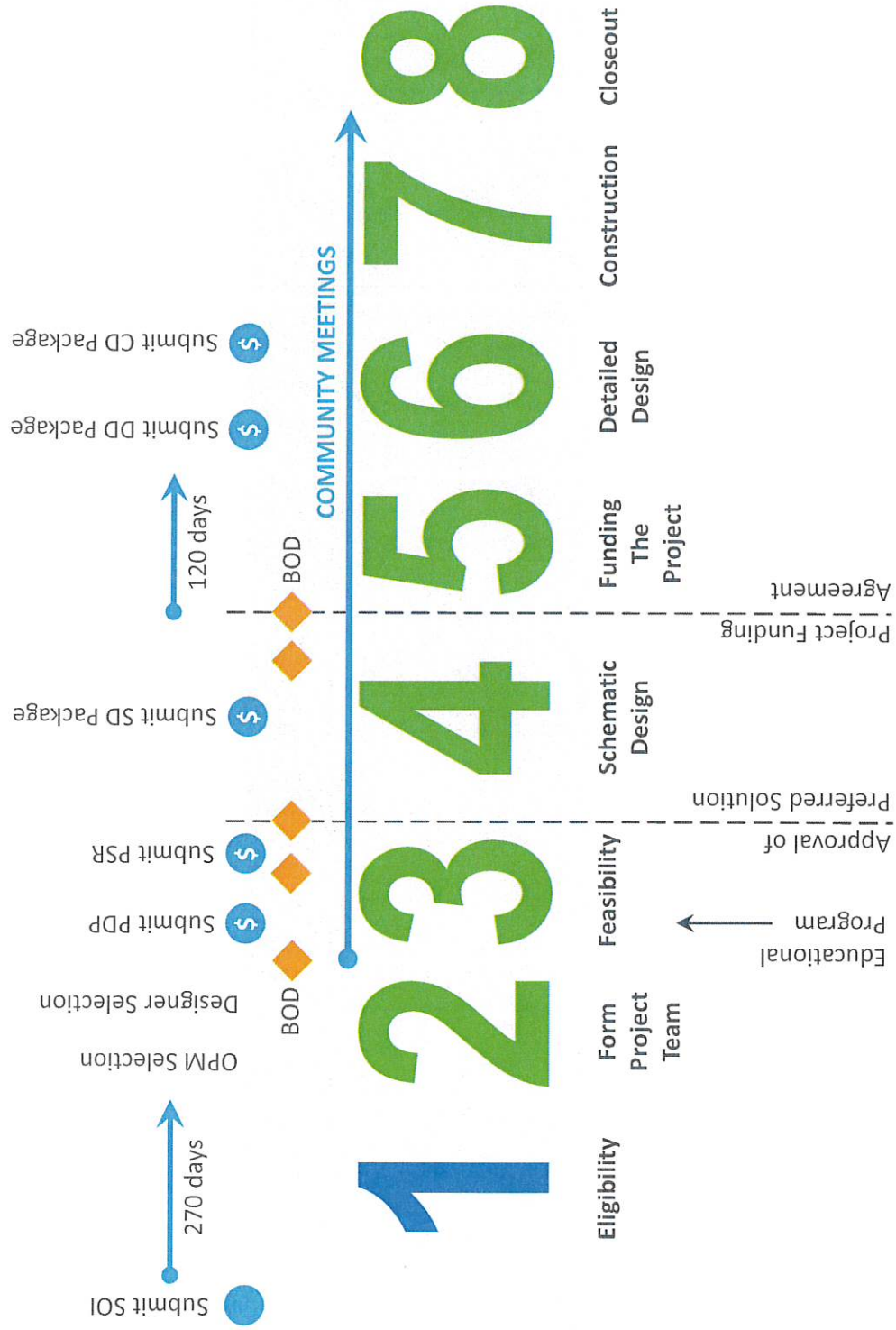
*Serving the communities of:*  
Franklin, Medfield, Medway, Millis, Norfolk, North  
Attleboro, Plainville, Seekonk, Sherborn, Walpole  
& Wrentham

MSBA | Facilities Assessment Subcommittee

January 2023

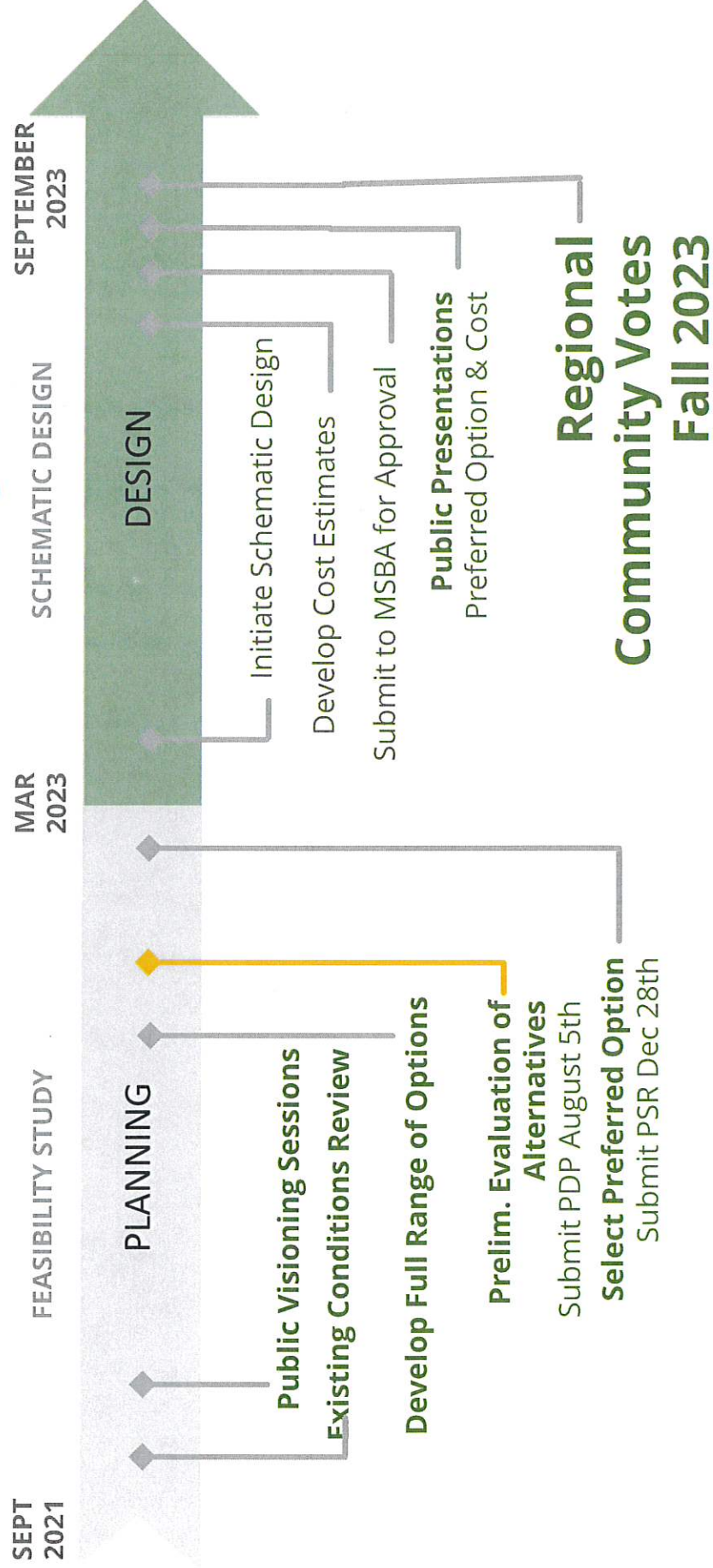


# Administering a Transparent Process



3

4





## The MSBA process to determine the best design for Tri-County

- ✓ Develop and evaluate multiple building concepts
- ✓ Reduce the number of concepts down to 3 for further study  
**PDP Submission August 5<sup>th</sup> 2022**
- ✓ Select 1 that best meets the needs of the community for the next 50 years  
**PSR Submission December 28<sup>th</sup> 2022**
- ✓ Meet with architects and develop schematic design for preferred option  
**PSD Meeting with MSBA June 2023**

## Preliminary Pricing Table

Option (Description)	Total Gross Square Feet	Square Feet of Renovated Space (\$*/SF)	Square Feet of New Construction (\$*/SF)	Site, Building Takedown, Haz Mat Etc. (\$*)	Estimated Total Construction** (\$*)	Estimated Total Project Costs (\$)
Base Building Repair Option	285,000 sf	285,000 sf	- sf	\$ 29,707,000	\$ 123,757,000	\$ 165,000,000
		\$ 330.00 \$/sf	- \$/sf		\$ 434.24 \$/sf	
Addition-Renovation Option 3.1.1	313,000 sf	269,571 sf	43,429 sf	\$ 21,827,146	\$ 220,591,817	\$ 279,796,239
		\$ 611.65 \$/sf	\$ 780.16 \$/sf		\$ 704.77 \$/sf	
Addition-Renovation Option 4	320,000 sf	233,972 sf	86,028 sf	\$ 23,723,192	\$ 229,932,020	\$ 282,528,009
		\$ 593.06 \$/sf	\$ 784.04 \$/sf		\$ 718.54 \$/sf	
New Construction Option 3	285,500 sf		285,500 sf	\$ 37,198,982	\$ 231,818,582	\$ 279,898,689
			\$ 681.68 \$/sf		\$ 811.97 \$/sf	

\* Marked Up Construction Costs

\*\* Does not include Construction Contingency

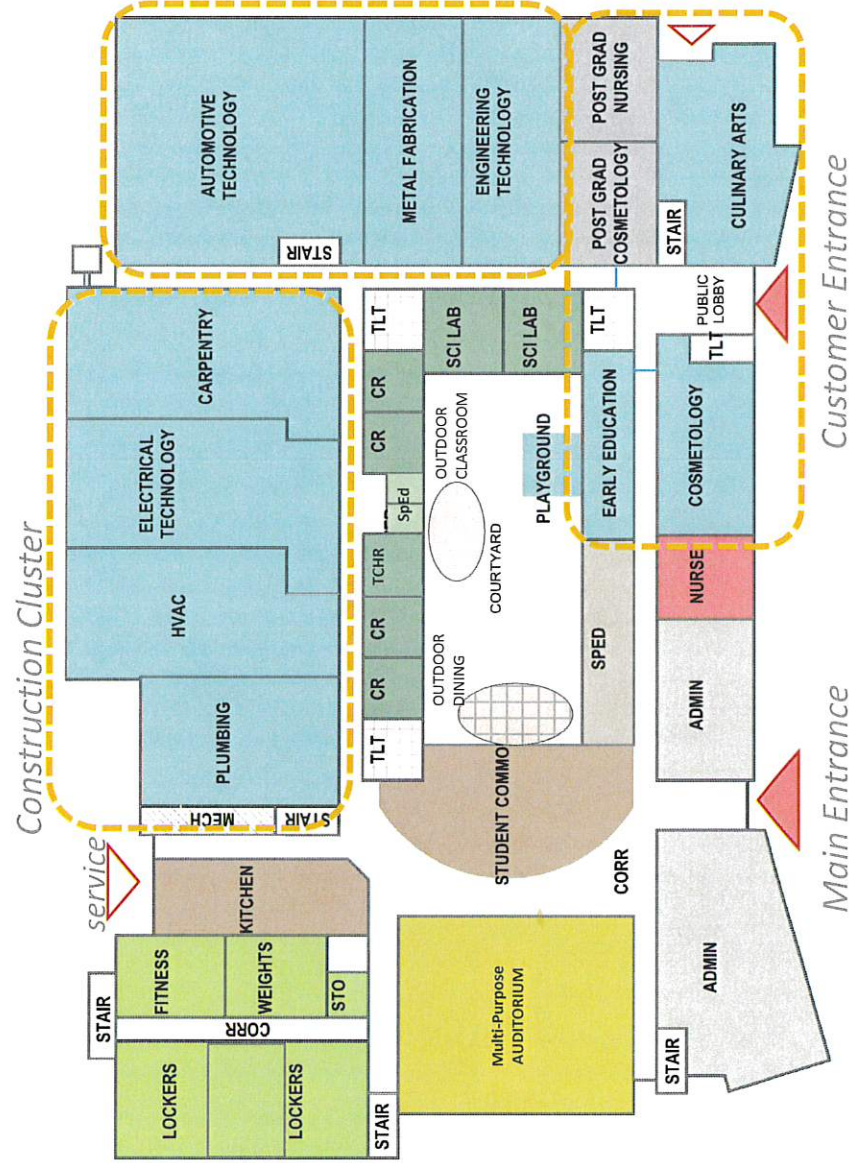
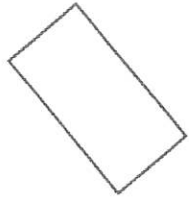
\*\*\* District's Preferred Solution





North





**Department Legend**

1.0 Core Academic
2.0 Special Education
3.0 Art & Music
4.0 Vocations & Technology
5.0 Health & Physical Education
6.0 Media Center
7.0 Auditorium / Drama
8.0 Dining & Food Service
9.0 Medical
10.0 Administration & Guidance
11.0 Custodial & Maintenance
12.0 Other
13.0 Non-Programmed Spaces
13.2 Toilets
Post-Graduate & Adult Education

