



TOWN OF MILLIS

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

OFFICE OF THE SELECT BOARD

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

Michael J. Guzinski
 Town Administrator
mjuzinski@millisma.gov

Karen Bouret DeMarzo
 Assistant Town Administrator/
 Human Resources Manager
kbouret@millisma.gov

SELECT BOARD MEETING AGENDA MONDAY, MARCH 25, 2024; 7:00 PM VETERANS MEMORIAL BUILDING ROOM 229

SELECT BOARD MEETINGS ARE BROADCAST, WHENEVER POSSIBLE, THROUGH MILLIS COMMUNITY MEDIA ON COMCAST CHANNEL 6 AND VERIZON CHANNEL 38

ZOOM (BROADCAST ONLY)
 MEETING ID: 852 638 7223
 PASSCODE: SBMEETING

	Topic	Time	Speaker
I.	Call to Order	7:00 PM	Chair Schultze
II.	Announcements Millis Beautification Day 5/7/24 Town Meeting 5/13/24 Town Election		
III.	Open Session Items		
24-050	Approve & Sign Letter of Commitment to Meet Climate Leader Community Requirements	7:00 PM	R. Weiss C. Gibbons
24-051	Discuss/Vote on FY25 Budget Recommendation	7:10 PM	M. Guzinski
24-052	Discuss & Approve Proposition 2 ½ Override Ballot Question for FY25	7:05 PM	Chair Schultze
24-053	Open 5/7/24 Town Meeting Warrant	7:15 PM	Chair Schultze
24-054	Discuss, Add, Remove Warrant Articles		Select Board
24-055	Close 5/7/24 Town Meeting Warrant		Chair Schultze
24-056	Vote to Recommend FY25 Personnel Plan Changes for Approval at Town Meeting	7:30 PM	K.B. DeMarzo
24-057	Transfer of Common Victualler License – Millis House of Pizza		K.B. DeMarzo
24-058	Review/Approval of Change of Ownership Interest - Mobil		K.B. DeMarzo
24-059	Approve Contract for COA Vehicle		M. Guzinski
24-060	Approve Contract for Microsoft License		M. Guzinski
24-061	Board/Committee Liaison Updates		Select Board

24-062	Approval of DRAFT Minutes • 03/11/24	Select Board
---------------	---	--------------

IV. Executive Session

To discuss strategy with respect to collective bargaining and strategy in preparation for negotiations with non-union personnel if an open meeting may have a detrimental effect on the government's bargaining position.

*To discuss strategy with respect to potential litigation if an open meeting may have a detrimental effect on the government's litigating position.
(114 Union Street)*

V. Adjournment

Proposed Upcoming Meeting Schedule

Date	Time	Location
Monday, April 8, 2024	7:00 pm	Room 229 VMB
Monday, April 22, 2004	7:00pm	Room 229 VMB
Tuesday, May 7, 2024 Annual Town Meeting	6:00 pm 7:30 pm	MS/HS Library MS/HS Auditorium
Monday, May 20, 2024	7:00 pm	Room 229 VMB
Monday, June 3, 2024	7:00 pm	Room 229 VMB
Monday, June 17, 2004	7:00pm	Room 229 VMB

Announcements



MILLIS BEAUTIFICATION DAY

Sponsored by the
Millis Lions Club

Saturday, April 27th
9AM TO NOON

Registration can be done online at
millislionsclub.org/events

Rain or Shine

Please help clean up public areas all around town
Playgrounds Parks Roadways
Picnic Areas and More

For information or to pre-register contact
Jen Donehey 508-667-4326 millisbeautificationday@gmail.com

TAKE PRIDE IN MILLIS!
VOLUNTEERS NEEDED!

Parents/guardians need to sign
permission slip at registration.

Everyone needs to sign waiver at registration
as required by the Town of Millis.

24-050

Approve & Sign Letter to Commitment to Meet
Climate Leader Community Requirements



TOWN OF MILLIS

Craig W. Schultze, Chair
cschultze@millisma.gov
Ellen Rosenfeld, Vice Chair
erosenfeld@millisma.gov
Erin T. Underhill, Clerk
etunderhill@millisma.gov

OFFICE OF THE SELECT BOARD & TOWN ADMINISTRATOR

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

Michael Guzinski
Town Administrator
mquzinski@millisma.gov

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

Joanne Bissetta
Massachusetts Dept. of Energy Resources
100 Cambridge St., 9th Floor
Boston, MA 02114

March 25, 2025

Dear Ms. Bissetta,

As the Millis Select Board Chair, I am pleased to commit this Board's efforts, as well as those of the Town, to meet all the Climate Leader Community requirements within one year of receiving a technical assistance award from the Division.

As a Green Community since 2015, the Town of Millis has made numerous efforts to reduce our greenhouse gas emissions. We have implemented more than a score of energy efficiency projects employing almost \$1 million in Green Communities funding. Despite substantially expanding our building footprint, the Town achieved a 19% reduction in emissions last year. Earlier this year we received a grant from the Commonwealth Community Cabinet to help us create a Climate Action Plan for the Town, which we will use as a Best Practice component for our Climate Leaders program.

In addition to our Green Communities designation, Millis has had an Energy Committee since the 1980s and the current members have been active in both municipal and private sector energy activities. At our spring 2023 Town Meeting, Millis adopted a policy with a Net Zero Energy 2050 goal to bring the Town into alignment with the state's decarbonization objectives.

With this letter we are submitting our application for Green Communities' technical assistance to help us complete our Municipal Decarbonization Roadmap. We understand the challenges of achieving Climate Leaders' requirements but as you can tell we are well on our way to having already accomplished three of the requirements.

We look forward to working with the Division to reduce Millis' GHG emission.

Sincerely,

Craig W. Schultze, Chair

24-051

Discuss/Vote on FY25 Budget Recommendation



TOWN OF MILLIS

TO: Select Board

FROM: Michael Guzinski, Town Administrator

DATE: March 21, 2024

RE: FY25 Budget Recommendation/Proposition 2-1/2 Override

Greetings,

Attached to this memo are three documents related to my budget proposal for Fiscal Year 2025. This budget proposal contemplates limiting overall budget increases in the municipal and school budgets to 4.42%. This budget level is in line with the School Department's (non-Override) FY25 Budget request. Our increased revenues support this level of much needed increase in the operational budgets.

The first document outlines the items which I'm recommending be funded through the Host Community Agreement (HCA) funds. These items would be funded in two phases. The first phase would allocate \$189,780.30 to various items at the Spring Annual Town Meeting. The second phase would fund \$137,503.38 to various items at the Fall Annual Town Meeting. There will be sufficient funding within the HCA Account to fund these expenditures.

The second document entitled "*FY2025 Budget Requests Above Level Service*" outlines the budget items within the 4.42% budget increase which are considered to be above the current levels of operational services/staff. The Animal Control Department (shared services with Medway) and the Recreation Department (adjustment funded through increases in fee receipts) have clearly demonstrated the need to elevate their service levels to the public. The total cost of these items is \$100,669.04. Some of these changes I've already discussed with the Board, but I will go into more detail during your meeting on Monday.

The third document entitled "FY25 Budget Department SB" is the General Operating Budget and contains the budget requests of all departments as well as my recommendations. As you'll see in the documents, I'm recommending reductions in a few departmental requests in order to meet the 4.42% increase cap of the municipal departments. I have met with all of the affected department heads in relation to these changes.

In addition to the FY25 Budget documents presented here, there are funding requests from the School Department, Police Department, Fire Department, and Department of Public Works whose funding would require the successful passage of a Proposition 2-1/2 Override. Unanticipated increases in Special Education costs at the School Department over the last several years, as well as historically unmet needs in the aforementioned municipal departments have made it extremely difficult to properly serve the public within the confines of Proposition 2-1/2. Therefore, as part of my budget recommendation, I'm recommending that the Board consider additional funding through the passage of a Proposition 2-1/2 Override. The purpose of the Override would be to provide additional funds to the School Department (\$1,070,767-Staffing), Police Department (\$180,000 – 2 additional Officers), Fire Department (\$95,118 - Fire Captain), and Department of Public Works (\$54,115 - Laborer). I do not make these recommendations lightly. The Town's administration highly values fiscal restraint and balance in our budgetary approach, but I strongly believe that these budgetary increases are desperately needed to effectively and properly serve this rapidly growing community. There will be much more information provided regarding this matter in the coming weeks leading up to the Spring Annual Town Meeting. I'd be happy to answer any questions that you might have regarding the enclosed documents.

Please contact me should you have any questions in connection with this matter.

Thank you.



Town of Millis Host Community Agreement Marijuana Impact Funds Request - FY2025

Department	Description of Expense	Total Expenses	Date of Proposed Funding
Administration	Social Work Services for the Town of Millis - Entire Community Support	\$17,500.00	✓ Spring TM May 24
Administration	Social Work Services for the Town of Millis - Entire Community Support	\$17,500.00	Fall TM Nov 24
Library	Extend the hours Library is open to the public on Thursday & Friday evenings until 8 pm	\$19,044.00	✓ Spring TM May 24
Library	Two employees for 5.5 hours, 9 Saturdays in FY25	\$2,477.88	✓ Spring TM May 24
Police	School Resource Officer Salary	\$52,836.42	✓ Spring TM May 24
Police	School Resource Officer Salary	\$51,001.38	Fall TM Nov 24
Police	Marijuana Stipend - per Contract FY24	\$12,000.00	✓ Spring TM May 24
Police	Marijuana Training	\$28,500.00	✓ Spring TM May 24
Police	Marijuana Training	\$28,500.00	Fall TM Nov 24
Recreation	Staff for Inclusive Camp - 4 weeks	\$15,920.00	✓ Spring TM May 24
Recreation	Supplies, Equipment	\$1,000.00	✓ Spring TM May 24
School	Middle School Adjustment Counselor - 1.0 FTE	\$40,502.00	✓ Spring TM May 24
School	Middle School Adjustment Counselor - 1.0 FTE	\$40,502.00	Fall TM Nov 24
Marijuana Impact Funds Request - FY2025		\$327,283.68	
Marijuana Impact Funds Request - FY2025		\$189,780.30	Spring TM May 24
Marijuana Impact Funds Request - FY2025		\$137,503.38	Fall TM Nov 24
Marijuana Impact Funds Request - FY2025		\$327,283.68	

\$0.00

FY2025 Above Level Summary

FY2025 Budget Requests Above Level Service					
Department	Request	Amount	Benefits	Funding Source	
Animal Control Recreation Recreation	Part time Animal Control Officer and Animal Inspector Supplies & Expenses increase Merge Teen Program Coordinator/Department Position = Program Coordinator	\$ 27,820.80 \$ 43,202.00 \$ 29,676.24	Yes No Yes	GF within 4.42% cap GF within 4.42% cap GF within 4.42% cap	
General Funded Above Service Level Requests		\$100,699.04			

