



# TOWN OF MILLIS

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

## OFFICE OF THE SELECT BOARD

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

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

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

### SELECT BOARD MEETING AGENDA MONDAY, APRIL 8, 2024; 7:00 PM VETERANS MEMORIAL BUILDING ROOM 229

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

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

	Topic	Time	Speaker
I.	<b>Call to Order</b>	<b>7:00 PM</b>	<b>Chair Schultze</b>
II.	<b>Announcements</b> Millis Beautification Day Reminder 5/7/24 Annual Town Meeting 5/13/24 Annual Town Election		
III.	<b>Open Session Items</b>		
24-063	Award of FY24 Complete Streets Grant	7:00 PM	R. Weiss
24-064	Approval of Purchase/Installation of Military Service Flags	7:05 PM	J. McKay
24-065	Accept Gift – Tree Donation for Town Hall	7:10 PM	J. McKay
24-066	Appointment of: <ul style="list-style-type: none"> <li>• Police Officers (2)</li> <li>• Police Sergeants (3)</li> </ul>	7:15 PM	Chief Soffayer
24-067	Appointment of Community Preservation Committee At-Large Member	7:25 PM	Chair Schultze
24-068	Capital Committee Presentation – Town Meeting Article	7:30 PM	J. Barry
24-069	Review/Approval of 2024 Outdoor Watering Restrictions	7:45 PM	J. McKay
24-070	5/7/24 Annual Town Meeting Warrant (ATM): <ul style="list-style-type: none"> <li>• Vote to Open Warrant</li> <li>• Discuss/Vote to Add or Remove Articles</li> <li>• Vote to Close Warrant</li> </ul>	7:50 PM	Chair Schultze M. Guzinski

24-071	Vote to Approve & Sign 5/7/24 ATM Warrant	Chair Schultze
24-072	Vote to Approve & Sign 5/13/24 Town Election Warrant	M. Guzinski
24-073	Discuss FY25 Budget - Stabilization Policy	Chair Schultze
24-074	Approval Millis Girl Scouts Fairy House Exhibit	K. Bouret DeMarzo
24-075	Board/Committee Liaison Updates	Select Board
24-076	Review/Approval of: <ul style="list-style-type: none"> <li>• Water/Sewer Commitment</li> <li>• Stormwater Commitment</li> </ul>	M. Guzinski
24-077	Approval of DRAFT Minutes <ul style="list-style-type: none"> <li>• 03/25/24</li> </ul>	Select Board

IV.

**Executive Session**

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

V. **Adjournment**

**Proposed Upcoming Meeting Schedule**

Date	Time	Location
Monday, April 22, 2004	7:00pm	Room 229 VMB
<b>Tuesday, May 7, 2024</b> Annual Town Meeting	6:00 pm 7:30 pm	MS/HS Library MS/HS Auditorium
Monday, May 20, 2024	7:00 pm	Room 229 VMB
Monday, June 10, 2024	7:00 pm	Room 229 VMB

## Announcements



# MILLIS BEAUTIFICATION DAY

Sponsored by the  
Millis Lions Club

**Saturday, April 27<sup>th</sup>**  
**9AM TO NOON**

Registration can be done online at  
[millislionsclub.org/events](https://millislionsclub.org/events)

**Rain or Shine**

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

For information or to pre-register contact  
Jen Donehey 508-667-4326 [millisbeautificationday@gmail.com](mailto:millisbeautificationday@gmail.com)

**TAKE PRIDE IN MILLIS!**  
**VOLUNTEERS NEEDED!**

Parents/guardians need to sign  
permission slip at registration.

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

**Millis' Annual Town Meeting** will be held on **Tuesday, May 7th at 7:30pm** at the Middle/High School Auditorium located at 245 Plain Street, Millis.

The Select Board and Finance Committee are currently conducting meetings on a regular basis to discuss the proposed FY25 budget and DRAFT warrant articles. Meeting dates can be found on the Town website calendar.

Click [HERE](#) for the Select Board meeting schedule and [HERE](#) for the Finance Committee meeting schedule. The final version of the town meeting warrant will be posted on this page the week of 4/8/24 after the Select Board approves and signs it.

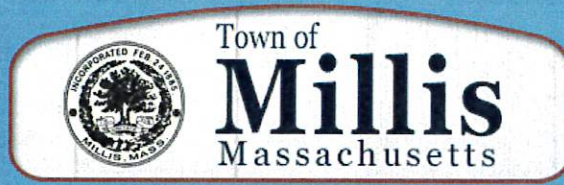
Attachment	Size
 <a href="#">draft_atm_fy25_budget_info_3-27-24.pdf</a>	4.32 MB

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# 2024 Election Dates

POSTED ON: JANUARY 23, 2024 - 2:24PM

There are four Elections in 2024: Tuesday, March 5th - Presidential Primary; Monday, May 13th - Town Election; Tuesday, September 3rd - State Primary; Tuesday November 5th - Presidential Election.

The polls open at 7:00 am and close at 8:00 pm for all elections.

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24-063

Award of Complete Streets Grant



Maura Healey, Governor  
Kimberley Driscoll, Lieutenant Governor  
Gina Fiandaca, Secretary & CEO  
Jonathan L. Gulliver, Highway Administrator



February 7, 2024

Robert Weiss  
Economic Development Director  
900 Main St  
Millis, MA 02054

Via email: [rweiss@millisma.gov](mailto:rweiss@millisma.gov)

Dear Robert Weiss:

Thank you for your Tier 3 submission to the Compete Streets Funding Program during Round 2 of the Fiscal Year 2024 application solicitation. We received many applications and had a very competitive application pool from which to select. I am pleased to notify you that Millis's application has been approved for \$433,195.00.

Awarded municipalities will enter into a contract with MassDOT for the completion of approved work. A member of the Community Grants Group will reach out shortly to gather all necessary information to begin the contracting process. It is anticipated that the Notice to Proceed (NTP) will be issued by March 1, 2024, and the deadline for construction will be June 30, 2026. MassDOT-funded work may not proceed until the NTP is issued.

Please note that as detailed in the Program Guidance, design is not an eligible grant cost. Design work for this project may begin at any time and must be completed by a MassDOT Prequalified Contractor. Construction funds awarded through this program are paid via the reimbursement of approved costs. Reimbursement requests are processed by your District State Aid Engineer in the same manner as Chapter 90 projects.

Please email [CompleteStreetsProgram@dot.state.ma.us](mailto:CompleteStreetsProgram@dot.state.ma.us) with questions related to this award. Thank you for your commitment to improving safety, access, and mobility for all roadway users in your community and for your participation in the Complete Streets Funding Program. MassDOT looks forward to working with you on this important project.

Sincerely,

Jonathan L. Gulliver  
Highway Administrator

cc: Kristen Pennucci, MassDOT Community Grants Program Administrator  
Barry Lorion, MassDOT District 3 Highway Director  
Michael Guzinski, Millis Town Administrator



24-064

**Military Service Flags**

# CHARLES B. FAGAN CO. LLC

14 Milliston Road #211  
Millis, Massachusetts 02054  
508-376-4040 · Fax: 508-376-4919  
ChipFagan@gmail.com

## Flagpole Quote

Submitted to

**MILLIS DPW**

March 21, 2024

<u>Item #</u>	<u>Description</u>	<u>Unit Cost</u>	<u>QTY</u>	<u>Total</u>
20i	20 Foot Fiberglass Flagpole Internal Halyard	\$1498.00	6	\$8,988.00

**Freight:** Prepaid and added to invoice where applicable. All pricing is FOB factory. \$166/each, \$321 for 6 poles

**Discount:** Dead net price

**Terms:** Net 15 Days

**TIN:** 99-0760133

24-065

Accept Gift - Tree

Approved: \_\_\_\_\_

## Jim McKay

---

**From:** Scott McPhee <smcphee@harrisonmcphee.com>  
**Sent:** Thursday, April 4, 2024 12:34 PM  
**To:** Jim McKay  
**Subject:** Holiday lighting tree

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

Hi Jim,

Thank you for helping us with this project. The Evergreen tree that we will plant would be a Norway spruce approximately 12 to 16 feet tall. The value of the labor, equipment and materials will be approximately \$5,000. If we could do the planting on the last Friday in April, that would be preferable. That is Arbor Day!

