



TOWN OF MILLIS

Erin T. Underhill, *Chair*
Craig W. Schultze, *Vice Chair*
Ellen Rosenfeld, *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
mquzinski@millisma.gov

Karen Bouret DeMarzo
Assistant Town Administrator
kbouret@millisma.gov

SELECT BOARD MEETING AGENDA
MONDAY, APRIL 3, 2023; 7:00 PM
VETERANS MEMORIAL BUILDING ROOM 229

	Topic	Time	Speaker
I.	Call to Order	7:00 PM	Chair Underhill
II.	Announcements Upcoming Town Events		
III.	Scheduled Appointments & Hearings		
23-079	Approval of Event: Town Carnival	7:00 PM	K. Fogarty
23-080	Appointment of Alternate Building Commissioner Appointment of Members of Council on Aging	7:05 PM	M. Guzinski Chair Underhill
23-081	Review/Approval of Sewer Extension Application Winter Street	7:15 PM	R. Faria J. McKay
IV.	Open Session Items		
23-082	Discuss Future Plans for Lansing Millis Building/ 64 Exchange Street		Chair Underhill
23-083	Discuss and Vote to Finalize FY24 Budget Recommendation		Chair Underhill M. Guzinski
23-084	Vote to Open Annual Town Meeting (ATM) Warrant		Chair Underhill
23-085	Discuss, Add &/or Remove Warrant Articles		Chair Underhill
23-086	Vote to Close ATM Warrant		Chair Underhill
23-087	Discuss & Assign Enterprise Advisory Committee Topics		Chair Underhill
23-087	Board/Committee Liaison Updates		Sel. Underhill
23-089	Approval of DRAFT Minutes • 3/22/23 • 3/27/23		Sel. Underhill
V.	Adjournment		

Proposed Upcoming Meeting Schedule

Date	Time	Location
Monday, April 10, 2023	7:00 pm	Room 229 VMB
Monday, April 24, 2023	7:00 pm	Room 229 VMB
Monday, May 1, 2023	7:00 pm	If needed
Wednesday, May 3, 2023	6:30 pm	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





MILLIS RECREATION DEPARTMENT



**MA Recreation & Park Association
WINNER!!!!**

**"Regional Community
Impact of the Year Award"**

2023

Made with PosterMyWall.com



Millis Recreation Dept

March 15 at 11:23 AM · 🌐



Hello Millis Recreation,

Congratulations! You are the 2023 winner of the Massachusetts Recreation and Park Association's Regional Community Impact of the Year Award – Metrowest Region.

This award is given to a town or city that is a member of MRPA that has provided outstanding service and dedication to their community in 2023.

Sincerely,

The 2023 MRPA Awards Committee

👍❤️ 111

34 🗨️ 10 📄

👍 Like

🗨️ Comment

📄 Share

🔍 Most relevant



Write a comment...





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Town of Millis

Published by Karen Ormsby Bouret · March 29 at 12:53 PM

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Like

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Write a comment...





MILLIS TOWN-WIDE YARD SALE



SUNDAY, APRIL 30TH

PROCEEDS SUPPORT



ROSIE'S
PLACE

SIGN UP USING THE
QR CODE BELOW



This photo is from a post.

View post



Town of Millis

Published by Karen Ormsby Bouret · March 29 at 12:40 PM



Edit

Town of Millis

Like

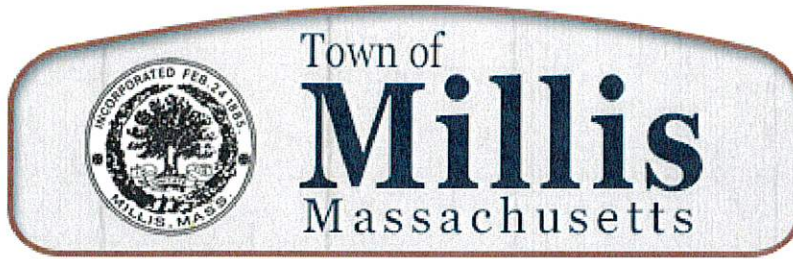
Comment

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Spring Town Meeting and Annual Town Election

POSTED ON: MARCH 30, 2023 - 11:42AM

The Annual Spring Town Meeting will be held on May, 3, 2023 at the Middle/High School Auditorium beginning at 7:30 pm. The Annual Town Election will be held on May 8, 2023 at 900 Main Street, Gymnasium with the hours of: 7:00 am - 8:00 pm.

▼ Create Content

Town Clerk Office Organizational Assessment 2019

Board of Registrars

Business Certificates

Citizen's Guide to Citizens Petition

Citizen's Guide to Town Meeting

Dog Licenses



The Millis Annual Town Meeting will be held at **7:30pm on Wednesday, May 3, 2023** at the Millis Middle/High School auditorium located at 245 Plain Street. The Select Board is currently working on the DRAFT Annual Town Meeting Warrant and FY24 budget recommendations. The FINAL version of the warrant will be approved by the Board at their meeting on Monday, April 10th and will be posted here shortly thereafter.

The Select Board and Finance Committee are both meeting regularly to finalize the warrant and FY24 budget. These are open public meetings and agendas are posted on the main calendar and respective Board pages on this website. Please feel free to attend and ask any questions you may have related to the agenda items.

What is Town Meeting?

An annual town meeting is a form of democracy where all members of a community are invited to come together to legislate policy and budgets for local government. Town meetings allow residents to voice their opinions on public issues and deliberate and vote on laws and budgets. See the attached **Citizens Guide to Town Meetings** for more information on what town meeting is all about.

Please contact the Select Board/Town Administrator's Office at townadministratoroffice@millisma.gov or 508.376.7041 with any questions regarding town meet-

23-079

Town Carnival Approval



TOWN OF MILLIS

Recreation Department
900 Main Street • Millis, MA 02054
Phone: 508-376-7050
Fax: 508-376-7053

Kris Fogarty
Recreation Director
kfogarty@millisma.gov

March 14, 2023

Millis Select Board
900 Main Street
Millis, MA 02054

Dear Select Board:

The Millis Recreation Department would like permission to hold its annual Carnival at the Town Park from June 23rd-25th (set up will begin June 19th) with **Fanelli Amusement**. We will work in conjunction with Millis Police, Fire, School and DPW for the event.

The Millis Recreation Department would also like to request that the Plumbing and Electrical Permits be waived.

We would like to hang posters on Town property to advertise event.

If you have any questions please call me at 508-376-7050.

Sincerely,

Kris Fogarty
Recreation Director

cc: Chief Richard Barrett
Chief Chris Soffayer
Robert Mullaney
Jim McKay



Contract Dates June 23rd, 24th, 25th, 2023

Hours Of Operation: June 23rd, 6-10PM, June 24th, 1-10PM, June 25th, 1-5 or 6 PM

Millis Recreation

900 Main St

Millis, MA 02054

Location of event is at the Town Park

Contact: Kris Fogarty (508)-376-7050 FAX (508)-376-7053

Fanelli Amusements will pay 20% of the ride gross, \$50.00 per concession, 100 posters to be distributed around town, Insurance certificate with the town of Millis as additional insured.

50/50 split for porta potties, police detail and dumpsters.

If the field is damaged Fanelli Amusements agrees to split the cost 50/50.

Committee will furnish Location, water hookup on Monday June 19 upon arrival. Permits and Ticket sellers.

Payment will be made no later than one (1) week after the conclusion of the event.

23-080

Appt of Alt. Bldg. Commissioner

Appt. of Members of COA

Karen Bouret DeMarzo

From: Bert Lannon <hfljr@bellatlantic.net>
Sent: Friday, March 31, 2023 7:06 AM
To: Karen Bouret DeMarzo; Mike Guzinski; Erin T. Underhill
Subject: Re: COA Board

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 morning,

I know you folks were anxious yesterday to get the agenda set for Monday's meeting. Here is some insight into the COA board's process on developing our recommendation.

Each Council on Aging Board member had the opportunity to discuss the opening on our board with three enthusiastic and skilled applicants. We enjoyed meeting with them all and discussing their ideas about how the COA can best meet the needs of our senior population.

After careful deliberation and discussion among all the board members, we are recommending to the Select Board that Loring Barnes be our newest board member. Our reasons for choosing Loring include:

1. As we begin the search for a new Senior Center Director, we will benefit from Loring's professional executive search experience. Finding the right Director to lead the Senior Center is crucial to the vitality of the Senior Center, and someone with executive search experience will be enormously helpful.
2. Loring's professional experience is in communication, marketing, and public relations. The COA board will benefit from Loring's experience to improve our outreach to the entire Millis community, sharing the needs of our Senior neighbors and helping us to get more people involved with and value the mission of the COA.
3. Loring's Select Board experience will be valuable to us as we work to make the COA a more valued and vital service within Millis. Understanding town government and community engagement methods will be of great help to us.

The board is appreciative of the level of interest we received in our opening, and thankful to the Select Board for including us in the selection process. We are all looking forward to Loring joining the board and working with her to advance the mission of the COA.

Regards,

Bert Lannon
COA Chair

-----Original Message-----

From: Bert Lannon <hfljr@bellatlantic.net>
To: karen.bouret.demarzo@millisma.gov <karen.bouret.demarzo@millisma.gov>; mguzinski@millisma.gov <mguzinski@millisma.gov>; etunderhill@millisma.gov <etunderhill@millisma.gov>
Sent: Thu, Mar 30, 2023 12:09 pm
Subject: COA Board

Good afternoon,

The COA Board would like to recommend Loring Barnes for the open board position.

We were just informed that Liz Walter resigned her position which I believe is due to expire June 30. We did not discuss this matter and feel that this can be deferred until our newest member comes on board. We have a meeting on April 13.

Regards,

Bert Lannon
COA Chair

Karen Bouret DeMarzo

From: Loring Barnes <loringbarnes@gmail.com>
Sent: Wednesday, February 22, 2023 8:02 PM
To: Karen Bouret DeMarzo
Cc: Patty Kayo
Subject: Volunteer Form/Application to COA
Attachments: Barnes-Volunteer-Form-Millis-COA-Feb-2023-F.pdf

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.

February 22, 2023

Ms. Karen Bouret, Town Administrator's Office
cc: Patty Kayo, Council on Aging

RE: Talent Volunteer Form/Application to COA Board

Hello Karen,

I am stepping forward to offer experiences which will be relevant to anticipated changes and needs for the Millis COA in the short term:

- My professional executive search experience includes leading the successful Executive Director search committee for a longstanding Boston healthcare nonprofit in addition to being named to the Millis Town Administrator Search Committee by a prior Select Board.
- I am familiar with the COA's history from my tenure on the Millis Select Board, and beyond this have become self-educated on evolving State elder legislative issues and key presiding policy agencies, e.g., MCOA and EOEA. I have also been directly immersed in ADA implementation programs.
- My parents are both in their late 80s, and as their healthcare proxy and power of attorney, I have personal experience on the front lines of what it means to claim dignified independence while aging.
- Filling the communications gap to have more residents understand, value, participate in, and support the COA is important. I have 30+ year career in public relations, research, and marketing as will help me to identify ways to build community engagement around consideration of a much needed, right-sized Senior Center.

I will be traveling from March 9-20, so if there is an opportunity for an interview prior to any decision-making meetings, please let me know.

Sincerely,

Loring Barnes
(508) 376-2400



TOWN OF MILLIS

OFFICE OF THE BOARD OF SELECTMEN

Veterans Memorial Building
900 Main Street • Millis, MA 02054
Phone: 508-376-7040
Fax: 508-376-7053

VOLUNTEER/TALENT FORM

Millis is a small town with a long tradition of friendly volunteers. This variety of more than 30 committees and commissions and boards invites you to shape the day-to-day quality of life here preserving our hometown's character while being influential in areas of personal interest or professional background. We invite our fellow neighbors to join in the fun as volunteers to make a difference in our town while meeting new and interesting people through a shared effort. 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 online. Attending a committee meeting is the best way to become familiar with the focus. Please introduce yourself by completing this form and either bringing it to Karen Bouret at the Town Administrator's office, or sending it to her at kbouret@millisma.gov. Check all committees or preference.

- | | | | |
|-------------------------------------|------------------------------------|--------------------------|--|
| <input type="checkbox"/> | Agricultural Commission | <input type="checkbox"/> | Board of Assessors |
| <input type="checkbox"/> | Cable TV Advisory Committee | <input type="checkbox"/> | Capital Planning Advisory Committee |
| <input type="checkbox"/> | Cemetery Committee | <input type="checkbox"/> | Charter Review Committee |
| <input type="checkbox"/> | Community Preservation Committee | <input type="checkbox"/> | Conservation Commission |
| <input checked="" type="checkbox"/> | Council on Aging | <input type="checkbox"/> | Cultural Council |
| <input type="checkbox"/> | Drinking Water Committee | <input type="checkbox"/> | Economic Development Committee |
| <input type="checkbox"/> | Emergency Management Agency | <input type="checkbox"/> | Finance Committee |
| <input type="checkbox"/> | Energy Committee | <input type="checkbox"/> | Insurance Advisory Committee |
| <input type="checkbox"/> | Historical Commission | <input type="checkbox"/> | Master Plan Implementation Comm. |
| <input type="checkbox"/> | Local Emergency Planning Committee | <input type="checkbox"/> | Commission on Disability |
| <input type="checkbox"/> | Oak Grove Farm Commission | <input type="checkbox"/> | Poll Worker/Election Volunteer |
| <input type="checkbox"/> | Permanent Building Committee | <input type="checkbox"/> | Planning Board Associate |
| <input type="checkbox"/> | Recreation Committee | <input type="checkbox"/> | Open – No Preference |
| <input type="checkbox"/> | Public Weighers | <input type="checkbox"/> | Regional Transportation Advisory Council |
| <input type="checkbox"/> | Registrar of Voters | <input type="checkbox"/> | Sewer Study Committee |
| <input type="checkbox"/> | Town Meeting Study Committee | | |
| <input type="checkbox"/> | Zoning Board of Appeals | | |
| <input type="checkbox"/> | Website & Communications Committee | | |

NAME: Loring Barnes ARE YOU A REGISTERED VOTER: Yes

HOME ADDRESS: 191 Curve Street

PREFERRED PHONE: (508) 376-2400 EMAIL : loringbarnes@gmail.com

SPECIAL INTERESTS/OCCUPATION: _____
aging in place, right-sized Senior Center, communications, marketing, change management, executive search

REASON FOR WANTING TO SERVE: (Please see accompanying email). My combination of town leadership, executive search, elder advocacy, communications, and transition management experiences are ideally suited to support the needs of the COA through its upcoming organizational changes.