FY25 Budget Department SB

A	G	H	I	J	K	L	M	N	O	P	R	S	T	V
	FY20 ACTUAL	FY21 ACTUAL	FY22 ACTUAL	FY23 ACTUAL	FY24 TM ADOPTED	FY25 DEPT REQUESTS	FY25 Requests vs FY24 Final Variance	% Var	FY25 TA Proposed BUDGET	FY25 TA vs FY25 Requests Variance	% Variance	FY25 Above Service Level Requests	FY25 Marijuana Impact Fee Requests	
1														
2	Department Breakdown													
3	GENERAL GOVERNMENT													
4	SELECTMENTA													
5	SALARIES	\$283,942.15	\$304,505.74	\$345,072.04	\$378,128.48	\$389,089.00	\$410,132.00	5.4%	\$416,282.49	\$6,150.49				
6	EXPENSES	\$80,485.85	\$61,975.92	\$71,485.23	\$166,419.98	\$163,865.32	\$108,165.00	-34.0%	\$125,665.00	\$17,500.00				
7	TOTAL	\$364,408.00	\$366,481.66	\$416,557.27	\$544,548.46	\$552,954.32	\$518,297.00	-6.3%	\$541,947.49	\$23,650.49	4.56%			
8	FINANCE DIR/ACCOUNTANT													
9	SALARIES	\$249,301.00	\$253,131.66	\$283,958.93	\$272,916.75	\$298,379.00	\$304,583.00	2.1%	\$304,583.00	\$0.00				
10	EXPENSES	\$6,529.43	\$2,639.61	\$4,389.02	\$4,805.98	\$9,515.00	\$0.00	0.0%	\$19,515.00	\$10,000.00				
11	TOTAL	\$255,830.43	\$255,771.27	\$288,347.95	\$277,722.73	\$307,894.00	\$314,088.00	2.0%	\$324,098.00	\$10,000.00	3.18%			
12	ASSESSORS													
13	SALARIES	\$120,584.05	\$125,752.82	\$125,219.95	\$133,549.66	\$146,959.00	\$155,271.77	5.7%	\$155,271.77	\$0.00				
14	EXPENSES	\$7,079.65	\$6,297.32	\$8,213.85	\$30,007.34	\$45,138.20	\$45,988.00	1.9%	\$45,988.00	\$0.00				
15	TOTAL	\$127,663.70	\$132,050.14	\$133,433.80	\$163,557.00	\$192,097.20	\$201,259.77	4.8%	\$201,259.77	\$0.00	0.00%			
16	TREASURER/COLLECTOR													
17	SALARIES	\$217,017.37	\$224,008.66	\$230,850.46	\$238,925.44	\$259,910.20	\$11,985.16	4.6%	\$271,895.36	\$0.00				
18	EXPENSES	\$36,355.07	\$40,241.27	\$49,721.82	\$46,688.21	\$46,000.20	\$50,225.00	9.0%	\$55,225.00	\$5,000.00				
19	TOTAL	\$253,372.44	\$264,249.93	\$280,572.28	\$285,613.65	\$306,000.40	\$16,119.96	5.3%	\$327,120.36	\$5,000.00	1.55%			
20	IT ADMINISTRATION													
21	SALARIES	\$612.28	\$0.00	\$73,579.89	\$77,545.24	\$85,092.00	\$87,422.00	2.7%	\$87,422.00	\$0.00				
22	EXPENSES	\$147,831.64	\$172,113.33	\$192,708.03	\$196,673.33	\$270,977.00	\$299,840.00	10.7%	\$299,840.00	\$0.00				
23	TOTAL	\$148,243.92	\$172,113.33	\$266,287.92	\$274,218.57	\$356,069.00	\$387,262.00	8.8%	\$387,262.00	\$0.00	0.00%			
24	TOWN COUNSEL													
25	EXPENSES	\$101,032.79	\$81,943.73	\$80,358.52	\$83,627.50	\$95,000.00	\$95,000.00	0.0%	\$95,000.00	\$0.00				
26	TOTAL	\$101,032.79	\$81,943.73	\$80,358.52	\$83,627.50	\$95,000.00	\$95,000.00	0.0%	\$95,000.00	\$0.00	0.00%			
27	TOWN CLERK													
28	SALARIES	\$100,685.90	\$106,466.05	\$103,302.04	\$104,893.67	\$124,038.00	\$128,512.00	3.6%	\$128,512.00	\$0.00				
29	EXPENSES	\$6,852.18	\$8,951.61	\$10,908.78	\$9,711.88	\$18,300.00	\$20,800.00	13.7%	\$20,800.00	\$0.00				
30	TOTAL	\$107,538.08	\$115,417.66	\$114,210.82	\$114,605.55	\$142,338.00	\$149,312.00	4.9%	\$149,312.00	\$0.00	0.00%			

FY25 Budget Department SB

A	G	H	I	J	K	L	M	N	O	P	R	S	T	V
	FY20 ACTUAL	FY21 ACTUAL	FY22 ACTUAL	FY23 ACTUAL	FY24 TM ADOPTED	FY25 DEPT REQUESTS	FY25 Requests vs FY24 Final Variance	% Var	FY25 TA Proposed BUDGET	FY25 TA vs FY25 Requests Variance	% Variance	FY25 Above Service Level Requests	FY25 Marijuana Impact Fee Requests	
1	Department Breakdown													
2	REGISTRARS													
31	SALARIES	\$663.00	\$757.54	\$1,028.84	\$728.40	\$1,443.00	\$2,745.00	\$1,300.00	\$2,757.86	\$14.86	0.15%			
32	EXPENSES	\$3,755.44	\$4,136.48	\$3,609.62	\$3,862.55	\$5,900.00	\$6,950.00	\$1,050.00	\$6,950.00	\$0.00				
33	TOTAL	\$4,418.44	\$4,894.02	\$4,638.46	\$4,590.95	\$7,343.00	\$9,695.00	\$2,350.00	\$9,707.86	\$14.86	0.15%			
34	ELECTIONS													
35	SALARIES	\$18,284.47	\$18,720.64	\$10,842.84	\$37,737.27	\$37,100.00	\$60,520.00	\$23,420.00	\$60,520.00	\$0.00				
36	EXPENSES	\$12,428.63	\$11,214.49	\$12,123.70	\$19,319.12	\$21,400.00	\$25,800.00	\$4,400.00	\$25,800.00	\$0.00				
37	TOTAL	\$30,713.10	\$29,935.13	\$22,966.54	\$57,056.39	\$58,500.00	\$86,320.00	\$27,820.00	\$86,320.00	\$0.00	0.00%			
38	PLANNING BOARD													
39	SALARIES	\$22,370.20	\$22,035.98	\$23,115.44	\$23,653.55	\$24,611.00	\$25,203.64	\$592.64	\$25,203.64	\$0.00				
40	EXPENSES	\$3,188.81	\$7,181.99	\$5,087.24	\$2,039.75	\$9,425.44	\$9,425.00	-\$0.44	\$9,425.00	\$0.00				
41	TOTAL	\$25,559.01	\$29,217.97	\$28,202.68	\$25,693.30	\$34,036.44	\$34,628.64	\$592.20	\$34,628.64	\$0.00	0.00%			
42	CONSERVATION													
43	SALARIES	\$16,921.15	\$16,505.08	\$17,201.06	\$6,425.05	\$18,596.00	\$19,040.23	\$444.23	\$19,040.23	\$0.00				
44	EXPENSES	\$3,396.11	\$3,905.07	\$4,248.14	\$12,355.59	\$4,777.00	\$4,777.00	\$0.00	\$4,777.00	\$0.00				
45	TOTAL	\$19,317.26	\$20,410.15	\$21,449.20	\$18,780.64	\$23,373.00	\$23,817.23	\$444.23	\$23,817.23	\$0.00	0.00%			
46	ZONING BOARD													
47	SALARIES	\$4,810.68	\$4,987.58	\$4,955.48	\$5,071.30	\$5,263.67	\$5,264.00	\$0.33	\$5,407.80	\$143.80				
48	EXPENSES	\$1,674.86	\$1,435.68	\$2,081.44	\$1,525.32	\$1,900.12	\$1,900.00	-\$0.12	\$1,900.00	\$0.00				
49	TOTAL	\$6,485.54	\$6,423.26	\$7,036.92	\$6,596.62	\$7,163.79	\$7,164.00	\$0.21	\$7,307.80	\$143.80	2.01%			
50	TOWN BUILDINGS													
51	SALARIES	\$84,217.72	\$84,866.70	\$54,988.34	\$37,715.76	\$40,098.00	\$42,083.00	\$1,985.00	\$42,083.00	\$0.00				
52	EXPENSES	\$229,370.40	\$222,358.89	\$283,855.51	\$255,684.35	\$210,500.24	\$308,000.00	\$97,499.76	\$301,589.00	(\$6,411.00)				
53	TOTAL	\$313,588.12	\$307,225.59	\$338,843.85	\$293,400.11	\$250,598.24	\$350,083.00	\$99,484.76	\$343,672.00	(\$6,411.00)	-1.83%			
54														

FY25 Budget Department SB

	A	G	H	I	J	K	L	M	N	O	P	R	S	T	V
	Department Breakdown	FY20 ACTUAL	FY21 ACTUAL	FY22 ACTUAL	FY23 ACTUAL	FY24 TM ADOPTED	FY25 DEPT REQUESTS	FY25 Requests vs FY24 Final Variance	% Var	FY25 TA Proposed BUDGET	FY25 TA vs FY25 Requests Variance	% Variance	FY25 Above Service Level Requests	FY25 Marjilama Impact Fee Requests	
1	FINANCE COMMITTEE														
55	SALARIES	\$7,323.54	\$8,478.50	\$8,639.90	\$8,650.00	\$8,623.00	\$10,500.00	\$1,677.00	19.0%	\$10,500.00	\$0.00	0.00%			
56	EXPENSES	\$14,388.25	\$15,183.77	\$19,011.27	\$19,742.53	\$15,620.00	\$21,730.00	\$6,110.00	39.1%	\$21,730.00	\$0.00	0.00%			
57	TOTAL	\$21,691.79	\$23,662.27	\$25,651.17	\$28,392.53	\$24,443.00	\$32,230.00	\$7,787.00	31.9%	\$32,230.00	\$0.00	0.00%			
58	RESERVE FUND														
59	EXPENSES	\$42,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	0.0%	\$50,000.00	\$0.00	0.00%			
60	TOTAL	\$42,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	0.0%	\$50,000.00	\$0.00	0.00%			
61	GENERAL INSURANCE														
62	EXPENSES	\$905,272.00	\$529,283.00	\$608,382.00	\$652,838.00	\$720,929.00	\$725,925.00	\$2,096.00	0.3%	\$722,925.00	\$0.00	0.00%			
63	TOTAL	\$905,272.00	\$529,283.00	\$608,382.00	\$652,838.00	\$720,929.00	\$725,925.00	\$2,096.00	0.3%	\$722,925.00	\$0.00	0.00%			
64	EMPLOYEE BENEFITS														
65	EXPENSES	\$5,143,037.11	\$5,495,989.84	\$5,977,845.81	\$6,438,719.11	\$7,123,243.00	\$7,519,270.80	\$396,027.80	5.6%	\$7,475,231.18	(\$44,039.62)	-0.59%			
66	TOTAL	\$5,143,037.11	\$5,495,989.84	\$5,977,845.81	\$6,438,719.11	\$7,123,243.00	\$7,519,270.80	\$396,027.80	5.6%	\$7,475,231.18	(\$44,039.62)	-0.59%			
67	GENERAL GOVT	\$7,470,172.73	\$7,884,868.95	\$8,644,985.29	\$9,320,749.11	\$10,251,882.39	\$10,823,480.80	\$571,598.41	5.6%	\$10,811,839.33	(\$11,641.47)	-0.11%			
68	PUBLIC SAFETY														
69	POLICE DEPARTMENT														
70	SALARIES	\$1,818,448.41	\$1,914,030.65	\$2,065,582.49	\$2,126,718.14	\$2,261,179.85	\$2,180,934.81	-\$80,245.04	-3.5%	\$2,274,271.23	\$93,336.42	3.34%			
71	EXPENSES	\$243,401.57	\$275,849.61	\$289,452.16	\$361,145.51	\$329,770.00	\$387,550.00	\$57,780.00	17.5%	\$380,050.00	(\$7,500.00)	-0.59%			
72	TOTAL	\$2,061,849.98	\$2,189,880.26	\$2,355,034.65	\$2,487,863.65	\$2,590,949.85	\$2,568,484.81	-\$22,465.04	-0.9%	\$2,654,321.23	\$63,371.38	3.34%			
73	FIRE/RESCUE DEPARTMENT														
74	SALARIES	\$1,688,613.59	\$1,632,067.23	\$1,679,779.52	\$1,770,227.02	\$2,048,533.00	\$2,221,871.57	\$173,338.57	8.5%	\$2,221,871.57	\$0.00	0.00%			
75	EXPENSES	\$186,568.98	\$234,864.14	\$293,541.72	\$282,858.67	\$323,100.00	\$375,100.00	\$52,000.00	16.1%	\$367,600.00	(\$7,500.00)	-0.59%			
76	TOTAL	\$1,875,182.57	\$1,866,931.37	\$1,973,321.24	\$2,053,085.69	\$2,371,633.00	\$2,596,971.57	\$225,338.57	9.5%	\$2,589,471.57	(\$7,500.00)	-0.29%			
77															
78															