We will also be taking down the holiday lights in the trees in front of the memorial building and donating our time pruning trees on those grounds as well as around the library. All of them are no charge community service and give back projects. Value of those services will be around \$10-\$12,000 if you need that number as well.

Thanks again, Scott

Scott McPhee, MCA  
(508)566-4475  
[Smcphee@harrisonmcphee.com](mailto:Smcphee@harrisonmcphee.com)

24-066

Appt of Police Officers/Sergeants



*Christopher J. Soffayer*  
*Chief of Police*

# **Millis Police Department**

*Town of Millis*  
*Commonwealth of Massachusetts*



*1003 Main Street*  
*Millis, Massachusetts 02054*  
*Phone: 508-376-5112*  
*Fax: 508-376-6220*

March 29, 2024

Mr. Guzinski,

Over the past ten months, our department has experienced significant changes. Firstly, we had a Sergeant who retired after being on leave for three years. Additionally, we currently have another Sergeant on leave due to an injury, an officer who has decided to transfer to another department, and another who recently resigned from policing. Considering these developments, I request your thoughtful consideration for the following appointments. It is important to note that these appointments relate to existing vacant positions within our department and do not involve additional hiring.

## **Patrol Officer Appointments**

I present two highly qualified candidates for your consideration as full-time patrol officers. Both candidates are P.O.S.T. certified from their respective departments and bring a wealth of experience.

Michelle Manganello, the first candidate, has dedicated twenty years of exemplary service as a police officer for the Town of Medfield. Her experience in patrol duties is extensive, and she brings a wealth of knowledge. Officer Manganello is also a proud holder of a master's degree from Curry College, which has undoubtedly contributed to her professional growth and expertise.

Officer Manganello's professional background is multifaceted, encompassing a diverse range of roles within her previous department. These roles include Detective, School Resource Officer, Field Training Officer, Court Prosecutor, and Evidence/Property Manager. Each of these positions has provided her with unique insights and skills that make her an outstanding candidate for the position at hand. Her advanced education, combined with her varied experience, positions her as an exceptional candidate for this role.



*Christopher J. Soffayer*  
*Chief of Police*

# Millis Police Department

*Town of Millis*  
*Commonwealth of Massachusetts*



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Austin Alves, the second applicant, began his role as a full-time officer at the Rochester Police Department in 2021. Officer Alves holds a bachelor's degree from the University of Massachusetts Dartmouth and is working towards a master's degree, demonstrating his commitment to continuous learning and professional development. Officer Alves served in various capacities in his previous department, including as an Acting Sergeant, Field Training Officer, Fleet Manager, and Social Media Coordinator. This diverse experience highlights his multifaceted skill set and ability to take on different responsibilities within a law enforcement environment.

Our department is deeply committed to delivering exceptional services to the community, whether responding to calls for assistance or actively engaging with local groups. Both candidates, Michelle Manganello and Austin Alves, possess qualities and skills that would greatly benefit our department and the community. I wholeheartedly endorse the appointment of Michelle Manganello and Austin Alves as full-time patrol officers, pending the successful completion of a comprehensive background investigation, thorough physical examination, psychological evaluation, and drug screening.

## **Sergeant Promotions**

The promotion process for the Sergeant position has been underway for approximately three months. It commenced with a written examination administered in February. Candidates who successfully passed the written examination progressed to the assessment center, with the final stage being the Oral Board interview. As a result of the process, three exceptional candidates are being recommended for the position of Sergeant.

Colby Roy has built a distinguished career in law enforcement. He started in 2015 and advanced to the position of Sergeant at the Medfield Police Department, where he served for four years. In July 2021, Officer Roy transitioned to the Millis Police Department, assuming the role of patrol officer. His professional background is marked by extensive experience in training programs and grant writing, showcasing his expertise in these critical areas of law enforcement.

Since his appointment to the Millis Police Department in 1994, Officer Paul Smith has admirably served the community of Millis for over thirty years. Throughout this time, he has consistently exhibited exceptional dedication and commitment to upholding the town's values. Notably, for the past two decades, Officer Smith has fulfilled the role of overseeing the late shift, effectively managing critical responsibilities, and contributing to the safety and security of the community during nighttime hours.



*Christopher J. Soffayer*  
*Chief of Police*

# Millis Police Department

*Town of Millis*  
*Commonwealth of Massachusetts*



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*Fax: 508-376-6220*

Jason Gonzalez has dedicated 11 years to a successful career in law enforcement. He began serving at the Smithfield Police Department and transitioned to the Millis Police Department eight years ago. During his time at the Millis Police Department, Jason has displayed versatility by taking on various roles, including patrol officer, detective, firearms licensing supervisor, and evidence room officer. His contributions extend beyond traditional law enforcement duties, as he has also played a key role in integrating several technology-based applications within the department, enhancing its operational efficiency and effectiveness.

I formally recommend Officer Colby Roy, Officer Paul Smith, and Officer Jason Gonzalez for promotion to Sergeant. These individuals have consistently demonstrated exceptional leadership qualities that make them well-suited for this role. Officer Colby Roy has shown exemplary dedication to leading by example, ensuring his actions align with departmental expectations. Officer Paul Smith has consistently fostered a strong teamwork mentality, encouraging collaboration and unity within the department. Officer Jason Gonzalez is deeply committed to serving the department and the community, going above and beyond to ensure the safety and well-being of those around him. I firmly believe that promoting these individuals to Sergeant would greatly benefit the department and enhance its overall effectiveness.

## **Appointment Order**

1. Colby Roy
2. Paul Smith
3. Jason Gonzalez

Respectfully,

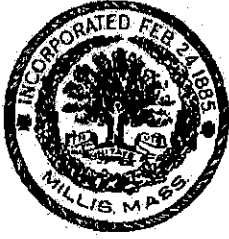
Christopher J. Soffayer  
Chief of Police  
csoffayer@millisma.gov



24-067

Appt of CPC Member

Amendment 18



# TOWN OF MILLIS

Nathan Maltinsky, *Chair*

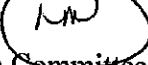
## COMMUNITY PRESERVATION COMMITTEE

900 Main Street • Millis, MA 02054  
Phone: 508-376-7045

Camille Standley  
Administrative Assistant  
[cstandley@millisma.gov](mailto:cstandley@millisma.gov)

April 1, 2024

**To:** Criag Schultze, Select Board Chair  
Michael Guzinski, Town Administrator

**From:** Nathan Maltinsky, Chair   
Community Preservation Committee

**Re:** At-Large-Member Appointment Recommendation

At a regularly scheduled meeting of the Community Preservation Committee held on Thursday, March 28, 2024, the Committee met with Ms. Jessica Monty. Ms. Monty expressed her interest in the open At-Large Member seat on the Committee vacated by Ms. Wendy Barry.

We feel that with her background and experience, she would be an asset to the Community Preservation Committee and we look forward to working with her as soon as possible.