OTHER VOLUNTEER EXPERIENCE: Millis Select Board, Economic Development Committee, Communications & Website Committee, Hospitality Homes, Public Relations Society of America (Fellow), etc.



TOWN OF MILLIS

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
Operations Support Manager
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

Please indicate boards/committees of interest below:

- 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 Advisory 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)
- Recreation Committee
- Zoning Board of Appeals

Name Joyce Boiardi
Home Address 206 Orchard St Millis MA 02054
Phone 508 667 7256 Email joyceboiardi@gmail.com

Registered Voter yes no

Background/Experience
Resident of Millis for 40 years. Have been a volunteer in one way or another since moving in. I am a senior. I am familiar with the needs of seniors.
I currently am on the Finance Committee.

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.



TOWN OF MILLIS

OFFICE OF THE BOARD OF SELECTMEN

Veterans Memorial Building
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- | | |
|---|---|
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| <input type="checkbox"/> Cable TV Advisory Committee | <input type="checkbox"/> Capital Planning Advisory Committee |
| <input type="checkbox"/> Cemetery Committee | <input type="checkbox"/> Charter Review Committee |
| <input type="checkbox"/> Community Preservation Committee | <input type="checkbox"/> Conservation Commission |
| <input checked="" type="checkbox"/> Council on Aging | <input type="checkbox"/> Cultural Council |
| <input type="checkbox"/> Drinking Water Committee | <input type="checkbox"/> Economic Development Committee |
| <input type="checkbox"/> Emergency Management Agency | <input type="checkbox"/> Finance Committee |
| <input type="checkbox"/> Energy Committee | <input type="checkbox"/> Insurance Advisory Committee |
| <input type="checkbox"/> Historical Commission | <input type="checkbox"/> Master Plan Implementation Comm. |
| <input type="checkbox"/> Local Emergency Planning Committee | <input type="checkbox"/> Commission on Disability |
| <input type="checkbox"/> Oak Grove Farm Commission | <input type="checkbox"/> Poll Worker/Election Volunteer |
| <input type="checkbox"/> Permanent Building Committee | <input type="checkbox"/> Planning Board Associate |
| <input type="checkbox"/> Recreation Committee | <input type="checkbox"/> Open -- No Preference |
| <input type="checkbox"/> Public Weighers | <input type="checkbox"/> Regional Transportation Advisory Council |
| <input type="checkbox"/> Registrar of Voters | <input type="checkbox"/> Sewer Study Committee |
| <input type="checkbox"/> Town Meeting Study Committee | |
| <input type="checkbox"/> Zoning Board of Appeals | |
| <input type="checkbox"/> Website & Communications Committee | |

NAME: WAYNE KLOCKO ARE YOU A REGISTERED VOTER: YES

HOME ADDRESS: 85 WALNUT ST

PREFERRED PHONE: 774-9938266 EMAIL: wayne.klocko@gmail.com

SPECIAL INTERESTS/OCCUPATION: municipal construction
commercial insurance coverage and litigation

REASON FOR WANTING TO SERVE: assist the CoA develop
appropriate space for their senior center

OTHER VOLUNTEER EXPERIENCE: 3 years working with the CoA
on their programming needs.
24 years as the chairman of the
Permanent Building Committee

23-081

Sewer Extension Application

Winter Street



TOWN of MILLIS

DEPARTMENT OF PUBLIC WORKS

900 MAIN STREET, MILLIS, MA 02054

TO: Michael Guzinski, Town Administrator

FROM : James F. McKay, Director of Public Works

DATE : March 30, 2023

SUBJECT : Sewer Extension Permit

Renauld Favia is requesting a sewer extension for the property located at 38 Winter Street. I would be happy review the request at the Select Board 's next meeting.

Town of Millis – Department of Public Works
Sewer Entrance/Connection Application

Type of Use: (x) Residential () Commercial

Permit # 2023-404

Number of Bedrooms: 3

Estimated Flow: 330
(gallons per day)

REINALDO KARIA
Owner's Name

REINALDO KARIA
Drainlayer/Installer Name

38 WINTER ST MILLIS MA
Address/Location

88 COULDING W. ST SHEA BORN
Drainlayer/Installer Address
MA

[Signature]
Owner's Telephone #

7742440152
Drainlayer/Installer 24-hour Telephone #

[Signature]
Owner's Signature

[Signature]
Drainlayer/Installer Signature

Conditions

1. Application must be accompanied by plans for the proposed building connection or in a sketch below.
2. All work must be inspected by the Millis DPW. Drainlayer must provide 24-hour notice for inspection requests. Trenches must be re-excavated if backfilled prior to inspection request.
3. Owner and Drainlayer agree to abide by all Town Sewer Rules and Regulations.
4. Cleanouts must be provided at all bends. Trench tracer tape must be provided.
5. Drainlayer must provide a 24 hour/day access telephone number above.
6. Industrial users should note the specific rules of the Charles River Pollution Control District.

reikyf@hotmail.com

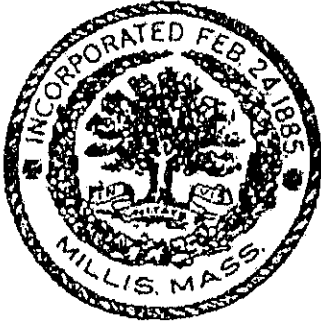
Entrance Fee: 4095 - X Paid Check or Cash Receipt #: 1452 Street Opening Permit #: _____

Approved By:

Director Millis DPW

Executive Director, CRPCD

See Attached Plans



TOWN OF MILLIS
 STREET
 OPENING/TRENCH
 PERMIT
 MILLIS DPW
 7 WATER ST.
 MILLIS, MA 02054
 508-376-5424
 FAX 508-376-2442

Permit #: _____

Date Issued: _____

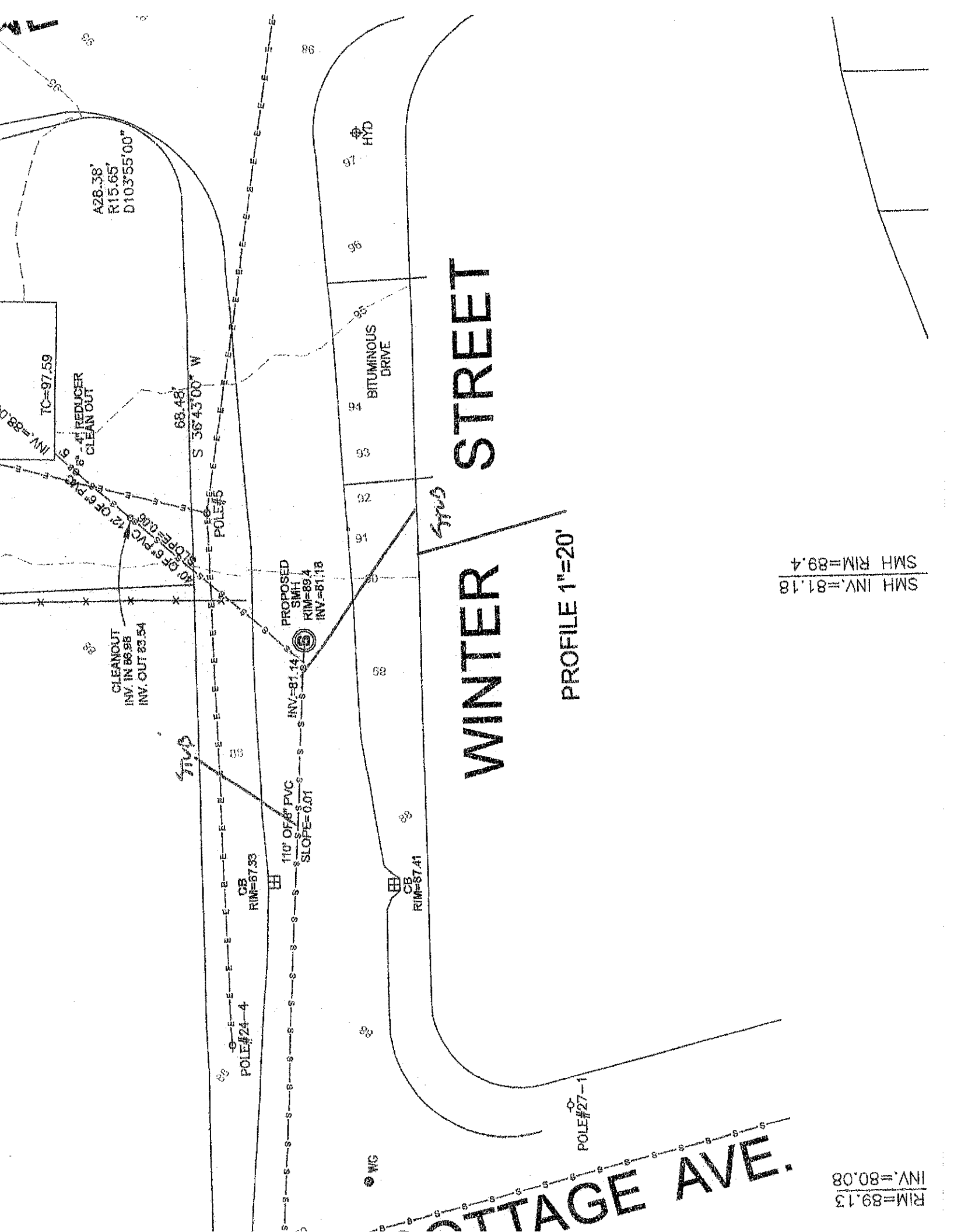
Expiration Date: _____

(*) Paid Fee: \$50.00

Inspection Fee \$100.00

Pursuant to G.L. c. 82A §1 and 520 CMR 7.00 et seq. (as amended)
 and Millis Trench Regulations
 THIS PERMIT MUST BE FULLY COMPLETED PRIOR TO CONSIDERATION

Name of Applicant REINOLDO VANIA			Phone	Cell
Street Address 88 GOULDING W. ST				7742440152
City/Town	MA	ZIP		
SHERBORN	MA	01790		
Name of Excavator (if different from applicant)			Phone	Cell
Street Address				
City/Town	MA	ZIP		
Name of Owner(s) of Property VANIA TRUST			Phone	Cell
Street Address 38 WINTER ST				7742440152
City/Town	MA	ZIP		
MILLIS	MA	02054		
Other Contact(s):				
Description, location and purpose of proposed trench: Please describe the exact location of the proposed trench and its purpose (include a description of what is (or is intended) to be laid in proposed trench (eg; pipes/cable lines etc..) Please use reverse side if additional space is needed.				
Insurance Certificate #: (attach copy)				
Name and Contact Information of Insurer: CORP RISK STRATEGIES LLC - RAIS				
Policy Expiration Date: 03/23/2024				
Dig Safe #: 2023 1201084				



WINTER STREET

PROFILE 1"=20'

OTTAGE AVE.

SMH INV.=81.18
SMH RIM=89.4

RIM=89.13
INV.=80.08

A28.38'
R15.65'
D103°55'00"

TC=97.59
INV.=88.00

4" REDUCER
CLEAN OUT

CLEANOUT
INV. IN 89.98
INV. OUT 83.54

STUB

POLE#24-4

CB
RIM=87.33

110' OF 8" PVC
SLOPE=0.01

PROPOSED
SMH
RIM=89.4
INV.=81.18

INV.=81.14

WC

CB
RIM=87.41

STUB

BITUMINOUS
DRIVE

HYD

68.48'
S 36°43'00" W

POLE#5

97

98

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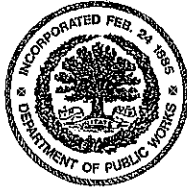
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POLE#27-1



TOWN OF MILLIS
Department of Public Works
 Veterans Memorial Building
 900 Main Street, Millis, MA 02054

Licensed Contractor to Install Water Service

License #: 2023 -192

Fee: 151
50-

Date: 03/20/2023

Name: RENOLDO KANIA Telephone: 7742440151

Address: 88 GOLDING W. ST SHERBORN MA

Equipment: EXCAVATOR

References:

Town/City:

Contact Person:

Telephone:

RENEW

This license expires on December 31, 2023 or when contractor's bond or insurance certificates are no longer valid, whichever occurs first. Contractor agrees to abide by all Town water and sewer regulations. Contractor agrees to notify the Department of Public Works' office at least 24 hours in advance of any installations and shall not back-fill until the Department of Public Works has inspected the installation.

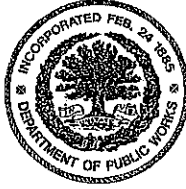
Failure to have inspections will result in contractor having to expose pipe and may result in license being revoked.