FY25 Budget Department SB

A	G	H	I	J	K	L	M	N	O	P	R	S	T	V
Department Breakdown	FY20 ACTUAL	FY21 ACTUAL	FY22 ACTUAL	FY23 ACTUAL	FY24 TM ADOPTED	FY25 DEPT REQUESTS	FY25 Requests vs FY24 Final Variance	% Var	FY25 TA Proposed BUDGET	FY25 TA vs FY25 Requests Variance	% Variance	FY25 Above Service Level Requests	FY25 Marijuana Impact Fee Requests	
1														
2														
79	DISPATCH													
80	SALARIES	\$254,952.80	\$288,041.51	\$328,353.81	\$332,646.69	\$310,433.49	\$8,765.78	2.8%	\$332,043.09	\$12,609.60				
81	EXPENSES	\$10,707.00	\$6,232.88	\$8,911.79	\$10,940.85	\$13,000.00	\$700.00	5.7%	\$13,000.00	\$0.00				
82	TOTAL	\$265,659.80	\$294,274.39	\$337,265.60	\$343,587.54	\$323,433.49	\$9,465.78	2.9%	\$345,043.09	\$12,609.60	3.79%			
83	BUILDING DEPT.													
84	SALARIES	\$242,467.80	\$241,515.79	\$254,953.62	\$233,375.54	\$273,839.90	\$8,596.56	3.2%	\$294,433.80	(\$9,406.10)				
85	EXPENSES	\$6,395.36	\$7,178.88	\$8,121.02	\$9,796.79	\$10,225.00	\$550.00	5.7%	\$10,225.00	\$0.00				
86	TOTAL	\$250,863.16	\$248,694.67	\$263,074.64	\$243,132.33	\$284,064.90	\$9,148.58	3.3%	\$274,658.80	(\$9,406.10)	-3.31%			
87	SEALER W&M													
88	SALARIES	\$3,262.92	\$3,345.00	\$3,429.00	\$3,498.00	\$0.00	-\$3,568.00	109.8%	\$0.00	\$0.00				
89	EXPENSES	\$63.07	\$0.00	\$217.20	\$50.00	\$7,800.00	\$7,650.00	0.0%	\$7,800.00	\$0.00				
90	TOTAL	\$3,325.99	\$3,345.00	\$3,646.20	\$3,548.00	\$7,800.00	\$4,082.00	109.8%	\$7,800.00	\$0.00	0.00%			
91	EMERG MGMT COMM													
92	SALARIES	\$756.00	\$1,500.00	\$1,500.00	\$1,500.00	\$5,000.00	\$0.00	0.0%	\$5,000.00	\$0.00				
93	EXPENSES	\$0.00	\$2,263.76	\$0.00	\$2,500.00	\$2,500.00	\$0.00	0.0%	\$2,500.00	\$0.00				
94	TOTAL	\$756.00	\$3,763.76	\$1,500.00	\$4,000.00	\$7,500.00	\$0.00	0.0%	\$7,500.00	\$0.00	0.00%			
95	ANIMAL CONTROL													
96	SALARIES	\$79,824.91	\$83,565.54	\$87,037.07	\$72,649.72	\$79,547.20	\$954.08	1.2%	\$107,368.20	\$27,821.00		\$27,820.80		
97	EXPENSES	\$10,812.35	\$6,743.75	\$9,146.86	\$7,086.14	\$11,300.00	\$0.00	0.0%	\$11,300.00	\$0.00				
98	TOTAL	\$90,637.26	\$90,309.29	\$96,183.93	\$79,735.86	\$90,847.20	-\$954.08	1.1%	\$118,668.20	\$27,821.00	30.62%	\$27,820.80		
99	LINE 2 - PUBLIC SAFETY	\$4,358,274.74	\$4,700,198.74	\$5,030,026.26	\$5,214,953.07	\$5,888,101.97	\$226,523.97	4.0%	\$5,997,462.89	\$109,360.92	1.86%	\$27,820.80		
100														
101														

FY25 Budget Department SB

A	G	H	I	J	K	L	M	N	O	P	R	S	T	V
Department Breakdown	FY20 ACTUAL	FY21 ACTUAL	FY22 ACTUAL	FY23 ACTUAL	FY24 TM ADOPTED	FY25 DEPT REQUESTS	FY25 Requests vs FY24 Final Variance	% Var	FY25 TA Proposed BUDGET	FY25 TA vs FY25 Requests Variance	% Variance	FY25 Above Service Level Requests	FY25 Marijuana Impact Fee Requests	
102 EDUCATION														
103 MILLIS SCHOOLS														
104 SALARIES	\$13,355,755.27	\$14,433,529.46	\$14,740,852.95	\$15,767,828.22	\$16,588,669.26	\$17,060,503.26	\$491,834.00	3.0%	\$17,170,052.73	\$109,549.47			\$40,502.00	
105 EXPENSES	\$2,377,414.25	\$1,986,712.25	\$2,550,301.27	\$2,958,791.95	\$2,839,922.00	\$2,953,518.88	\$113,596.88	4.0%	\$2,965,472.40	\$11,953.52			\$0.00	
106 TOTAL	\$15,733,169.52	\$16,420,241.71	\$17,291,154.22	\$18,727,620.17	\$19,408,591.26	\$20,014,022.14	\$605,430.88	3.1%	\$20,135,525.12	\$121,502.98			\$40,502.00	
107 LINE 3 - MILLIS SCHOOLS	\$15,733,169.52	\$16,420,241.71	\$17,291,154.22	\$18,727,620.17	\$19,408,591.26	\$20,014,022.14	\$605,430.88	3.1%	\$20,135,525.12	\$121,502.98	0.61%	605,431	\$40,502.00	
108														
109														
110 TRICOUNTY SCHOOL														
111 EXPENSES	\$807,957.00	\$1,049,674.00	\$955,936.00	\$876,556.00	\$668,295.00	\$851,204.00	-\$17,091.00	-2.6%	\$851,204.00	\$0.00				
112 TOTAL	\$807,957.00	\$1,049,674.00	\$955,936.00	\$876,556.00	\$668,295.00	\$851,204.00	-\$17,091.00	-2.6%	\$851,204.00	\$0.00	0.00%			
113 LINE 4 - TRI-COUNTY														
114														
115 PUBLIC WORKS														
116 DPW HIGHWAY														
117 SALARIES	\$249,292.76	\$257,945.96	\$353,980.38	\$326,301.83	\$391,595.69	\$423,683.89	\$32,088.20	8.2%	\$424,443.78	\$759.89				
118 EXPENSES	\$400,348.06	\$389,623.93	\$386,946.43	\$386,013.59	\$388,271.00	\$419,029.00	\$30,758.00	7.9%	\$414,028.00	(\$5,000.00)				
119 TOTAL	\$649,640.82	\$647,569.89	\$740,926.81	\$714,315.42	\$779,866.69	\$842,712.89	\$62,846.20	8.1%	\$838,472.78	(\$4,240.11)	-0.50%			
120 STREET LIGHTS														
121 EXPENSES	\$37,564.40	\$43,383.52	\$29,350.52	\$63,207.16	\$38,850.00	\$38,850.00	\$0.00	0.0%	\$38,850.00	\$0.00				
122 TOTAL	\$37,564.40	\$43,383.52	\$29,350.52	\$63,207.16	\$38,850.00	\$38,850.00	\$0.00	0.0%	\$38,850.00	\$0.00	0.00%			
123 TRANSFER STATION														
124 SALARIES	\$24,530.07	\$25,216.90	\$52,293.07	\$46,365.70	\$65,733.83	\$71,488.36	\$5,754.53	8.8%	\$71,488.36	\$0.00				
125 EXPENSES	\$83,517.20	\$80,448.12	\$88,734.80	\$92,148.27	\$97,046.00	\$97,048.00	\$0.00	0.0%	\$97,048.00	\$0.00				
126 TOTAL	\$108,047.27	\$105,665.02	\$141,027.87	\$138,513.97	\$162,781.83	\$168,536.36	\$5,754.53	3.5%	\$168,536.36	\$0.00	0.00%			