1 Space Summary New Level 1  
1" = 50'-0"

Preferred Option First Floor Plan

Engineering & Transportation Cluster

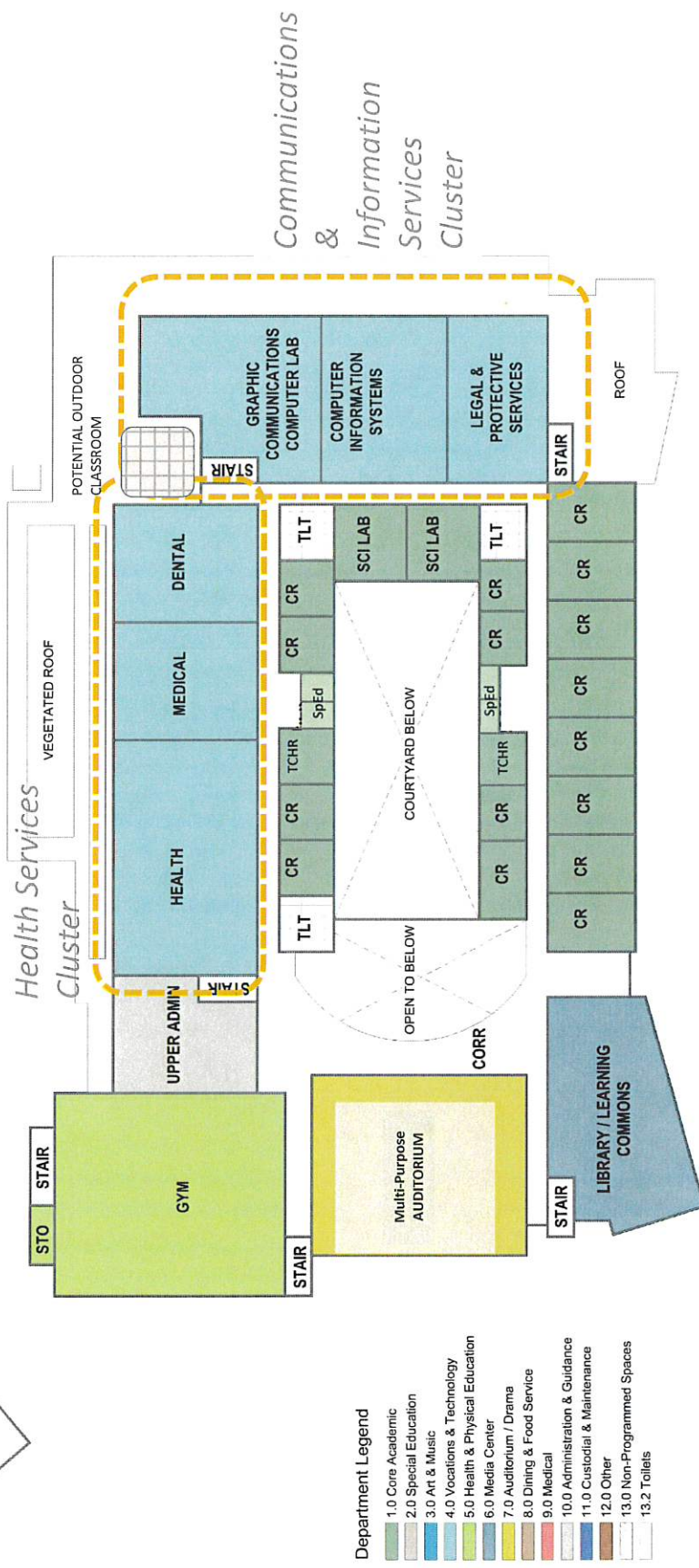
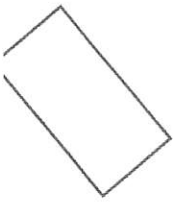
Consumer Services Cluster

Construction Cluster

Customer Entrance

Main Entrance





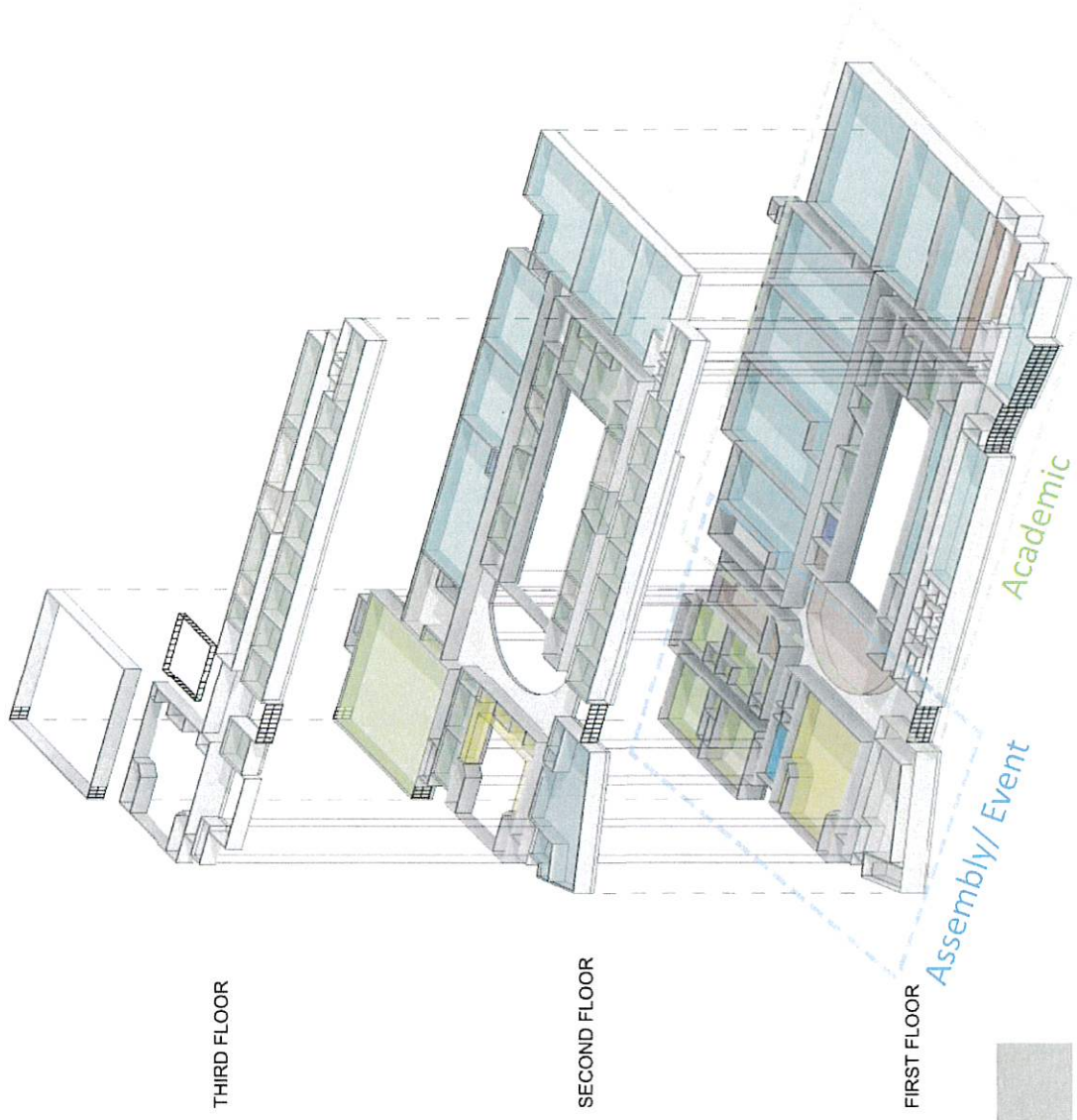
- Department Legend**
- 1.0 Core Academic
  - 2.0 Special Education
  - 3.0 Art & Music
  - 4.0 Vocations & Technology
  - 5.0 Health & Physical Education
  - 6.0 Media Center
  - 7.0 Auditorium / Drama
  - 8.0 Dining & Food Service
  - 9.0 Medical
  - 10.0 Administration & Guidance
  - 11.0 Custodial & Maintenance
  - 12.0 Other
  - 13.0 Non-Programmed Spaces
  - 13.2 Toilets

1 Space Summary New Level 2  
1" = 50'-0"

Preferred Option Second Floor Plan

Communications & Information Services Cluster

Health Services Cluster



Stacking Diagram

## Important Dates

- Community Presentation #4 – May-June, 2023
- 2<sup>nd</sup> Town Clerk's Information Breakfast – April-May, 2023
- Joint School Committee and School Building Committee Meetings- Spring 2023
- Preliminary Schematic Design Report to MSBA for Board Approval – June 2023
- Regional Community-wide vote to fund the project –Oct 2023

## District Vote Process

- District Ballot Election – Chapter 71 Section 16(n) (October 2023)
- Debt Issue – 30 year bond
- Debt repayment assessment based on October 1 enrollment annually
- Assumed 5 pupil minimum for capital debt assessment

**Tri-County Enrollment by town for October 2022 (Preliminary) with comparative October 2021 (Final)**

	9	10	11	12	FY 24 Budget		FY 23 Budget	
					Calculation	GRAND TOTAL	Calculation	GRAND TOTAL
<b>TOWN</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>GRAND TOTAL</b>	<b>GRAND TOTAL</b>	<b>GRAND TOTAL</b>	<b>Change</b>
Franklin	43	39	39	43	164	157	7	
Medfield	--	1	1	4	6	8	-2	
Medway	35	16	18	16	85	64	21	
Millis	5	12	2	19	38	51	-13	
Norfolk	14	15	6	6	41	33	8	
North Attleborough	62	60	66	49	237	256	-19	
Plainville	38	24	21	30	113	91	22	
Seekonk	25	16	21	23	85	82	3	
Sherborn	1	--	--	--	1	0	1	
Walpole	29	15	28	18	90	84	6	
Wrentham	21	23	12	17	73	69	4	
<b>TOTAL IN DISTRICT</b>	<b>273</b>	<b>221</b>	<b>214</b>	<b>225</b>	<b>933</b>	<b>895</b>	<b>38</b>	

23-051

**Conway School Open Space Presentation**

## Karen Bouret DeMarzo

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**From:** Emma Picardi <millis\_conway2023@csl.edu>  
**Sent:** Tuesday, March 7, 2023 10:38 AM  
**To:** Karen Bouret DeMarzo  
**Cc:** Robert Weiss; Carol Hayes; Jim McKay; John Steadman; Pete Jurmain; Wayne Klocko  
**Subject:** Re: [Millis\_Conway2023] RE: Community Forum Follow-Up

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**CAUTION:** This email originated from outside of the Town of Millis mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Karen,

We'll be ready to present at 7:30 on 3/13. Thanks so much for getting us onto the docket! We'll only be speaking for 10-12 minutes (with 3-5 min for questions), but our brief agenda includes the following:

- Overview of the Conway School land planning project
- Our process for determining land use criteria and recommendations
- Millis resident feedback and priorities
- Two sample recommendations, one for Richardson's Pond and one for Pleasant Street Park

Please let us know if you'd like anything more detailed.

All the best,  
Emma

On Tue, Mar 7, 2023 at 10:04 AM Karen Bouret DeMarzo <[Karen.Bouret.DeMarzo@millisma.gov](mailto:Karen.Bouret.DeMarzo@millisma.gov)> wrote:

There is a placeholder for this presentation/discussion at 7:30pm Monday – 15 minutes total. Just confirming that you still want to move forward on 3/13.

Who will be speaking to this? Please send any agenda packet materials by noon on Thursday of this week.

The next Select Board meeting is scheduled for 3/27 if this needs to be moved for any reason.

Thank you!

*Karen Bouret DeMarzo*



23-052

Electric Supply Contract



# TOWN OF MILLIS

Erin T. Underhill, *Chair*  
Craig Schultze, *Vice Chair*  
Ellen Rosenfeld, *Clerk*  
Michael J. Guzinski, *Town Administrator*

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Energy Manager  
Veterans Memorial Building  
900 Main Street • Millis, MA 02054  
Phone: 508-376-7040  
Fax: 508-376-7053  
rweiss@millisma.gov

TO: MEMBERS OF THE SELECT BOARD, TOWN ADMINISTRATOR  
FROM: ROBERT WEISS, ENERGY MANAGER  
RE: ENERGY SUPPLY CONTRACTS FOR TOWN ELECTRIC  
DATE: March 13, 2023

Today, I am asking the Board to review the bid we just received for our electrical fuel supply for the years 2026 - 2027, and to authorize the Town Administrator to sign a contract on behalf of the Town with Constellation New Energy, Inc.

As you know, our electric bills have prices for distribution costs and fuel supply. While customers have no control over the distribution costs, we can choose our fuel supplier to help us budget steady, reasonable, and predictable energy bills for the next five years.

The Town, through the offices of the Town Administrator and the Energy Manager, periodically reviews bids from third-party suppliers and signs contracts for future fuel supplies. In the past we have signed supply contracts for multiple years to hedge against the inevitable price increases in the commodities used to supply fuel to the utilities. This action is even more pertinent in today's volatile energy markets.

Our current supply contract runs through 2025. Working with our broker, Tradition Energy, we received bids last Friday morning that we feel will protect the Town from price increases through the end of 2027. Constellation's offer is \$0.1391 per kWh. However, due to electricity supplies' volatility, we ask the Board to authorize the Town Administrator to sign a contract tomorrow morning for a price that is below \$0.14/kWh.

A copy of the bid document is included with this memo. The contract stipulates that we will not be locked into purchasing a set volume of electricity through the supplier. Consequently, we can further reduce our energy use through energy efficiency measures, on-site solar, or net-metering purchases without penalty.

----- MOTION -----

Madam Chair, I move that the Board vote to authorize Town Administrator Guzinski to sign an electrical fuel supply contract with Constellation New Energy, Inc. for a price that is below \$0.14 (14 cents) per kilowatt hour for our municipal and school electric accounts for the calendar years 2026 and 2027.