Applicant Signature: [Signature]

Date: 03/20/2023

Approved: _____
 James McKay, Director, D.P.W

Date: _____



TOWN OF MILLIS
Department of Public Works

Veterans Memorial Building
900 Main Street, Millis, MA 02054

Licensed Contractor to Install Sewer Service

License #: 2023 -129

Fee: \$150-

Date: 03/20/2023

Name: BRUNO LARONIA Telephone: 774 244 0152

Address: 88 GOLFING W. ST SAMBORN MA

Equipment: EXCAVATOR

References:

Town/City:

Contact Person:

Telephone:

RE NEW

This license expires on December 31, 2023 or when contractor's bond or insurance certificates are no longer valid, whichever occurs first. Contractor agrees to abide by all Town water and sewer regulations. Contractor agrees to notify the Department of Public Works' office at least 24 hours in advance of any installations and shall not back-fill until the Department of Public Works has inspected the installation.

If indoor plumbing work is to be changed due to a new sewer connection, contractor must notify the Plumbing Inspector to schedule inspection of pipe from building to 10' out. This section may not be back-filled until the Plumbing Inspector approves.

Failure to have inspections will result in contractor having to expose pipe and may result in license being revoked.

Applicant Signature: [Signature]

Date: 03/20/2023

Approved: _____
James McKay, Director, D.P.W

Date: _____

23-082

Discuss Plans for 64 Exchange Street

23-083

FY24 Budget Discussion/Recommendation



TOWN OF MILLIS

TO: Select Board

FROM: Michael Guzinski, Town Administrator

DATE: March 31, 2023

RE: FY24 Budget Documents

Included in this packet are the following updated FY24 Budget Documents which have been compiled by the Finance Director.

- Millis 5 Year Forecast FY24 thru 28_Adjusted New Growth per SB_03.28.2023
- 2024 OPERATING BUDGET-Departmental Submissions-Adjusted 6% STM Marijuana Adjusted New Growth_03.29.2023
- FY2024 Capital Requests_Adjusted_03.21.2023
- Marijuana Impact Funds Requests_FY2024_School Adjusted_03.20.2023
- FY24 School Budget Funding Proposal_03.29.2023

The changes/updates to the attached documents are notable in the following ways:

- The Millis 5 Year Forecast estimates a New Growth figure of \$950,000 in FY24 (Principal Assessor estimate as of 3/27/23 is \$841,000)
- The FY24 Operating Budget has been adjusted to include \$50,000 for additional COA staffing with corresponding DPW/Enterprise Fund adjustment of \$50,000). The budget includes an overall 6% increase for School and Municipal Departments
- The FY24 Capital Requests include the use of \$13,106 in Free Cash, as well as \$84,526 in funds remaining from prior capital articles, in order to fund the top 6 items in the Capital List
- The Marijuana Impact Fund Expenditures remain unchanged
- The FY24 School Budget Funding Proposal is a new spreadsheet outlining one possible scenario for School Funding. The top half of the chart shows the school budget with a 6% increase plus Marijuana Funds. The bottom half of the chart shows a proposal for additional school funding including \$569,197 in Free Cash and \$400,000 in Stabilization Funds.

Should the Board decide to move ahead with this supplemental school funding, you will need to decide how to present the request to the ATM. You could include it within the Omnibus Budget or you could present the additional school appropriation as a separate article (Supplemental School Budget) which could immediately follow the Omnibus Budget Article. Please note that such a School Funding Article would need a 2/3rds vote due to its use of Stabilization Funds.

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

Town of Millis
5 Year Revenue Forecast
Anticipated Scenario

REVENUE	FY19 (Per Recap)	FY20 (Per Recap)	FY21 (Per Recap)	FY22 (Per Recap)	FY23 (Per Recap)	FY24	FY25	FY26	FY27	FY28
Local Taxes										
Base Factor	\$ 19,685,399	\$ 20,829,764	\$ 22,032,205	\$ 23,833,992	\$ 25,877,750	\$ 28,102,029	\$ 29,754,579	\$ 31,198,444	\$ 32,653,405	\$ 34,119,740
2.1% Increase	\$ 492,135	\$ 520,744	\$ 550,805	\$ 595,850	\$ 646,944	\$ 702,551	\$ 743,864	\$ 779,961	\$ 816,335	\$ 852,994
New Growth	\$ 652,230	\$ 681,697	\$ 1,250,982	\$ 1,447,908	\$ 1,577,335	\$ 950,000	\$ 700,000	\$ 673,000	\$ 650,000	\$ 650,000
Debt Exclusion	\$ 1,621,134	\$ 3,831,092	\$ 3,321,077	\$ 3,163,387	\$ 3,082,671	\$ 3,027,945	\$ 2,918,164	\$ 2,842,987	\$ 2,769,544	\$ 2,696,102
Real & Personal Property Tax	\$ 22,450,898	\$ 25,863,297	\$ 27,155,069	\$ 29,041,137	\$ 31,154,700	\$ 32,782,524	\$ 34,116,608	\$ 35,496,392	\$ 36,889,285	\$ 38,318,836
Levy Limit	\$ 22,440,633	\$ 25,859,987	\$ 27,155,581	\$ 29,030,890	\$ 31,172,456	\$ 32,782,524	\$ 34,116,608	\$ 35,496,392	\$ 36,889,285	\$ 38,318,836
Levy Used										
Yrly Incr/Deer)										
State Aid	\$ 6,421,735	\$ 6,497,917	\$ 6,446,351	\$ 6,653,671	\$ 6,677,936	\$ 6,654,226	\$ 6,720,768	\$ 6,787,976	\$ 6,853,856	\$ 6,924,414
Transfer from Special Funds	\$ 360,332	\$ 344,534	\$ 572,440	\$ 597,450	\$ 589,833	\$ 782,263	\$ 976,741	\$ 974,805	\$ 973,999	\$ 973,281
Use of Free Cash/Overlay	\$ 1,380,001	\$ 821,238	\$ 539,097	\$ 1,308,289	\$ 2,952,610	\$ 1,163,681				
Local Receipts	\$ 2,365,553	\$ 2,754,700	\$ 1,988,069	\$ 1,717,873	\$ 1,304,762	\$ 1,438,687	\$ 1,480,966	\$ 1,503,903	\$ 1,527,526	\$ 1,551,864
Enterprise Funds - Indirect Costs	\$ 568,247	\$ 582,884	\$ 614,170	\$ 693,400	\$ 710,733	\$ 738,503	\$ 746,716	\$ 765,384	\$ 784,318	\$ 804,131
Estimated Receipts and Other Revenue Sources	\$ 10,995,868	\$ 11,001,293	\$ 10,158,127	\$ 10,970,682	\$ 12,235,876	\$ 10,787,360	\$ 9,925,191	\$ 10,032,068	\$ 10,141,899	\$ 10,253,691
Total General Funds Gross Revenues	\$ 33,436,521	\$ 36,861,279	\$ 37,293,709	\$ 40,001,571	\$ 43,408,332	\$ 43,569,884	\$ 44,041,800	\$ 45,328,460	\$ 47,031,183	\$ 48,572,527
Less: State Aid Officers	\$ (491,040)	\$ (456,978)	\$ (466,645)	\$ (517,824)	\$ (453,152)	\$ (387,613)	\$ (391,489)	\$ (395,404)	\$ (399,358)	\$ (403,352)
Less: Debt Exclusion	\$ (1,621,134)	\$ (3,831,092)	\$ (3,321,077)	\$ (3,163,387)	\$ (3,082,671)	\$ (3,027,945)	\$ (2,918,164)	\$ (2,842,987)	\$ (2,769,544)	\$ (2,696,102)
Net General Funds Available for Appropriation	\$ 31,324,347	\$ 32,573,209	\$ 33,505,987	\$ 36,320,360	\$ 39,872,509	\$ 40,154,326	\$ 40,732,146	\$ 42,290,069	\$ 43,862,281	\$ 45,473,073
Net Enterprise Fund Revenues	\$ 2,965,028	\$ 3,150,005	\$ 4,103,810	\$ 4,057,633	\$ 4,396,854	\$ 4,506,775	\$ 4,619,445	\$ 4,734,931	\$ 4,853,304	\$ 4,974,636
CPA Funds	\$ 213,716	\$ 240,500	\$ 326,133	\$ 292,699	\$ 341,565	\$ 341,565	\$ 341,565	\$ 341,565	\$ 341,565	\$ 341,565
Other Available funds for Appropriation	\$ 3,178,744	\$ 3,390,505	\$ 4,429,944	\$ 4,350,332	\$ 4,738,419	\$ 4,848,340	\$ 4,961,010	\$ 5,076,496	\$ 5,194,869	\$ 5,316,202
Total Available funds for Appropriation	\$ 34,503,091	\$ 35,963,715	\$ 37,935,931	\$ 40,670,693	\$ 44,610,928	\$ 45,002,667	\$ 45,693,156	\$ 47,366,565	\$ 49,057,150	\$ 50,789,275

FY19 Includes \$45K from School Bus Stabilization
 Free Cash used for Capital or Special Articles
 2.5% incr to reflect incr exp associated with funds

FY24 Budget Department 58

A	F	G	H	I	J	K	L	M	N	O	Q	R	V
	FY19 ACTUAL	FY20 ACTUAL	FY21 ACTUAL	FY22 ACTUAL	FY23 TM ADOPTED	FY24 DEPT REQUESTS	FY24 Requests vs FY23 Final Variance	% Var	FY24 TA Proposed BUDGET	FY24 TA vs FY24 Requests Variance	% Variance		
1													
2	Department Breakdown												
3	GENERAL GOVERNMENT												
4	SELECTMENTA												
5	SALARIES	\$246,501.20	\$283,942.15	\$304,505.74	\$345,072.04	\$395,007.08	\$372,182.00	-22,825.08	\$385,090.32	\$16,908.32	-5.8%		
6	EXPENSES	\$94,128.75	\$80,465.85	\$61,975.92	\$71,485.23	\$153,365.00	\$93,265.00	-\$66,100.00	\$128,865.00	\$35,600.00	-41.5%		
7	TOTAL	\$340,629.95	\$364,408.00	\$366,481.66	\$416,557.27	\$548,372.08	-\$465,447.00	-\$88,925.08	\$517,955.32	\$52,508.32	-16.0%		11.28%
8	FINANCE DIR/ACCOUNTANT												
9	SALARIES	\$241,632.04	\$249,301.00	\$253,131.66	\$263,958.93	\$275,451.50	\$282,342.31	\$6,890.81	\$298,378.86	\$16,036.55	2.5%		
10	EXPENSES	\$6,137.58	\$6,529.43	\$2,639.61	\$4,388.02	\$9,515.00	\$0.00	\$0.00	\$9,515.00	\$0.00	0.0%		
11	TOTAL	\$247,769.62	\$255,830.43	\$255,771.27	\$268,347.95	\$284,966.50	\$6,890.81	2.4%	\$307,893.86	\$16,036.55	5.49%		
12	ASSESSORS												
13	SALARIES	\$123,260.02	\$120,584.05	\$125,752.82	\$125,219.95	\$136,739.47	\$139,258.00	\$2,518.53	\$146,959.20	\$7,701.20	1.8%		
14	EXPENSES	\$6,600.34	\$7,079.65	\$6,297.32	\$8,213.85	\$37,842.00	\$45,138.00	\$7,296.00	\$45,138.00	\$0.00	19.3%		
15	TOTAL	\$129,860.36	\$127,663.70	\$132,050.14	\$133,433.80	\$174,581.47	\$98,145.53	\$9,814.53	\$192,097.20	\$7,701.20	5.6%		4.18%
16	TREASURER/COLLECTOR												
17	SALARIES	\$195,097.94	\$217,017.37	\$224,008.66	\$230,850.46	\$239,629.66	\$243,344.24	\$3,714.58	\$259,910.20	\$16,565.96	1.6%		
18	EXPENSES	\$28,428.62	\$36,355.07	\$40,241.27	\$49,721.82	\$46,090.00	\$0.00	\$0.00	\$46,090.00	\$0.00	0.0%		
19	TOTAL	\$223,526.56	\$253,372.44	\$264,249.93	\$280,572.28	\$285,719.66	\$3,714.58	\$3,714.58	\$306,000.20	\$16,565.96	1.3%		5.72%
20	IT ADMINISTRATION												
21	SALARIES	\$2,449.00	\$612.28	\$0.00	\$73,579.89	\$76,418.88	\$80,161.00	\$1,742.12	\$85,091.65	\$4,930.65	100.0%		
22	EXPENSES	\$122,543.60	\$147,631.64	\$172,113.33	\$192,708.03	\$259,850.28	\$270,977.00	\$11,126.72	\$270,977.00	\$0.00	4.3%		
23	TOTAL	\$124,992.60	\$148,243.92	\$172,113.33	\$266,287.92	\$336,269.16	\$2,888.84	\$12,868.84	\$356,068.65	\$4,930.65	3.8%		1.40%
24	TOWN COUNSEL												
25	EXPENSES	\$95,854.25	\$101,032.79	\$81,943.73	\$80,368.52	\$95,000.00	\$0.00	\$0.00	\$95,000.00	\$0.00	0.0%		
26	TOTAL	\$95,854.25	\$101,032.79	\$81,943.73	\$80,368.52	\$95,000.00	\$0.00	\$0.00	\$95,000.00	\$0.00	0.0%		0.00%
27	TOWN CLERK												
28	SALARIES	\$90,170.38	\$100,885.90	\$106,466.05	\$103,302.04	\$109,775.93	\$110,663.00	\$687.07	\$124,037.50	\$13,374.50	0.8%		
29	EXPENSES	\$6,367.89	\$6,852.18	\$8,951.61	\$10,908.78	\$17,100.00	\$18,300.00	\$1,200.00	\$18,300.00	\$0.00	7.0%		
30	TOTAL	\$96,538.27	\$107,738.08	\$115,417.66	\$114,210.82	\$126,875.93	\$128,963.00	\$2,087.07	\$142,337.50	\$13,374.50	1.6%		10.37%