The Committee would like to recommend that the Select Board appoint Ms. Monty to the Community Preservation Committee as an At-Large Member at this time for a term of three years.

Thank you.



# TOWN OF MILLIS

## OFFICE OF THE TOWN ADMINISTRATOR

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900 Main Street • Millis, MA 02054  
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[townadministratorsoffice@millisma.gov](mailto:townadministratorsoffice@millisma.gov)

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

Karen Bouret DeMarzo  
Asst. Town Administrator/HR Mgr.  
[Karen.bouret.demarzo@millisma.gov](mailto:Karen.bouret.demarzo@millisma.gov)

Victoria Schindler  
Principal Assistant  
[vschindler@millisma.gov](mailto:vschindler@millisma.gov)

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

Please indicate boards/committees of interest below:

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

Name Jessica Monty  
Home Address 9 J William Hts, Millis, MA 02054  
Phone 774-286-0257 Email jessicamonty129@gmail.com  
Registered Voter  yes  no

### Background/Experience

Well versed in working with the public in employment history. Computer savvy in Excel,  
Word and other common applications. My career is in Commercial Insurance which  
involves managing projects for IT, Underwriting, Claims, Operations and aligning processes  
with tools. I have lived in Massachusetts my whole life and moved to Millis in 2018. I am  
interested in contributing to this community.

*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.*

24-068

Capital Committee Presentation

## Capital Planning Committee Report – May 2024

The Capital Planning Committee (CPC) is pleased to present the Town with our capital planning report for May 2024. The committee was established by bylaw in May of 2017 with the mandate of creating a long-term capital plan for the Town of Millis which could help citizens attain a more complete understanding of expenditures that the Town may need to undertake in coming years. The CPC has worked with the Select Board, Town Administrator, Library, School, DPW, Police, Fire and other town departments to compile the information provided in this report.

For those items considered, the CPC went through a process to rank the priorities for the various projects, which accounted for such factors as public safety, integration with broader projects, and overall benefit to the Town. Based on this ranking, the committee then grouped the various capital items into three categories 1) highest priorities 2) medium priorities and 3) lower priorities. It should be noted that the CPC does not choose projects for consideration at Town Meeting based on availability of funding. The Select Board selects projects for inclusion in the Warrant and the Finance Committee makes its recommendation for action at Town Meeting.

The department requests for fiscal year 2025 that the CPC considered are shown in the table below:

	# of projects	Total estimated cost
Highest priorities	5	289,018
Medium priorities	1	35,000
Lower priorities	2	120,777
Total	8	444,795

Highest priorities include the replacement of a car for the fire department, servers and switches for the Middle High School, safety equipment for the DPW and portable radios for the fire department. Medium priorities include exterior building repairs for the library. Lower priorities include an aerial boom lift for the town and a skid steer for the school department.

Included in this report is a schedule that summarizes the Town's known long-term capital needs for the next 10-years and beyond that have been identified by the various departments for them to service the needs of the community. The intent of the Committee is to provide the citizens of Millis with as much transparency as possible to the evolving future capital needs of the town, totaling approximately \$153.5 million broken down as follows:

Maintenance and repair of existing capital	\$19.2M
Enterprise system related capital needs	\$19.1M
Other potential capital needs	\$115.2M
Total	\$153.5M

Included in the maintenance and repair category are items such as the replacement of vehicles and equipment that are expected to reach the end of their useful life in the next 10 years and ongoing road maintenance. Enterprise system capital needs include sewer, water and stormwater projects such as potential stormwater remediation projects.

Other capital items include potential costs related to renovations to the Middle/High School, the potential need for upgrades to the Senior Center, possible renovations to the Lansing Millis Building, and use of open space, including athletic fields.

For the potential Middle/High School renovation project, several optional conceptual plans were approved by the School Building Committee and then presented to the Massachusetts School Building Authority for preliminary consideration on April 4, 2024. A final proposal will not be presented to the Town any earlier than 2025, but to keep the voters informed we have included an early cost estimate in our total potential capital project cost summary. The Capital Planning Committee has assumed a total project cost of \$140M, which is within the range of projects reviewed by the School Building Committee and assumed the MSBA is likely to reimburse 35% of the project cost, which is at the low end of potential reimbursement of 35% -45%. This results in a \$90M potential cost to the taxpayers of Millis that has been included in our capital planning summary. The actual amount to be paid by Millis taxpayers will depend on the option selected and the extent of the MSBA subsidy.

The Capital Planning Committee is working with various Town Departments and Committees to assess potential costs for these projects and has included preliminary estimates in our long-term capital plan.

Since the Committee first compiled information on the Town's capital needs, we have refined the prioritization process, however, we recognize that there are areas that will need to be further developed within the capital planning process, and as such, the Committee expects that the long term capital plan and the annual recommendation process will evolve over time to meet the needs of the Select Board, other relevant committees, department heads, and most importantly, the citizens of the Town of Millis.

The members of the Committee have regularly scheduled meetings where the public is welcome to attend and ask any questions regarding this report and we look forward to working with all interested parties on this important initiative. We also note that the Committee currently has one open position and would be happy to meet with any member of the community who might be interested in taking a seat on the Committee.

Respectfully submitted,

Town of Millis Capital Planning Committee

Jonathan Barry – Chair

Jonathan Loer (Finance Committee representative)

Peter Jurmain

Jim McCaffrey

Marc Conroy (School Committee representative)

Craig Schultze (Select Board representative)

**Capital Planning Committee Priorities for May 2024 Town Warrant**

<b>Highest priorities</b>			
Department	Description	Estimated Cost	Comment
Fire	Replacement Fire Car 2	85,000	
DPW	Safety Equipment	40,000	
Fire	Portable Radios	26,232	Amount reflects Town's cost after grant funding
School	Server replacement	67,786	
School	Replace switches	70,000	
Subtotal		286,232	
<b>Medium priorities</b>			
Library	Exterior Building Repairs	35,000	
Subtotal		35,000	
<b>Lower priorities</b>			
Town Buildings	Aerial Boom Lift	52,923	
School	Skid Steer	67,854	
Subtotal		120,777	
<b>Total</b>		<b>\$444,795</b>	

24-069

Approve Outdoor Watering Restrictions



## **Background:**

On December 8, 2023 the Massachusetts Department of Environmental Protection issued Millis a revised Water Management Act Permit (WMA Permit), attached as Appendix A. The WMA Permit regulates the withdrawal of water from Millis's supply wells. The WMA Permit includes new restrictions on outdoor water use which will require Millis to adopt revisions to its Water Management Policy, General Bylaws Article VIII Section 38, in order to align with the reissued Permit requirements. The Town will need to seek an extension from MassDEP for relief from the May 1, 2024 deadline in the Permit. MassDEP is willing to issue an extension to allow Millis time to prepare revisions to be voted on at the Fall Town Meeting.

Meanwhile, Millis needs to approve the new outdoor restrictions for the summer 2024 season.

## **Outdoor Watering Restrictions – Town of Millis 2024**

The following Outdoor Watering Restrictions are updated accordance with the Town of Millis' revised Water Management Act Permit issued December 8, 2023 by the Massachusetts Department of Environmental Protection.

### **Restricted Nonessential Outdoor Water Uses**

**Nonessential outdoor water uses that are subject to mandatory restrictions include:**

- irrigation of lawns via sprinklers or automatic irrigation systems;
- filling swimming pools;
- washing of vehicles, except in a commercial car wash or as necessary for operator safety; and
- washing exterior building surfaces, parking lots, driveways, or sidewalks, except as necessary to apply surface treatments such as paint, preservatives, stucco, pavement, or cement.