FY25 Budget Department SB

A	G	H	I	J	K	L	M	N	O	P	R	S	T	V
	FY20 ACTUAL	FY21 ACTUAL	FY22 ACTUAL	FY23 ACTUAL	FY24 TM ADOPTED	FY25 DEPT REQUESTS	FY25 Requests vs FY24 Final Variance	% Var	FY25 TA Proposed BUDGET	FY25 TA vs FY25 Requests Variance	% Variance	FY25 Above Service Level Requests	FY25 Marijuana Impact Fee Requests	
1	Department Breakdown													
2	SNOW & ICE													
128	SALARIES	\$53,342.89	\$96,443.81	\$110,484.60	\$47,928.45	\$48,322.00	\$0.25	0.0%	\$48,322.00	\$0.00	0.00%			
129	EXPENSES	\$12,440.09	\$201,093.19	\$236,964.10	\$165,588.40	\$170,727.00	\$0.00	0.0%	\$170,727.00	\$0.00	0.00%			
130	TOTAL	\$205,782.78	\$297,537.00	\$347,448.70	\$213,516.85	\$219,049.00	\$0.25	0.0%	\$219,049.00	\$0.00	0.00%			
131	LINE 5 PUBLIC WORKS	\$1,001,035.27	\$1,094,155.43	\$1,258,753.90	\$1,129,553.40	\$1,289,148.25	\$68,600.98	5.7%	\$1,264,908.14	(\$4,240.11)	-0.33%			
132														
133														
134														
135	HEALTH & HUMAN SERVICES													
136	BOARD OF HEALTH													
137	SALARIES	\$129,283.82	\$127,700.88	\$143,128.21	\$137,379.33	\$157,167.82	\$7,343.82	4.9%	\$157,167.82	\$0.00	0.00%			
138	EXPENSES	\$5,319.09	\$3,576.29	\$7,448.38	\$6,620.08	\$9,975.08	-\$6,520.00	-39.5%	\$9,975.08	\$0.00	0.00%			
139	TOTAL	\$134,602.91	\$131,277.17	\$150,576.59	\$143,999.41	\$167,142.90	\$823.82	0.5%	\$167,142.90	\$0.00	0.00%			
140	COUNCIL ON AGING													
141	SALARIES	\$92,268.13	\$100,055.65	\$121,074.95	\$135,487.90	\$177,682.79	\$4,166.79	2.4%	\$179,340.81	\$1,658.02	0.88%			
142	EXPENSES	\$12,262.00	\$8,148.71	\$9,926.95	\$9,931.38	\$9,934.00	\$0.00	0.0%	\$9,934.00	\$0.00	0.00%			
143	TOTAL	\$104,530.13	\$108,204.36	\$131,001.90	\$145,419.28	\$187,616.79	\$4,166.79	2.3%	\$189,274.81	\$1,658.02	0.88%			
144	VETERANS													
145	SALARIES	\$9,630.12	\$11,195.00	\$18,000.00	\$18,350.00	\$18,727.00	\$0.00	0.0%	\$19,101.54	\$374.54				
146	EXPENSES	\$22,073.97	\$38,065.04	\$17,768.07	\$10,437.14	\$27,500.00	-\$5,140.20	-15.7%	\$27,500.00	\$0.00				
147	TOTAL	\$31,704.09	\$49,260.04	\$35,768.07	\$28,787.14	\$46,227.00	-\$5,140.20	-10.0%	\$46,601.54	\$374.54				
148	LINE 6 HLTH/HUMN SERV	\$270,837.13	\$288,741.57	\$317,346.56	\$318,215.83	\$400,966.69	-\$149.59	0.0%	\$403,019.25	\$2,032.56	0.51%			
149														

FY25 Budget Department SB

A	G	H	I	J	K	L	M	N	O	P	R	S	T	V
Department Breakdown	FY20 ACTUAL	FY21 ACTUAL	FY22 ACTUAL	FY23 ACTUAL	FY24 TM ADOPTED	FY25 DEPT REQUESTS	FY25 Requests vs FY24 Final Variance	% Var	FY25 TA Proposed BUDGET	FY25 TA vs FY25 Requests Variance	% Variance	FY25 Above Service Level Requests	FY25 Marijuana Impact Fee Requests	
151 MEMORIAL DAY														
152 EXPENSES	\$1,797.46	\$1,660.28	\$1,360.00	\$638.40	\$2,000.00	\$2,000.00	\$0.00	0.0%	\$2,000.00	\$0.00	0.00%			
153 TOTAL	\$1,797.46	\$1,660.28	\$1,360.00	\$638.40	\$2,000.00	\$2,000.00	\$0.00	0.0%	\$2,000.00	\$0.00	0.00%			
154 LEGION														
155 EXPENSES	\$4,053.00	\$4,053.00	\$4,053.00	\$4,100.00	\$4,100.00	\$4,100.00	\$0.00	0.0%	\$4,100.00	\$0.00	0.00%			
156 TOTAL	\$4,053.00	\$4,053.00	\$4,053.00	\$4,100.00	\$4,100.00	\$4,100.00	\$0.00	0.0%	\$4,100.00	\$0.00	0.00%			
158 LIBRARY														
160 SALARIES	\$266,378.02	\$270,807.48	\$289,996.37	\$309,727.10	\$346,901.00	\$352,766.00	\$5,855.00	1.7%	\$374,277.88	\$21,521.88		\$21,521.88		
161 EXPENSES	\$140,297.14	\$142,506.54	\$151,081.13	\$177,683.48	\$172,613.00	\$206,450.00	\$33,837.00	19.6%	\$162,650.00	(\$23,800.00)		\$0.00		
162 TOTAL	\$408,675.16	\$413,314.02	\$441,077.50	\$487,410.58	\$519,514.00	\$559,206.00	\$39,692.00	7.6%	\$536,927.88	(\$2,278.12)	-0.41%	\$21,521.88		
163 RECREATION														
164 SALARIES	\$45,411.18	\$31,303.83	\$54,370.81	\$103,576.86	\$122,887.00	\$89,436.95	-\$33,250.05	-27.1%	\$135,033.95	\$45,597.00		\$29,676.24		
165 EXPENSES	\$0.00	\$9,997.97	\$8,640.33	\$112,727.15	\$58,798.00	\$56,798.00	-\$2,000.00	-3.4%	\$101,000.00	\$44,202.00		\$43,202.00		
166 TOTAL	\$45,411.18	\$41,301.80	\$63,020.14	\$216,304.01	\$181,485.00	\$146,234.95	-\$35,250.05	-19.4%	\$236,033.95	\$89,799.00	61.41%	\$72,878.24		
167 HISTORICAL														
169 EXPENSES	\$6,432.17	\$6,523.22	\$7,184.78	\$7,510.16	\$8,993.00	\$8,993.00	\$0.00	0.0%	\$8,993.00	\$0.00	0.00%			
170 TOTAL	\$6,432.17	\$6,523.22	\$7,184.78	\$7,510.16	\$8,993.00	\$8,993.00	\$0.00	0.0%	\$8,993.00	\$0.00	0.00%			
171 OAK GROVE FARM COMM														
172 EXPENSES	\$4,809.20	\$4,980.80	\$5,641.60	\$23,074.75	\$14,260.00	\$6,000.00	-\$8,260.00	-57.9%	\$6,000.00	\$0.00	0.00%			
173 TOTAL	\$4,809.20	\$4,980.80	\$5,641.60	\$23,074.75	\$14,260.00	\$6,000.00	-\$8,260.00	-57.9%	\$6,000.00	\$0.00	0.00%			
174 LINE 7 CULTURE & RECREATION	\$471,178.17	\$471,863.12	\$522,337.02	\$739,237.90	\$730,352.00	\$726,533.95	-\$3,818.05	-0.5%	\$814,054.83	\$87,520.88	12.05%	\$72,878.24	\$38,441.88	

FY25 Budget Department SB

A	G	H	I	J	K	L	M	N	O	P	R	S	T	V
1	FY20	FY21	FY22	FY23	FY24	FY25	FY25 Requests vs FY24 Final	%	FY25	FY25 TA vs FY25 Requests	%			
2	ACTUAL	ACTUAL	ACTUAL	ACTUAL	TM ADOPTED	DEPT REQUESTS	Variance	Var	TA Proposed BUDGET	Variance	Variance			
175	DEBT SERVICE													
177	PRINCIPAL	\$2,192,800.50	\$2,210,933.00	\$2,256,472.67	\$2,260,452.67	\$2,256,452.67	-\$2,000.00	-0.1%	\$2,356,622.15	\$100,169.48	3.59%			
178	INTEREST	\$2,307,682.92	\$1,681,004.06	\$1,528,704.92	\$1,485,990.81	\$1,342,754.16	-\$143,236.65	-9.6%	\$1,390,920.50	\$48,166.34	3.59%			
180	TOTAL	\$4,500,483.42	\$3,891,937.06	\$3,785,177.59	\$3,746,443.48	\$3,601,206.83	-\$145,236.65	-3.9%	\$3,749,542.65	\$148,335.82	4.12%			
181	LINE 8 DEBT SERVICE	\$4,500,483.42	\$3,891,937.06	\$3,785,177.59	\$3,746,443.48	\$3,601,206.83	-\$145,236.65	-3.9%	\$3,749,542.65	\$148,335.82	4.12%			
182														
183	TOTAL BUDGET	\$34,613,107.98	\$35,801,680.58	\$37,805,716.84	\$40,055,999.71	\$42,068,825.68	\$1,305,858.95	3.1%	\$43,827,556.21	\$452,871.58	1.04%			\$189,780.30
184														
185	TOTAL BUDGET	\$34,613,107.98	\$35,801,680.58	\$37,805,716.84	\$40,055,999.71	\$42,068,825.68	\$1,305,858.95	3.1%	\$43,827,556.21	\$452,871.58	1.04%			
186	DISCRETIONARY	\$23,656,358.45	\$24,834,796.68	\$26,478,375.44	\$28,359,772.37	\$30,980,078.00	\$1,070,082.80	3.6%	\$31,228,653.38	\$348,575.38	1.13%			
188	NON-DISCRETIONARY** Includes General Insurance, Benefits, Tri-County & Debt	\$10,956,749.53	\$10,966,883.90	\$11,327,341.40	\$11,697,227.34	\$12,258,810.48	\$235,796.15	1.9%	\$12,598,902.83	\$104,296.20	0.83%			
189		\$34,613,107.98	\$35,801,680.58	\$37,805,716.84	\$40,055,999.71	\$42,068,825.68	\$1,305,858.95	3.1%	\$43,827,556.21	\$452,871.58	1.04%			
190	Budget Totals	\$35,031,644.86	\$36,276,105.66	\$38,314,552.84	\$40,564,835.71	\$43,734,376.63			\$44,187,248.21	\$348,575.38	0.80%			
193	Available Revenues	\$35,671,157.00	\$36,314,876.00	\$38,670,153.00	\$40,659,491.25	\$42,373,356.87			\$0.00					
194		\$639,512.14	\$38,770.34	\$355,000.16	-\$105,344.46	-\$167,630.81								
195														
196														
197	Total Revenues	\$36,661,279.00	\$37,293,709.00	\$40,001,571.00	\$41,349,066.00	\$43,559,884.00	\$45,999,861.00		\$45,399,861.00					
198	Free Cash	-\$628,144.00	-\$407,188.00	-\$708,594.00	-\$306,425.75	-\$658,914.13	-\$893,335.09		-\$703,554.79					
199	State Aid Offset	\$456,976.00	\$466,645.00	\$517,824.00	-\$433,149.00	-\$397,613.00	-\$359,058.00		-\$359,058.00					
200	Overlay	-\$105,000.00	-\$105,000.00	-\$105,000.00	-\$150,000.00	-\$150,000.00	-\$150,000.00		-\$150,000.00					
201	Available Revenues	\$35,671,157.00	\$36,314,876.00	\$38,670,153.00	\$40,459,491.25	\$42,373,356.87	\$43,997,467.91		\$44,187,248.21					
202														
203	Total Budget including State Aid Offset & Overlay	\$35,593,622.86	\$36,847,750.66	\$38,937,376.84	\$41,147,984.71	\$43,076,600.66	\$44,243,434.63		\$44,696,306.21					
204														
205	Town Budget													
206	School Budget													
207														
208	Town Budget Increase FY25													
212	School Budget Increase FY25													
213	Total Budget including State Aid Offset & Overlay & Free	\$36,221,766.86	\$37,254,938.66	\$39,645,970.84	\$41,454,410.46	\$43,737,514.81	\$45,138,768.72		\$46,631.92					
214	Cash								\$605,430.88					
									\$11,093,128.26					
									\$20,135,525.12					

24-052

Discuss & Approve Proposition 2 ½ Override Ballot Question for FY25



TOWN OF MILLIS

TO: Select Board

FROM: Michael Guzinski, Town Administrator

DATE: March 21, 2024

RE: Proposition 2-1/2 Question for the Election Ballot of May 13, 2024

In order to meet the requirement that a Proposition 2-1/2 Ballot Question be submitted at least 35 days prior to the Town Election, it is necessary that the Board vote to approve the question at your meeting of March 25th.