FY24 Budget Department 58

A	F	G	H	I	J	K	L	M	N	O	Q	R	V
	FY19 ACTUAL	FY20 ACTUAL	FY21 ACTUAL	FY22 ACTUAL	FY23 TM ADOPTED	FY24 DEPT REQUESTS	FY24 Requests vs FY23Final Variance	% Var	FY24 TA Proposed BUDGET	FY24 TA vs FY24 Requests Variance	% Variance		
1	Department Breakdown												
2	REGISTRARS												
31													
32	SALARIES	\$777.62	\$663.00	\$757.54	\$1,028.94	\$1,428.00	\$13.90	1.0%	\$1,442.56	\$14.56			
33	EXPENSES	\$2,963.14	\$3,755.44	\$4,136.48	\$3,609.62	\$5,900.00	\$1,100.00	22.9%	\$5,900.00	\$0.00			
34	TOTAL	\$3,740.76	\$4,418.44	\$4,894.02	\$4,638.56	\$7,328.00	\$1,113.90	17.9%	\$7,342.56	\$14.56	0.20%		
35	ELECTIONS												
36	SALARIES	\$11,658.10	\$18,284.47	\$18,720.64	\$10,842.84	\$45,550.00	\$13,357.50	41.5%	\$37,100.00	(\$8,450.00)			
37	EXPENSES	\$12,015.83	\$12,428.63	\$11,214.49	\$12,123.70	\$21,400.00	\$7,100.00	49.7%	\$21,400.00	\$0.00			
38	TOTAL	\$23,673.93	\$30,713.10	\$29,935.13	\$22,966.54	\$66,950.00	\$20,457.50	44.0%	\$58,500.00	(\$8,450.00)	-12.62%		
39	PLANNING BOARD												
40	SALARIES	\$21,216.60	\$22,370.20	\$22,035.98	\$23,115.44	\$23,562.75	\$50.00	0.2%	\$24,611.44	\$1,048.69			
41	EXPENSES	\$5,359.80	\$3,189.81	\$7,181.99	\$5,087.24	\$9,425.00	\$0.00	0.0%	\$9,425.00	\$0.00			
42	TOTAL	\$26,576.40	\$25,560.01	\$29,217.97	\$28,202.68	\$32,987.75	\$50.00	0.2%	\$34,036.44	\$1,048.69	3.18%		
43	CONSERVATION												
44	SALARIES	\$13,300.80	\$16,921.15	\$16,505.08	\$17,201.06	\$17,783.90	\$49.90	0.3%	\$18,596.08	\$812.18			
45	EXPENSES	\$2,737.05	\$2,396.11	\$3,905.07	\$4,248.14	\$4,777.00	\$0.00	0.0%	\$4,777.00	\$0.00			
46	TOTAL	\$16,037.85	\$19,317.26	\$20,410.15	\$21,449.20	\$22,560.90	\$49.90	0.2%	\$23,373.08	\$812.18	3.60%		
47	ZONING BOARD												
48	SALARIES	\$3,606.22	\$4,599.30	\$4,810.68	\$4,987.58	\$5,178.45	\$34.10	0.7%	\$5,264.12	\$85.67			
49	EXPENSES	\$1,705.02	\$1,978.58	\$1,674.86	\$1,435.68	\$1,900.00	\$0.00	0.0%	\$1,900.00	\$0.00			
50	TOTAL	\$5,311.24	\$6,577.88	\$6,485.54	\$6,423.26	\$7,078.45	\$34.10	0.5%	\$7,164.12	\$85.67	1.21%		
51	TOWN BUILDINGS												
52	SALARIES	\$95,668.28	\$84,217.72	\$84,666.70	\$54,988.34	\$38,177.00	-\$146.15	-0.4%	\$40,098.24	\$1,921.24			
53	EXPENSES	\$215,939.63	\$229,370.40	\$222,358.89	\$283,855.51	\$227,000.00	\$24,000.00	11.8%	\$210,500.00	(\$16,500.00)			
54	TOTAL	\$311,607.91	\$313,588.12	\$307,025.59	\$338,843.85	\$265,177.00	\$23,853.85	9.9%	\$250,598.24	(\$14,578.76)	-5.50%		

FY24 Budget Department SB

	A	F	G	H	I	J	K	L	M	N	O	Q	R	V
		FY19 ACTUAL	FY20 ACTUAL	FY21 ACTUAL	FY22 ACTUAL	FY23 TM ADOPTED	FY24 DEPT REQUESTS	FY24 Requests vs FY23 Final Variance	% Var	FY24 TA Proposed BUDGET	FY24 TA vs FY24 Requests Variance	% Variance		
1	Department Breakdown													
2	FINANCE COMMITTEE													
55	SALARIES	\$6,012.47	\$7,323.54	\$8,478.50	\$6,839.90	\$8,650.00	\$8,650.00	\$0.00	0.0%	\$8,823.00	\$173.00	0.0%		
56	EXPENSES	\$15,540.18	\$14,368.25	\$15,183.77	\$19,011.27	\$15,620.00	\$15,620.00	\$0.00	0.0%	\$15,620.00	\$0.00	0.0%		
57	TOTAL	\$21,552.65	\$21,691.79	\$23,662.27	\$25,851.17	\$24,270.00	\$24,270.00	\$0.00	0.0%	\$24,443.00	\$173.00	0.71%		
58	RESERVE FUND													
59	EXPENSES	\$4,529.95	\$42,000.00	\$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	\$4,529.95	\$42,000.00	\$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	\$457,207.00	\$505,272.00	\$529,283.00	\$608,382.00	\$623,900.00	\$720,829.00	\$96,929.00	15.5%	\$720,829.00	\$0.00	0.00%		
63	TOTAL	\$457,207.00	\$505,272.00	\$529,283.00	\$608,382.00	\$623,900.00	\$720,829.00	\$96,929.00	15.5%	\$720,829.00	\$0.00	0.00%		
64	EMPLOYEE BENEFITS													
65	EXPENSES	\$4,840,007.89	\$5,143,037.11	\$5,495,989.84	\$5,977,845.81	\$6,410,848.73	\$7,107,202.99	\$696,354.26	10.9%	\$7,123,243.39	\$16,040.40	0.23%		
66	TOTAL	\$4,840,007.89	\$5,143,037.11	\$5,495,989.84	\$5,977,845.81	\$6,410,848.73	\$7,107,202.99	\$696,354.26	10.9%	\$7,123,243.39	\$16,040.40	0.23%		
67	LINE 1 - GENERAL GOVT	\$6,969,417.19	\$7,470,265.07	\$7,884,931.23	\$8,644,371.63	\$9,325,326.38	\$10,110,619.64	\$785,293.26	8.4%	\$10,216,882.56	\$106,262.92	1.05%		
68														
69	PUBLIC SAFETY													
70	POLICE DEPARTMENT													
71	SALARIES	\$1,779,960.88	\$1,818,448.41	\$1,914,030.65	\$2,085,562.49	\$2,210,021.62	\$2,133,684.05	-\$76,337.57	-3.5%	\$2,210,380.02	\$76,695.97	3.5%		
72	EXPENSES	\$260,203.93	\$243,401.57	\$275,849.61	\$289,452.16	\$315,602.61	\$366,574.12	\$50,971.51	16.2%	\$329,770.00	(\$36,804.12)	-11.2%		
73	TOTAL	\$2,040,164.81	\$2,061,849.98	\$2,189,880.26	\$2,355,034.65	\$2,525,624.23	\$2,500,258.17	-\$25,366.06	-1.0%	\$2,540,150.02	\$39,891.85	1.60%		
74	FIRE/RESCUE DEPARTMENT													
75	SALARIES	\$1,464,027.59	\$1,498,613.59	\$1,632,067.23	\$1,679,779.52	\$1,663,317.83	\$2,112,247.88	\$448,930.05	27.0%	\$2,048,533.08	(\$63,714.80)	-3.1%		
76	EXPENSES	\$176,890.25	\$186,568.96	\$234,864.14	\$293,541.72	\$284,600.00	\$334,600.00	\$50,000.00	17.6%	\$323,100.00	(\$11,500.00)	-3.6%		
77	TOTAL	\$1,640,917.84	\$1,685,182.55	\$1,866,931.37	\$1,973,321.24	\$1,947,917.83	\$2,446,847.88	\$498,930.05	25.6%	\$2,371,633.08	(\$75,214.80)	-3.07%		
78														

FY24 Budget Department SB

A	F	G	H	I	J	K	L	M	N	O	Q	R	V
	FY19 ACTUAL	FY20 ACTUAL	FY21 ACTUAL	FY22 ACTUAL	FY23 TM ADOPTED	FY24 DEPT REQUESTS	FY24 Requests vs FY23Final Variance	% Var	FY24 TA Proposed BUDGET	FY24 TA vs FY24 Requests Variance	% Variance		
2	Department Breakdown												
79	DISPATCH												
80	SALARIES	\$272,462.59	\$254,952.80	\$288,041.51	\$328,353.81	\$298,940.01	\$309,467.71	3.5%	\$310,667.71	\$1,200.00			
81	EXPENSES	\$8,496.61	\$10,707.00	\$6,232.88	\$8,911.79	\$10,500.00	\$12,300.00	17.1%	\$12,300.00	\$0.00			
82	TOTAL	\$280,959.20	\$265,659.80	\$294,274.39	\$337,265.60	\$309,440.01	\$12,327.70	4.0%	\$322,967.71	\$1,200.00	0.37%		
83	BUILDING DEPT.												
84	SALARIES	\$197,765.49	\$242,467.80	\$241,515.79	\$254,953.62	\$255,006.36	\$255,774.16	0.3%	\$265,241.32	\$9,467.16			
85	EXPENSES	\$8,547.83	\$8,395.36	\$7,178.88	\$8,121.02	\$9,675.00	\$0.00	0.0%	\$9,675.00	\$0.00			
86	TOTAL	\$206,313.32	\$250,863.16	\$248,694.67	\$263,074.64	\$264,681.36	\$767.80	0.3%	\$274,916.32	\$9,467.16	3.57%		
87	SEALER W&M												
88	SALARIES	\$3,183.00	\$3,262.92	\$3,345.00	\$3,429.00	\$3,429.00	\$3,497.58	2.0%	\$3,567.53	\$68.95			
89	EXPENSES	\$245.43	\$63.07	\$0.00	\$217.20	\$150.00	\$0.00	0.0%	\$150.00	\$0.00			
90	TOTAL	\$3,428.43	\$3,325.99	\$3,345.00	\$3,646.20	\$3,579.00	\$68.58	1.9%	\$3,717.53	\$68.95	1.92%		
91	EMERG MGMT COMM												
92	SALARIES	\$737.00	\$756.00	\$1,500.00	\$1,500.00	\$1,500.00	\$3,500.00	233.3%	\$5,000.00	\$0.00			
93	EXPENSES	\$272.00	\$0.00	\$2,263.76	\$0.00	\$2,500.00	\$0.00	0.0%	\$2,500.00	\$0.00			
94	TOTAL	\$1,009.00	\$756.00	\$3,763.76	\$1,500.00	\$4,000.00	\$3,500.00	87.5%	\$7,500.00	\$0.00	0.00%		
95	ANIMAL CONTROL												
96	SALARIES	\$78,818.89	\$79,824.91	\$83,565.54	\$87,037.07	\$72,640.40	\$797.84	1.1%	\$76,593.12	\$5,154.88			
97	EXPENSES	\$13,703.19	\$10,812.35	\$9,743.75	\$9,146.86	\$11,200.00	\$100.00	0.9%	\$11,300.00	\$0.00			
98	TOTAL	\$92,522.08	\$90,637.26	\$93,309.29	\$96,183.93	\$83,840.40	\$897.84	1.1%	\$89,893.12	\$5,154.88	6.08%		
99	LINE 2 - PUBLIC SAFETY	\$4,265,314.78	\$4,358,274.74	\$4,700,198.74	\$5,030,026.26	\$5,139,082.83	\$491,125.91	9.6%	\$5,610,777.79	(\$19,430.95)	-0.35%		
100													
101													