**The following uses may be allowed, before 9 am and after 5 pm, when mandatory restrictions are in place:**

- irrigation to establish a new lawn and new plantings during the months of May and September;
- irrigation of public parks and recreational fields by means of automatic sprinklers outside the hours of 9 am to 5 pm;
- irrigation of gardens, flowers, and ornamental plants by means of a hand-held hose or drip irrigation systems; and
- irrigation of lawns by means of a hand-held hose.

**Water uses NOT subject to mandatory restrictions are those required:**

- for health or safety reasons;
- by regulation;
- for the production of food and fiber;
- for the maintenance of livestock; or
- to meet the core functions of a business (for example, irrigation by golf courses as necessary to maintain tees, greens, and limited fairway watering, or irrigation by plant nurseries as necessary to maintain stock).

The Outdoor Watering Restrictions are provided in full in Appendix A, Special Condition 7, and summarized below in Table 1:

**Table 1 – Millis Outdoor Watering Restrictions, 2024:**

Level	Description	Time of Year and Streamflow Trigger	Non-Essential Uses (lawn sprinkler / pool filling / car washing/ driveway washing) Limited To:	Allowed Uses before 9am and after 5pm:	Uses Always Allowed (no time / day restrictions)
1	Summer Streamflow - based Restrictions	May 1 – June 30 AND the Charles River at Medway USGS Gauge 01103280 falls below 170 cubic ft/second for 3 consecutive days	<b>2 days per week</b> before 9am or after 5pm	Irrigation to establish a new lawn or plantings during May and Sept; irrigation of public parks and recreational fields by means of automatic sprinklers; irrigation of gardens, flowers and ornamental plants by means of a handheld hose or drip irrigation system; lawn watering by hand-held hose	Water use as required for health & safety, by regulation, for food and fiber production, maintenance of livestock, core business function (e.g. golf courses, plant nurseries)
2	Summer Severe Streamflow Restrictions	July 1 – Sept 30 AND USGS Gauge 01103280 below 62 cfs for 3 consecutive days  May 1 – Sept 30 <sup>th</sup> AND USGS Gauge below 30 cfs for 3 consecutive days	<b>2 days per week</b> before 9am or after 5pm  <b>1 day per week</b> before 9am or after 5pm		

**Notes:**

- 1- Table 1 applies for years in which Millis has met its 65 gallons per capita per day residential use standard (RGPCD). If Millis reports RGPCD > 65, stricter restrictions apply, as identified in the Permit (Appendix A)
- 2- Violations & Penalties will be in accordance with Article VIII. Section 38.I

**Attachments:**

APPENDIX A – Water Management Act Permit, December 8, 2023

Date / Time

Dis-charge, ft<sup>3</sup>/s,

Current Conditions ▼
United States ▼

Click to hide News Bulletins

- Explore the *NEW* [USGS National Water Dashboard](#) interactive map to access real-time water data from over 13,500 stations nationwide.
- [Full News](#)

**1** This page is undergoing modernization with expected decommissioning as key features are added to the modernized pages. Learn more about our [modernization plans](#) to find out which options will suit you best. [Next Generation Monitoring Location Page](#) is available now.

## USGS 01103280 CHARLES RIVER AT MEDWAY, MA

### PROVISIONAL DATA SUBJECT TO REVISION

Available data for this site    Time-series: Current/Historical Observations ▼   

Click to hide station-specific text

**Station operated in cooperation with the Massachusetts Department of Conservation and Recreation, Office of Water Resources.**

[Boating safety tips](#)

This station managed by the Northborough MA Field Office.

#### Available Parameters

#### Available Period

- |   |  |
|---|--|
| <input type="checkbox"/> All 2 Available Parameters for this site<br><input checked="" type="checkbox"/> 00060 Discharge<br><input checked="" type="checkbox"/> 00065 Gage height | 1997-11-13 2024-04-04<br>2007-10-01 2024-04-04 |
|---|--|

#### Output format

- Graph
- Graph w/ stats
- Graph w/o stats
- Graph w/ (up to 3) parms
- Table
- Tab-separated

Days (7)

[Summary of all available data for this site](#)  
[Instantaneous-data availability statement](#)

Date / Time		Dis-charge, ft <sup>3</sup> /s,
04/04/2024 06:30 EDT	550 <sup>P</sup>	3.10 <sup>P</sup>
04/04/2024 06:45 EDT	553 <sup>P</sup>	3.11 <sup>P</sup>
04/04/2024 07:00 EDT	558 <sup>P</sup>	3.13 <sup>P</sup>
04/04/2024 07:15 EDT	561 <sup>P</sup>	3.14 <sup>P</sup>
04/04/2024 07:30 EDT	561 <sup>P</sup>	3.14 <sup>P</sup>
04/04/2024 07:45 EDT	571 <sup>P</sup>	3.18 <sup>P</sup>
04/04/2024 08:00 EDT	573 <sup>P</sup>	3.19 <sup>P</sup>
04/04/2024 08:15 EDT	573 <sup>P</sup>	3.19 <sup>P</sup>
04/04/2024 08:30 EDT	579 <sup>P</sup>	3.21 <sup>P</sup>
04/04/2024 08:45 EDT	581 <sup>P</sup>	3.22 <sup>P</sup>
04/04/2024 09:00 EDT	589 <sup>P</sup>	3.25 <sup>P</sup>
04/04/2024 09:15 EDT	589 <sup>P</sup>	3.25 <sup>P</sup>
04/04/2024 09:30 EDT	592 <sup>P</sup>	3.26 <sup>P</sup>
04/04/2024 09:45 EDT	592 <sup>P</sup>	3.26 <sup>P</sup>

### Explanation

P	Provisional data subject to revision.
---	---------------------------------------

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**Title: USGS Current Conditions for the Nation**

**URL: <https://waterdata.usgs.gov/nwis/uv?>**



24-070 through 24-071

Annual Town Meeting Warrant



# TOWN OF MILLIS

**TO:** Select Board

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

**FROM:** Michael Guzinski, Town Administrator

**DATE:** April 5, 2024

**RE: Updated Draft of the Annual Town Meeting Warrant for Review and Approval  
& ATM Motions**

---

Greetings,

Enclosed for the Board's review and approval is the updated draft ATM Warrant. There have been no substantive changes to the draft ATM warrant since your last meeting. The one development that has occurred since the Board's last meeting regarding this matter is a request from Millis Youth Baseball (MYB) for town funding towards the purchase and installation of new batting cages (see enclosed materials). The MYB is requesting the addition of an Article for \$9,000 to help fund this item. This request will be further explained during your meeting by representatives of MYB. I've attached language below for an such an Article should you choose to add this item.

I've also enclosed the ATM Motions for your review. Town Counsel has reviewed and approved as to form, both the ATM Warrant and the Motions.

I am recommending that the Board vote to formally approve and sign the Annual Town Meeting Warrant at your meeting.

Please let me know if you have any questions regarding these matters. Thank you.

*"Article XX. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$9,000 to fund a portion of the installation of new batting cages and related accessories at the Millis baseball field, or take any other action related thereto.*

*(Submitted by Select Board)*

*Simple majority"*

## Karen Bouret DeMarzo

---

**From:** Mike Guzinski  
**Sent:** Monday, April 1, 2024 1:18 PM  
**To:** Craig Schultze; Craig Schultze  
**Cc:** Karen Bouret DeMarzo; Carol Johnston  
**Subject:** FW: Millis Batting Cage Replacement  
**Attachments:** Millis Batting Cage Replacement.pdf

**Importance:** High

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Hi Craig,

Please see the attached request from Pete Berube, on behalf of MYB, for an article to be added to the ATM Warrant.