Energy Advisor: Meredith Casper  
 Direct Line: 781-497-5009  
 Email: meredith.casper@traditionenergy.com  
 Creation Date: March 9, 2023

Customer Information			
Customer Name:	Town of Millis	Phone:	(508) 376-7040
Contact:	Bob Weiss	Email:	rweiss@millis.net
Address:	900 Main St Millis, MA 02054-1512		
Account Information			
Utility:	Eversource	Estimated Volume:	2,210,097
Acct #s/ESI#s	61	Pricing Type:	New Request
Current Provider:	Constellation		

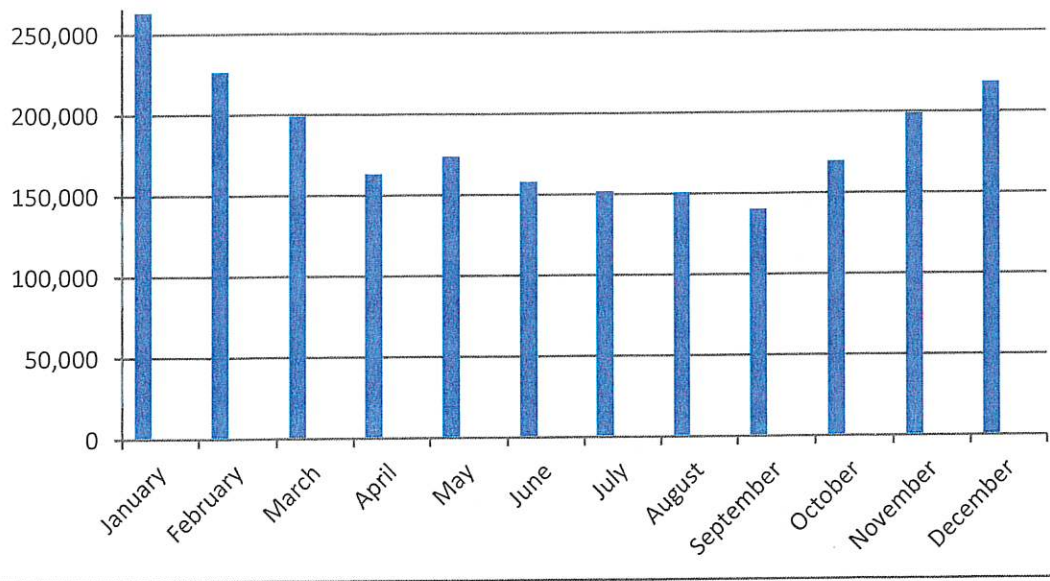
**Supplier Fixed Price Comparison / Savings and Budget Analysis \***

Terms	12 Months	24 Months	36 Months		
Start Date	12/1/2025	12/1/2025	12/1/2025		
End Date	12/1/2026	12/1/2027	12/1/2028		
KWH Usage	2,210,097	4,420,194	6,630,291		
<b>Engie</b>	<b>0.1363</b>	<b>0.1394</b>	<b>0.1421</b>		
Proj. Energy Budget	\$301,214	\$616,308	\$942,231		
CREDIT: Approved		SWING %: 25%		PAY TERM: 20	
<b>Constellation</b>	<b>0.1376</b>	<b>0.1391</b>	<b>0.1407</b>		
Proj. Energy Budget	\$304,109	\$614,849	\$932,882		
CREDIT: Approved		SWING %: Unbanded		PAY TERM: Utility	

**\*Does Not Include taxes**

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226,185  
 198,652  
 162,889  
 173,701  
 157,643  
 151,421  
 150,429  
 139,968  
 169,384  
 198,710  
 217,988  
 2,210,097



umber	Service Address	City	State	Zip	Utility / TDSP	Annual kWh
0024	7 Water Street	Millis	MA	02054	Eversource	14,507
1004	Main St P9 120	Millis	MA	02054	Eversource	2,480
1007	Off Water St Pump	Millis	MA	02054	Eversource	31,649
1008	Orchard St	Millis	MA	02054	Eversource	117,560
1007	Island Rd P13-1X	Millis	MA	02054	Eversource	21
1006	Farm St Twr P37/21	Millis	MA	02054	Eversource	1,208
1008	Park Rd P/89/5	Millis	MA	02054	Eversource	1,694
0020	969 Main St Pklot	Millis	MA	02054	Eversource	2,230
0021	961 Main St	Millis	MA	02054	Eversource	103,200
0019	840 Main St @ Plain St	Millis	MA	02054	Eversource	1,845
0024	Pleasant St P14/1 Trlt	Millis	MA	02054	Eversource	1,481
0025	Main St P 9/145	Millis	MA	02054	Eversource	1,780
0019	84 Farm St Repeater	Millis	MA	02054	Eversource	23,531
0014	6 Exchange St	Millis	MA	02054	Eversource	4,178
0011	Off Main St P/26 Cbox	Millis	MA	02054	Eversource	86
1009	Village St Plsnt/P/90	Millis	MA	02054	Eversource	200
1000	Village St Pump	Millis	MA	02054	Eversource	4,073
1018	Village St Ph-2650	Millis	MA	02054	Eversource	2,059
1028	Village St P/150	Millis	MA	02054	Eversource	1,036
1003	900 Main St	Millis	MA	02054	Eversource	191,920
1003	Curve St Skpd Ofp26	Millis	MA	02054	Eversource	0
1008	P57/30 Island Rd Pump	Millis	MA	02054	Eversource	21,352
1004	Walnut St Water Tower	Millis	MA	02054	Eversource	14,491
1008	P72 Orchard St Trlt	Millis	MA	02054	Eversource	59
1001	P67 Orchard St Trlt	Millis	MA	02054	Eversource	57
1012	885 Main St	Millis	MA	02054	Eversource	114,791
1009	Water St P87	Millis	MA	02054	Eversource	5,922
1000	Water St P87	Millis	MA	02054	Eversource	90,815
1001	Water St Sta Pump	Millis	MA	02054	Eversource	6,466
1002	Water St F1 P87/18	Millis	MA	02054	Eversource	26,072
1006	7 Water St Pump	Millis	MA	02054	Eversource	33,028

1009	Spring St Box	Millis	MA	02054	Eversource	711
1008	Spring St Fdlt P3	Millis	MA	02054	Eversource	3,560
1007	Spring St P5	Millis	MA	02054	Eversource	319,200
1002	Myrtle St P11/2	Millis	MA	02054	Eversource	4,089
1001	Myrtle St P11/2	Millis	MA	02054	Eversource	1,240
1004	Birch St P473	Millis	MA	02054	Eversource	77,492
1006	Various Sts 4000082426	Millis	MA	02054	Eversource	49,659
1000	Auburn Rd P4	Millis	MA	02054	Eversource	7,092
1007	Water St	Millis	MA	02054	Eversource	1,973
0017	Main St P9/35 Cbox	Millis	MA	02054	Eversource	139
0011	Norfolk Rd Well An5&6	Millis	MA	02054	Eversource	105,280
0016	Norfolk Rd Wtr/mfac	Millis	MA	02054	Eversource	24,880
0026	Main St P 9/135	Millis	MA	02054	Eversource	3,892
0028	Main St P9 111/1X	Millis	MA	02054	Eversource	3,332
0036	Main St At Park	Millis	MA	02054	Eversource	1,183
0032	725 Main St At Millist	Millis	MA	02054	Eversource	1,456
0019	Middlesex St Pump	Millis	MA	02054	Eversource	9,993
0017	Birch St Chlorine	Millis	MA	02054	Eversource	1,158
0015	25 Auburn Rd Police	Millis	MA	02054	Eversource	401,480
0015	7 Park Rd C Brown	Millis	MA	02054	Eversource	313,452
1019	P20 Main St P149	Millis	MA	02054	Eversource	243

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23-053

FY24 Budget DPW

PERSONNEL SUMMARY

NAME	POSITION-PAY ITEM	CURRENT TOTAL ANNUAL SALARY	HRS/WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/HRS @ SAL	BASE SALARY	OTHER PAY	LONGEVITY	TOTAL SALARY
James F. McKay	Director of Public Works	\$ 144,948.00	40		NA	2/27/2006	52X\$2,911.467=\$151,395.92	\$151,395.92	\$5,304.72	\$1,100.00	\$157,800.64
Deirdre Gilmore	DPW Operations Manager	\$ 86,928.97	40		5	4/25/2005	25X\$1,731.600=\$43,290.00 27X\$1,771.20=\$47,822.40	\$91,112.40		\$1,100.00	\$92,212.40
John Williams	Department Assistant I	\$ 20,302.14	25		1	8/29/2022	8X25X\$21.54=\$4,308.00	\$28,596.00			\$28,596.00
David Rachmaciej	DPW Superintendent Water and Sewer	\$ 84,750.48	40		8	1/18/2011	28X40X\$45.45=\$50,904.00 24X40X\$46.50=\$44,640.00	\$95,544.00		\$1,000.00	\$96,544.00
Ronald McKenney	Superintendent	\$ 80,035.60	40		6	7/17/2006	2X40X\$39.14=#3,131.20 50X40X\$40.11=\$80,351.20	\$83,351.20	\$5,949.70	\$1,100.00	\$90,400.90
Kevin Kandola	Facilities Manager	\$ 74,648.16	40		8	6/7/2004	4X40X\$38.00=\$6,080.00				
Jonathan Wanders	HEO/Laborer/Mechanic	\$ 64,504.88	40		9	5/15/2012	48X40X\$39.93=\$76,665.00 46X40X\$34.98=\$64,363.20	\$82,745.60	\$5,923.34	\$1,100.00	\$89,768.94
Stephen Main	HEO/Laborer	\$ 59,631.04	40		9	11/19/1984	6X40X\$35.86=\$8,606.40	\$72,969.60		\$1,000.00	\$73,969.60
Michael Hillery	Water & Sewer Technician	\$ 72,352.16	40		20		52X40X\$30.69=\$63,835.20	\$63,835.20		\$1,200.00	\$65,035.20
Ryan Wagner	HEO/Laborer	\$ 61,891.28	40		7	8/18/2014	7X40X\$35.57=\$9,959.60				
Kyle Lopez	HEO/Laborer	\$ 56,097.84	40		8	6/14/2016	45X40X\$36.44=\$65,592.00 50X40X\$32.07=\$64,140.00	\$75,551.60	\$5,398.26	\$900.00	\$81,849.86
Jonathan Lovett	HEO/Laborer	\$ 55,289.44	40		7	12/19/2018	2X40X\$32.87=\$2,629.60	\$66,769.60	\$4,475.52	\$900.00	\$72,145.12
Paul Everett	HEO/Laborer	\$ 53,546.00	40		5	12/17/2019	24X40X\$28.37=\$27,235.20 28X40X\$29.05=\$32,536.00 28X40X\$29.12=\$32,614.40	\$59,771.20		\$900.00	\$60,671.20
Brandon Gorgone	HEO/Laborer	\$ 52,559.76	40		3	10/28/2020	17X40X\$27.45=\$18,666.00	\$58,048.00			\$58,048.00
Jesse Chamberlain	HEO/Laborer	open	40		4	6/1/2021	35X40X\$28.13=\$39,382.00 48X40X\$26.86=\$51,571.20 4X40X\$27.55=\$4,408.00	\$55,978.20			\$55,978.20
Brian Hart	HEO/Laborer	open	40		1	7/19/2022	2X40X\$25.70=\$2,056.00	\$54,876.00			\$54,876.00
Summer Help	Personal Plan	3-FTE	40		2	10/4/2022	13X40X\$26.41=\$52,876.00 39X40X\$25.61=\$39,951.60 40X\$15.00=\$600.00 per week	\$52,920.40			\$52,920.40
SUBTOTAL/TOTAL								\$1,181,706.52	\$30,965.27	\$10,300.00	\$1,222,971.79

Town of Millis - DPW  
Payroll Budgets  
FY23 - FY24

	<u>Water</u>	<u>Sewer</u>	<u>Transfer Station</u>	<u>DPW/General</u>	<u>Snow and Ice</u>	<u>Stormwater Management</u>	<u>Total</u>
FY23	\$389,228.43	\$293,108.75	\$58,700.52	\$336,690.24	\$48,000.00	\$181,448.60	\$1,307,176.54
FY24	\$362,396.28	\$306,574.30	\$65,733.83	\$406,595.69	\$48,321.72	\$244,697.36	\$1,434,319.18
Difference:	(\$26,832.15)	\$13,465.55	\$7,033.31	\$69,905.45	\$321.72	\$63,248.76	\$127,142.64
Percentage Increase/Decrease:	-6.89%	4.59%	11.98%	20.76%	0.67%	34.86%	9.73%



## Current FY23 DPW Department Split

	Transfer Station	Sewer	Water	Strm Wtr Mgmt	DPW/General	
McKay, James		24%	41%	18%	17%	0%
Gilmore, Deirdre		32%	44%	13%	11%	0%
Williams, John		50%	50%			0%
Rachmaciej, David		24%	42%	18%	16%	0%
McKenney, Ron		50%	50%			0%
Kandola, Kevin		33%	33%	10%	24%	0%
Wanders, Jonathan				25%	75%	0%
Main, Stephen				25%	75%	0%
Hillery, Michael		50%	50%			0%
Wagner, Ryan		50%	50%			0%
Lopez, Kyle					100%	0%
Lovett, Jonathan		50%	50%			0%
Everett, Paul				25%	75%	0%
Gorgone, Brandon				75%	25%	0%
Chamberlain, Jesse		33%	33%		34%	0%
Brian Hart	100%					0%