The current article in the Draft ATM Warrant Article is as follows:

ARTICLE 4. To see if the Town will vote to raise and appropriate from the tax levy for the Fiscal Year beginning July 1, 2024, for departmental operating purposes and other town expenses contingent upon passage of a Proposition 2-1/2 Ballot Question under Massachusetts General Laws Chapter 59, Section 21C.

<i>PURPOSE</i>	<i>RECOMMENDED</i>
<i>School Department</i>	<i>\$1,070,767</i>
<i>Police Department - Wages</i>	<i>\$180,000</i>
<i>Fire Department - Wages</i>	<i>\$95,118</i>
<i>Dept. of Public Works - Wages</i>	<i>\$54,115</i>
<i>Total Contingent Appropriations</i>	<i>\$1,400,000</i>

*or take any other action in relation thereto.
(Submitted by The Select Board)
Simple Majority*

If you decide to add a 3rd police officer then Police Department-Wages would increase by \$90,000 to a total of \$270,000, and a grand total of \$1,490,000 for the Override.

There are basically three different options for the form of the Proposition 2-1/2 Ballot Question. They are as follows:

1. *Shall the Town of Millis be allowed to assess an additional \$1,400,000 in real estate and personal property taxes for the purposes of providing for the general administrative cost of operating the schools, police department, fire department, and department of public works, for the fiscal year beginning July 1, 2024?*

2. *Shall the Town of Millis be allowed to assess an additional \$1,400,000 in real estate and personal property taxes for the purposes of funding the operating budget of Public Schools and the Municipal Government, for the fiscal year beginning July 1, 2024?*

3. *Shall the Town of Millis be allowed to assess an additional \$1,400,000 in real estate and personal property taxes for the purposes of funding the following departmental expenses: School Department (\$1,070,767), Police Department (\$180,000), Fire Department (95,118), and Department of Public Works (\$54,115), for the fiscal year beginning July 1, 2024?*

I am recommending option 1.

Please let me know if you have any questions regarding this important matter.

Thank you.

24-053

Open 5/7/24 Town Meeting Warrant

24-054

Discuss, Add, Remove 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 21, 2024

RE: Updated Draft of the Annual Town Meeting Warrant

Greetings,

As a follow up to your last meeting where the Board reviewed the draft ATM Warrant, the enclosed warrant now contains all of the budgetary numbers needed for the posting of the warrant, including proposed numbers for Article 4. This article is for the Contingent Appropriation associated with the Proposition 2-1/2 Override Ballot Question. The updated draft also contains one additional article for the Board's consideration (Article 20). This article is being requested by the Veterans Services Officer. This article provides for additional real estate tax exemptions for certain veterans and surviving spouses who meet specific criteria. This article will be further explained during your meeting.

The Board is scheduled to formally approve and sign the Annual Town Meeting Warrant at your meeting of April 8th.

Please let me know if you have any questions regarding this matter.

Thank you.

Mike Guzinski

Subject:

FW: Warrant Article #20

From: John Moore <jmoore@millisma.gov>

Sent: Wednesday, March 20, 2024 3:09 PM

To: Mike Guzinski <mguzinski@millisma.gov>; Teresa Gonsalves <tgonsalves@millisma.gov>; Carol Johnston <cjohnston@millisma.gov>

Subject: Re: Warrant Article

All concerned,

Yes, only the Veteran's exemptions as per the Hero Act.

For Clause 22 to increase from \$400 to \$800

Clause 22A to increase from \$750 to \$1500.

22B from \$2,500 to \$1250

22C from \$1500 to \$3000

22E from \$1,000 to \$2,000.

Keep in mind, that Clause 22A, 22B, and 22C have zero Millis residents and are pretty rare if you read the qualifications.

Therefore, it's essentially Clause 22 and 22E that impact Millis residents. Also, 75% will be paid by the state and comes to approximately \$6,000/year which provides \$24,000/year in benefits to Millis residents.

Respectfully,

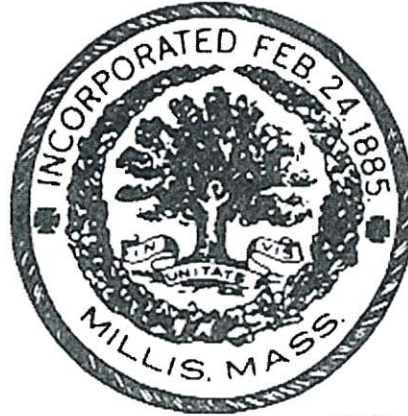
John Moore, Major (Ret) USMC

Veterans Services Officer, Town of Millis

jmoore@millisma.gov

(508) 376-7059

3-20-24
DRAFT



May 7, 2024

**ANNUAL
TOWN MEETING WARRANT MOTIONS**

**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 Tuesday, the seventh day of May, AD 2024 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 2024 TOWN MEETING

1. Unpaid Bills
2. FY24 Additional Wages and Expenses
3. FY25 Operating Budget
4. Supplemental FY25 Budget – Proposition 2-1/2 Override
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. Sewer Enterprise - Infiltration & Inflow Investigation Project
10. Water Enterprise – Lead Service Line Inventory Compliance Project
11. Community Preservation - Open Space/Recreation Reserve Fund - Oak Grove Farm Trail Improvements
12. Community Preservation – Oak Grove Farmhouse Renovations
13. Capital Items
14. Transferal of Funds to the Opioid Settlement Special Revenue Account
15. New Police Cruiser Lease – Year One
16. Library Parking Lot – Environmental Study/Monitoring
17. Rescind Debt Authorization for Drainage Improvements at Village St./Birch St.
18. Request Special Act for a Town Charter Change - Authorize Town Administrator to Approve Payroll/Expense Warrants
19. Increase Maximum Tax Abatement for Senior Tax Work-off Program
20. Acceptance of M.G.L. Ch. 59 Section 5C-1/2 Veterans Tax Exemptions
21. M.G.L. Chapter 41 Section 111F Injury Leave Indemnity Fund
22. Stabilization Fund

TOWN OF MILLIS

May 7, 2024 SPRING ANNUAL TOWN MEETING WARRANT

ARTICLE 1. To see if the Town will vote to transfer from available funds the sum of **\$720.30** to pay the following **unpaid bills** incurred by Town departments from previous fiscal year(s), or take any other action in relation thereto.

Department	Vendor	Amount
Recreation	Amazon	\$154.93
Recreation	Amazon	\$68.93
Town Clerk	RR Donnelly	\$105.00
DPW-Sewer Enterprise	Verizon	\$195.72
DPW-Water Enterprise	Verizon	\$195.72
	Total	\$720.30

(Submitted by The Select Board)
4/5ths Majority

ARTICLE 2. To see if the Town will vote to transfer from available funds a sum of money for **additional operating expenses** not sufficiently funded under Article 3, Operating Budget, of the May 3, 2023 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, 2024, or take any other action in relation thereto.

(Submitted by The Select Board)
2/3rds Majority if stabilization funds used

ARTICLE 4. To see if the Town will vote to raise and appropriate the following amounts from the tax levy for the Fiscal Year beginning July 1, 2024, for departmental operating purposes and other town expenses contingent upon passage of a Proposition 2-1/2 Ballot Question under Massachusetts General Laws Chapter 59, Section 21C.

PURPOSE	RECOMMENDED
School Department	\$1,070,767
Police Department - Wages	\$180,000
Fire Department - Wages	\$95,118
<u>Dept. of Public Works - Wages</u>	<u>\$54,115</u>
 Total Contingent Appropriations	 \$1,400,000

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, 2024**, 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, 2024**, 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, 2024**, 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, 2024, as shown in the FY25 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 establish the following fiscal year spending limit for the Town's established revolving funds for Fiscal year 2025:

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

BOH Food Fund	\$ 4,500.00
School Athletic Fields Fund	\$ 35,000.00
School Extracurricular Fund	\$ 8,000.00
Library Special Use Fund	\$ 10,000.00
Tobacco Control Program	\$ 1,000.00

(Submitted by The Select Board)

Simple Majority

4. To see if the Town will vote to 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 committee administrative expenses, community preservation projects and/or other expenses in fiscal year 2025, with each item to be considered a separate appropriation; or act in any manner relating thereto.

Appropriations:

From 2025 estimated revenues for Committee Administrative expenses	\$16,131.00
(To be divided equally: \$8,065.50 CPC Salary Account: \$8,065.50 CPC Expenses)	
From Undesignated Fund Balance for Long Term Debt- Principal (VMB)	\$20,000.00
From Undesignated Fund Balance for Long Term Debt- Interest (VMB)	\$6,950.00

Reserves:

From FY2025 estimated revenues for Historic Resources Reserve	\$32,262.00
From FY2025 estimated revenues for Community Housing Reserve	\$32,262.00
From FY2025 estimated revenues for Open Space Reserve	\$32,262.00
From FY2025 estimated revenues for Budgeted Reserve	\$80,000.00

(Submitted by Community Preservation Committee)

Simple majority

ARTICLE 9. To see if the Town will vote to transfer from available funds the sum of **\$137,630** to fund the FY25 Sewer Infiltration & Inflow Investigation of the sewer system in Millis, 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 transfer from available funds the sum of **\$187,000** to fund a Lead Service Line Inventory of the water system in Millis, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple Majority

ARTICLE 11. To see if the Town will vote to transfer the sum of **\$17,000 from the Community Preservation Open Space Reserve Fund for the Oak Grove Farm Trail Improvement Project**, or take any other action in relation thereto.

(Submitted by Community Preservation Committee) *Simple Majority*

ARTICLE 12. To see if the Town will vote to transfer the sum of **\$60,000 from the Community Preservation Historical Reserve Fund for Phase I of the Oak Grove Farmhouse Renovation Project**, or take any other action in relation thereto.