Is it OK if we add this item to the SB agenda of April 8<sup>th</sup>?

Thanks.

Mike

---

**From:** Peter Berube <pberube@technimetals.com>  
**Sent:** Monday, April 1, 2024 12:20 PM  
**To:** Mike Guzinski <mguzinski@millisma.gov>  
**Cc:** Michael Carter <mcarter@millisschools.org>  
**Subject:** Millis Batting Cage Replacement  
**Importance:** High

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

Hi Mike – As discussed, could you kindly request MYB be allowed to present a proposal/request to the SB for \$9000 for funding at ATM next month? The attached proposal provides a synopsis of the need and the request, and we will provide additional supporting information in time for the 8 April SB meeting.

If we are allowed on the agenda, Mr. Michael Carter, MYB President will likely present. Millis Youth Softball may also attend/advocate.

Thank you in advance!

Regards,  
Pete Berube  
Treasurer, MYB

# Millis Batting Cage Replacement

- Multiple safety and functional deficiencies
  - Nets and pipes have no separation resulting in frequent ricochets
    - Numerous injuries
    - Structure is undersized to allow for netting/pipe separation
  - Bent pipes and broken attachments
  - Poor drainage, frequent flooding
- Cages are regularly used by MYBaseball, MYSoftball, Millis Public Schools, many others
- No existing access control, none planned

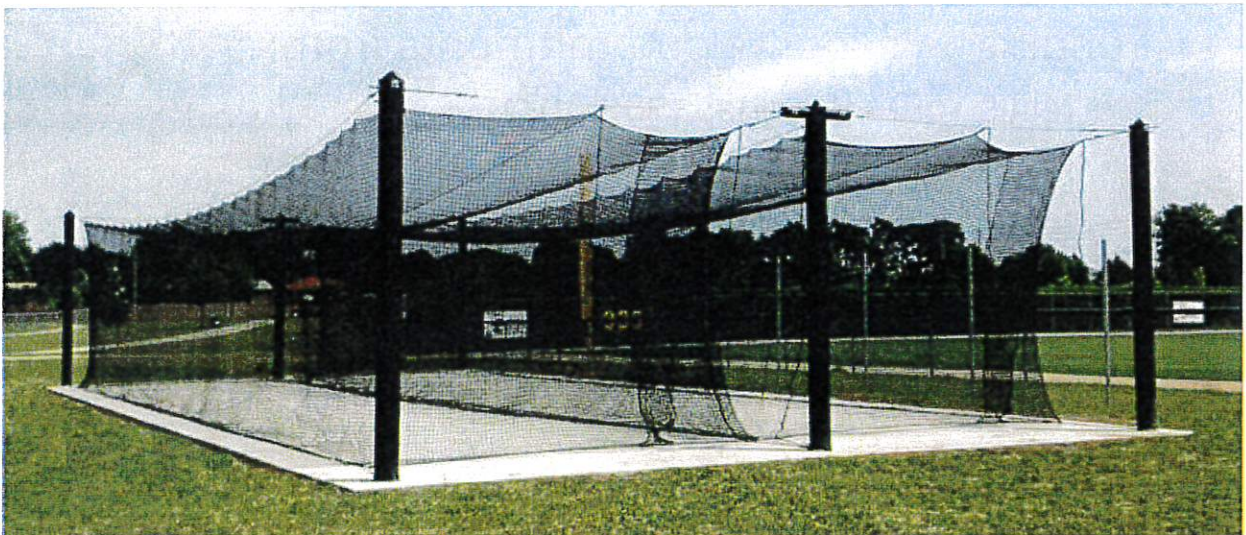


# Proposed Solution

- Complete replacement of existing structure
  - “Mastodon” – photos on following slides
  - \$20K (self-install) to \$25K (installed)
  - Includes some accessories (new “L” screens, etc)
  - Funding & resource commitments from:
    - Millis Youth Baseball (\$8-\$10K)
    - MYB Board members (equipment and labor)
    - Millis Youth Softball (considering \$5K)
    - Tresca Brothers (concrete and crushed stone)
    - Town of Millis (MYB requesting \$9K)

## “Mastodon”

- Quote and full spec sheet available
- Eliminates ricochets
- Same system in use in Medway and Sherborn
- Easy seasonal set-up & take down



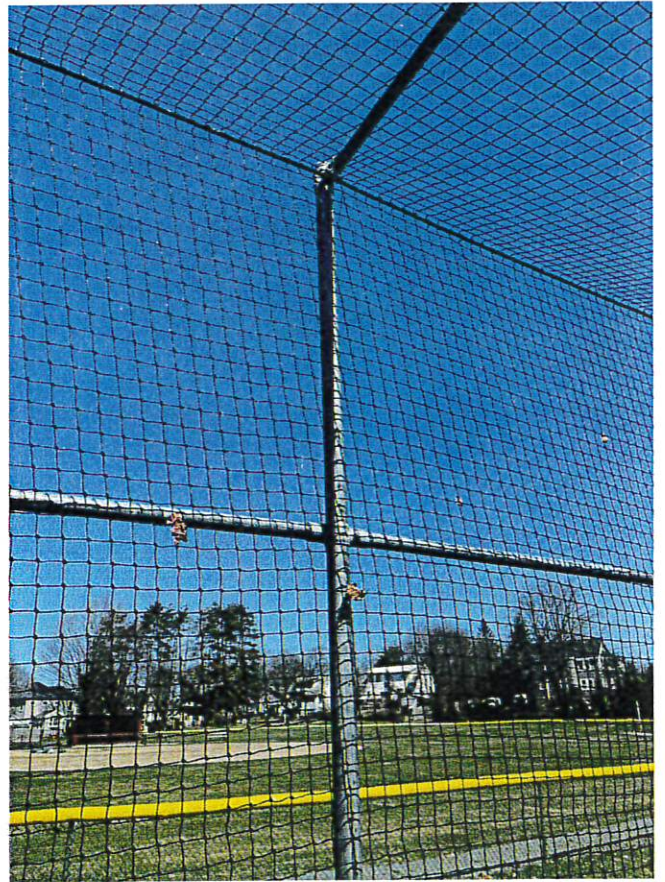
# Existing Batting Cages



# Existing Batting Cages



# Existing Batting Cages





**May 7, 2024**

**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 Tuesday, the seventh day of May, AD 2024 at 7:30 p.m. in the Middle-Senior High School Auditorium in said Millis:

**FOR THE BUSINESS MEETING, THEN AND THERE,  
TO ACT ON THE FOLLOWING ARTICLES, VIZ**

## SPRING 2024 TOWN MEETING

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

**TOWN OF MILLIS**

**May 7, 2024 SPRING ANNUAL TOWN MEETING WARRANT**

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

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

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

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

(Submitted by The Select Board)  
*Simple Majority*

**ARTICLE 3.** To see if the Town will vote to fix the compensation of elected officers, provide for a reserve fund, and determine what sums of money the Town will raise and appropriate, including appropriations from taxation, by transfer from available funds, and/or the Stabilization Fund to **defray charges and expenses to the Town, including debt and interest, and a reserve fund**, for the fiscal year beginning July 1, 2024, or take any other action in relation thereto.