	Transfer Station	Sewer	Water	Strm Wtr Mgmt	DPW/General	
McKay, James		0.24	0.41	0.18	0.17	1.00
Gilmore, Deirdre		0.32	0.44	0.13	0.11	1.00
Williams, John		0.50	0.50			1.00
Rachmaciej, David		0.24	0.42	0.18	0.16	1.00
McKenney, Ron		0.50	0.50			1.00
Kandola, Kevin		0.33	0.33	0.10	0.24	1.00
Wanders, Jonathan				0.25	0.75	1.00
Main, Stephen				0.25	0.75	1.00
Hillery, Michael		0.50	0.50			1.00
Wagner, Ryan		0.50	0.50			1.00
Lopez, Kyle					1.00	1.00
Lovett, Jonathan		0.50	0.50			1.00
Everett, Paul				0.25	0.75	1.00
Gorgone, Brandon				0.75	0.25	1.00
Chamberlain, Jesse		0.33	0.33		0.34	1.00
Brian Hart	1.00					1.00
<b>Total FTEs:</b>	<b>1.00</b>	<b>3.96</b>	<b>4.43</b>	<b>2.09</b>	<b>4.52</b>	<b>16.00</b>

## Proposed FY24 DPW Department Split

	Transfer Station	Sewer	Water	Strm Wtr Mgmt	DPW/General	
McKay, James		25%	25%	25%	25%	0%
Gilmore, Deirdre		25%	25%	25%	25%	0%
Williams, John		25%	25%	25%	25%	0%
Rachmaclej, David		25%	25%	25%	25%	0%
McKenney, Ron		50%	50%			0%
Kandola, Kevin		25%	25%	25%	25%	0%
Wanders, Jonathan		25%	25%	25%	25%	0%
Main, Stephen					100%	0%
Hillery, Michael		50%	50%			0%
Wagner, Ryan		50%	50%			0%
Lopez, Kyle				25%	75%	0%
Lovett, Jonathan		25%	25%	25%	25%	0%
Everett, Paul				25%	75%	0%
Gorgone, Brandon				75%	25%	0%
Chamberlain, Jesse	25%	25%	25%		25%	0%
Brian Hart	75%				25%	0%

	Transfer Station	Sewer	Water	Strm Wtr Mgmt	DPW/General	
McKay, James		0.25	0.25	0.25	0.25	1.00
Gilmore, Deirdre		0.25	0.25	0.25	0.25	1.00
Williams, John		0.25	0.25	0.25	0.25	1.00
Rachmaclej, David		0.25	0.25	0.25	0.25	1.00
McKenney, Ron		0.50	0.50			1.00
Kandola, Kevin		0.25	0.25	0.25	0.25	1.00
Wanders, Jonathan		0.25	0.25	0.25	0.25	1.00
Main, Stephen					1.00	1.00
Hillery, Michael		0.50	0.50			1.00
Wagner, Ryan		0.50	0.50			1.00
Lopez, Kyle				0.25	0.75	1.00
Lovett, Jonathan		0.25	0.25	0.25	0.25	1.00
Everett, Paul				0.25	0.75	1.00
Gorgone, Brandon				0.75	0.25	1.00
Chamberlain, Jesse	0.25	0.25	0.25		0.25	1.00
Brian Hart	0.75				0.25	1.00

<b>Total FTEs:</b>	<b>1.00</b>	<b>3.50</b>	<b>3.50</b>	<b>3.00</b>	<b>5.00</b>	<b>16.00</b>
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Difference	0.00	(0.46)	(0.93)	0.91	0.48	
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**DPW General Fund**

**HIGHWAY DIVISION 014220**

**Personnel Services**

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2024
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	TM ADOPTED	REQUESTS	PROPOSED
Salary Department Head	\$20,304	\$21,537	\$22,498	\$24,729	\$24,833	<b>\$37,848.98</b>	
Salaries Clerical	\$6,191	\$6,537	\$6,693	\$8,067	\$9,458	<b>\$29,927.10</b>	
Wages	\$148,810	\$156,542	\$166,051	\$253,048	\$237,607	<b>\$260,616.89</b>	
Wages Overtime	\$37,551	\$50,174	\$49,345	\$43,410	\$35,000	<b>\$35,000.00</b>	
Summer Help	\$16,522	\$12,651	\$11,475	\$11,875	\$28,440	<b>\$28,440.00</b>	
DPW License Fee				\$10,930	\$0	<b>\$11,562.72</b>	
Longevity	\$750	\$1,852	\$1,885	\$1,921	\$1,960	<b>\$3,200.00</b>	
<b>Total</b>	<b>\$230,128</b>	<b>\$249,293</b>	<b>\$257,946</b>	<b>\$353,980</b>	<b>\$337,298</b>	<b>\$406,595.69</b>	<b>\$0.00</b>

**Expenses**

Engineering Services	\$4,932	\$3,286	\$6,590	\$801	\$5,000	\$5,000.00	
Physical Exams	\$410	\$570	\$773	\$1,225	\$500	\$500.00	
Police Details	\$29,794	\$32,150	\$28,035	\$25,426	\$20,000	\$20,000.00	
Office Cleaning	\$7,200	\$4,550	\$5,825	\$8,855	\$0	<b>\$0.00</b>	
Equipment Hired	\$5,975	\$538	\$1,833	\$418	\$6,000	\$6,000.00	
Land Fill Monitoring	\$0	\$13,915	\$25,223	\$20,689	\$20,000	\$20,000.00	
Tree Care	\$26,600	\$26,990	\$67,380	\$20,280	\$15,000	\$15,000.00	
Traffic Lines	\$23,984	\$17,033	\$18,615	\$22,899	\$22,000	\$22,000.00	
Road Maintenance Supplies	\$11,597	\$10,892	\$8,010	\$4,234	\$15,000	\$15,000.00	
Asphalt Products	\$47,352	\$28,754	\$15,188	\$14,542	\$35,000	\$35,000.00	
Gravel and Sand	\$5,910	\$5,874	\$1,597	\$1,768	\$4,000	\$4,000.00	
Street Signs	\$2,909	\$2,575	\$1,660	\$5,193	\$8,000	\$8,000.00	
Shop Supplies	\$15,298	\$15,779	\$15,894	\$22,582	\$13,000	\$13,000.00	
Supplies and Expenses	\$16,046	\$58,859	\$22,632	\$49,433	\$20,132	\$20,132.00	
Natural Gas/Oil			\$3,327	\$2,933	\$0	\$0.00	
Telephone	\$1,564	\$1,671	\$1,991	\$2,119	\$3,716	\$3,716.00	
Electricity	\$10,066	\$16,459	\$5,165	\$16,301	\$12,905	\$12,905.00	
Postage	\$129	\$82	\$122	\$95	\$250	\$250.00	
Meal Allowance	\$4,116	\$3,120	\$4,320	\$4,428	\$4,500	<b>\$5,000.00</b>	
Clothing	\$2,789	\$2,178	\$2,538	\$3,855	\$5,607	\$5,400.00	
Cemetery Expenses	\$5,867	\$16,767	\$13,499	\$12,802	\$19,500	\$19,500.00	
Advertising	\$238	\$0	\$0	\$0	\$1,000	\$1,000.00	
Equipment Repairs	\$27,462	\$16,404	\$26,522	\$14,770	\$25,000	\$25,000.00	
Vehicle Supply and Repair	\$29,452	\$30,703	\$21,074	\$22,041	\$25,000	<b>\$30,000.00</b>	
Gasoline/Oil	\$43,061	\$14,708	\$31,912	\$35,576	\$35,100	\$35,100.00	
Diesel Fuel	\$0	\$16,360	\$0	\$0	\$0	\$0.00	
Fields -- Applications	\$3,062	\$7,251	\$2,170	\$2,905	\$7,000	\$7,000.00	
Fields -- Irrigation	\$700	\$1,405	\$3,851	\$1,668	\$1,000	\$1,000.00	

## DPW General Fund

	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2024
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	TM ADOPTED	REQUESTS	PROPOSED
Fields -- Miscellaneous Expen	\$8,832	\$6,318	\$609	\$6,537	\$750	\$6,537.00	
Fields -- Lighting	\$0	\$0	\$0	\$0	\$2,311	\$2,311.00	
Fields -- Water	\$34,903	\$11,355	\$19,474	\$28,506	\$20,000	\$20,000.00	
Water/Sewer	\$7,387	\$968	\$929	\$1,114	\$0	\$1,000.00	
Stormwater	\$34,986	\$32,834	\$32,867	\$32,952	\$41,000	\$41,000.00	
<b>Total</b>	<b>\$412,623</b>	<b>\$400,348</b>	<b>\$389,624</b>	<b>\$386,946</b>	<b>\$388,271</b>	<b>\$400,351.00</b>	<b>\$0.00</b>
<b>Total Budget</b>	<b>\$642,752</b>	<b>\$649,641</b>	<b>\$647,570</b>	<b>\$740,927</b>	<b>\$725,569</b>	<b>\$806,946.69</b>	<b>\$0.00</b>

DPW General Fund

FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2024
ACTUAL	ACTUAL	ACTUAL	ACTUAL	TM ADOPTED	REQUESTS	PROPOSED

**SNOW & ICE 014230**

*Personnel Services*

Salaries Overtime	\$80,004	\$53,343	\$94,079	\$106,849	\$44,539	\$44,539.00	
Snow Stipend		\$0	\$2,365	\$3,636	\$3,636	\$3,782.75	

Total	\$80,004	\$53,343	\$96,444	\$110,485	\$48,175	\$48,321.75	\$0.00
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Other Charges/Expenses	\$210,053	\$152,440	\$201,093	\$236,964	\$170,727	\$170,727.00	
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Total	\$210,053	\$152,440	\$201,093	\$236,964	\$170,727	\$170,727.00	\$0.00
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Total Budget	\$290,057	\$205,783	\$297,537	\$347,449	\$218,902	\$219,048.75	\$0.00
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*Expenses*

**DPW General Fund**

FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2024
ACTUAL	ACTUAL	ACTUAL	ACTUAL	TM ADOPTED	REQUESTS	PROPOSED

**STREETLIGHTING 014240**

*Expenses*

Electricity Signals	\$4,661	\$8,040	\$6,453	\$4,906	\$5,000	\$5,000.00	
Street Lighting	\$22,539	\$15,560	\$13,923	\$15,282	\$20,850	\$20,850.00	
Repair Signals	\$12,769	\$13,965	\$23,008	\$9,163	\$13,000	\$13,000.00	
<b>Total Budget</b>	<b>\$39,970</b>	<b>\$37,564</b>	<b>\$43,384</b>	<b>\$29,351</b>	<b>\$38,850</b>	<b>\$38,850.00</b>	<b>\$0.00</b>



**DPW General Fund**

FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2024
ACTUAL	ACTUAL	ACTUAL	ACTUAL	TM ADOPTED	REQUESTS	PROPOSED

**TRANSFER STATION 014390**

*Personnel Services*

Wages	\$18,862	\$19,317	\$20,296	\$43,542	\$51,604	\$53,615.78	
Wages Overtime	\$8,356	\$5,213	\$4,921	\$3,055	\$6,032	\$6,032.00	
Longevity	\$0	\$0	\$0	\$0	\$1,119	\$0.00	
Stipends	\$0	\$0	\$0	\$0	\$0	\$1,163.93	
Transfer Station License Fee	\$0	\$0	\$0	\$5,696	\$0	\$4,922.12	
<b>Total</b>	<b>\$27,218</b>	<b>\$24,530</b>	<b>\$25,217</b>	<b>\$52,293</b>	<b>\$58,754</b>	<b>\$65,733.83</b>	<b>\$0.00</b>

*Expenses*

Recycling	\$8,615	\$9,825	\$12,393	\$10,035	\$14,000	\$14,000.00	
Contract Hauling	\$6,734	\$0	\$1,920	\$0	\$3,000	\$3,000.00	
Tipping Fees	\$28,402	\$32,894	\$30,637	\$30,256	\$33,000	\$33,000.00	
Pumping Services	\$0	\$0	\$0	\$0	\$500	\$500.00	
Supplies and Expenses	\$19,578	\$27,396	\$14,681	\$25,246	\$16,000	\$20,000.00	
Telephone	\$0	\$0	\$0	\$0	\$110	\$110.00	
Electricity	\$3,306	\$2,861	\$3,555	\$6,085	\$4,538	\$4,538.00	
Clothing	\$293	\$320	\$345	\$850	\$300	\$1,200.00	
Advertising	\$1,107	\$351	\$629	\$846	\$700	\$700.00	
Equipment Repairs	\$8,824	\$3,392	\$8,550	\$8,330	\$11,000	\$11,000.00	
Diesel Fuel	\$5,449	\$6,477	\$7,738	\$7,086	\$9,000	\$9,000.00	
Miscellaneous Expenses				\$0	\$0		
<b>Total</b>	<b>\$82,307</b>	<b>\$83,517</b>	<b>\$80,448</b>	<b>\$88,735</b>	<b>\$92,148</b>	<b>\$97,048.00</b>	<b>\$0.00</b>

<b>Total Budget</b>	<b>\$109,526</b>	<b>\$108,047</b>	<b>\$105,665</b>	<b>\$141,028</b>	<b>\$150,902</b>	<b>\$162,781.83</b>	<b>\$0.00</b>
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TOWN OF MILLIS Water Form #3  
 FISCAL YEAR 2024 BUDGET STAFFING HISTORY  
 Department: Water 6100051

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Position	FTE	FTE	FTE	FTE	FTE	FTE
Director - McKay		0.41	0.41	0.41	0.41	0.25
Operations Manager - Gilmore		0.44	0.44	0.44	0.44	0.25
Department Asst I - Williams		0.33	0.33	0.48	0.48	0.25
DPW Superintendent - Rachmaciej		0.42	0.42	0.42	0.42	0.25
Water & Sewer Super. - McKenney		0.50	0.50	0.50	0.50	0.50
Facilities Manager - Kandola		0.33	0.33	0.33	0.33	0.25
DPW Foreman - Wanders						0.25
Water & Sewer Tech - Hillary		0.50	0.50	0.50	0.50	0.50
HEO/Laborer - Wagner		0.50	0.50	0.50	0.50	0.50
HEO/Laborer - Chamberlain		0.50	0.50	0.50	0.50	0.25
HEO/Laborer - Lovett		0.33	0.33	0.33	0.33	
SUBTOTAL/TOTAL	0.00	4.26	4.26	4.41	4.41	3.25