(Submitted by Community Preservation Committee) *Simple Majority*

ARTICLE 13. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$442,232 to fund the following capital items:**

<u>Department</u>	<u>Capital Item</u>	<u>Amount</u>
DPW	Safety Equipment	\$40,000
Fire	Chevy Tahoe	\$85,000
Fire	Portable Radios	\$26,232
Library	Library Exterior Building Repairs	\$35,000
School	MPS Server Project	\$65,000
School	MPS Switch Project	\$70,000
School	Skid Steere	\$68,000
Town Buildings	Aerial Boom Lift	\$53,000
	Total	\$442,232

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 14. To see if the Town will vote transfer a sum of money from Free Cash into the Opioid Settlement Revenue Fund, such sum of money shall be equal to that amount allocated to date by the State to the Town from the opioid litigation settlements resulting from the Town's participation in the national Opioid Multi-District Litigation, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple Majority

ARTICLE 15. 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 **\$68,816 for the lease/purchase(s) of one Police Cruiser**, or take any other action in relation thereto.

(Submitted by Select Board)

2/3rds Majority

ARTICLE 16. To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of **\$75,000** to fund the environmental study and DEP reporting of areas of the Library Parking Lot and adjoining properties, or take any other action related thereto.

(Submitted by the Select Board)

Simple Majority

ARTICLE 17. To see if the Town will vote to rescind the debt authorization of **\$711,728** for drainage improvements at the intersection of Village Street and Birch Street, which was approved under Article 19 of the Annual Town Meeting of May 1, 2021, or take any other action related thereto.

(Submitted by the Select Board)

Simple Majority

ARTICLE 18. To see if the Town will vote to petition the Massachusetts General Court to file for Special Legislation to amend the Town of Millis Charter, as follows:

Section III-5: Position of Town Administrator

By adding the following to Article III, Section 5:

“11. Shall have the power to approve all payroll and expense warrants for payment of town funds. Such approval shall be sufficient authority to authorize payment of the same by the town treasurer. In the event of the absence of the town administrator, the select board shall approve such warrants. If a vacancy exists in the office of town administrator, the select board shall approve all such warrants, or, may delegate such responsibility to a temporary town administrator.”

(Submitted by the Select Board) *Simple Majority*

ARTICLE 19. To see if the Town will vote to approve increasing the **Senior Tax Work Program amount from \$1,500 each year to \$2,000 each year**, pursuant to M.G.L. Chapter 59, Section 5K, or take any other action related thereto.

(Submitted by the Select Board)

Simple Majority

ARTICLE 20. To see if the Town will vote to accept M.G.L. Ch. 59 Section 5C-1/2, which provides for an additional real estate tax exemption for taxpayers who are granted personal exemptions on their domiciles under M.G.L. Ch. 59 Section 5 including certain blind persons, veterans, surviving spouses and seniors, and to provide that the additional exemptions shall not exceed 100% of the personal exemption, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2024, or take any other action related thereto.

(Submitted by the Select Board)

Simple Majority

ARTICLE 21. To see if the Town will vote to transfer from available funds, a sum of money for the **MGL Chapter 41, Section 111F Injury Leave Indemnity Fund**, or take any other action related thereto.

(Submitted by Select Board) *Simple Majority*

ARTICLE 22. 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

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 twenty-four.

**TOWN OF MILLIS
SELECT BOARD**

Craig W. Schultze, Chair

Ellen Rosenfeld, Vice-Chair

Erin T. Underhill, Clerk

A True Copy, Attest

Lisa J. Hardin, Town Clerk

Helen R. Kubacki, Constable
Town of Millis

24-055

Close 5/7/24 Town Meeting Warrant

24-056

Vote to Recommend FY25 Personnel Plan Changes for Approval at Town Meeting



TOWN OF MILLIS

TO: Select Board

CC:

FROM: Michael Guzinski, Town Administrator

DATE: March 21, 2024

RE: Article to Update Personnel Plan Salary Schedule

Greetings,

As part of the Spring Annual Town Meeting certain changes are made to the Personnel Plan (under Article 8) in order to update salary/stipend levels and other benefits.

I am recommending the following changes to the Personnel Plan for FY25:

- **A 2% salary/stipend increase to all positions currently in the Personnel Plan**
- **A pay adjustment to the salary of Part Time Dispatchers in order to attract and retain quality employees**
- **Remove position of Sealer of Weights & Measures (recently contracted with the Town of Medway)**
- **Add a Project Manager Stipend of \$1,000 per month for managing special projects**
- **Make one time 4% adjustment to the ZBA Assistant Stipend**
- **Remove the two Respite Care positions that no longer exist**
- **One time stipend adjustment to the Finance Committee Assistant**

I'm recommending that the Board vote to approve these changes to the Personnel Plan for submittal and approval by the Annual Town Meeting.

Please let me know if you have any questions regarding this matter.

Thank you.

SCHEDULE A FY2025

7/1/24 Effective Date
 SCHEDULE A - CLASSIFICATION PLAN APPROVED @ 05/07/24 ATM
 Weekly Salary and Stipends

GRADE	POSITION	STEP													
		1	2	3	4	5	6	7	8	9	10				
17	DIRECTOR OF PUBLIC WORKS FLSA EXEMPT	\$ 2,372.01	\$ 2,432.72	\$ 2,495.10	\$ 2,559.21	\$ 2,625.00	\$ 2,757.88	\$ 2,826.63	\$ 2,897.10	\$ 2,969.69					
16	ASSISTANT TOWN ADMINISTRATOR/HR MGR. FLSA EXEMPT	\$ 2,141.45	\$ 2,184.27	\$ 2,227.96	\$ 2,272.52	\$ 2,317.97	\$ 2,364.33	\$ 2,411.62	\$ 2,459.84	\$ 2,509.05	\$ 2,559.22				
15	VACANT														
12	VACANT														
11	COA DIRECTOR FLSA EXEMPT	\$1,365.57	\$1,397.40	\$1,428.40	\$1,461.08	\$1,492.49	\$1,528.13	\$1,560.27	\$1,597.68	\$1,631.60	\$1,669.46				
9C*	PLUMBING&GAS INSPECTOR ELECTRICALINSPECTOR	\$6,830.94		annual stipend plus \$40 per inspection annual stipend plus \$40 per inspection											
8A*	ALTERNATE BUILDING COMMISSIONER DEP. PLUMB/GAS INSPECTOR 1 DEP. PLUMB/GAS INSPECTOR 2 DEP. ELECTRICAL INSPECTOR 1 DEP. ELECTRICAL INSPECTOR 2 LOCAL BUILDING INSPECTOR	\$13,357.92		annual stipend plus \$40 per inspection annual stipend plus \$40 per inspection annual stipend plus \$40 per inspection annual stipend plus \$40 per inspection annual stipend plus \$40 per inspection											
4	DISPATCHER/PART TIME	\$23.09	\$23.55	\$24.02	\$24.50	\$24.99	\$25.49	\$26.00	\$26.52	\$27.05	\$27.59				
PS9	DEPUTY FIRE CHIEF/EMT* Captain Annual Stipend \$1660.00	\$35.30	\$36.08	\$36.91	\$37.70	\$38.59	\$39.42	\$40.33	\$41.24	\$42.17	\$43.10				
PS8	Building Department Assistant (8 hours/week)	\$21.97	\$22.41	\$22.86	\$23.32	\$23.79	\$24.27	\$24.76	\$25.26	\$25.77	\$26.29				
PS6	VACANT														
PS4	VACANT														
PS2	FIREFIGHTER/EMT FF Annual Stipend \$632	\$22.87	\$23.39	\$23.75	\$24.43	\$24.97	\$25.53	\$26.11	\$26.67	\$27.27	\$27.92				
PS2	PERM. INTER. POLICE OFFICER LOCKUP KEEPER EMT Annual Stipend \$1248.00	\$22.20	\$22.68	\$23.03	\$23.74	\$24.27	\$24.80	\$25.35	\$25.93	\$26.49	\$27.09				

SCHEDULE A FY2025

7/1/24 Effective Date
 SCHEDULE A - CLASSIFICATION PLAN APPROVED @ 05/07/24 ATM
 Weekly Salary and Stipends

GRADE POSITION
SCHEDULE B FY25
APPOINTED SPECIALS

SEALER-WEIGHTS-MEASURE	\$	3,699	PER	YEAR	CLASSIFICATION	PER	YEAR
PROJECT MANAGEMENT STIPEND	\$1,000.00		PER	MONTH	CLASS B MOTOR VEHICLE OPERATOR	\$ 1,187.28	PER YEAR
CERTIFIED WATER OPERATOR I	\$1,583.04		PER	YEAR	DIR. VETERANS SERVICES	\$19,101.54	PER YEAR
CERTIFIED WATER OPERATOR II	\$1,979.82		PER	YEAR	ELECTION WORKER-CENSUS TAKER	STATE MIN. WAGE	
ZONING BOARD OF APPEALS ASSISTANT	\$4,500.00		PER	YEAR	ON-CALL LIBRARY ASSISTANT	POLICE UNION CONTRACT RATE	
RESPIRE CARE PROGRAM MEMBER	181.56		PER	YEAR	DPIW SEASONAL WORKER	STATE MIN. WAGE	
RESPIRE CARE PROGRAM MANAGER	214.88		PER	YEAR	LIBRARY PAGE	STATE MIN. WAGE	
RESPIRE CARE COORDINATOR	STATE MIN-WAGE		PER	YEAR	BOARD OF REGISTRARS -CHAIR	\$ 393.72	PER YEAR
COA VAN DRIVER	20.00		PER	HOUR	BOARD OF REGISTRARS MEMBER	\$ 121.38	PER YEAR
COA DISPATCHER	20.00		PER	HOUR	SNOW CONTRACTOR 7AM-6PM	\$ 25.18	PER HOUR
			PER	HOUR	SNOW CONTRACTOR NIGHTS, WEEKEND	\$ 37.78	PER HOUR
			PER	HOUR	SNOW MANAGEMENT STIPEND	\$ 3,858.66	PER YEAR
FINANCE COMMITTEE ASSISTANT	\$	10,500.00	PER	YEAR	BOARD OF ASSESSORS MEMBER	\$ 367.20	PER YEAR
STATE MINIMUM WAGE EFFECTIVE 1/1/2023					DPTY ANIMAL CONTROL WEEKEND COVERAGE	\$ 100.00	PER DAY
					DPTY ANIMAL CONTROL WEEKNIGHT COVERAGE	\$ 25.00	PER NIGHT

24-057

Transfer of Common Victualler License – Millis House of Pizza



TOWN OF MILLIS

OFFICE OF THE TOWN ADMINISTRATOR

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

COMMON VICTUALLER LICENSE APPLICATION

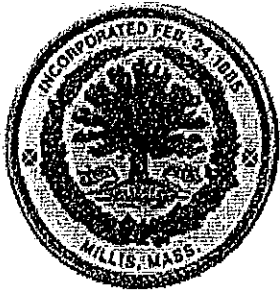
BUSINESS/ENTITY NAME:	MILLIS House of Pizza inc
DBA:	MILLIS House of Pizza
PREMISE ADDRESS:	915 MAIN ST MILLIS MA 02054
MANAGER/CONTACT NAME:	MOHAMMAD ALAM
EMAIL:	Khabe99@yahoo.com
PHONE:	1-617-735-5815
BUSINESS MAILING ADDRESS: (if different from premise)	SAME
FID/SSH:	99-1577546

Your social security or FID number will be furnished to the Massachusetts Department of Revenue to determine if you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass General Laws c. 62, s. 49A.