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



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

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

**Total Contingent Appropriations** **\$1,400,000**

or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple Majority*

**ARTICLE 5.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the sewer enterprise fund beginning July 1, 2024**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple Majority*

**ARTICLE 6.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the water enterprise fund beginning July 1, 2024**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple Majority*

**ARTICLE 7.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the stormwater enterprise fund beginning July 1, 2024**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple Majority*

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

1. To see if the Town will vote to adopt **amendments to Schedule A-Salary Plan and Schedule C-Employee Benefits of the Town of Millis Personnel Plan** effective July 1, 2024, as shown in the FY25 Finance Committee Report, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple Majority*

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

(Submitted by the Board of Health)

*Simple Majority*

3. To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E½, to establish the following fiscal year spending limit for the Town's established revolving funds for Fiscal year 2025.

AUTHORIZED REVOLVING FUNDS	FISCAL YEAR EXP. LIMIT
Oak Grove Farm Maintenance Fund	\$ 35,000.00
Animal Control Shelter Fund	\$ 3,000.00
Fire Alarm Fund	\$ 10,000.00
Historical Commission Fund	\$ 12,000.00
Ambulance Department Fund	\$ 20,000.00
Council on Aging Transportation Fund	\$ 5,000.00
VMB Custodial/Maintenance Fund	\$ 6,000.00
School Food Service Fund	\$360,000.00
School Transportation Fund	\$500,000.00
Stormwater Management Fund	\$ 10,000.00
BOH Medical Services/Vax Fund	\$ 20,000.00
BOH Rabies Clinic/Program Fund	\$ 2,500.00

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

(Submitted by The Select Board)

*Simple Majority*

4. To see if the Town will vote to appropriate a sum of money, or reserve a sum of money from the **Community Preservation Fund**, for the Historic Resources Reserve, the Community Housing Reserve, the Open Space Reserve, or the Budgeted Reserve, from annual revenues in the amounts recommended by the Community Preservation Committee, for committee administrative expenses, community preservation projects and/or other expenses in fiscal year 2025, with each item to be considered a separate appropriation; or act in any manner relating thereto.

Appropriations:

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

Reserves:

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

(Submitted by Community Preservation Committee)

*Simple majority*

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

(Submitted by The Select Board)

*Simple Majority*

**ARTICLE 10.** To see if the Town will vote to transfer from available funds the sum of **\$187,000** to fund a Lead Service Line Inventory of the water system in Millis, or take any other action in relation thereto.

(Submitted by The Select Board)

*Simple Majority*

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

(Submitted by Community Preservation Committee) *Simple Majority*

**ARTICLE 12.** To see if the Town will vote to transfer the sum of **\$50,000 from the Community Preservation Historic Preservation Reserve Fund for the Oak Grove Farmhouse Phase I Project**, or take any other action in relation thereto.

(Submitted by Community Preservation Committee) *Simple Majority*

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

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

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

(Submitted by The Select Board)

*Simple Majority*

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

(Submitted by The Select Board)

*Simple Majority*

**ARTICLE 15.** To see if the Town will vote to borrow under the provisions of M.G.L. Chapter 44 or any other enabling authority, the sum of **\$68,816 for the lease/purchase(s) of one Police Cruiser**, or take any other action in relation thereto.

(Submitted by Select Board)

*2/3rds Majority*

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

(Submitted by the Select Board)

*Simple Majority*

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

(Submitted by the Select Board)

*Simple Majority*

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

**Section III-5: Position of Town Administrator**

By adding the following to Article III, Section 5:

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

(Submitted by the Select Board) *Simple Majority*

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

(Submitted by the Select Board)

*Simple Majority*

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

(Submitted by the Select Board)

*Simple Majority*

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

(Submitted by Select Board) *Simple Majority*

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

(Submitted by the Select Board)

*Simple Majority*

And, you are hereby directed to serve this Warrant by posting attested copies hereof fourteen days before time of said meeting as directed by the vote of the Town. Hereof fail not and make due return of this Warrant with your doings thereon at the time and place of said meeting.

Given under our hands this 8th day of April in the year two thousand and twenty-four.

**TOWN OF MILLIS  
SELECT BOARD**

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

\_\_\_\_\_  
Ellen Rosenfeld, Vice-Chair

\_\_\_\_\_  
Erin T. Underhill, Clerk

**A True Copy, Attest**

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

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

# SPRING 2024 TOWN MEETING MOTIONS

May 7, 2024

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



# ARTICLE 1.

## MOTION

I move that the Town vote to transfer from Free Cash the sum of **\$328.86**, and transfer the sum of **\$195.72** from Sewer Enterprise Reserve Funds, and the sum of **\$195.72** from Water Enterprise Reserve Funds, for a total sum of **\$720.30** to pay the following **unpaid bills** incurred by Town departments from previous fiscal year(s)

<u>Department</u>	<u>Vendor</u>	<u>Amount</u>
Recreation	Amazon	\$154.93
Recreation	Amazon	\$68.93
Town Clerk	RR Donnelly	\$105.00
DPW-Sewer	Verizon	\$195.72
DPW-Water	Verizon	\$195.72
	<b>Total</b>	<b>\$720.30</b>

(Submitted by The Select Board)

***4/5ths majority***

\*\*\*\*\*

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

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

**ARTICLE 2.**

**MOTION**

I move that the Town vote to Dismiss Article 2.

(Submitted by The Select Board)

***Simple majority***

\*\*\*\*\*

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

# ARTICLE 3.

## MOTION

I move that the Town vote to fix the compensation of elected officers, provide for a reserve fund, and to raise and appropriate, including appropriations from taxation and by transfer from available funds, all as specified below, the sum of **\$43,827,557** to defray charges and expenses to the Town, including debt and interest, and a reserve fund, for the general fund, for the fiscal year beginning July 1, 2024 as outlined in Table 2 of the Finance Committee Report with the following revenue sources:

<b>Taxation</b>	<b>\$41,914,320</b>
<b>Ambulance Fund</b>	<b>\$822,519</b>
<b>Perpetual Care Interest</b>	<b>\$332</b>
<b>Sale of Cemetery Lots</b>	<b>\$7,358</b>
<b>Cell Tower Revenue</b>	<b>\$56,334</b>
<b>Bond Premium Release</b>	<b>\$90,198</b>
<b>Marijuana Impact Fees (FC)</b>	<b>\$189,780</b>

**And to Authorize the following transfers:**

**Sewer Fund Indirect Costs to General Fund \$259,775**

**Water Fund Indirect Costs to General Fund \$317,503**

**Stormwater Fund Indirect Costs to General Fund \$169,438**

(Submitted by The Select Board)

***Simple majority***

\*\*\*\*\*

**ARTICLE 3.** To see if the Town will vote to fix the compensation of elected officers, provide for a reserve fund, and determine what sums of money the Town will raise and appropriate, including appropriations from taxation, by transfer from available funds, and/or the Stabilization Fund to **defray charges and expenses to the Town, including debt and interest, and a reserve fund**, for the fiscal year beginning July 1, 2024, or take any other action in relation thereto.

# ARTICLE 4.

## MOTION

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

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

(Submitted by Select Board)

### *Simple Majority*

\*\*\*\*\*

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

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

or take any other action in relation thereto.

**ARTICLE 5.**

**MOTION**

I move that the Town vote to raise and appropriate from Sewer Department Receipts, the following sums to **operate the sewer enterprise fund beginning July 1, 2024:**

<b>Salaries/Wages</b>	<b>\$290,740</b>
<b><u>Expenses</u></b>	<b><u>\$1,340,952</u></b>
<b>Total</b>	<b>\$1,631,692</b>

(Submitted by The Select Board)

***Simple Majority***

\*\*\*\*\*

**ARTICLE 5.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the sewer enterprise fund beginning July 1, 2024**, including a reserve fund, or take any other action in relation thereto.