Water Enterprise Fund

WATER DIVISION

Personnel Services

	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 TM ADOPTED	FY2024 REQUESTS	FY2024 PROPOSED
Salary Department Head	\$48,967	\$51,941	\$54,269	\$56,088	\$59,892	\$37,849	
Salaries Clerical	\$30,026	\$32,187	\$32,932	\$35,753	\$47,982	\$29,927	
Salaries Clerical Overtime	\$1,954	\$4,379	\$5,585	\$2,213	\$5,000	\$5,000	
Wages	\$204,280	\$193,982	\$215,248	\$188,341	\$206,117	\$165,216	
Water License Fee	\$7,626	\$7,967	\$7,695	\$53,139	\$1,492	\$40,680	
Wages Overtime	\$63,087	\$34,755	\$61,849	\$62,769	\$50,000	\$59,400	
Longevity	\$0	\$2,108	\$2,591	\$1,926	\$2,591	\$2,775	
Stipends	\$9,163	\$9,185	\$9,390	\$9,142	\$17,620	\$21,550	
<b>Total</b>	<b>\$365,102</b>	<b>\$336,504</b>	<b>\$389,548</b>	<b>\$409,370</b>	<b>\$390,694</b>	<b>\$362,396</b>	<b>\$0</b>

Expenses

Testing Water	\$9,069	\$42,435	\$66,329	\$17,873	\$80,000	\$80,000	
Services Engineering	\$14,485	\$44,152	\$58,971	\$29,596	\$50,000	\$50,000	
Police Details	\$5,524	\$815	\$1,414	\$711	\$9,000	\$9,000	
Training	\$2,240	\$1,016	\$925	\$2,826	\$4,000	\$4,000	
Inspections	\$170	\$1,800	\$0	\$3,395	\$4,000	\$4,000	
Equipment Hired	\$38,883	\$19,964	\$31,117	\$30,957	\$40,000	\$40,000	
Supplies & Expenses	\$129,506	\$111,159	\$77,238	\$111,600	\$110,000	\$110,000	
Propane Gas	\$5,851	\$2,505	\$5,863	\$2,933	\$7,331	\$7,331	
Stormwater	\$3,744	\$0	\$3,532	\$3,532	\$3,744	\$3,744	
Water/Sewer	\$661	\$684	\$600	\$1,009	\$0	\$0	
Telephone	\$4,839	\$4,524	\$3,641	\$4,124	\$9,000	\$9,000	
Electricity	\$97,156	\$96,287	\$93,139	\$84,737	\$106,651	\$106,651	
Postage	\$2,683	\$3,326	\$3,255	\$3,032	\$4,450	\$4,450	
Clothing	\$3,917	\$3,436	\$3,152	\$2,935	\$5,000	\$3,600	
Advertising	\$1,068	\$495	\$5,361	\$927	\$4,000	\$4,000	
Membership	\$895	\$1,008	\$595	\$1,299	\$1,000	\$1,000	
Equipment	\$11,996	\$23,409	\$23,505	\$16,055	\$22,000	\$22,000	
Vehicle Supply/Repair	\$4,742	\$7,111	\$10,600	\$3,606	\$15,000	\$15,000	
Diesel Fuel	\$10,744	\$9,906	\$11,164	\$11,121	\$10,000	\$10,000	
Farm & Walnut St Tank Maintenance				\$213,995	\$214,000	\$214,000	
Miscellaneous Expense	\$22,088	\$22,346	\$39,325	\$40,172	\$28,958	\$28,958	
Water LTD Principal	\$292,080	\$392,843	\$418,000	\$446,667	\$571,667	\$426,667	
Water LTD Principal	\$0	\$0	\$0	\$0	\$0	\$0	
Water LTD Interest	\$83,902	\$186,132	\$174,189	\$169,618	\$251,529	\$134,020	
Water STD Interest	\$0	\$13,165	\$3,250	\$0	\$0	\$160	
Special Projects					\$61,000	\$0	
Reserve Fund					\$50,000	\$50,000	
Transfer to General	\$241,436	\$247,840	\$261,248	\$294,833	\$302,204	\$309,759	
<b>Total</b>	<b>\$987,680</b>	<b>\$1,236,356</b>	<b>\$1,296,410</b>	<b>\$1,497,553</b>	<b>\$1,964,534</b>	<b>\$1,647,340</b>	<b>\$0</b>
<b>Total Budget</b>	<b>\$1,352,783</b>	<b>\$1,572,859</b>	<b>\$1,665,958</b>	<b>\$1,906,923</b>	<b>\$2,355,228</b>	<b>\$2,009,736</b>	<b>\$0</b>

<b>TOWN OF MILLIS</b>		<b>Sewer</b>		<b>Form #3</b>		
<b>FISCAL YEAR 2024 BUDGET</b>		<b>STAFFING HISTORY</b>				
<b>Department: Sewer 60000051</b>						
	<b>FY 2019</b>	<b>FY 2020</b>	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>
<b>Position</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>	<b>FTE</b>
Director - McKay		0.24	0.24	0.24	0.24	0.25
Operations Manager - Gilmore		0.32	0.32	0.32	0.32	0.25
Department Asst I - Williams		0.33	0.33	0.48	0.48	0.25
DPW Superintendent - Rachmaciej		0.24	0.24	0.24	0.24	0.25
Water & Sewer Super. - McKenney		0.50	0.50	0.50	0.50	0.50
Facilities Manager - Kandola		0.33	0.33	0.33	0.33	0.25
DPW Foreman - Wanders						0.25
Water & Sewer Tech - Hillary		0.50	0.50	0.50	0.50	0.50
HEO/Laborer - Wagner		0.50	0.50	0.50	0.50	0.50
HEO/Laborer - Chamberlain		0.50	0.50	0.50	0.50	0.25
HEO/Laborer - Lovett		0.33	0.33	0.33	0.33	0.25
<b>SUBTOTAL/TOTAL</b>	<b>0.00</b>	<b>3.79</b>	<b>3.79</b>	<b>3.94</b>	<b>3.94</b>	<b>3.50</b>

Sewer Enterprise Fund

SEWER DIVISION

FY2019 ACTUAL    FY2020 ACTUAL    FY2021 ACTUAL    FY2022 ACTUAL    FY2023 TIM ADOPTED    FY2024 REQUESTS    FY2024 PROPOSED

Personnel Services

Salary Department Head	\$28,664	\$30,405	\$31,761	\$32,691	\$35,059	\$37,849	
Salaries Clerical	\$23,272	\$25,127	\$25,631	\$26,112	\$37,664	\$29,927	
Salaries Clerical Overtime	\$1,460	\$2,729	\$3,448	\$2,369	\$3,000	\$3,000	
Wages Overtime	\$168,798	\$165,848	\$183,341	\$140,865	\$191,380	\$188,811	
Longevity	\$13,350	\$11,225	\$17,932	\$11,190	\$15,392	\$19,350	
Sewer License Fees	\$750	\$1,723	\$2,171	\$1,555	\$2,171	\$2,775	
Slipends	\$9,163	\$9,469	\$9,390	\$13,380	\$0	\$15,562	
<b>Total</b>	<b>\$245,457</b>	<b>\$246,524</b>	<b>\$273,674</b>	<b>\$235,792</b>	<b>\$293,966</b>	<b>\$306,574</b>	<b>\$0</b>

Expenses

Services Engineering	\$11,011	\$24,942	\$20,913	\$19,542	\$45,000	\$45,000	
Maintenance Contract	\$3,583	\$7,400	\$2,252	\$0	\$0	\$0	
Police Details	\$0	\$0	\$303	\$919	\$4,000	\$4,000	
Sewer Cleaning	\$0	\$795	\$2,290	\$0	\$10,175	\$10,175	
EQUIPMENT HIRED	\$0	\$0	\$737	\$0	\$0	\$0	
Supplies & Expenses	\$19,419	\$38,311	\$40,508	\$64,313	\$45,000	\$45,000	
Stormwater	\$1,085	\$0	\$1,024	\$1,024	\$15,000	\$15,000	
Water/Sewer	\$661	\$684	\$600	\$844	\$0	\$0	
Telephone	\$3,316	\$3,527	\$5,052	\$4,663	\$5,500	\$5,500	
Electricity	\$20,608	\$19,180	\$15,286	\$20,646	\$21,850	\$21,850	
Natural Gas/Oil			\$1,630	\$0	\$0	\$0	
Postage	\$1,934	\$2,053	\$1,605	\$2,762	\$2,000	\$2,000	
Clothing	\$2,813	\$2,756	\$2,513	\$2,638	\$3,075	\$3,600	
Equipment	\$995	\$12,308	\$456	\$11,941	\$5,000	\$5,000	
Equipment Repairs & Maintenance	\$1,629	\$554	\$30,030	\$2,695	\$20,000	\$20,000	
Diesel Fuel	\$323	\$0	\$0	\$0	\$3,000	\$3,000	
Vehicle Supply/Repair					\$5,000	\$5,000	
CRPCD O&M Costs	\$312,300	\$276,580	\$290,676	\$321,269	\$372,390	\$430,000	
CRPCD Assessment	\$241,880	\$230,000	\$178,150	\$172,393	\$184,040	\$200,000	
Sewer LTD Principal	\$195,000	\$253,290	\$240,000	\$226,667	\$226,667	\$161,667	
Sewer STD Principal	\$0	\$0	\$0	\$0	\$0	\$0	
Sewer LTD Interest	\$61,075	\$68,140	\$51,975	\$83,773	\$67,934	\$58,000	
Sewer STD Interest	\$0	\$0	\$3,250	\$0	\$0	\$0	
Reserve Fund	\$0	\$0	\$0	\$13,920	\$40,000	\$50,000	
Special Projects					\$0	\$0	
Transfer to General Fund	\$197,539	\$202,778	\$213,749	\$241,227	\$247,258	\$253,440	
<b>Total</b>	<b>\$1,075,170</b>	<b>\$1,143,297</b>	<b>\$1,102,998</b>	<b>\$1,191,237</b>	<b>\$1,322,889</b>	<b>\$1,338,232</b>	<b>\$0</b>

Total Budget	\$1,320,627	\$1,389,822	\$1,376,672	\$1,427,029	\$1,616,855	\$1,644,806	\$0
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**TOWN OF MILLIS**

**Stormwater**

**Form #3**

**FISCAL YEAR 2024 BUDGET**

**STAFFING HISTORY**

**Department: Stormwater 6300051**

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Position	FTE	FTE	FTE	FTE	FTE	FTE
Director - McKay		0.18	0.18	0.18	0.18	0.25
Operations Manager - Gilmore		0.13	0.13	0.13	0.13	0.25
DPW Assistant - Williams						0.25
DPW Superintendent - Rachmaciej		0.18	0.18	0.18	0.18	0.25
Facilities Manager - Kandola		0.10	0.10	0.10	0.10	0.25
DPW Foreman - Wanders						0.25
DPW Foreman - Lovett		0.25	0.25	0.25	0.25	0.25
HEO/Laborer - Gorgone		0.75	0.75	0.75	0.75	0.75
HEO/Laborer - Everett		0.25	0.25	0.25	0.25	0.25
HEO/Laborer - Lopez		0.25	0.25	0.25	0.25	0.25
<b>SUBTOTAL/TOTAL</b>	<b>0.00</b>	<b>2.09</b>	<b>2.09</b>	<b>2.09</b>	<b>2.09</b>	<b>3.00</b>

Stormwater Enterprise Fund

STORMWATER DIVISION

Personnel Services

	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 TM ADOPTED	FY2024 REQUESTS	FY2024 PROPOSED
Salary Department Head	\$21,498	\$22,803	\$23,821	\$24,601	\$26,294	\$37,849	
Salaries Clerical	\$7,317	\$7,725	\$7,910	\$9,626	\$15,085	\$29,927	
Salaries Clerical Overtime			\$910	\$499	\$2,000	\$2,000	
Wages	\$103,398	\$112,015	\$92,824	\$92,733	\$118,642	\$138,811	
Wages Overtime	\$2,357	\$1,570	\$3,820	\$1,523	\$23,000	\$23,000	
Longevity	\$0	\$918	\$954	\$939	\$1,000	\$1,550	
Stormwater License Fees	\$0	\$0	\$0	\$6,103	\$0	\$11,561	
<b>Total</b>	<b>\$134,570</b>	<b>\$145,031</b>	<b>\$130,238</b>	<b>\$136,024</b>	<b>\$186,021</b>	<b>\$244,697</b>	<b>\$0</b>