	A	F	G	H	I	J	K	L	M	N	O	Q	R	V
		FY19 ACTUAL	FY20 ACTUAL	FY21 ACTUAL	FY22 ACTUAL	FY23 TM ADOPTED	FY24 DEPT REQUESTS	FY24 Requests vs FY23Final Variance	% Var	FY24 TA Proposed BUDGET	FY24 TA vs FY24 Requests Variance	% Variance		
1	Department Breakdown													
2	EDUCATION													
102	MILLIS SCHOOLS													
103	SALARIES	\$12,847,560.87	\$13,355,755.27	\$14,433,529.46	\$14,740,852.95	\$15,584,528.77	\$16,058,917.44	\$474,388.67	3.0%	\$16,419,516.78	\$360,595.34			
104	EXPENSES	\$2,040,542.91	\$2,377,414.25	\$1,986,712.25	\$2,550,301.27	\$3,105,688.00	\$2,822,235.52	-\$283,452.48	-9.1%	\$2,876,509.28	\$54,273.76			
105	TOTAL	\$14,888,103.78	\$15,733,169.52	\$16,420,241.71	\$17,291,154.22	\$18,690,216.77	\$18,881,152.96	\$190,936.19	1.0%	\$19,296,026.06	\$414,873.10			
106	LINE 3 - MILLIS SCHOOLS													
107		\$14,888,103.78	\$15,733,169.52	\$16,420,241.71	\$17,291,154.22	\$18,690,216.77	\$18,881,152.96	\$190,936.19	1.0%	\$19,296,026.06	\$414,873.10	2.20%	#	
108														
109														
110	TRICOUNTY SCHOOL													
111	EXPENSES	\$615,597.00	\$807,957.00	\$1,049,674.00	\$955,936.00	\$876,556.00	\$668,295.00	-\$208,261.00	-23.8%	\$668,295.00	\$0.00			
112	TOTAL	\$615,597.00	\$807,957.00	\$1,049,674.00	\$955,936.00	\$876,556.00	\$668,295.00	-\$208,261.00	-23.8%	\$668,295.00	\$0.00			
113	LINE 4 - TRI-COUNTY													
114		\$615,597.00	\$807,957.00	\$1,049,674.00	\$955,936.00	\$876,556.00	\$668,295.00	-\$208,261.00	-23.8%	\$668,295.00	\$0.00	0.00%		
115	PUBLIC WORKS													
116	DPW/HIGHWAY													
117	SALARIES	\$230,128.49	\$249,292.76	\$257,945.96	\$353,980.38	\$337,298.00	\$406,595.69	\$69,297.69	20.5%	\$566,595.69	(\$50,000.00)			
118	EXPENSES	\$412,623.16	\$400,346.06	\$389,623.93	\$386,946.43	\$388,271.00	\$400,351.00	\$12,080.00	3.1%	\$388,271.00	(\$12,080.00)			
119	TOTAL	\$642,751.65	\$649,640.82	\$647,569.89	\$740,926.81	\$725,569.00	\$806,946.69	\$81,377.69	11.2%	\$744,866.69	(\$62,080.00)	-7.69%		
120	STREET LIGHTS													
121	EXPENSES	\$39,969.93	\$37,564.40	\$43,383.52	\$29,350.52	\$38,850.00	\$38,850.00	\$0.00	0.0%	\$38,850.00	\$0.00			
122	TOTAL	\$39,969.93	\$37,564.40	\$43,383.52	\$29,350.52	\$38,850.00	\$38,850.00	\$0.00	0.0%	\$38,850.00	\$0.00	0.00%		
123	TRANSFER STATION													
124	SALARIES	\$27,218.31	\$24,530.07	\$25,216.90	\$52,293.07	\$58,754.26	\$65,733.83	\$6,979.57	11.9%	\$65,733.83	\$0.00			
125	EXPENSES	\$82,307.46	\$83,517.20	\$80,448.12	\$88,734.80	\$92,148.00	\$97,048.00	\$4,900.00	5.3%	\$97,048.00	\$0.00			
126	TOTAL	\$109,525.77	\$108,047.27	\$105,665.02	\$141,027.87	\$150,902.26	\$162,781.83	\$11,879.57	7.9%	\$162,781.83	\$0.00	0.00%		

FY24 Budget Department SB

A	F	G	H	I	J	K	L	M	N	O	Q	R	V
	FY19 ACTUAL	FY20 ACTUAL	FY21 ACTUAL	FY22 ACTUAL	FY23 TM ADOPTED	FY24 DEPT REQUESTS	FY24 Requests vs FY23 Final Variance	% Var	FY24 TA Proposed BUDGET	FY24 TA vs FY24 Requests Variance	% Variance		
1													
2	Department Breakdown												
127	SNOW & ICE												
128	SALARIES	\$80,003.84	\$53,342.69	\$96,443.81	\$110,484.60	\$48,174.83	\$146.92	0.3%	\$48,321.75	\$0.00			
129	EXPENSES	\$210,053.05	\$152,440.09	\$201,093.19	\$236,964.10	\$170,727.00	\$0.00	0.0%	\$170,727.00	\$0.00			
130	TOTAL	\$290,056.89	\$205,782.78	\$297,537.00	\$347,448.70	\$218,901.83	\$146.92	0.1%	\$219,048.75	\$0.00	0.00%		
131	LINE 5 PUBLIC WORKS	\$1,082,304.24	\$1,001,035.27	\$1,094,155.43	\$1,258,753.90	\$1,134,223.09	\$93,404.18	8.2%	\$1,165,547.27	(\$62,080.00)	-5.06%		
132													
133													
134													
135	HEALTH & HUMAN SERVICES												
136	BOARD OF HEALTH												
137	SALARIES	\$116,312.49	\$129,283.82	\$127,700.88	\$143,128.21	\$147,724.72	-\$5,274.96	-3.0%	\$149,824.08	\$7,374.32			
138	EXPENSES	\$4,198.39	\$5,319.09	\$3,576.29	\$7,448.38	\$16,775.00	-\$2,800.00	-16.7%	\$13,975.00	\$0.00			
139	TOTAL	\$120,510.88	\$134,602.91	\$131,277.17	\$150,576.59	\$164,499.72	-\$8,074.96	-4.9%	\$163,799.08	\$7,374.32	4.71%		
140	COUNCIL ON AGING												
141	SALARIES	\$101,328.84	\$92,268.13	\$100,055.65	\$121,074.95	\$150,932.05	\$4,498.95	3.0%	\$208,516.82	\$53,085.82			
142	EXPENSES	\$8,446.99	\$12,262.00	\$8,148.71	\$9,826.95	\$9,934.00	\$0.00	0.0%	\$9,934.00	\$0.00			
143	TOTAL	\$109,775.83	\$104,530.13	\$108,204.36	\$131,001.90	\$160,866.05	\$4,498.95	2.8%	\$218,450.82	\$53,085.82	32.10%		
144	VETERANS												
145	SALARIES	\$10,712.00	\$9,630.12	\$11,195.00	\$18,000.00	\$18,000.00	\$360.00	2.0%	\$18,727.20	\$367.20			
146	EXPENSES	\$32,992.28	\$22,073.97	\$38,065.04	\$17,768.07	\$48,000.00	-\$15,360.00	-32.0%	\$32,640.00	\$0.00			
147	TOTAL	\$43,704.28	\$31,704.09	\$49,260.04	\$35,768.07	\$66,000.00	-\$15,000.00	-22.7%	\$51,367.20	\$367.20			
148	LINE 6 HLTH/HUMN SERV	\$273,990.99	\$270,837.13	\$288,741.57	\$317,346.56	\$391,365.77	-\$18,576.01	-4.7%	\$433,617.10	\$60,827.34	16.32%		
149													

FY24 Budget Department SB

A	F	G	H	I	J	K	L	M	N	O	Q	R	V
	FY19 ACTUAL	FY20 ACTUAL	FY21 ACTUAL	FY22 ACTUAL	FY23 TM ADOPTED	FY24 DEPT REQUESTS	FY24 Requests vs FY23Final Variance	% Var	FY24 TA Proposed BUDGET	FY24 TA vs FY24 Requests Variance	% Variance		
1	Department Breakdown												
150	CULTURE & RECREATION												
151	MEMORIAL DAY												
152	EXPENSES	\$1,816.09	\$1,797.46	\$1,690.28	\$1,360.00	\$2,000.00	\$0.00	0.0%	\$2,000.00	\$0.00	0.00%		
153	TOTAL	\$1,816.09	\$1,797.46	\$1,690.28	\$1,360.00	\$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	\$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	\$0.00	0.0%	\$4,100.00	\$0.00	0.00%		
157													
158													
159	LIBRARY												
160	SALARIES	\$245,651.02	\$288,378.02	\$270,807.48	\$289,996.37	\$309,060.00	-\$20,241.15	-6.1%	\$346,901.02	\$37,841.02			
161	EXPENSES	\$139,603.96	\$140,297.14	\$142,506.54	\$151,081.13	\$172,613.00	\$11,390.00	7.1%	\$172,613.00	\$0.00			
162	TOTAL	\$385,254.98	\$408,675.16	\$413,314.02	\$441,077.50	\$481,673.00	-\$8,851.15	-1.8%	\$519,514.02	\$37,841.02	7.86%		
163	RECREATION												
164	SALARIES	\$31,267.00	\$45,411.18	\$31,303.83	\$54,370.81	\$78,060.00	-\$34,941.70	-30.9%	\$110,466.60	\$32,406.60			
165	EXPENSES	\$0.00	\$0.00	\$9,997.97	\$8,649.33	\$6,798.00	-\$2,000.30	-3.4%	\$58,798.00	\$2,000.00			
166	TOTAL	\$31,267.00	\$45,411.18	\$41,301.80	\$63,020.14	\$134,858.00	-\$36,942.00	-21.5%	\$169,264.60	\$34,406.60	25.51%		
167													
168	HISTORICAL												
169	EXPENSES	\$6,487.92	\$6,432.17	\$6,523.22	\$7,184.78	\$8,993.00	\$0.00	0.0%	\$8,993.00	\$0.00	0.00%		
170	TOTAL	\$6,487.92	\$6,432.17	\$6,523.22	\$7,184.78	\$8,993.00	\$0.00	0.0%	\$8,993.00	\$0.00	0.00%		
171	OAK GROVE FARM COMM												
172	EXPENSES	\$1,629.98	\$4,809.20	\$4,980.80	\$5,641.60	\$6,000.00	-\$17,055.00	-74.0%	\$14,260.00	\$8,260.00	137.67%		
173	TOTAL	\$1,629.98	\$4,809.20	\$4,980.80	\$5,641.60	\$6,000.00	-\$17,055.00	-74.0%	\$14,260.00	\$8,260.00	137.67%		
174	LINE 7 CULTURE & RECREATION	\$430,508.97	\$471,178.17	\$471,863.12	\$522,337.02	\$637,624.00	-\$62,848.15	-9.0%	\$718,131.62	\$80,507.62	12.63%		

FY24 Budget Department SB

	A	F	G	H	I	J	K	L	M	N	O	Q	R	V
		FY19 ACTUAL	FY20 ACTUAL	FY21 ACTUAL	FY22 ACTUAL	FY23 TM ADOPTED	FY24 DEPT REQUESTS	FY24 Requests vs FY23Final Variance	% Var	FY24 TA Proposed BUDGET	FY24 TA vs FY24 Requests Variance	% Variance		
1	Department Breakdown													
175	DEBT SERVICE													
176	PRINCIPAL	\$1,146,920.00	\$2,192,800.50	\$2,210,933.00	\$2,256,472.67	\$2,272,452.67	\$2,260,452.67	-\$12,000.00	-0.5%	\$2,260,452.67	\$0.00	0.00%		
178	INTEREST	\$1,014,045.36	\$2,307,682.92	\$1,681,004.06	\$1,528,704.92	\$1,455,625.16	\$1,485,990.81	\$30,365.65	2.1%	\$1,485,990.81	\$0.00	0.00%		
179	TOTAL	\$2,160,965.36	\$4,500,483.42	\$3,891,937.06	\$3,785,177.59	\$3,728,077.83	\$3,746,443.48	\$18,365.65	0.5%	\$3,746,443.48	\$0.00	0.00%		
181	LINE 8 DEBT SERVICE	\$2,160,965.36	\$4,500,483.42	\$3,891,937.06	\$3,785,177.59	\$3,728,077.83	\$3,746,443.48	\$18,365.65	0.5%	\$3,746,443.48	\$0.00	0.00%		
182	TOTAL BUDGET	\$30,686,202.31	\$34,613,200.32	\$35,801,742.86	\$37,805,103.18	\$39,985,320.82	\$41,274,760.85	\$1,289,440.03	3.2%	\$41,855,720.87	\$580,960.02	1.41%		0
183	TOTAL BUDGET	\$30,686,202.31	\$34,613,200.32	\$35,801,742.86	\$37,805,103.18	\$39,985,320.82	\$41,274,760.85	\$1,289,440.03	3.2%	\$41,855,720.87	\$580,960.02	1.41%		
185	DISCRETIONARY	\$22,612,425.06	\$23,656,450.79	\$24,834,858.96	\$26,477,761.78	\$28,345,938.26	\$29,031,990.38	\$686,052.12	2.4%	\$29,596,910.00	\$564,919.62	1.95%		
186	NON-DISCRETIONARY** Includes													
	General Insurance, Benefits,													
	Tri-County & Debt													
189		\$9,073,777.25	\$10,956,749.53	\$10,966,883.90	\$11,327,341.40	\$11,639,382.56	\$12,242,770.47	\$603,387.91	5.2%	\$12,258,810.87	\$16,040.40	0.13%		
190		\$30,686,202.31	\$34,613,200.32	\$35,801,742.86	\$37,805,103.18	\$39,985,320.82	\$41,274,760.85	\$1,289,440.03	3.2%	\$41,855,720.87	\$580,960.02	1.41%		
191	Budget Totals	\$31,254,614.19	\$35,031,737.20	\$36,276,167.94	\$38,313,939.18	\$40,457,482.82	\$41,792,396.85	\$1,338,406.67	3.2%	\$42,373,356.87	\$150,046.53	0.36%		25.83%
192	Available Revenues	\$32,496,305.00	\$35,671,157.00	\$36,314,876.00	\$38,670,153.00	\$40,459,491.25	\$41,668,590.29	\$1,218,397.29	3.2%	\$42,373,356.87	\$150,046.53	0.36%		76.58%
193	Overlay	\$1,241,690.81	\$639,419.80	\$38,708.06	\$356,213.82	\$2,008.43	-\$123,806.56			\$0.00				
194														
195														
196	Total Revenues	\$33,436,521.00	\$36,861,279.00	\$37,293,709.00	\$40,001,571.00	\$41,349,065.00	\$43,369,884.00	\$2,020,813.00		\$43,569,884.00	-\$658,914.13			
197	Free Cash	-\$344,176.00	-\$628,144.00	-\$407,188.00	-\$708,594.00	-\$306,425.75	-\$1,163,680.71			-\$658,914.13				
198	State Aid Offset	-\$491,040.00	-\$456,978.00	-\$466,645.00	-\$517,824.00	-\$433,149.00	-\$387,613.00			-\$387,613.00				
199	Overlay	-\$105,000.00	-\$105,000.00	-\$105,000.00	-\$105,000.00	-\$150,000.00	-\$150,000.00			-\$150,000.00				
200	Available Revenues	\$32,496,305.00	\$35,671,157.00	\$36,314,876.00	\$38,670,153.00	\$40,459,491.25	\$41,668,590.29			\$42,373,356.87				
201														
202														
203	Total Budget including	\$31,850,654.19	\$35,593,715.20	\$36,847,812.94	\$38,936,763.18	\$41,040,631.82	\$42,330,009.85			\$42,910,969.87				
204	State Aid Offset & Overlay													
205	Town Budget				\$9,186,607.56	\$9,655,721.49	\$10,150,837.42		5.1%	\$10,300,883.95	-\$203,433.95			
206	School Budget				\$17,291,154.22	\$18,690,216.77	\$18,881,152.96		1.0%	\$19,296,026.06	-\$51,774.00			
207														
208	Town Budget Increase FY24						\$495,115.93			\$645,162.46				
212	School Budget Increase FY24									\$605,909.29				
213														
	Total Budget including													
	State Aid Offset & Overlay & Free													
214	Cash	\$32,194,830.19	\$36,221,859.20	\$37,255,000.94	\$39,645,357.18	\$41,347,057.57	\$43,493,690.56							