**ARTICLE 6.**

**MOTION**

I move that the Town vote to raise and appropriate from Water Department Receipts, the following sums to **operate the water enterprise fund beginning July 1, 2024:**

<b>Salaries/Wages</b>	<b>\$482,165</b>
<b><u>Expenses</u></b>	<b><u>\$2,139,409</u></b>
<b>Total</b>	<b>\$2,621,574</b>

(Submitted by The Select Board)

***Simple Majority***

\*\*\*\*\*

**ARTICLE 6.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the water enterprise fund beginning July 1, 2024**, including a reserve fund, or take any other action in relation thereto.

**ARTICLE 7.**

**MOTION**

I move that the Town vote to raise and appropriate from Stormwater Department Receipts, the following sums to **operate the stormwater enterprise fund beginning July 1, 2024:**

<b>Salaries/Wages</b>	<b>\$257,806</b>
<b><u>Expenses</u></b>	<b><u>\$490,076</u></b>
<b>Total</b>	<b>\$747,882</b>

(Submitted by The Select Board)

***Simple Majority***

\*\*\*\*\*

**ARTICLE 7.** To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the stormwater enterprise fund beginning July 1, 2024**, including a reserve fund, or take any other action in relation thereto.

# CONSENT ARTICLE 8.

## MOTION

I move that the Town vote to approve the items as written in the Warrant as Consent Article 8.

(Submitted by The Select Board)

***Simple majority***

\*\*\*\*\*

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

1. To see if the Town will vote to adopt **amendments to Schedule A-Salary Plan and Schedule C-Employee Benefits of the Town of Millis Personnel Plan** effective July 1, 2024, as shown in the FY25 Finance Committee Report, or take any other action in relation thereto.
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.



3. To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E½, to establish the following fiscal year spending limit for the Town's established revolving funds for Fiscal year 2025:

AUTHORIZED REVOLVING FUNDS	FISCAL YEAR EXP. LIMIT
Oak Grove Farm Maintenance Fund	\$ 35,000.00
Animal Control Shelter Fund	\$ 3,000.00
Fire Alarm Fund	\$ 10,000.00
Historical Commission Fund	\$ 12,000.00
Ambulance Department Fund	\$ 20,000.00
Council on Aging Transportation Fund	\$ 5,000.00
VMB Custodial/Maintenance Fund	\$ 6,000.00
School Food Service Fund	\$360,000.00
School Transportation Fund	\$500,000.00
Stormwater Management Fund	\$ 10,000.00
BOH Medical Services/Vax Fund	\$ 20,000.00
BOH Rabies Clinic/Program Fund	\$ 2,500.00
BOH Food Fund	\$ 4,500.00
School Athletic Fields Fund	\$ 35,000.00
School Extracurricular Fund	\$ 8,000.00
Library Special Use Fund	\$ 10,000.00
Tobacco Control Program	\$ 1,000.00

4. To see if the Town will vote to appropriate a sum of money, or reserve a sum of money from the **Community Preservation Fund**, for the Historic Resources Reserve, the Community Housing Reserve, the Open Space Reserve, or the Budgeted Reserve, from annual revenues in the amounts recommended by the Community Preservation Committee, for committee administrative expenses, community preservation projects and/or other expenses in fiscal year 2025, with each item to be considered a separate appropriation; or act in any manner relating thereto.

Appropriations:

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

Reserves:

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

**ARTICLE 9**

**MOTION**

I move that the Town vote to transfer from the Sewer Enterprise Reserve Fund the sum of **\$137,630** to fund the FY25 Sewer Infiltration & Inflow Investigation of the sewer system in Millis.

(Submitted by The Select Board)

***Simple Majority***

\*\*\*\*\*

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

# ARTICLE 10

## MOTION

I move that the Town vote to transfer from Water Enterprise Reserve Fund the sum of **\$187,000 to fund a Lead Service Line Inventory** of the water system in Millis.

(Submitted by The Select Board)

***Simple Majority***

\*\*\*\*\*

**ARTICLE 10.** To see if the Town will vote to transfer from available funds the sum of **\$187,000** to fund a Lead Service Line Inventory of the water system in Millis, or take any other action in relation thereto.

# ARTICLE 11

## MOTION

I move that the Town vote to transfer the sum of **\$17,000** from the **Community Preservation Open Space Reserve Fund** for the **Oak Grove Farm Trail Improvements Phase III Project**.

(Submitted by Community Preservation Committee)

*Simple Majority*

\*\*\*\*\*

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

**ARTICLE 12**

**MOTION**

**I move that the Town vote to transfer the sum of \$50,000 from the Community Preservation Historic Preservation Reserve Fund for the Oak Grove Farmhouse Phase I Project.**

**(Submitted by Community Preservation Committee)**

***Simple Majority***

\*\*\*\*\*

**ARTICLE 12.** To see if the Town will vote to transfer the sum of \$50,000 from the Community Preservation Historic Preservation Reserve Fund for the Oak Grove Farmhouse Phase I Project, or take any other action in relation thereto.

# ARTICLE 13

## MOTION

I move that the Town vote to transfer from Free Cash the sum of **\$412,232**, and transfer from the Water Enterprise Reserve Fund the sum of **\$10,000**, and transfer from the Sewer Enterprise Reserve Fund the sum of **\$10,000**, and transfer from the Stormwater Enterprise Reserve Fund the sum of **\$10,000**, for a total sum of **\$442,232 to fund the following capital items:**

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

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

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

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.



**ARTICLE 14**

**MOTION**

I move that the Town vote to transfer the sum of **\$41,688.57** from Free Cash into the Opioid Settlement Revenue Fund, such sum of money being equal to that amount allocated as of June 30, 2023 by the State to the Town, from the settlements resulting from the Town's participation in the national Opioid Multi-District Litigation.

(Submitted by The Select Board)

***Simple Majority***

\*\*\*\*\*

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

**ARTICLE 15**

**MOTION**

I move that the Town vote to borrow under the provisions of M.G.L. Chapter 44 or any other enabling authority, the sum of **\$68,816 for the lease/purchase(s) of one Police Cruiser.**

(Submitted by Select Board)

***2/3rds Majority***

\*\*\*\*\*

**ARTICLE 15.** To see if the Town will vote to borrow under the provisions of M.G.L. Chapter 44 or any other enabling authority, the sum of **\$68,816 for the lease/purchase(s) of one Police Cruiser**, or take any other action in relation thereto.

**ARTICLE 16**

**MOTION**

I move that the Town vote to transfer from Free Cash the sum of **\$75,000** to fund the environmental study and DEP reporting of areas of the Library Parking Lot and adjoining properties.

(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 the sum of **\$75,000** to fund the environmental study and DEP reporting of areas of the Library Parking Lot and adjoining properties, or take any other action related thereto.

**ARTICLE 17**

**MOTION**

I move that the Town vote to rescind the debt authorization of **\$711,728** for drainage improvements at the intersection of Village Street and Birch Street, which was approved under Article 19 of the Annual Town Meeting of May 1, 2021.

(Submitted by the Select Board)

***Simple Majority***

\*\*\*\*\*

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

# ARTICLE 18

## MOTION

I move that the Town vote to petition the Massachusetts General Court to file for Special Legislation to amend the Town of Millis Charter, as follows:

### **Section III-5: Position of Town Administrator**

By adding the following to Article III, Section 5:

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

(Submitted by the Select Board)

*Simple Majority*

\*\*\*\*\*

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

### **Section III-5: Position of Town Administrator**

By adding the following to Article III, Section 5:

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

**ARTICLE 19**

**MOTION**

I move that the Town vote to approve increasing the **Senior Tax Work Program amount from \$1,500 each year to \$2,000 each year**, pursuant to M.G.L. Chapter 59, Section 5K.