Expenses

Services Engineering	\$34,005	\$87,072	\$66,676	\$100,596	\$84,000	\$95,000	
Police Details	\$2,761	\$3,508	\$4,782	\$3,751	\$5,000	\$5,000	
Training	\$5,825	\$4,066	\$3,825	\$194	\$4,000	\$4,000	
Inspections	\$6,594	\$12,350	\$6,442	\$2,578	\$23,000	\$23,000	
Equipment Hired	\$22,688	\$19,089	\$16,349	\$23,270	\$24,080	\$24,080	
Supplies and Expenses	\$9,579	\$2,573	\$8,190	\$32,714	\$15,000	\$15,000	
Heat and Fuel	\$0	\$0	\$0	\$0	\$9,563	\$9,563	
Postage	\$2,510	\$116	\$1,329	\$1,446	\$2,500	\$2,500	
Uniform/Cleaning	\$1,517	\$1,632	\$1,435	\$1,879	\$1,600	\$3,000	
Public Education and Outreach	\$20,501	\$13,553	\$0	\$284	\$12,000	\$12,000	
Vehicle Supply and Repair	\$8,206	\$9,326	\$7,499	\$4,702	\$25,000	\$25,000	
Gasoline/Oil				\$0	\$3,000	\$3,000	
Miscellaneous Expense	\$2,493	\$15,685	\$2,058	\$4,262	\$10,000	\$10,000	
Short-term Debt Interest				\$0	\$14,235	\$35,587	
Reserve Fund			\$0	\$20,318	\$50,000	\$50,000	
Transfer to General Fund	\$129,272	\$132,266	\$139,173	\$157,340	\$161,274	\$165,306	
<b>Total</b>	<b>\$245,951</b>	<b>\$301,237</b>	<b>\$257,758</b>	<b>\$353,333</b>	<b>\$444,252</b>	<b>\$482,036</b>	<b>\$0</b>
<b>Total Budget</b>	<b>\$380,521</b>	<b>\$446,269</b>	<b>\$387,996</b>	<b>\$489,357</b>	<b>\$630,273</b>	<b>\$726,733</b>	<b>\$0</b>

Last Name	First Name	Job Class Description	Pay Type Description	Work Start Date	Hours Per Period	Hourly Rate	
RACHMACEI	DAVID	DPW SUP	TOWN HOURL	06/27/2017	80.00	35.8200	
RACHMACEI	DAVID	DPW SUP	DPW LONG	06/27/2017	0.00	<b>0.4800</b>	
RACHMACEI	DAVID	DPW SUP	ADD'L STIP	06/27/2017	0.00	0.0000	
RACHMACEI	DAVID	DPW SUP	DII/TII	06/27/2017	80.00	1.5400	
RACHMACEI	DAVID	DPW SUP	LIC CONTR	06/27/2017	80.00	2.3300	
RACHMACEI	DAVID	DPW SUP	4G LIC	06/27/2017	80.00	0.5500	Regular
RACHMACEI	DAVID	DPW SUP	DII/TI	06/27/2017	80.00	0.2400	Base
RACHMACEI	DAVID	DPW SUP	WATRT 1	06/27/2017	80.00	0.7500	Licenses
RACHMACEI	DAVID	DPW SUP	MEC W/S TE	06/27/2017	80.00	2.5400	Hourly Rate
							43.77
Base Rate	Regular Rate	Time Half Rate	Double Time	Base Rate			
35.82	35.82	53.73	71.64	Water	DII/TII,DII/TI,WATER 1, MEC W/S TE		
Water	3.16	4.74	6.32	General	4G LIC		
General	0.27	0.4	0.54	Stormwater	4G LIC		
Stormwater	0.27	0.4	0.54	General	LIC CONTROR		
General	2.33	3.49	4.66	Sewer	MEC W/S TE		
Sewer	0.64	0.96	1.28	Stormwater	MEC W/S TE		
Stormwater	0.64	0.96	1.28	General	MEC W/S TE		
General	0.64	0.96	1.28	General	DPW LONGIVERTY		
General	43.77	66.12	87.54	General			

0.48 only used at this rate





Welcome to the  
**Town of Mills**

# Approve time for RACHMACIEJ, DAVID B DPW SUPERINTENDENT

[Mark this week as approved](#) [Edit](#) [Submit](#)



Jan 2023	Apr 2023	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Submitted	Weekly Approved
prior week	next week	2/26	2/27	2/28	3/1	3/2	3/3	3/4		

TOWN REG HOURLY FULL TIME	8	8	5	8	8	37	37
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OT @ REGULAR TIME	3.5					3.5	3.5
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DPW OT	7	.5	4	8	19.5	19.5
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DPW DOUBLE OT	3			7	10	10
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DPW TRIPLE OT

VACATION WITH ACCRUALS ESS

HOLIDAY W/ACCRUALS - ESS

COMP EARNED

COMP TIME USED - ESS

SICK TIME W/ACCRUALS - ESS

PERSONAL W/ ACCRUALS - ESS

WATER/SEWER BEEPER

WATER/SEWER STANDBY HOURLY

W/S BEEPER HOLIDAY PREMIUM

TOTAL	3	8	18.5	8.5	8	12	15	73	73
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23-054

Appointment of EFC

Appointment of Interim Asst Bldg Commissioner



# TOWN OF MILLIS

## OFFICE OF THE TOWN ADMINISTRATOR

Veterans Memorial Building  
900 Main Street • Millis, MA 02054  
Phone: 508-376-7041  
[townadministratorsoffice@millisma.gov](mailto:townadministratorsoffice@millisma.gov)

Michael Guzinski  
Town Administrator  
[mguzinski@millisma.gov](mailto:mguzinski@millisma.gov)

Karen M. Bouret DeMarzo  
Operations Support Manager  
[Karen.bouret.demarzo@millisma.gov](mailto:Karen.bouret.demarzo@millisma.gov)

Millis is a small town with many committees and boards that help shape the day-to-day quality of life here preserving our hometown's character. We invite our fellow neighbors to volunteer to make a difference in our town. Time requirements for participation and assignments differ by group; some meet year-round, others seasonally, and some have special projects that are short-term. To sample a committee of interest, public meeting agendas with dates and locations are posted on the bulletin board at the Veterans Memorial Building and on the Town's website at <https://www.millisma.gov/calendar>. Attending a committee meeting is the best way to become familiar with its focus. Please complete this form and email it to [townadministratorsoffice@millisma.gov](mailto:townadministratorsoffice@millisma.gov)

- Agricultural Commission
- Board of Assessors
- Capital Planning Committee
- Cemetery Committee
- Community Preservation Committee
- Conservation Committee
- Council on Aging
- Cultural Council
- Economic Development Committee
- Energy Committee
- Enterprise Funds Committee
- Finance Committee
- Historical Commission
- Local Emergency Planning Committee
- MBTA 3A Advisory Committee
- Oak Grove Farm Commission
- Permanent Building Committee
- Planning Board (Associate Member Only)
- Public Weighers
- Recreation Committee
- Zoning Board of Appeals

[note: home is not on town sewer](#)

Name David R. Baker

Home Address 2 Holbrook Way

Phone 508-272-5156 Email dbaker@rkcenters.com

Registered Voter yes no

*The Town of Millis is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. The Town of Millis is committed to compliance with all fair employment practices regarding citizenship and immigration status.*

## Karen Bouret DeMarzo

---

**From:** David Baker <dbaker@rkcenters.com>  
**Sent:** Thursday, February 9, 2023 2:48 PM  
**To:** Karen Bouret DeMarzo  
**Subject:** RE: Enterprise Advisory Committee

**CAUTION:** This email originated from outside of the Town of Millis mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Karen,

I have 25+ years of professional experience related to the design, construction and management of water, sewer, and stormwater systems in MA. I am also familiar with PFAS, Title 5, and WWTP issues in the Commonwealth. Over the years, I have volunteered and/or been elected to serve on various town committees, where I gained experience helping to develop and advocate for annual budgets, before the Finance Committee; the Select Board, or at Town Meetings. I understand the town budget process, including the distinctions related to the use of Enterprise funds.

I have served on the Permanent Building Committee; the School Committee, the Sidewalk Committee, , the Cable TV Committee and currently serve on the Community Preservation Act Committee. I am willing to continue to volunteer my time in Millis and when I heard the town was seeking members to form the Enterprise Advisory Committee, I felt both my professional and municipal experience would be useful to the town and this new advisory committee.

Please feel free to contact me if you have any additional questions. Thank you.

David Baker

---

**From:** Karen Bouret DeMarzo <Karen.Bouret.DeMarzo@millisma.gov>  
**Sent:** Thursday, February 9, 2023 9:28 AM  
**To:** David Baker <dbaker@rkcenters.com>  
**Subject:** RE: Enterprise Advisory Committee

Hello again Dave. The Board has requested that applicants write a few sentences on why they are interested in serving. Please just respond to this email.

Thank you!

*Karen Bouret DeMarzo*  
Assistant Town Administrator  
Human Resources Manager

900 Main Street  
Millis, MA 02054  
508.376.7041



# TOWN OF MILLIS

## OFFICE OF THE TOWN ADMINISTRATOR

Veterans Memorial Building  
900 Main Street • Millis, MA 02054  
Phone: 508-376-7041  
[townadministratorsoffice@millisma.gov](mailto:townadministratorsoffice@millisma.gov)

Michael Guzinski  
Town Administrator  
[mguzinski@millisma.gov](mailto:mguzinski@millisma.gov)

Karen M. Bouret DeMarzo  
Operations Support Manager  
[Karen.bouret.demarzo@millisma.gov](mailto:Karen.bouret.demarzo@millisma.gov)

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- Agricultural Commission
- Board of Assessors
- Capital Planning Committee
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- Conservation Committee
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- Cultural Council
- Economic Development Committee
- Energy Committee
- Enterprise Funds Committee
- Finance Committee
- Historical Commission
- Local Emergency Planning Committee
- MBTA 3A Advisory Committee
- Oak Grove Farm Commission
- Permanent Building Committee
- Planning Board (Associate Member Only)
- Public Weighers
- Recreation Committee
- Zoning Board of Appeals

Name: Bryan de Souza

Home Address: 10 Oakview Avenue, Millis MA 02054

Phone: 508-498-2415 Email: [b.bryandesouza@gmail.com](mailto:b.bryandesouza@gmail.com)

Registered Voter : yes

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## Karen Bouret DeMarzo

---

**From:** Bryan <b.bryandesouza@gmail.com>  
**Sent:** Friday, February 17, 2023 12:17 PM  
**To:** Karen Bouret DeMarzo  
**Subject:** Re:

**CAUTION:** This email originated from outside of the Town of Millis mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Karen,

My background in a nutshell:

I am a Chemical engineer (BS & MS) by profession and have 27 years of experience working in the industrial water sector.

Part of that experience includes large, scale wastewater / stormwater treatment projects using state of the art technology and equipment.

I provide the process design and the technical direction for the projects. I also help in the procurement of equipment. I have also worn "project manager" hats when needed and dealt with customers & the financials of such projects.

Hope this helps, if you have further questions, please let me know.

Thanks,  
Bryan

---

**From:** Karen Bouret DeMarzo <Karen.Bouret.DeMarzo@millisma.gov>  
**Date:** Friday, February 17, 2023 at 12:03 PM  
**To:** Bryan <b.bryandesouza@gmail.com>  
**Subject:** RE:

Bryan,

Great. I thought that was the case but didn't want to assume. The Water Enterprise Committee was dissolved. This committee will advise on all enterprise funds – water, sewer, and stormwater. Could you please provide your background and why you think you'd be a good fit? I can't remember the details and the Select Board will ask.

Thank you!

*Karen Bouret DeMarzo*  
Assistant Town Administrator  
Human Resources Manager

900 Main Street  
Millis, MA 02054  
508.376.7041



# TOWN OF MILLIS

~~OFFICE OF THE TOWN ADMINISTRATOR~~ Michael GuzinskiTown

Administrator

Veterans Memorial Building

[mguzinski@millisma.gov](mailto:mguzinski@millisma.gov)

900 Main Street • Millis, MA 02054 Karen M. Bouret DeMarzo Phone: 508-376-

7041 Operations Support Manager

[townadministratorsoffice@millisma.gov](mailto:townadministratorsoffice@millisma.gov)

[K aren.bouret.demarzo@millisma.gov](mailto:Karen.bouret.demarzo@millisma.gov)

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- • Agricultural Commission
- • Board of Assessors
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- • Cemetery Committee
- • Community Preservation Committee
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- Cultural Council
- Economic Development Committee
- Energy Committee
- • Finance Committee
- • Historical Commission
- • Local Emergency Planning Committee
- • MBTA 3A Advisory Committee
- • Oak Grove Farm Commission
- Permanent Building Committee
- Planning Board (Associate Member Only)
- Public Weighers
- Recreation Committee
- Zoning Board of Appeals

**Enterprise Funds Committee**

Name \_\_\_\_\_ James (Jim) Duffy \_\_\_\_\_

Home Address \_\_\_\_\_ 343 Exchange St Millis, MA 02054 \_\_\_\_\_

Phone \_\_\_\_\_ 5084298919 \_\_\_\_\_ Email \_\_\_\_\_ duffy\_jim@hotmail.com \_\_\_\_\_

Registered Voter **yes** no



**Karen Bouret DeMarzo**

---

**From:** jim duffy <duffy\_jim@hotmail.com>  
**Sent:** Friday, February 10, 2023 8:56 AM  
**To:** Town Administrators office  
**Subject:** Enterprise funds committee volunteer form submission  
**Attachments:** Enterprise Funds Volunteer Form - Jim Duffy 343 Exchange St Millis.docx

**CAUTION:** This email originated from outside of the Town of Millis mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good day. I'm sending in the form to volunteer for the enterprise funds committee.

While I don't formally have direct experience in these services by background is P&L management, Large scale project requirements definition and management, and some construction background.

Thank you

Sincerely,

Jim Duffy  
5084298919



Millis Town  
Received

# TOWN OF MILLIS

MAR 01 2023

## OFFICE OF THE TOWN ADMINISTRATOR

Veterans Memorial Building  
900 Main Street • Millis, MA 02054  
Phone: 508-376-7041  
townadministratorsoffice@millisma.gov

Michael Guzinski  
Town Administrator  
mguzinski@millisma.gov

Karen M. Bouret DeMarzo  
Assistant Town Administrator  
Karen.bouret.demarzo@millisma.gov

### VOLUNTEER FORM

Millis is a small town with various boards and committees that help shape and preserve its character. We invite our residents to participate in the decision-making processes of these boards and committees. Time requirements differ by group; some meet year-round, others seasonally, and some have special projects that are short-term. To sample a board/committee, meeting agendas and dates are posted on the Town's website <https://www.millisma.gov/calendar> and on Facebook. Attending a committee meeting is the best way to become familiar with its mission. Please complete this form and email it to [townadministratorsoffice@millisma.gov](mailto:townadministratorsoffice@millisma.gov).