FY2024 Capital Requests		Breakout by Fund				
Department	Request	Amount	General Fund	Water	Sewer	Stormwater
DPW	Dump Truck with Plow & Sander	\$ 95,527	\$ 23,882	\$ 23,882	\$ 23,882	\$ 23,882
DPW	Heavy Duty 10 Ton Trailer	\$ 23,000	\$ 5,750	\$ 5,750	\$ 5,750	\$ 5,750
School	Wireless Upgrade	\$ 68,000	\$ 68,000			
Sewer Enterprise	FY2024 Infiltration & Inflow Investigation	\$ 137,630		\$ 137,630		
Water Enterprise	Well #3 PFAS Final Design	\$ 272,900		\$ 272,900		
Water Enterprise	Chlorine/PH Analyzer Replacement	\$ 31,200		\$ 31,200		
	Items to be funded at May 3, 2023 Town Meeting	\$ 628,257	\$ 97,632	\$ 333,732	\$ 167,262	\$ 29,632
Library	Phase 2 Replacement of Lighting Management System	\$ 110,000	\$ 110,000			
Library	Library Envelope Repairs	\$ 30,500	\$ 30,500			
Town Buildings	Aerial Boom Lift	\$ 45,558	\$ 45,558			
School	Data Center Upgrade/Servers	\$ 45,000	\$ 45,000			
	Total FY2024 Capital Requests	\$ 859,315	\$ 328,690	\$ 333,732	\$ 167,262	\$ 29,632

Other Funding Sources	Description	Amount	General Fund	Water	Sewer	Stormwater
Article 34 STM May 9, 2016	FY17 School Air Testing Costs Clyde Brown	\$ 6,900	\$ 6,900			
Article 9, FTM Nov 5, 2018	MS/HS Library Floor Replacement	\$ 30,515	\$ 30,515			
Article 12, STM May 13, 2019	MS/HS Locker Replacement	\$ 20,000	\$ 20,000			
Article 12, STM May 13, 2019	Sr Center Facility Improvements	\$ 3,000	\$ 3,000			
Article 12, STM May 13, 2019	Facilities Audit Lansing Millis Bldg Feasibility Study	\$ 4,179	\$ 4,179			
Article 12, STM May 13, 2019	VMB Window Shades	\$ 810	\$ 810			
Article 3 FTM Nov 8, 2021	Steamer Kettle for MS/HS	\$ 2,274	\$ 2,274			
Article 25 STM May 9, 2016	Street Sweeper	\$ 2,292	\$ 2,292			
Article 9, FTM Nov 5, 2018	4X4 Pickup Truck	\$ 500	\$ 500			
Article 3 FTM Nov 8, 2021	Excavator	\$ 221	\$ 221			
Article 13 STM May 2, 2022	Skid Steer	\$ 52,337	\$ 13,084	\$ 13,084	\$ 13,084	\$ 13,084
Article 4 FTM Nov 10, 2022	Chevy Silverado with Plow	\$ 2,999	\$ 750	\$ 750	\$ 750	\$ 749
Article 16 STM June 5, 2017	Old Dover Rd water system improvements	\$ 43,162		\$ 43,162		
Article 27 STM May 9, 2016	Replacement Dover Rd water main	\$ 35,475		\$ 35,475		
Article 28 STM May 9, 2016	Water system improvements D'Angelis	\$ 4,000		\$ 4,000		
Article 23 STM June 8, 2015	Ross Ave water system improvements	\$ 8,454		\$ 8,454		
Article 29 STM May 13, 2013	Water main loop system improvements	\$ 15,680		\$ 15,680		
Article 11 FMT Nov 5, 2012	Irving St water main improvements	\$ 14,977		\$ 14,977		
Article 21 STM May 14, 2012	Forest Rd water main replacement	\$ 19,447		\$ 19,447		
	Total FY2024 Capital Other Funding Sources	\$ 267,221	\$ 84,526	\$ 155,028	\$ 13,834	\$ 13,833

Free Cash/Retained Earnings Funds Needed	\$ 361,036	\$ 13,106	\$ 178,704	\$ 153,427	\$ 15,798
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Town of Millis Host Community Agreement Marijuana Impact Funds Request - FY2024

Department	Description of Expense	Total Expenses	Date of Proposed Funding
Administration	Administrative Support for HCA	\$9,200.00	Spring TM May 23
Administration	Administrative Support for HCA	\$9,200.00	Fall TM Nov 23
Administration	Social Work Services for the Town of Millis - Entire Community Support	\$35,000.00	Spring TM May 23
Administration	Social Work Services for the Town of Millis - Entire Community Support	\$35,000.00	Fall TM Nov 23
Library	Extend the hours Library is open to the public on Saturdays during July & August	\$2,227.50	Spring TM May 23
Library	Extend the hours Library is open to the public on Thursday & Friday evenings until 8 pm	\$13,912.00	Spring TM May 23
Oak Grove Farm	Grounds improvements to encourage active outdoor recreation for children	\$8,260.00	Spring TM May 23
Police	School Resource Officer Salary	\$68,200.17	Spring TM May 23
Police	School Resource Officer Salary	\$23,299.83	Fall TM Nov 23
Police	Marijuana Stipend - per Contract FY24	\$12,000.00	Spring TM May 23
Police	Marijuana Training	\$27,500.00	Spring TM May 23
Police	Marijuana Training	\$27,500.00	Fall TM Nov 23
Recreation	Teen Program Coordinator-20 hours/week (\$23.50/hour)	\$12,220.00	Spring TM May 23
Recreation	Teen Program Coordinator-20 hours/week (\$23.50/hour)	\$12,220.00	Fall TM Nov 23
Recreation	Teen Program Coordinator 2/3 Benefits (\$1,336.70/month)	\$16,040.40	Spring TM May 23
Recreation	Staff for Inclusive Camp - 4 weeks	\$12,980.00	Spring TM May 23
Recreation	Supplies, Equipment	\$2,000.00	Spring TM May 23
School	School Adjustment Counselor - 1.0 FTE	\$60,791.20	Fall TM Nov 23
School	Paraprofessional Middle School SELF (Social Emotional Learning Foundations) - 1.0 FTE	\$21,435.20	Spring TM May 23
School	High School Paraprofessional - 1.0 FTE	\$21,435.20	Fall TM Nov 23
School	High School Paraprofessional start-up materials and curriculum.	\$0.00	Spring TM May 23
School	Middle School SEL Teacher - 1.0 FTE	\$30,338.80	Spring TM May 23
School	Middle School SEL Teacher - 1.0 FTE	\$30,338.80	Fall TM Nov 23
Marijuana Impact Funds Request - FY2024		\$491,099.10	
Marijuana Impact Funds Request - FY2024		\$271,314.07	Spring TM May 23
Marijuana Impact Funds Request - FY2024		\$219,785.03	Fall TM Nov 23
Marijuana Impact Funds Request - FY2024		\$491,099.10	

FY24 School Budget Funding

FY24 School Funding Proposal	
School FY23 Base Budget	\$ 18,154,955
6% Increase	\$ 1,089,297
School FY24 Base Budget	\$ 19,244,252
School Marijuana Funds TM May	\$ 51,774
School FY24 General Fund Budget	\$ 19,296,026
Additional FY24 School Funding	
Free Cash	\$ 569,197
Stabilization	\$ 400,000
Add'l School Funding FY2024	\$ 969,197
Total FY24 School Funding Proposed	\$ 20,265,223

23-084

Open ATM

23-085

Discuss Warrant Articles



TOWN OF MILLIS

TO: Select Board

FROM: Michael Guzinski, Town Administrator

DATE: March 31, 2023

RE: Updated Draft of Annual Town Meeting Warrant

Greetings,

Attached is the most up to date draft of the Spring Annual Town Meeting Warrant, which includes the following changes:

- Inclusion of Unpaid Bills in Article 1
- Inclusion of proposed Capital Items in Article 10 (Uses \$13,106 in Free Cash)
- Updated language from the Energy Committee in Article 13.

It was suggested by the Finance Committee at their meeting of March 29th that if we're not planning on putting any funds into the OPEB account at the upcoming ATM, then the Select Board should consider removing that article (Art. 16). I will be requesting that the Board consider the removal of that article at your meeting next Monday.

Also, the Recreation Director has asked whether or not the Board would support reinstating the Recreation Revolving Account. This should be formally decided by the Board at your meeting on Monday evening since it would require a change in language to Article 8 Section 3.

Also, should you decide to add supplemental funding to the School budget through an article, then I would recommend that an "Article 4" be added for that purpose.

Please let me know if you have any questions.

Thanks.

**TOWN OF MILLIS
PERSONNEL PLAN
SCHEDULE C
EMPLOYEE BENEFITS**

HEALTH INSURANCE

All eligible employees are entitled to participate in the health insurance programs offered by the Town. Eligibility is in accordance with these policies, M.G.L. c.32B and various federal laws. Employees must comply with notice requirements regarding dependents and selection of benefits.

BASIC LIFE INSURANCE

The Town will offer a basic life insurance policy for all eligible employees at the time of initial employment.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT

The Town will comply with the Consolidated Omnibus Budget Reconciliation Act (COBRA) which requires employer-sponsored group medical plans to allow covered employees and their dependents to elect to have their current medical coverage continued at the employee and dependents' expense, at group rates, following a qualifying loss of coverage.

RETIREMENT

Employees who are hired to work twenty hours or more per week throughout the year (1,040 hours) shall be required to join the Norfolk County Retirement System. Contribution rates and eligibility is further defined within M.G.L. c.32.

Employees who are not required or eligible to contribute to the Norfolk County Retirement System will be required to contribute to an Omnibus Budget Reconciliation Act (OBRA) account.

LONGEVITY

Employees are eligible for longevity payments based on the completion of years of service to the Town as follows:

At completion of five years	———— \$750 per year
At completion of 10 years	———— \$850 per year
At completion of 15 years	———— \$950 per year
At completion of 20 years	———— \$1050 per year

At completion of five years	\$900 per year
At completion of 10 years	\$1,000 per year
At completion of 15 years	\$1,100 per year
At completion of 20 years	\$1,200 per year

The Town will comply with the provisions of the Small Necessities Leave Act which mandates that employers permit eligible employees to take up to a total of 24 hours of unpaid leave within a rolling 12-month period.

The SNLA permits an employee leave for the following purposes:

- To participate in school activities directly related to the educational advancement of a son or daughter of the employee, such as a parent-teacher conference or interviewing for a new school.
- To accompany a son or daughter of the employee to routine medical or dental appointments, such as check-ups or vaccinations; and
- To accompany an elderly relative of the employee to routine medical or dental appointments or appointments for other professional services relating to the elder's care, such as interviewing at nursing or group homes.

The 24 hours may be taken within the 12-month calendar year period and the time may be taken on an intermittent (i.e., 2 hours to attend a parent-teacher conference) or reduced-time schedule.

An employee is required to provide his/her department with seven (7) days' notice of the need for the leave if the leave is foreseeable. If the necessity for the leave is not foreseeable, the employee is required to provide notice of the leave as soon as practicable.

The law provides for an unpaid leave. An employee may elect to use any available accrued vacation, personal or sick leave benefits provided the use of such time is in accordance with the employer's leave policies.

An employer may require the employee to substitute any of the employee's paid vacation leave, personal leave or sick leave for the leave provided for by the SNLA. A department head may require that written certification or documentation support a request for leave under this act.

PARENTAL LEAVE

The Town will provide leave in accordance with Massachusetts General Laws, Chapter 149, Section 151B, Section 11A. Leave will run concurrently with the Town of Millis Family Medical Leave as outlined in policy.

SICK LEAVE

A. Employees shall accrue sick leave with pay at the rate of .0577 per hour for each hour of actual service cumulative to ~~150~~ 180 days. Sick leave accrual will be adjusted for periods of Worker's Compensation.

B. Sick leave may only be used when an employee is unable to work because of illness or other physical incapacity; however, such time may be granted with the approval of the department head when serious illness in an employee's immediate family as defined by the FMLA, or household requires his or her presence. Such family or household member sick leave usage will be capped at the equivalent of five days per year.

C. Sick leave will not be granted unless the employee or a representative notifies the appropriate supervisor.

D. The Town Administrator reserves the right to request a doctor's note verifying the need for sick leave after three (3) consecutive days of sick leave use, or if the Town observes a pattern of abuse of sick leave. It shall do so in writing with a reason for said request.