I certify under the penalties of perjury, that the above information is true, and that the named applicant has complied with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature: Mohammed Date 3-8-24

Approved by the Select Board/Local Licensing Authority	DATE: _____
_____	CHAIR
_____	VICE CHAIR
_____	CLERK



TOWN OF MILLIS

OFFICE OF THE TOWN ADMINISTRATOR

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

COMMON VICTUALLER LICENSE APPLICATION ADDENDUM

SECTION 1: REQUIRED PLAN

- Submit a detailed, scaled plan of the premises showing the following:
 - Square footage
 - Number of entrances/exits
 - Number of rooms
 - Number of tables
 - Number of seats
 - Storage area
 - Kitchen area
 - Entertainment area

PLEASE NOTE: If the plan is submitted in any form larger than 8.5"x11", the applicant must submit 12 copies. No rolled plans will be accepted. All plans must be folded to fit 8.5"x11".

SECTION 2: WRITTEN DESCRIPTION OF PROPOSED PREMISES

- Provide written description the premise depicted in the attached plan including square footage; type of building; number of entrances/exits; number of rooms; number of tables; number of seats for both indoor and, if applicable, outdoor areas; storage area; kitchen area; entertainment area.

The premise is in a strip mall with 1200 sq feet Built up Area. There are Two Entrances/Exits, one in the front and one in the back. There are Three separate Areas dining, kitchen, storage Area. There are 6 Tables and 24 chairs.

SECTION 3: HOURS OF OPERATION

- Hours of Operation:

Monday:	From 11 :00 am/pm	Until 10 :00 am/pm
Tuesday:	From 11 :00 am/pm	Until 10 :00 am/pm
Wednesday:	From 11 :00 am/pm	Until 10 :00 am/pm

Thursday:	From 11 : 00 am/pm	Until 10 : 00 am/pm
Friday:	From 11 : 00 am/pm	Until 10 : 00 am/pm
Saturday:	From 11 : 00 am/pm	Until 10 : 00 am/pm
Sunday:	From 11 : 00 am/pm	Until 10 : 00 am/pm

SECTION 4: DESCRIPTION OF FOOD

4. Describe the type of food served.

Pizza, calzones, salad, Dinner,
Grilled Food, Fry Food.

5. What meals will be served?

Breakfast Lunch Dinner

6. Will takeout service be offered?

Yes No

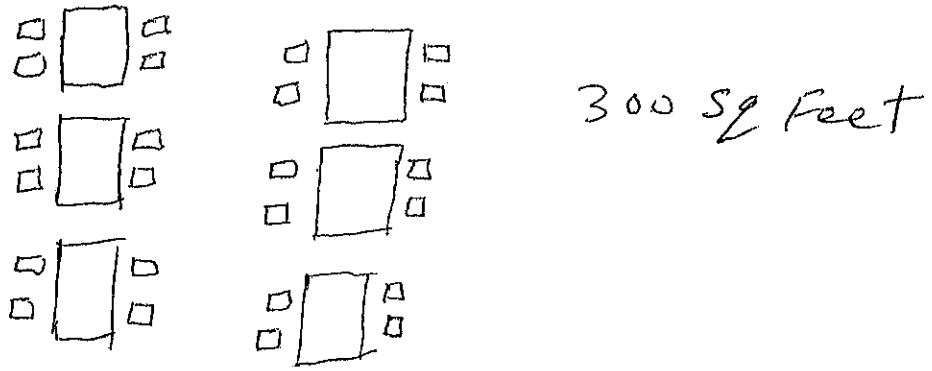
7. Will delivery service be offered?

Yes No

Back Entrance

Storage Area
600 sq Feet

Kitchen Area
300 sq Feet



Total Area = 1200 sq Feet

Main Entrance

24-058

Review/Approval of Change of Ownership Interest – Mobil



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission

For Reconsideration

LICENSING AUTHORITY CERTIFICATION

Millis

City/Town

00022-PK-0716

ABCC License Number

TRANSACTION TYPE (Please check all relevant transactions):

The license applicant petitions the Licensing Authorities to approve the following transactions:

- New License
- Change of Location
- Change of Class (i.e. Annual / Seasonal)
- Change Corporate Structure (i.e. Corp / LLC)
- Transfer of License
- Alteration of Licensed Premises
- Change of License Type (i.e. club / restaurant)
- Pledge of Collateral (i.e. License/Stock)
- Change of Manager
- Change Corporate Name
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Management/Operating Agreement
- Change of Officers/
Directors/LLC Managers
- Change of Ownership Interest
(LLC Members/LLP Partners,
Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Change of Hours
- Other
- Change of DBA

APPLICANT INFORMATION

Name of Licensee DBA

Street Address Zip Code

Manager

Granted under Special Legislation? Yes No

If Yes, Chapter

of the Acts of (year)

\$15 Gas Station Seasonal Wines and Malt Beverages

Type (i.e. restaurant, package store) Class (Annual or Seasonal) Category (i.e. Wines and Malts / All Alcohol)

DESCRIPTION OF PREMISES Complete description of the licensed premises

LOCAL LICENSING AUTHORITY INFORMATION

Application filed with the LLA: Date Time

Advertised Yes No Date Published Publication

Abutters Notified: Yes No Date of Notice

Date APPROVED by LLA Decision of the LLA

Additional remarks or conditions (E.g. Days and hours)

For Transfers ONLY:
Seller License Number: Seller Name:

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission
Ralph Sacramone
Executive Director



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission

For Reconsideration

LICENSING AUTHORITY CERTIFICATION

Millis
City/Town

00022-PK-0716
ABCC License Number

TRANSACTION TYPE (Please check all relevant transactions):

The license applicant petitions the Licensing Authorities to approve the following transactions:

- New License
- Change of Location
- Change of Class (i.e. Annual / Seasonal)
- Change Corporate Structure (i.e. Corp / LLC)
- Transfer of License
- Alteration of Licensed Premises
- Change of License Type (i.e. club / restaurant)
- Pledge of Collateral (i.e. License/Stock)
- Change of Manager
- Change Corporate Name
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Management/Operating Agreement
- Change of Officers/
Directors/LLC Managers
- Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Change of Hours
- Other
- Change of DBA

APPLICANT INFORMATION

Name of Licensee DBA

Street Address Zip Code

Manager

Granted under Special Legislation? Yes No

If Yes, Chapter
of the Acts of (year)

\$15 Gas Station Annual Wines and Malt Beverages

Type (i.e. restaurant, package store) Class (Annual or Seasonal) Category (i.e. Wines and Malts / All Alcohol)

DESCRIPTION OF PREMISES Complete description of the licensed premises

Gas station with food mart

LOCAL LICENSING AUTHORITY INFORMATION

Application filed with the LLA: Date Time

Advertised Yes No Date Published Publication

Abutters Notified: Yes No Date of Notice

Date APPROVED by LLA Decision of the LLA

Additional remarks or conditions (E.g. Days and hours)

For Transfers ONLY:
Seller License Number: Seller Name:

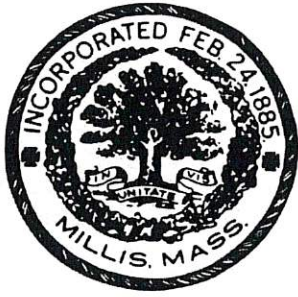
The Local Licensing Authorities By:

Erin T Underhill

Alcoholic Beverages Control Commission
Ralph Sacramone
Executive Director

24-059

Approve contract for COA Vehicle



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 21, 2024

RE: Purchase of Vehicle for COA

Greetings,

Enclosed is the Purchase & Sales Agreement for the purchase of a new vehicle for the COA. The funds for the purchase of the vehicle will be coming from a Legislative Earmark (\$12,500), and from the Friends of the COA (\$21,000). This vehicle is replacing a 2011 COA Vehicle.

I am requesting that the Board approve the Purchase & Sales Agreement and authorize me to sign the agreement on behalf of the Board.

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

Thanks.



Purchase & Sales Agreement

Company/Dept: Millis Council on Aging
 Contact: Director Anne-Marie Gagnon
 Street Address: 900 Main Street
 City, State, Zip: Millis MA 02054
 Phone: 508-376-7051
 E-Mail: agagnon@millisma.gov
 Job Description: Vehicle purchase

Date: March 19, 2024
 Valid for: REVISION 3
 Customer #: _____
 Contract: VEH110
 Sales Rep: Steve Spokowski

CONTRACT LINE REFERENCE	VEHICLE LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
294D2FBS	2024 Sonata Hybrid SEL front wheel drive	\$32,714.00	1	\$32,714.00
W6H	White exterior paint with black interior	\$464.88	1	\$464.88
CFM	Carpeted floor mats	\$47.84	1	\$47.84
CN	Cargo net	\$47.84	1	\$47.84
CT	Cargo tray	\$111.28	1	\$111.28
FAK	First aid kit	\$26.00	1	\$26.00
MG	Mud guards	\$95.68	1	\$95.68
Vehicle Total:				\$33,507.52

CONTRACT LINE REFERENCE	CONTRACT EQUIPMENT LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
	NOT APPLICABLE - VEHICLE ONLY			\$0.00
Contract Equipment Total:				\$0.00

CONTRACT LINE REFERENCE	NON-CONTRACT EQUIPMENT LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
Non-Contract Equipment Total:				\$0.00
Vehicle and Equipment Total:				\$33,507.52
Quantity:				1
Total:				\$33,507.52

Trade Vehicle/s:

CONTRACT LINE REFERENCE	TRADE VEHICLE LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
Trade Vehicle/s Total:				\$0.00
Quote Grand Total:				\$33,507.52

TERMS AND CONDITIONS

Deferrals and Cancellations of Sales Orders In all cases where vehicles, products, and labor are purchased against government and public contracts, the terms and conditions of that contract shall prevail and bind McGovern MHQ. In cases where contract terms on deferral and/or cancellation are not defined, and for non- contract sales, the following McGovern MHQ policy shall prevail.

Deferrals

For this discussion, "deferral" refers to a customer-initiated action to delay the delivery of purchased items* beyond the delivery date confirmed to the customer in writing (Purchase Order confirmation). All deferral requests must be communicated to McGovern MHQ in writing. McGovern MHQ, at their sole discretion, reserves the right to accept or reject deferral requests. Once the subject item has started the production / fabrication process, delivery deferrals are not allowed - the item will be built, shipped, and billed upon completion. For deferral requests on items not yet in production, McGovern MHQ shall negotiate deferral terms with the customer's purchasing or sourcing authority (not the requisitioner). Consequences of order deferrals may include, but not be limited to, loss of scheduled production timeslot and reallocation of vehicles and/or materials to other active jobs or other customers.

Special Order and Non-Cancellable/Non-Returnable Items (NCNR)

Certain items and material are categorized as "Special Order" or "NCNR." Attempts to cancel shall be handled on an individual basis. Depending on the stage of production of a special-order item, and the suppliers involved, special order items may incur cancellation charges based on supplier purchase liabilities. McGovern MHQ shall always act in the interest of our customers to minimize or eliminate cancellation charges whenever possible. Special Order items will be identified as such at the time of quoting and order acceptance to assure an understanding of risk to the customer. NCNR items are not cancellable with our suppliers. McGovern MHQ will make a reasonable attempt to minimize the financial impact of cancelling NCNR items, but no assurance is offered that the customer's purchase liability for these item types can be reduced in any way. NCNR items will be identified as such at the time of quoting and order acceptance to assure an understanding of risk to the customer.