Please indicate boards/committees of interest below:

- |   |  |
|---|--|
| <input type="checkbox"/> Agricultural Commission          | <input type="checkbox"/> Finance Committee                         |
| <input type="checkbox"/> Board of Assessors               | <input type="checkbox"/> Historical Commission                     |
| <input type="checkbox"/> Capital Planning Committee       | <input type="checkbox"/> Local Emergency Planning Committee        |
| <input type="checkbox"/> Cemetery Committee               | <input type="checkbox"/> MBTA 3A Advisory Committee                |
| <input type="checkbox"/> Community Preservation Committee | <input type="checkbox"/> Oak Grove Farm Commission                 |
| <input type="checkbox"/> Conservation Committee           | <input type="checkbox"/> Permanent Building Committee              |
| <input type="checkbox"/> Council on Aging                 | <input type="checkbox"/> Planning Board (Associate Member Only)    |
| <input type="checkbox"/> Cultural Council                 | <input type="checkbox"/> Recreation Committee                      |
| <input type="checkbox"/> Economic Development Committee   | <input type="checkbox"/> Zoning Board of Appeals                   |
| <input type="checkbox"/> Energy Committee                 | <input checked="" type="checkbox"/> Water/Sewer Advisory Committee |

Name Todd Quinter  
Home Address 183 Village street Millis MA  
Phone 401-588-4533 Email toddquinter@yahoo.com.

Registered Voter  yes  no

Reason for wanting to serve:

As a Millis resident I would like to be  
involved for the future of this town.

Experience related to the position:

I work ~~at~~ at the Medway DPW  
and I am aware of what other  
towns are doing to keep cost down to  
the residents

23-055

2% COLA for Retirees for FY23



# TOWN OF MILLIS

**TO:** Select Board

**CC:** Karen Bouret DeMarzo, Assistant Town Administrator

**FROM:** Michael Guzinski, Town Administrator

A handwritten signature in blue ink, appearing to read "Michael Guzinski", is written over the "FROM:" line.

**DATE:** March 10, 2023

**RE: Vote upon Additional 2% Cost of Living Adjustment for Retirees**

Please see the attached letter and email from the Executive Director of the Norfolk County Retirement System. The Board is being asked to vote upon whether or not you support the additional 2% Retiree COLA in response to the extraordinary inflation that has occurred over the past two years. I've also included a chart showing how the other towns in the Norfolk County Retirement systems have voted.

I will discuss this item in more detail at your meeting on Monday. Please contact me should you have any questions.

Thanks.



# Norfolk County Retirement System

January 27, 2023

Michael Guzinski, Town Administrator  
Town Hall, 900 Main Street  
Millis, MA 02054

## RETIREMENT BOARD

Michael G. Bellotti  
*Chairman / Treasurer*

Josephine E. Shea  
*Elected Member*

Edwin S. Little  
*Elected Member*

Paul J. Connors  
*Appointed Member*

Lisa J. Sinkus  
*Appointed Member*

## EXECUTIVE DIRECTOR

Kathleen Kiely-Becchetti, Esq.

Re: Additional 2% Retiree Cost of Living Adjustment

Dear Michael:

On November 16, 2022, Governor Baker signed Chapter 269 of the Acts of 2022 into law. This act provides local retirement systems with a local option to increase the Cost of Living Adjustment (COLA) for eligible retirees in fiscal year 2023 from 3% to 5%, retroactive to July 1, 2022. This additional COLA, which has been granted to retirees of the State and Teachers Retirement Systems already, is not a permanent change in the COLA percentage; it is only for fiscal year 2023.

The approval process for the additional 2% COLA is different than traditional COLA increases granted by the Advisory Council and Norfolk County Retirement Board (Retirement Board). In order to grant this special one-time COLA, the towns within Norfolk County Retirement System must vote.

As required, the approval process began with the Retirement Board's vote to grant the additional 2% COLA at its November 30, 2022 meeting. Followed by the County Commissioners' vote to grant the additional 2% COLA at its January 4, 2023 meeting. The final step is to have each town within Norfolk County Retirement System vote on whether to increase the COLA an additional 2% for fiscal year 2023 only. The approval in a town must be by the chief executive officer (likely the select board or council) as defined by G.L. c. 4, § 7. **All votes must be acted on by the appropriate board/council during the fiscal year (until June 30, 2023) to qualify.**

Two-thirds of the towns within Norfolk County Retirement System must grant the additional 2% COLA before the Retirement Board can provide this benefit to its retirees that were retired before July 1, 2021.

The COLA percentage is granted on a COLA base of \$18,000. The additional 2% for a retiree with an annual retirement allowance of \$18,000 or more will receive the maximum increase of \$360.00 per year or \$30 per month. Retirees with lower annual retirement allowances will receive a prorated increase.

## **Karen Bouret DeMarzo**

---

**From:** Jennifer Scannell  
**Sent:** Thursday, March 9, 2023 2:59 PM  
**To:** Mike Guzinski  
**Cc:** Karen Bouret DeMarzo  
**Subject:** FW: Additional 2% Retiree COLA  
**Attachments:** 2% COLA Checklist.xlsx

Mike,  
Here is some information to share with the Board.

*Jennifer Scannell*

Treasurer/Collector, CMMC, CMMT  
900 Main Street  
Millis, MA 02054  
508.376.7091 (O)  
508.376.7055 (F)

---

**From:** Kathleen Kiely-Becchetti <kkb@norfolkcrs.com>  
**Sent:** Thursday, March 9, 2023 2:24 PM  
**To:** Jennifer Scannell <jscannell@millisma.gov>  
**Subject:** RE: Additional 2% Retiree COLA

**CAUTION:** This email originated from outside of the Town of Millis mail system. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Jennifer

The additional 2% COLA is not included in the FY24 or FY25 funding schedule.

The long-term financial impact of the one-time additional 2% COLA is impossible to determine. When the retirement board has its future valuation, it will be impacted by other factors, not just the additional COLA. Without knowing how the other factors (investment returns, retirements, member deductions, phasing of payroll to actuarial method ect.) will be impacted over the next two fiscal years it is impossible to determine what the cost will be to any of our employer units for FY26 or beyond. However, if the payment was provided today the cost to Millis would be \$34,196. Keep in mind this is the cost today and is not a true reflection of the cost in FY26.

Please see attached for the votes.

I hope this information is helpful. Let me know if you have further questions.

Kathleen

Kathleen Kiely-Becchetti, Esquire  
Executive Director  
Norfolk County Retirement System  
480 Neponset Street, #15  
Canton, MA 02021  
781-821-0664

## Additional 2% COLA for Retirees

Town	Date of Vote	Result
Avon	2/16/2023	Yes
Bellingham		
Canton	1/13/2023	Yes
Cohasset	2/7/2023	Yes
Dover		
Foxboro		
Franklin	3/15/2023	
Holbrook	2/15/2023	Yes
Medfield		
Medway	2/6/2023	Yes
Millis	3/13/2023	
Norfolk	2/21/2023	
Plainville	2/27/2023	No
Randolph	2/6/2023	Yes
Sharon		
Stoughton	2/28/2023	Yes
Walpole	2/28/2023	Yes
Westwood	2/27/2023	Yes
Wrentham	4/4/2023	
County Commissioners	1/4/2023	Yes
NCRB	11/30/2022	Yes



23-056

2% COLA for Personnel Plan



# TOWN OF MILLIS

**TO:** Select Board

**CC:** Karen Bouret DeMarzo, Assistant Town Administrator

**FROM:** Michael Guzinski, Town Administrator

A handwritten signature in blue ink, appearing to read "Michael Guzinski", is written over the "FROM:" line and extends into the "DATE:" line.

**DATE:** March 10, 2023

**RE: Vote upon Annual COLA for Personnel Plan Employees for FY24**

As part of the annual budget process the Select Board votes upon a COLA for all non-union/non-contract employees of the Town (as listed in the Personnel Plan). I'm recommending that the Board approve a 2% COLA for all positions in the Personnel Plan for Fiscal Year 2024. This would match the 2% COLA (for FY24) that has been negotiated for most of the collective bargaining agreements in Millis.

I will discuss this item in more detail at your meeting on Monday. Please contact me should you have any questions.

Thanks.

23-057

FY24 Budget Discussion



# TOWN OF MILLIS

**TO:** Select Board

**CC:** Karen Bouret DeMarzo, Assistant Town Administrator

**FROM:** Michael Guzinski, Town Administrator

A handwritten signature in blue ink, appearing to read "Michael Guzinski", is written over the "FROM:" line.

**DATE:** March 10, 2023

**RE: Discuss FY24 Budget**

---

The Finance Director and I would like to briefly discuss the status of the FY24 Budget process. We ask that you bring your budget materials with you to the meeting.

We will also be asking the Board to schedule a special budget workshop meeting sometime during the week of March 20-24 for the sole purpose of discussing the details of the FY24 Budget.

We will discuss this item in more detail at your meeting on Monday. Please contact me should you have any questions.

Thanks.

23-058

Open ATM Warrant

23-059

Discuss Warrant Articles



# TOWN OF MILLIS

**TO:** Select Board

**CC:** Karen Bouret DeMarzo, Assistant Town Administrator

**FROM:** Michael Guzinski, Town Administrator

A handwritten signature in blue ink, appearing to read "Michael Guzinski", is written over the "FROM:" line.

**DATE:** March 10, 2023

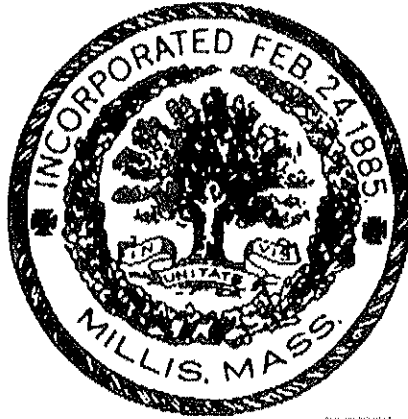
**RE: Discuss Draft ATM Warrant**

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Included in your packet is the first draft of the Annual Town Meeting Warrant. I'm providing this draft warrant to provide a framework for the Board's discussion and deliberation at your meeting on Monday. This draft contains all of the potential articles that I'm currently aware of.

I will discuss this item in more detail at your meeting on Monday. Please contact me should you have any questions.

Thanks.



**May 3, 2023**

**ANNUAL  
TOWN MEETING WARRANT**

**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 Wednesday, the third day of May, AD 2023 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 2023 TOWN MEETING ARTICLE LIST

1. Unpaid Bills
2. FY23 Additional Wages and Expenses
3. FY24 Operating Budget
4. SEIU #888, Firefighters Local #4704, AFSCME Council 93 Local #1301 Contract Ratifications
5. Sewer Enterprise Fund
6. Water Enterprise Fund
7. Stormwater Enterprise Fund
8. Consent Agenda:
  - Amendments to Personnel Plan
  - Board of Health Appointing Authority
  - Revolving Funds
  - Community Preservation Fund
9. Capital Items
10. Design and Construction of Sidewalks and Roads?
11. Tree Removal/Maintenance?
12. New Computer Lease for Schools – Year One?
13. New Police Cruiser Lease – Year One
14. General Bylaw – Powers and Duties of the Town Administrator?
15. Establish Millis Net Zero Goal
16. Amend Plastic Bag Reduction Bylaw
17. Unemployment Insurance
18. OPEB Fund
19. Special Education Stabilization Fund
20. Stabilization Fund
21. Petition Article

**TOWN OF MILLIS**

**May 3, 2023 SPRING ANNUAL TOWN MEETING WARRANT**

**ARTICLE 1.** To see if the Town will vote to transfer from available funds the sum of **\$00.00** to pay the following **unpaid bills** incurred by Town departments from previous fiscal year(s) or take any other action in relation thereto.

Dept.	Vendor	Amount

(Submitted by The Select Board)

*4/5 majority*

**ARTICLE 2.** To see if the Town will vote to transfer from available funds a sum of money for **additional wages or expenses** not sufficiently funded under Article 3, Operating Budget, of the May 2, 2022 Annual Town Meeting, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple majority*

**ARTICLE 3.** 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, 2023, or take any other action in relation thereto.

(Submitted by The Select Board) *2/3 majority if stabilization funds used*

**ARTICLE 4.** To see if the Town will vote to ratify the following collective bargaining agreements: **Town of Millis and SEIU Local 888, Professional Firefighters of Millis Local #4704, and AFSCME Council 93 Local 3901**, all to be retroactive to July 1, 2022, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple majority*

**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, 2023**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple majority*

**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, 2023**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple majority*

**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, 2023**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple majority*

**CONSENT ARTICLE 8.** To see if the Town will vote the following consent articles:

1. To see if the Town will vote to adopt **amendments to Schedule A-Salary Plan and Schedule C-Employee Benefits of the Town of Millis Personnel Plan** effective July 1, 2023, as shown in the FY24 Finance Committee Report, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple majority*

2. 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)

*Simple majority*

3. To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E½, to:

Amend Article VI, Section 12 of the Town's General Bylaws by deleting the following revolving fund from the existing table of revolving funds as follows:

**Recreation Fund - Fees from Recreation Programs - Recreation Department**

And to establish the following fiscal year spending limit for the Town's established revolving funds for Fiscal year 2024:

AUTHORIZED REVOLVING FUNDS	FISCAL YEAR EXP. 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
School Food Service Fund	\$360,000.00
School Transportation Fund	\$500,000.00
Stormwater Management Fund	\$ 10,000.00
BOH Medical Services/Vax Fund	\$ 20,000.00
BOH Rabies Clinic/Program Fund	\$ 2,500.00
School Athletic Fields Fund	\$ 35,000.00
School Extracurricular Fund	\$ 8,000.00



And to authorize the Select Board to dispose of old vehicles or equipment by outright sale, trade, auction, or otherwise and that the proceeds from such disposal be applied to the purchase price of the vehicle or equipment or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple majority*

**ARTICLE 10.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$??????? for the **Design and Construction of Sidewalks and Roads** or take any other action in relation thereto.