E. Employees who have sick leave credits and who are injured on the job and receive Worker's Compensation shall, on request, be paid such sick leave payments so that, when added to Worker's Compensation payments, it will result in the payment of their full salary in accordance with the provisions of Chapter 152, M.G.L. The total dollar value of such sick leave payments shall be computed to its equivalent and charged against sick leave credits accordingly. In no case shall an employee receive total compensation in excess of full pay.

F. **Sick Leave Buy Back.** Upon Retirement only, an employee shall be entitled to a sick leave buy back lump sum payment equal to one quarter of his or her unused accumulated sick leave, provided that such payment does not exceed ~~\$2,500.00~~ **\$2,800.00**

SICK LEAVE BANK

A Sick Leave Bank for use by eligible employees shall be established, subject to the following terms and conditions:

The Sick Leave Bank is designed for use by employees who are undergoing a prolonged illness or disability and who intend to return to work immediately after the prolonged illness or disability. Prolonged disability or illness is construed to be an absence of twenty (20) consecutive working days or more.

The Sick Leave Bank shall maintain a maximum of one hundred fifty (150) days. Any unused days remaining in the Sick Leave Bank will be carried forward to be used in subsequent years.

To be eligible for the benefits of the Sick Leave Bank, an employee must donate to the Bank one (1) day or one (1) pro rata day from accumulated sick leave by August 1st of each fiscal year, except or in the case of a new employee, within seven (7) months of his/her first workday. The total contribution per employee per year shall not exceed two (2) days. If no days from the bank are used each year the contributed days shall be returned to the contributing employees' balance. If some days are used from the bank, the remaining days above 150 at year end shall be returned to the employees on a proportionate basis based on number of days donated.

To be eligible for Sick Leave Bank benefits, the applicant must have accumulated at the beginning of the prolonged illness twenty percent (20%) of the maximum accumulated sick days available to the employee since the beginning of his/her employment. Further, the employee must have exhausted his/her accumulated sick days during the prolonged illness or disability before being eligible for Sick Leave Bank benefits.

Employees using the benefits of the Sick Leave Bank must sign a Sick Leave Agreement in which they state their intent to return to service immediately after the prolonged illness or disability for a minimum of the length of the Leave and to meet all terms of the regulations. Default of this signed Agreement for

- C. Any non-exempt employee who is assigned to work on a holiday shall receive straight time compensation for the hours actually worked in addition to holiday pay.
- D. If a holiday falls on a regular day off or during a vacation period, the employee shall be granted another day off at a time mutually agreeable to the employee and the department head. If such a day off cannot be granted, the employee, subject to the approval of the department head, shall be paid a day's pay in lieu thereof.
- E. If a holiday falls on a Saturday, Friday will be celebrated as the holiday. If a holiday falls on a Sunday, Monday will be celebrated as a holiday.
- F. These provisions shall apply only to shifts regularly scheduled to start within the twenty-four (24) hour period of the holiday and shall not apply to regularly scheduled shifts, which start prior to and run into the holiday period.

VACATION LEAVE

- A. The use of earned vacation time must be requested through the employee's supervisor and is subject to the supervisor's approval.
- B. Vacation requests will not be arbitrarily denied but will depend on departmental workload, available staffing, and other operational considerations. In the event of a dispute between the department head and the employee relative to scheduling vacation time, the Town Administrator shall make the final decision.
- C. Vacation is granted on the employees anniversary date according to the following schedule:

Upon completion of:	Granted:
1-4 years	10 days
5-9 years	15 days
10-14-years	20 days
15 years	25 days

- D. Deleted 5-12-14
- E. At the time of appointment, the Town Administrator may grant a higher vacation accrual rate. (*For purposes of this provision only, future vacation allotments shall be granted assuming the employee has the amount of earned employment time associated with the amount of vacation granted at time of hire and shall continue forward in the schedule assuming that earned employment time.) **At the time of appointment, new employees will accrue vacation time in the first year and are eligible to use up to one week of vacation time between six months and one year of employment.**
- F. Employees may only carry over a maximum of **ten (10) fifteen (15)** earned vacation days from one anniversary year to the next. Any earned vacation time in excess of ten (10) days that remains on the employee's anniversary date will be lost.

**TOWN OF MILLIS
PERSONNEL PLAN
SCHEDULE A CLASSIFICATION PLAN
SCHEDULE B SALARY/WAGE PLAN**

See Appendix A

SCHEDULE A FY2024

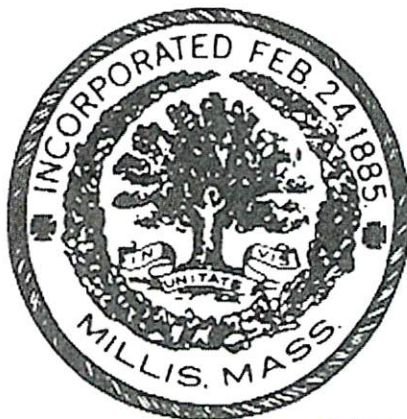
5/3/23 Effective Date
 SCHEDULE A - CLASSIFICATION PLAN
 Weekly Salary and Stipends

GRADE POSITION

SCHEDULE B FY24

EMERG-MGMT-DIR (no Eric-Chief Contract)	PER YEAR	CLASS B MOTOR VEHICLE OPERATOR	\$ 1,164.00	PER YEAR
EMERG-MGMT-DIR (no Eric-Chief Contract)	PER YEAR	DIR. VETERANS SERVICES	\$18,727.00	PER YEAR
EMERG-MGMT-CLERICAL	PER YEAR	ELECTION WORKER-CENSUS TAKER	STATE MIN. WAGE	PER YEAR
SEALER WEIGHTS MEASURE	3,568	ON-CALL LIBRARY ASSISTANT	GRADE 2 STEP 1 OF SEIU CONTRAC	PER YEAR
PART-TIME-IT-ADMINISTRATOR	PER YEAR	RESERVE POLICE DETAIL RATE	POLICE UNION CONTRACT RATE	PER YEAR
ASST-DATA-PRG-MANAGER	PER YEAR	DPW SEASONAL WORKER	STATE MIN. WAGE	PER YEAR
CERTIFIED WATER OPERATOR I	\$1,552.00	LIBRARY PAGE	STATE MIN. WAGE	PER YEAR
CERTIFIED WATER OPERATOR II	\$1,941.00	BOARD OF REGISTRARS -CHAIR	\$ 386.00	PER YEAR
ZONING BOARD OF APPEALS ASSISTANT	\$4,215.00	BOARD OF REGISTRARS MEMBER	\$ 119.00	PER YEAR
ZONING BOARD OF APPEALS MEMBER	178.00	SNOW CONTRACTOR 7AM-6PM	\$ 24.69	PER HOUR
RESPIRE CARE PROGRAM MANAGER	21.45	SNOW CONTRACTOR NIGHTS, WEEKEND	\$ 37.04	PER HOUR
RESPIRE CARE ACTIVITIES COORDINATOR	STATE MIN. WAGE	SNOW MANAGEMENT STIPEND	\$ 3,783.00	PER YEAR
COA VAN DRIVER	STATE MIN. WAGE	SNOW MANAGEMENT STIPEND-AFTER-12-STOP	\$ 1,261.89	PER YEAR
COA DISPATCHER	16.66	BOARD OF ASSESSORS MEMBER	\$ 360.00	PER YEAR
PLANNING BOARD MEMBER	56.24	DEPUTY ANIMAL CONTROL WEEKEND COVERA	\$ 100.00	PER DAY
FINANCE COMMITTEE ASSISTANT	8,623.00	DEPUTY ANIMAL CONTROL WEEKNIGHT COVER	\$ 25.00	PER NIGHT
TOWN CLERK	12,723.00			
	\$15.00			

State Minimum Wage Eff. 1/1/2023



DRAFT of April 3rd
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. Community Preservation Open Space/Recreation Reserve Fund - Oak Grove Farm Trail Improvement
10. Capital Items
11. New Bus Lease for Schools – Year One
12. New Police Cruiser Lease – Year One
13. Establish Millis Net Zero Goal
14. Amend Plastic Bag Reduction Bylaw
15. Unemployment Insurance
16. OPEB Fund
17. Special Education Stabilization Fund
18. Stabilization Fund
19. 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 **\$8,235.59** 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
Building	WB Mason	\$627.40
DPW	WB Mason	\$459.40
DPW	Eversource	\$336.64
Weights & Measures	J. Allshouse – Mileage Reimbursement	\$46.80
Weights & Measures	J. Allshouse – Expense Reimbursement	\$140.87
DPW	Eversource	\$71.21
DPW	Clean Harbors Environ.	\$6,503.92
DPW	Eversource	\$49.35
	Total	\$8,235.59

(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 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)
2/3rds 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 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
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 raise and appropriate a sum of money or reserve a sum of money from the **Community Preservation Fund**, for the Historic Resources Reserve, the Community Housing Reserve, the Open Space Reserve, and the Budgeted Reserve from annual revenues in the amounts recommended by the Community Preservation Committee, along with administrative expenses and debt service, with each item to be considered a separate appropriation or act in any manner in relation thereto.

Appropriations:

From 2024 estimated revenues for Committee Administrative Expenses	\$16,755.00
(To be divided equally: \$8,377.50 CPC Salary Account: \$8,377.50 CPC Expenses)	
From Undesignated Fund Balance for Long Term Debt- Principal	\$20,000.00
From Undesignated Fund Balance for Long Term Debt- Interest	\$ 7,950.00

Reserves:

From FY2024 estimated revenues for Historic Resources Reserve	\$33,509.00
From FY2024 estimated revenues for Community Housing Reserve	\$33,509.00
From FY2024 estimated revenues for Open Space Reserve	\$33,509.00
From FY2024 estimated revenues for Budgeted Reserve	\$80,000.00

(Submitted by the Community Preservation Committee)
Simple majority

ARTICLE 9. To see if the Town will vote to transfer the sum of **\$34,237.68** 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 10. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$628,257 to fund the following capital items:**

Department	Capital Item	Amount
DPW	Dump Truck with Plow & Sander	\$95,527
DPW	Heavy Duty 10 Ton Trailer	\$23,000
School	Wireless Upgrade	\$68,000
Sewer Enterprise	FY24 Infiltration & Inflow Investigation	\$137,630
Water Enterprise	Well #3 PFAS Final Design	\$272,900
Water Enterprise	Chlorine/PH Analyzer Replacement	\$31,200
	Total	\$628,257

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 11. 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 up to six Buses for the Millis Schools**, or take any other action in relation thereto.

(Submitted by the School Committee)

2/3 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, 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 13. To see if the Town will vote to adopt the following resolution:

Greenhouse gas content of our atmosphere has increased alarmingly as a result of human activities with negative impact on our climate as evidenced by rising temperatures, rising sea level and ocean acidity, increased flooding with more intense and frequent storms, droughts, forest fires, other unpredictable weather patterns and increased health risks. Therefore, the Town of Millis supports a goal of eliminating or offsetting all greenhouse gas emissions originating in the Town by the year 2050 or earlier (known hereafter as the Net Zero 2050 goal): and encourages the Select Board, all Town Boards and Committees, and residents and businesses to take action in the furtherance of Millis' Climate Goal by developing a Net Zero Action Plan by March 2024 that outlines specific strategies and sets measurable, attainable and realistic interim targets aligned with State and Federal goals, roadmaps and incentives; or take any other action related thereto.

(Submitted by the Millis Energy Committee)

Simple majority

ARTICLE 14. To see if the Town will vote to delete Article XXIII of the Millis General Bylaws in its entirety and replace with the following:

“Article XXIII- Plastic Bag Reduction:

The Purpose of this Bylaw is to eliminate the usage of plastic checkout bags by all retail stores in the Town of Millis and to promote the use of reusable bags. This Bylaw will help eliminate the usage of plastic checkout bags and encourage the use of reusable bags by consumers.

Definitions:

1. Single-use Plastic Check-out Bag – Any film plastic that is 10 Mil or less that is provided by a retail establishment to a customer at the point of sale and is not a reusable, biodegradable or compostable carryout bag for use to transport or carry away purchased items, including but not limited to merchandise, goods and/or food.
2. Enforcing Authority-Millis Board of Health
3. Recyclable Paper Bag - A paper bag that is: a. 100 percent recyclable, including any handles b. contains at least 40% post-consumer recycled paper content; and c. displays the words “recyclable” (or a suitable symbol indicating that the bag is recyclable) and “made from 40% post-consumer recycled content” (or other applicable amount) in a visible manner on the outside of the bag.
4. Retail Establishment - Any retail operation located in the Town which sells goods, food or provides personal services to the public, including restaurants, grocery stores and retail stores.

5. Reusable checkout bag - A bag with stitched handles specifically designed for multiple reuse; and is either made of cloth or machine washable fabric or made of durable, non-toxic plastic generally considered a food-grade material. A Reusable checkout bag must have a minimum 80 GSM (grams per square meter) and may not be constructed of polyethylene or polyvinyl chloride or be less than 10 mil thickness.

Use Regulation:

Single-use Plastic Check-out bags shall not be distributed, used or sold for checkout or other purposes at any Retail Establishment within the Town of Millis on or after July 1, 2020.

Customers are encouraged to bring their own reusable shopping bags to stores. Retail or grocery stores are strongly encouraged to make reusable checkout bags or recyclable paper bags available either at no cost or for sale to customers at a reasonable price.

Exceptions:

- Single-use plastic bags used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items and other similar merchandise, typically without handles, may be distributed, used or sold at any retail or grocery store.