Cancellations

For this discussion, "cancellation" refers to a customer-initiated action to cancel a customer committed order** or any part thereof. All cancellation requests must be communicated to McGovern MHQ in writing. Cancellations will be accepted, without penalty, until the point in time where material has been ordered to support production of the ordered item(s). Once components or material is ordered against a committed customer order, cancellation charges may apply based on supplier purchase liabilities. McGovern MHQ shall always act in the interest of our customers to minimize or eliminate cancellation charges whenever possible. Depending on the type of material/components and the suppliers involved, the range of customer purchase liability can range from complete release of purchase liability, up to and including full liability of the original material cost.

Supplier Failure to Perform

McGovern MHQ shall be held harmless in cases where their suppliers fail to source, build, or deliver quoted or ordered products required to satisfy customer committed orders. McGovern MHQ shall also be held harmless in cases where a supplier discontinues availability of a product, places a product on allocation, or delivery times extend beyond their normal quoted delivery times such that the subject product becomes unavailable, or experiences extended delivery times. In these cases, McGovern MHQ shall offer alternatives, where commercially available, to the customer for consideration as acceptable substitutes.

***Purchased Items**

"Purchased Items" is defined as any item, component, or material required to fulfill a committed customer order.

****Customer Committed Order**

"Customer Committed Order" is defined as any acceptable form of communication that directs McGovern MHQ to produce and sell an item to their customer. Acceptable forms of communication are customer Purchase Orders, quotes that are signed and dated by a customer purchasing authority, Letters of Intent or Letters of Commitment that are signed and dated by a customer purchasing authority, or similar instruments that communicate an intent to purchase.

ORDER ACKNOWLEDGEMENT

By signing this document you are agreeing to the above terms and conditions of this order from McGovern MHQ, Inc.

x

PRINT NAME

x

TITLE

x

SIGNATURE

24-060

Approve Contract for Microsoft License



TOWN OF MILLIS

INFORMATION TECHNOLOGY DEPARTMENT

Veterans Memorial Building
900 Main Street • Millis, MA 02054
Phone: 508-906-3748
jdonovan@millisma.gov

James Donovan
Director of IT
jdonovan@millisma.gov

Dear Select Board Members,

I am writing to request your authorization for the Town Administrator to sign a renewal contract with SHI International for Microsoft Licensing in the amount not to exceed \$27,500. It is imperative that we continue our Microsoft Licensing to ensure the ongoing operation and efficiency of our town's services.

Upon reviewing various vendor proposals, we have concluded that SHI International best meets our requirements for the upcoming year. Their proposal for the Microsoft Licensing renewal aligns with our budgetary considerations and our past positive experiences with their service and support reinforce our decision to continue our partnership.

The contract will ensure our compliance with Microsoft's licensing requirements, which is vital for our operational integrity and the seamless provision of services to our community.

Therefore, I respectfully request the Select Board's authorization for the Town Administrator to sign the Microsoft Licensing renewal contract with SHI.

Thank you for your consideration of this important matter.

Sincerely,

James Donovan
Director of IT

24-061

Board/Committee Liaison Updates

24-062

Approval of DRAFT Minutes

3/11/2024

**SELECT BOARD
MEETING MINUTES
Monday, March 11, 2024
Veterans Memorial Building Room 229
900 Main Street, Millis, MA 02054**

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

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

Announcements

There were no announcements.

24-035 Approval of Carnival/June 28-30

Recreation Director Kris Fogarty asks the Board to approve the Annual Carnival in Town Park which will be June 28th-30th and asks the Board to waive the fees for plumbing and electrical permits.

Sel. Rosenfeld made a motion for the Board to approve the request by the Millis Recreation Department to host the annual carnival with Fanelli Amusement Company at Town Park from June 28-30th with set up beginning on June 24th. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Sel. Rosenfeld made a motion to waive the fees for the plumbing and electrical permits for the carnival. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

24-036 Request to Establish Gift Fund for Fireworks Display

Recreation Director Kris Fogarty asks the Board to open a gift fund to pay for the fireworks for which she has already received 3 donations.

Sel. Rosenfeld made a motion for the Board to approve the request by Millis Recreation to set up a gift fund for the purpose of funding a fireworks display. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Item 24-037 Discuss Proposition 2 ½ Funding Needs

Sel. Schultze discussed the need for an override this year. The school is facing a 1.2-million-dollar deficit related to the SPED funding, in the past the Town has used stabilization funds and free cash to supplement their budget. He stated that if the override does not go through there will be significant cuts to the school employees. On the municipal side the Board is looking to add some positions in Police, Fire, and DPW. Sel. Schultze states a 1.4-million-dollar override that would cover the school and municipal would be approximately \$400/average household. There has not been an override in 18 years, only a small \$180,000 override 12 years ago for fire.

Police Chief Chris Soffayer is requesting 3 additional officers. One would be a deductive position, and the other two would be patrol officers with overlapping hours. Sel. Rosenfeld questioned how many calls were made in 2023 compared to when chief Soffayer became chief in 2016. Chief Soffayer states that there were 16,000 in 2023 and 2016 has 11,000. He states the suggested average is 1.9 patrol officers per 1000 people. These additional officers would allow the police to effectively serve the residents.

Fire Chief Rick Barrett is requesting a Full Time Fire Captain/EMS Coordinator. He states this person would be second in command and would also be able to handle a lot of the administrative tasks that need to get done if Chief Barrett were unavailable.

DPW Director Jim McKay is requesting one additional DPW Laborer. He states the DPW does not have additional people to cover when employees are on vacation or out sick. Sel. Rosenfeld questioned if one is going to be beneficial or if additional positions would make more sense. DPW Director McKay states it is the bare minimum and until other things (i.e. care of the fields, etc.) are figured out.

Sel. Rosenfeld motioned for the Board to vote and instruct the Town Administrator to work with town counsel to prepare a ballot question for a proposition 2 ½ override for the Board to formally approve at its meeting on March 25th. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Item 24-038 Approval of Purchase of Small Articulating Loader – Chapter 90 Funds

DPW Jim McKay reviews his request for using Chapter 90 funds to purchase a Small Articulating Loader. They will be replacing a 2011 machine that is, as he describes, a lemon. The new machine has multiple attachments that will help provide a way to better serve the residents by taking care of overgrown weeds and plowing sidewalks.

Sel. Rosenfeld made a motion for the Board to approve the request by the DPW Director to purchase a Bobcat L28 Small Articulated Loader with the attachments as listed on the memo with Chapter 90 funds for a total cost not to exceed \$60,995. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Item 24-039 Review/Approval of DPW Contracts

- *Engineering Services Well #3 PFAS Plant – Kleinfelder*
I move that the Board approves and authorizes the town administrator to sign the proposal for engineering services for Village Street Well 3 Water Treatment Facility for additional design tasks, bidding, and engineering services during Phase 3 Construction not to exceed \$653,234. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.
- *Landfill Monitoring – Geosphere*
I move that the Board approves and authorizes the town administrator to sign an annual contract with Geosphere Environmental Management, Inc., not to exceed \$15,196 for engineering/consulting services for the Millis Sanitary Landfill. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.
- *Asset Management Contract – Tighe & Bond*
I move that the Board approves and authorizes the town administrator to sign the contract with Tighe and Bond in an amount not to exceed \$10,500 for asset management plan phase 3 financial planning. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Item 24-040 Approve Incentive Program for Lead & Copper Testing Program

DPW Director Jim McKay explains the DEP is requesting the Town test a certain number of houses built between 1983-1985 for Lead and Copper. The DEP has recommended we give the participating homeowners incentive gift cards. He and the Town Administrator confirm with Town Counsel, they are in agreement. They will be purchasing gift cards from Millis Businesses.

Sel. Rosenfeld made a motion that the Board approves the purchase of forty \$50 gift cards from a local vendor to be given as an incentive to water rate payers in Millis who complete the Town's mandated lead and copper sampling program. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Item 24-041 Request for Waiver of Building Permit Fees Related to Installation of Softball Scoreboard

Sel. Rosenfeld moved for the Board to approve the request to waive building fees, in the amount of \$200, related to the installation of a new scoreboard, gifted to the Town by the Smith family in memory of Chris Smith, at Town Park. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Item 24-042 Vote to Open & Discuss 5/7/24 Town Meeting Warrant

Sel. Rosenfeld made a motion that the Board open the May 7, 2024, annual town meeting warrant. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Town Administrator Mike Guzinski reviews the current list of warrant articles.

Sel. Rosenfeld made a motion to remove Articles 14 and Article 15 from the Annual Town Meeting Warrant. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Item 24-043 Vote to Close 5/7/24 Town Meeting Warrant

Sel. Rosenfeld made a motion that the Board close the May 7, 2024, annual town meeting warrant. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Item 24-044 Discuss FY25 Budget

Town Administrator Mike Guzinski stated he and the Finance Director Carol Johnston are on track to have final budget recommendations for the next Select Board meeting.

Item 24-045 Review/Approval of CO#2 Comprehensive Response Actions at Millis Library – Phase II

This item was deferred to a future meeting.

Item 24-046 Approval of Annual Baseball/Softball Parade on 4/21/24

Sel. Rosenfeld made a motion that the Board approves the request by Millis Youth Baseball and Millis Softball to hold the annual opening day parade on April 21, 2024, at 9:00am in coordination with Millis Police, Fire and DPW. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Item 24-047 Board/Committee Liaison Updates

Sel. Rosenfeld attended the Energy Committee where they discussed putting out a RFP for a climate action plan, and the state will help with the decarbonization plan.

Sel. Underhill attended the School Building Committee where they recapped the public forum that was held and the Permanent Building Committee where they discussed the Lansing-Millis Building.

Sel. Schultze attended the Capital Planning committee where they review the current requests and next will do priority lists the items. He also attend the 3A MBTA Advisory Committee where they were supposed to finalize the overlay district but instead spent the time reviewing it and asking MAPC further questions.

Item 24-048 Approval of DRAFT Minutes

Sel. Rosenfeld made a motion that the Board approves the draft minutes of February 26th, 2024, as written. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Item 24-049 Approval of Water/Sewer Commitments

Sel. Rosenfeld made a motion that the Board approves the water/sewer commitment to the collector for February 2024 in the amount of \$4,674.77. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Sel. Rosenfeld made a motion that the Board approves the water/sewer commitment to the collector for 3rd quarter FY24 in the amount of \$883,407.26. Sel. Underhill seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Sel. Schultze made a motion to enter Executive Session at 8:36pm to discuss strategy with respect to potential litigation if an open meeting may have a detrimental effect on the government's litigating position for 114 Union Street. The Board will only reconvene open session following executive session for the purpose of adjourning. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board and the motion passed unanimously.

Respectfully Submitted by Victoria Schindler

DRAFT