(Submitted by Select Board)

*Simple majority*

**ARTICLE 11.** To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$??????? for **Tree Removal/Maintenance** or take any other action in relation thereto.

(Submitted by Select Board)

*Simple majority*

**ARTICLE 12.** To see if the Town will vote to borrow under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of \$????? for a **new lease/purchase(s) for computers for the Millis Schools** or take any other action in relation thereto.

(Submitted by the School Committee)

*2/3 majority*

**ARTICLE 13.** To see if the Town will vote to borrow under the provisions of M.G.L. Chapter 44 or any other enabling authority, the sum of \$??????? for the **lease/purchase(s) of two Police Cruisers** or take any other action in relation thereto.

(Submitted by Select Board)

*2/3 majority*

**ARTICLE 14. Town Administrator POWERS AND DUTIES**

(Submitted by the Select Board)

**ARTICLE 15.** To see if the Town will vote to support the establishment of a Millis Net Zero Goal which is intended to offset, reduce, and eliminate greenhouse gas emissions in our community by the year 2050 or earlier. We encourage the Select Board, and all Town Boards and Committees to take action to outline a plan that is measurable, attainable, and aligned with State and Federal goals, which will allow the Town to potentially access State and Federal incentives to help offset costs that may be associated with meeting this goal.

(Submitted by the Millis Energy Committee)

*Simple majority*

**ARTICLE 16.** To see if the Town

*(Amendment to Plastic Bag Reduction Bylaw)*

(Submitted by the Board of Health)

*Simple majority*

**ARTICLE 17.** To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money **for the Unemployment Insurance Fund**, or take any other action in relation thereto.

(Submitted by the Select Board)

*Simple Majority*

**ARTICLE 18.** 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 the Select Board)

*Simple Majority*

**ARTICLE 19.** To see if the Town will vote to **establish a Special Education Stabilization Fund** in accordance with MGL Chapter 40 Section 13E, and to appropriate or transfer from available funds, a sum of money for the Special Education Stabilization Fund, or take any other action in relation thereto.

**ARTICLE 20.** 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 the Select Board)

*Simple Majority*

**ARTICLE 21. (Petition Article)**

(Submitted by Petition)

*Simple Majority*

DRAFT



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 10th day of April in the year two thousand and twenty-three.

**TOWN OF MILLIS  
SELECT BOARD**

\_\_\_\_\_  
Erin T. Underhill, Chair

\_\_\_\_\_  
Craig W. Schultze, Vice-Chair

\_\_\_\_\_  
Ellen Rosenfeld, Clerk

**A True Copy, Attest**

\_\_\_\_\_  
**Lisa J. Hardin, Town Clerk**

\_\_\_\_\_  
**Helen R. Kubacki, Constable  
Town of Millis**

23-060

Close ATM Warrant

23-061

Board/Committee Liaison Updates

23-062

DRAFT Minutes

Select Board Meeting Minutes 02/27/23

**Chair Underhill called the meeting to order at 7:00pm.**

The following persons were present Chair Erin Underhill, Vice Chair Craig Schultze, Clerk Ellen Rosenfeld, Town Administrator Mike Guzinski, Assistant Town Administrator/ HR Manager Karen Bouret DeMarzo.

Announcements

Millis Beautification Day will be on Saturday April 29<sup>th</sup>, 2023.

State Representative James Arena-DeRosa will be holding Office hours on Monday March 6<sup>th</sup> from 12-2pm at the VMB Building.

23-035 Close ATM Warrant

**Sel. Schultze made a motion to close the Spring ATM Warrant. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.**

23-036 Request for Fee Waiver – Senior Project

Katherine a Senior at Millis High School is holding a Town wide yard sale to raise money for Rosie's Place. She is asking the Board to waive the \$5 fee for people participating in the yard sale on Sunday April 30<sup>th</sup> with a rain date of May 6<sup>th</sup>.

**Sel. Schultze made a motion to waive any fees for the participants of the Town wide yard sale on April 30<sup>th</sup> with a rain date of May 6<sup>th</sup>. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.**

23-037 Review/Approval of Ambulance Billing Rates

Chief Barrett is requesting that the Town increases ambulance rates. The rate is what is charged to the patient's insurance company. The Town has not raised rates since 2017.

**Sel. Schultze made a motion to adopt the rate change for the Town of Millis Ambulance Cost effective March 1<sup>st</sup> and authorize the Town Administrator to sign on the Towns behalf. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.**

23-038 Hearing Continuation of 1178 Main

**Sel. Schultze made a motion to open a Hearing for 1178 Main Street. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.**

**Sel. Schultze made a motion to continue the Hearing for 1178 Main Street until 3/27/23 at 7:30pm. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.**

**Sel. Schultze made a motion to close the Hearing for 1178 Main Street. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.**

23-039 Hearing: Grant of Location for Conduit at Rolling Meadow Drive

**Sel. Schultze made a motion to open a Hearing for grant of location for conduit at Rolling Meadow Drive. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.**

Christine Crosby from Eversource is requesting permission from the Board to install approximately 45 feet of conduit on Rolling Meadow Drive in Mill.

They also present an updated FY24 Capital Requests Sheet and updated FY24 Above Level Service Requests.

23-043 Review/Approval of Proposal for Comprehensive Response Actions at 12-14 Exchange Street

**Sel. Schultze made a motion to authorize the Town Administrator to sign on the Towns behalf a contract with Ransom in the amount of \$43,850.00. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.**

23-044 Discuss Potential Legislative Earmarks for FY24

Mr. Guzinski discusses the potential legislative earmarks for FY24. The proposed list includes Digitizing files, funding for design/study of a new senior center, Transportation vehicle for senior center, aerial boom lift for use at all municipal/school buildings, library building repairs, upgrade wireless system in schools.

23-045 Ratify Contracts Fire Chief/Professional Firefighters of Millis, Local 4704

**Sel. Schultze made a motion to ratify the collective bargaining agreement with the PFFM Local 4704. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.**

**Sel. Schultze made a motion to ratify the collective bargaining agreement with the Fire Chief Rick Barrett. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.**

23-046 Boards/Committee Liaison Updates

Sel. Rosenfeld attended the Charles River Pollution Control District meeting where they discuss potentially creating a Bord with Medway, Millis and Bellingham to discuss Sewer needs. Sel. Schultze attended the Capital Planning Committee where they discussed the updated capital requests and talked about adjusting their sheets to configure in maintenance costs.

23-047 Approval of Water/Sewer Commitments

**Sel. Schultze made a motion to approve the Q3 Water/Sewer commitment to the collector in the amount of \$821,982.32. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.**

23-048 Approval of DRAFT Minutes

**Sel. Schultze made a motion to approve the DRAFT minutes for 4/4/22, 2/6/23, 2/13/23 as written. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.**

**Sel. Underhill made a motion at 8:32pm to enter Executive Session to conduct a strategy session in preparation for negotiations with union personnel (SEIU) and to consider the purchase or lease of real estate property if such discussion may have a detrimental effect on the negotiation position of the governmental body only emerging to adjourn. Sel. Schultze seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.**

Respectfully Submitted by Victoria Schindler

Select Board Minutes 3/28/22

**Sel. Jurmain called the meeting to order at 7:00pm**

The Following persons were present Sel. Jurmain, Sel. Underhill, Sel. Schultze, Town Administrator Mike Guzinski, Operations Manager Karen Bouret DeMarzo.

22-063 Appointment of Reserve Police Officer

**Sel. Jurmain made a motion to ratify the Town Administrator's appointment of Paul Adams as a Reserve Police Officer. The motion was seconded by Sel. Underhill and passed unanimously.**

22-064 Acceptance of Gift and Approval of Request for Special Revenue Account for K-9 Unit

**Sel. Underhill made a motion to approve the creation of a special revenue account for donations made to the Millis Police K-9 Fund and for funds in the account to be used only for expenses related to the K-9 unit. The motion was seconded by Sel. Schultze and passed unanimously.**

22-065 Review/Approve Oak Grove Farm Playground Renovation Contract

**Sel. Underhill made a motion to approve the bid from JAM corporation in the total amount of \$89,700.00 and authorize the Town administrator to authorize the contract. Sel. Schulze seconded this motion. The motion passed unanimously.**

22-068 Open 5/2/22 Annual Town Meeting Warrant

**Sel. Underhill made a motion to open the annual town meeting warrant for May 2, 2022. Sel. Schultze seconded this motion. The motion passed unanimously.**

22-066 Proposed Sewer Bylaw Discussion

Chair Jurmain announced that there would be no public discussion allowed regarding the sewer bylaw this evening. Chair Jurmain read a memo but added that the bylaw as it was proposed is being removed from the draft warrant this evening.

**Sel. Underhill made a motion to remove the sewer bylaw Article 20. Sel. Schultze seconded this motion. The motion passed unanimously.**

22-067 Discuss 5/2/22 Annual Town Meeting Articles

**Sel. Schultze made a motion to remove article 19. Sel. Underhill seconded this motion. The motion passed unanimously.**

**Sel. Schultze made a motion not to include proposed article 5 from the draft warrant and for this to be a one-time funding, not to recur in future years. The motion was seconded by Sel. Underhill and the motion passed unanimously.**

**Sel. Schultze made a motion to remove the revolving fund from the Article 8. Sel. Underhill seconded this motion. The motion passed unanimously.**

**Sel. Underhill made a motion to add a new Article 11 to community preservation open space funds to transfer \$16,900 for the Oak Grove Farm trail improvement project. Sel. Schultze seconded this motion. The motion passed unanimously.**

**Sel. Underhill made a motion to add Article 14 the engineering and construction of sidewalks and roads. Article 15 the tree removal and maintenance as separate articles in the spring town meeting warrant. Sel. Schultze seconded the motion. The motion passed unanimously.**

**Sel. Schultze made a motion to add an article for the purchase of a police cruiser in the amount of \$104,000. Sel. Underhill seconded this motion. The motion passed unanimously.**

**Sel. Underhill made a motion to Approve and enter Articles 21 and 22 as written into the Warrant. Sel. Schultze seconded the motion. The motion passed unanimously.**

22-069 Close 5/2/22 Annual Town Meeting Warrant

**Sel. Schultze made a motion to close the Annual Town meeting warrant. Sel. Underhill seconded this motion. The motion passed unanimously.**

22-070 Review/Approval of Refinance for 4 Heritage Path

**Sel. Underhill made a motion to approve the refinance of 48 Heritage Path subject to the approval by the DHCD for the continuing affordability of the unit. The motion was seconded by Sel. Schultze, and the motion passed unanimously.**

22-071 Review/Approval of One Day Alcohol License- Pig Roast at Boggestowe Club

**Sel. Schultze made a motion to approve a One-day special alcohol license for Boggestowe fish and game for 1-7pm on Sunday May 22. Sel. Underhill seconded this motion. The motion passed unanimously.**

22-072 Ratify Employment Contracts- Police, Dispatch, Chief Soffayer.

**Sel. Underhill made a motion to ratify the memorandum of agreement between the Police local 171 and the Town of Millis. The motion was seconded by Sel. Schultze. The motion passed unanimously.**

**Sel. Underhill made a motion to ratify the memorandum of agreement between the Millis Dispatchers and the Town of Millis. Sel. Schultze seconded this motion. The motion passed unanimously.**

**Sel. Underhill made a motion to ratify the MOA between The Town of Millis and the Police Chief Soffayer. Sel. Schultze seconded this motion. The motion passed unanimously.**

**Sel. Underhill made a motion to adjourn at 8:12pm. Sel. Schultze seconded this motion. The motion passed unanimously.**

Respectfully submitted by Victoria Schindler



03/21/22 Select Board Working Meeting via Zoom

In attendance: Chair Peter Jurmain, Vice Chair Erin Underhill, Clerk Craig Schultze, Town Administrator Mike Guzinski, DPW Director Jim McKay, Operations Support Manager Karen Bouret

Chair Jurmain called the meeting to order at 5:00pm and explained that this is a "working" meeting to discuss proposed changes to the Stormwater Credit Manual for the Select Board and the Board will not be responding to public comment at this meeting.

The Board discussed the fact that giving credits to some residents means others will have to carry the cost, meaning it is really a cost shift from some residents to others. The Board talked about residential vs. commercial properties and how they should be defined in relation to credits. The Board considered the implications of allowing credits for both commercial and residential in the same fashion versus making a distinction between residential (single family or two family housing), commercial and industrial. The Board decided to have a small user credit for single family homeowners while commercial/industrial credits will have different requirements.

The Board reviewed what a "driveway" means and agreed that any area where vehicles park and have compacted the ground is considered a driveway.

The Board decided to change the up to 80% credit to up to 50%.

Under the credit application section, the Board decided to strike the "requirement for certification by a licensed stormwater professional."

Attorney Jay Talerma, town counsel, joined the meeting at 6:15pm. Attorney Talerma suggested defining "residential" as single and two family housing. The Board agreed that all other properties are considered multi-family, commercial or industrial. Attorney Talerma said that the credit manual can be periodically updated by the Select Board and does not require town meeting approval.

**Sel. Underhill made a motion to adjourn at 6:20pm. The motion was seconded by Sel. Schultze.**

**Sel. Jurmain polled the Board and the motion passed unanimously.**