EFFECTIVE DATE

This Bylaw shall take effect six (6) months following approval of the Bylaw by the Attorney General or July 1, 2023, whichever is later.

ENFORCEMENT

This Bylaw shall be enforced by the Board of Health through non-criminal disposition under G.L. c 40 section 21D.

Any Retailer distributing plastic checkout bags in violation of this Bylaw shall be subject to a non-criminal disposition fine as defined below. Any such fines shall be paid to the Town of Millis.

Violation of Bylaw:

- | | |
|-------------------------|---------------------------|
| 1 st Offense | Warning |
| 2 nd Offense | \$50 |
| 3 rd | \$100 Subsequent Offenses |

(Submitted by the Board of Health)

Simple majority

ARTICLE 15. 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 16. 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 17. 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.

(Submitted by 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 **Stabilization Fund**, or take any other action in relation thereto.

(Submitted by the Select Board)
Simple Majority

ARTICLE 19. (Petition Article)

(Submitted by Petition)
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 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**

23-086

Close ATM Warrant

23-087

Discuss EAC Topics

ENTERPRISE ADVISORY COMMITTEE

Discussion Topics

1. High Density Polyethylene (HDPE) pipe vs copper tubing (See CGC Associates letter)
2. Investigate and advise RE: allocation of costs at the DPW
 - a. Do the discrepancies warrant adjustment RE: costs to adjust
3. Do we need more sewer capacity?
 - a. What is a healthy mix RE: sewer/septic
 - b. How many homes are currently on sewer (1724)
 - c. How many homes are currently on septic (1200)
 - d. Pros and Cons
 - i. Sewer – potential pollutants do not get into the groundwater
water is not recharged back into the ground water supply
 - ii. Septic – some potential pollutants may get into the groundwater
water is recharged back into the ground water supply
 - e. What is the potential growth of Millis
 - i. Is the developable land near existing sewer
 - ii. Or would such land require large sewer expansions
 - iii. How many homes currently abut sewer but are not connected? (200)
 - iv. How much of our developable land actually abuts sewer
 1. Can we estimate what a complete buildout of the Town RE:
remaining developable land (using an aggressive estimate) would
look like sewer vs septic
4. If we do need more sewer capacity
 - a. Should we consider buying some from Franklin
 - i. At what cost
 - b. Should we require large developers to put in their own package treatment centers
5. How should we re-write the Board of Health Regulation from 1996 (See Regulation)
 - a. So as not to contradict the new Sewer Policy
 - b. Reflect our desire for a sewer/septic balance
 - i. To mirror Title V
 1. With a variance option
6. Fees – we need to review our fee structure to ensure that it covers the Town's costs and is in line with neighboring towns' fees
 - a. To include I&I (inflow and infiltration) costs
7. Stormwater – is there a fairer way to allocate cost to residents



March 6, 2023

Mr. James McKay, Director
Public Works/Highway Department
Town Hall
900 Main Street
Millis, MA 02054

Re: HDPE Water Service Pipe

Dear Mr. McKay:

GCG Associates provides the following information for a comparison of High Density Polyethylene (HDPE) pipe to Copper Tubing for underground water services up to 3" in diameter. HDPE material cost is significantly less than comparative sizes of copper in the order of 2 to 3 times less. The inert nature of HDPE and its high abrasion-resistance allow HDPE pipe to be used in environments where copper requires thicker walls or additional coatings to obtain the required performance at a much higher cost. HDPE is resistant to corrosive soils and low PH potable water whereas copper is not and can corrode or leach into the water system. Both require sand bedding for added protection. A trace wire and magnetic marker tape is required to trace HDPE pipe at an additional cost whereas copper tubing is directly traceable. The service life of HDPE Pipe and Copper Tubing is similar in most situations and is 50 to 100 years. Based upon many projects where GCG has used HDPE pipe, GCG recommends HDPE pipe as an acceptable alternative to copper tubing.

If you have any questions, please call.

Respectfully submitted,
GCG ASSOCIATES, INC.

Michael J. Carter

Michael J. Carter, P.E., R.L.S.
President

MILLIS BOARD OF HEALTH
SEWER CONNECTION REQUIREMENTS

Under authority of Massachusetts General Laws, Chapter 111, Section 31; Chapter 83, Section 11; Chapter 40, Section 21D (Non-Criminal Disposition) and 310 CMR 15.02 (1) and (12), the Millis Board of Health hereby adopts the following regulations:

The owner or occupant of any building upon land abutting on a public or private way in which there is a common sewer shall, within six (6) months, connect the same therewith by a sufficient drain. A variance from this requirement may be granted by the Board of Health on the following conditions:

- A) That the on-site subsurface sewage disposal facility is installed which meets the requirements of the Millis Board of Health; said variance to be only so long as said on-site subsurface sewage disposal facility continues to meet those requirements as they may be amended or revised.

Criteria: The minimum requirements for on-site subsurface sewage disposal facilities, as required by the Millis Board of Health testing procedures, are as follows:

- 1) The septic tank liquid level is to be below the outlet invert.
- 2) The distribution box liquid level is below the outlet invert.
- 3) There shall be no evidence of sewage overflow or odors of sewage overflow from the on-site subsurface sewage disposal facility.
- 4) The on-site sewage disposal facility does not require pumping more than three times every year.
- 5) The septic tank shall not be made of metal.
- 6) A leaching pit or cesspool has a liquid depth of less than 4 feet or 2/3 of the total depth from the invert to the bottom.
- 7) A leaching facility/cesspool shall be 4 feet or greater from the maximum groundwater.

- 8) A leaching facility/cesspool shall be more than 100 feet from a pond, lake, stream, river or well.
- 9) A leaching facility/cesspool shall be more than 20 feet from a cellar wall.
- 10) Any other tests or procedures as required by the Millis Board of Health.

The above testing and procedure criteria shall be conducted by a professional civil engineer, registered sanitarian, licensed septage hauler and any person deemed competent by the Millis Board of Health.

Enforcement: Any owner who fails or refuses to comply with this regulation shall be fined in accordance with the Non-Criminal Disposition Act as adopted by the Millis Board of Health as of November 29, 1989, in accordance with Massachusetts General Laws, Chapter 40, Sections 21D.

Severability: If any provision of these regulations is declared invalid, the other provisions thereof shall not be affected thereby but shall continue in full force and effect.

Hearing Procedures: Any person(s) aggrieved by these regulations may petition the Millis Board of Health for a hearing.

Effective Date: This regulation shall take effect June 1, 1991. As required by the Massachusetts General Laws, Chapter 111, Section 31, an attested copy has been filed with the Massachusetts Department of Environmental Protection and has been filed with the Town Clerk.

Amended: August 14, 1996

23-088

Board/Committee Liaison Updates

23-089

Approval of DRAFT Minutes

3/22/23

3/27/23

Select Board Meeting Minutes – Budget Workshop 03/22/23

Chair Underhill called the meeting to order at 10:00am.

The following persons were present Chair Erin Underhill, Vice Chair Craig Schultze, Clerk Ellen Rosenfeld, Town Administrator Mike Guzinski, Finance Director Carol Johnston, and Department Assistant Victoria Schindler.

Open Session

The Town Assessor Terri Gonsalves and the Board discussed the “New Growth” number on the projection chart.

The Board asked the Assessor for a breakdown sheet of how she arrived at the new growth number, to discuss at the meeting on Monday March 27, 2023.

The Board and Town Administrator stated they are seeking help from the state, but the state has made no promises to help.

Sel. Schultze made a motion to approve the Host Community Agreement Marijuana Impact Funds for FY24. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

Sel. Underhill made a motion to take a 10 minute recess. Sel. Schultze seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

Sel. Underhill announced they are returning to Open Session.

The Board discussed the Town Administrator and Finance Directors proposed FY24 budget.

The Board decided to invite the School Committee on their meeting on 3/27/23.

Sel. Schultze made a motion to adjourn at 11:29pm. The motion was seconded by Ellen Rosenfeld. Sel. Underhill polled the Board and the motion passed unanimously.

Respectfully Submitted by Victoria Schindler

Select Board Meeting Minutes 03/27/23

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, Department Assistant Victoria Schindler.

Announcements

The Annual Easter Egg Hunt will be on Saturday April 1st in the Millis Town Park at 900 Main St. at 11am. The Friends of Millis Public Library Book Sale will be help from March 31st- April 2nd.

Chair Underhill read an Acknowledgement of Dave Dodsworth for his hard work cleaning up the trails at Pleasant Meadows Park.

23-063 Presentation of Warrant Articles

- *Establish Millis Net Zero Goal* – Craig Gibbons discusses the proposed Town Meeting Article. Where they are asking the Town to consider the Net Zero Goal in making decisions for the Town.
- *Amend Plastic Bag Reduction Bylaw* – John McVeigh the Board of Health and Nancy Downes from Oceana discussed the proposed Town Meeting Article Bylaw change to eliminate the usage of “thin-film” single-use plastic bags by all retail stores in the Town of Millis.
- *Citizens Petition* – Patricia Burke discussed the Citizens Petition. She is asking the Town to vote to have to the Select Board write a letter regarding the safety of wireless infrastructure for human health and the environment to our State Representatives, State Senators, and other high-ranking officials.

23-064 Hearing: Continuance of 1178 Main Street Stormwater & Land Disturbance Permits

Sel. Schultze made a motion to Open the Hearing of 1178 Main Street Stormwater & Land Disturbance Permits. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

Town Administrator sated the request has been withdrawn.

Sel. Schultze made a motion to Close the Hearing of 1178 Main Street Stormwater & Land Disturbance Permits due to the request being withdrawn. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-065 Approval of Millis Youth Softball/Baseball Opening Day Parade

Sel. Schultze made a motion to approve the Millis Youth Softball/Baseball Opening Day Parade on April 23, 2023. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-066 Appointments

- *Council on Aging Department Assistant I*
Sel. Schultze made a motion to approve the ratify the Town Administrators appointment of Andres Lizardi as Department Assistant I in the Council on Aging. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.
- *Payroll Administrator*
Sel. Schultze made a motion to ratify the Town Administrators appointment of Sandra Canavan of Payroll administrator pending successful CORI and Physical. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion [passed unanimously.

- *DPW Water/Sewer Technician*
Sel. Schultze made a motion to ratify the Town Administrators appointment of Ryan Wagner as the DPW Water/Sewer Technician. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.
- *DPW Foreman*
Sel. Schultze made a motion to ratify the Town Administrators appointment of Jonathan Wanders as the DPW Foreman. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-067 Meeting with School Committee

Marc Conroy and Steve Catalano made a presentation on their FY24 Deficit. They reported their mandated SPED positions. They State if the school is faced with a \$500,000 Shortfall (thus receiving \$1.4M) it will still require a reduction of 7 FTE. If the School is faced with a \$1.2M shortfall, it would require a reduction of 17 FTE. If the School is faced with the full \$2M shortfall, it will mean 27.5 FTE.

The Board decided they will be drafting a letter to write to the State Representatives asking for help funding the mandated SPED requirements.

23-068 Public Comment – FY24 Budget

Residents voiced their concerns and thoughts regarding the School deficit.

23-069 Open 5/3/23 Annual Town Meeting Warrant

Sel. Schultze made a motion to Open the 5/3/23 Annual Town Meeting Warrant. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-070 Discuss, Add and Remove Town Meeting Articles

Sel. Schultze made a motion to make the language change to Article 13, add Article 9 – Community Preservation Open Space/Recreation Reserve Fund – Oak Grove Farm Trail Improvement, and remove the Tree and Toads Article. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-071 Close 5/3/23 Annual Town Meeting Warrant

Sel. Schultze made a motion to Close the 5/3/23 Annual Town Meeting Warrant. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-072 Approval MSBA Feasibility Study Agreement

Sel. Schultze made a motion to approve the MSBA Feasibility Study as written. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-073 Review/Approval of Contract for Site work at Softball fields

Sel. Schultze made a motion to approve and authorize the Town Administrator to sign a contract with the Drake Company to repair Majors Field and Softball Fields not to exceed the amount of \$26,815.00. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-074 Review/Approval of Contract for Traffic Control Cabinet

Sel. Schultze made a motion to approve and authorize the Town Administrator to sign a contract with Dagle Electrical Construction Corp. to replace a Traffic Control Cabinet not to exceed the amount of

\$21,423.70. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-075 Ratification of the Town Administrator's Contract

Sel. Schultze made a motion to ratify the Town Administrator's Contract as written. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-076 Board/Committee Liaison Updates

Sel. Rosenfeld attended the Community Preservation Committee where they approved \$34,000 to Oak Grover Trail improvements. She also attended the Charles River Pollution Control District meeting where they only discussed their budget.

Sel. Schultze attended the Capital Planning Committee where they discussed the priority ranking sheet and then was cut short due to a Zoom bomb. He also attended the Economic Development Committee where they discussed the Lansing Millis Building and grant funding.

Sel. Underhill attended the Permanent Building Committee where they discussed the Lansing Millis Building.

23-077 Approval of Water/Sewer Commitments

Sel. Schultze made a motion approve the Water/Sewer Commitment to the Collector for February 2023 in the amount of \$415.11. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

23-078 Approval of DRAFT Minutes

Sel. Schultze made a motion to approve the meeting minutes for 03/13/23, 03/14/22, 02/28/22 as written. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

Sel. Underhill made a motion enter Executive Session at 9:15pm to conduct strategy sessions in preparation for negotiations with union personnel(SEIU/FIRE UNION) and to consider the purchase or lease of real property if such discussion may have a detrimental effect on the negotiation position of the governmental body only emerging to adjourn. Sel. Rosenfeld seconded the motion. Sel. Underhill polled the Board and the motion passed unanimously.

Respectfully Submitted by Victoria Schindler