(Submitted by the Select Board)

***Simple Majority***

\*\*\*\*\*

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

# ARTICLE 20

## MOTION

I move that the Town vote to **accept M.G.L. Ch. 59 Section 5C-1/2 “The Hero Act”**, which provides for an additional real estate tax exemption for taxpayers who are granted personal exemptions on their domiciles under M.G.L. Ch. 59 Section 5 including certain blind persons, veterans, surviving spouses and seniors, and to provide that the additional exemptions shall not exceed 100% of the personal exemption, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2024.

(Submitted by the Select Board)

***Simple Majority***

\*\*\*\*\*

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

# ARTICLE 21

## MOTION

I move that the Town vote to transfer from Free Cash the sum of **\$100,000 for the MGL Chapter 41, Section 111F Injury Leave Indemnity Fund.**

(Submitted by Select Board)

***Simple Majority***

\*\*\*\*\*

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



**ARTICLE 22**

**MOTION**

I move that the Town vote to transfer from Free Cash the sum of \$\_\_\_\_\_ to the **Stabilization Fund**.

(Submitted by the Select Board)

***Simple Majority***

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

24-072

Annual Town Election Warrant

**COMMONWEALTH OF MASSACHUSETTS  
WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH**

**NORFOLK, SS**

To either of the Constables of the Town of Millis

**GREETINGS:**

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of the Town who are qualified to vote in the Annual Town Election to vote at

**PRECINCT I, PRECINCT II, AND PRECINCT III  
VETERANS MEMORIAL BUILDING**

On **MONDAY, THE THIRTEENTH OF MAY 2024, FROM 7:00 A.M. TO**

8:00 P.M. for the following purpose:

To cast their votes in the Annual Town Election for the candidates for the following offices:

MODERATOR.....	For one year
SELECT BOARD .....	For three years
SCHOOL COMMITTEE .....	For three years
SCHOOL COMMITTEE.....	For three years
BOARD of HEALTH .....	For three years
LIBRARY TRUSTEE .....	For three years
PLANNING BOARD .....	For five years
PLANNING BOARD.....	For three years
HOUSING AUTHORITY.....	For five years

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this \_\_\_\_\_ day of April 2024.

SELECT BOARD OF THE TOWN OF MILLIS:

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

\_\_\_\_\_  
Ellen Rosenfeld, Vice-Chair

\_\_\_\_\_  
Erin T. Underhill, Clerk

A True Copy Attest:

POSTED IN FOUR PUBLIC PLACES

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Nathan R. Maltinsky, Constable

Dated: \_\_\_\_\_

24-073

Stabilization Policy



# TOWN OF MILLIS

TO: Select Board

FROM: Michael Guzinski, Town Administrator

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

DATE: April 5, 2024

**RE: Stabilization Policy**

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The attached document contains two charts. Each chart shows the current balance in the Town's Stabilization Account. Each chart also shows how much above the 5% minimum that the Town's Stabilization Account currently has as prescribed by the Town's Stabilization policy. However, the charts differ based upon what's included in the Town's budgetary number. One chart shows the Town's budget with excluded debt, and the other chart shows the Town's budget without excluded debt.

The Board will be discussing whether or not the Town's Stabilization Policy should or should not include excluded debt in its calculations.

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

Thank you.

Stabilization Funding Needed

FY2024 General Fund Budget	45,436,552.24
Stabilization Reserve Rate	5.0%
<b>FY2024 Stabilization Reserve Based on Policy</b>	<b>2,271,827.61</b>
Stabilization Fund Balance as of 03/31/2024	2,501,120.28
<b>Current funding needed based on Policy</b>	<b>(229,292.67)</b>

FY2024 General Fund Budget	45,436,552.24
Less: FY24 Excluded Debt	(3,130,459.50)
Adjusted FY2024 General Fund Budget	42,306,092.74
Stabilization Reserve Rate	5.0%
<b>FY2024 Stabilization Reserve Based on Policy</b>	<b>2,115,304.64</b>
Stabilization Fund Balance as of 03/31/2024	2,501,120.28
<b>Current funding needed based on Policy</b>	<b>(385,815.64)</b>

24-074

GS Fairy House Exhibit



Sent from the all new AOL app for iOS

On Thursday, March 30, 2023, 1:33 PM, Allison <[buhfla@aol.com](mailto:buhfla@aol.com)> wrote:

Hi!

I am writing on behalf of the Millis Girl Scouts to ask about an event we have held in the past on the lawn in front of Town Hall. The Girl Scouts would create fairy houses to be displayed on the front lawn for a week, and in conjunction would have a bin out during daylight hours collecting non-perishable items for the food pantry. In the past there has been a designated drop off time for each troop, where they would be met by me and the fairy houses would be placed. At the end of the week they would be picked up in the same staggered schedule. We would provide a scavenger hunt that kids/families could do, finding little things hidden and worked into the houses.

If possible, we would love to do this with drop off being May 20th and pickup being May 27th. If these days would not work we are happy to come up with another week.

I would be happy to talk more and answer any questions! Thank you so much!

Allison Martino  
(leader of the 5th grade troop!)

First week of June  
Sun 6/2 - Sat 6/8

24-075

Liaison Updates

24-076

Water/Sewer/Stormwater Commitments



**THE COMMONWEALTH OF MASSACHUSETTS  
TOWN OF MILLIS**

**WATER / SEWER DEPARTMENT COMMITMENT TO COLLECTOR**

To: Jennifer Scannell, Collector of Taxes for the Town of Millis, in the County of Norfolk  
IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, you are hereby required to levy on and collect from the several persons named in the utility billing list herewith committed to you the amount of the utility charges assessed to each such person on Water and Sewer services to include Capital Assessment charges as set for the below, with interest and miscellaneous charges, the sum total of such list being.

COMMIT #		WATER	FINAL	SEWER	CROSS CONNECT	ON OFF	PAINE	TOTAL
421863410	F3794	52.79	47.25	107.13				207.17
300729300	F3797	52.79	47.25	107.13				207.17
301638100	F3798	57.06	47.25	115.57				219.88
101671300	F3799	27.17	47.25	56.49				130.91
22224802	F3800	36.34	47.25					83.59
200486300	F3801	201.72	47.25	388.69				637.66
35300024	F3802	31.44	47.25	64.93				143.62
35400042	F3803	31.44	47.25	64.93				143.62
35400040	F3804	31.44	47.25	64.93				143.62
<b>Total Commitment for March 2024</b>								<b>1917.24</b>

And you are to pay over said charges, fees, and interest to the Treasurer of Millis and also to give the Treasurer an account of all charges, fees and interest collected by you.

And in the levy and collection of the amounts hereby committed to you, and of interest, charges, and fees as provided by law, you are to have and to exercise all the powers conferred by laws of the Commonwealth upon Collectors.

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_, 2024

Town of Millis Water Commissioners: \_\_\_\_\_  
\_\_\_\_\_

## Karen Bouret DeMarzo

---

**From:** Jennifer Scannell  
**Sent:** Tuesday, April 2, 2024 9:35 AM  
**To:** Karen Bouret DeMarzo  
**Cc:** Mike Guzinski; Jim McKay  
**Subject:** Stormwater Commitment  
**Attachments:** Commitment Form-Annual FY24 040524.docx

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

Karen,  
Please have the board approve an additional small Stormwater Commitment for FY24. When we processed the annual commitment back in the fall, we inadvertently missed a few properties that should have received bills.  
If you have any questions, let me know.

*Jennifer Scannell*

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



Fiscal Year - 2024

Commitment - April

THE COMMONWEALTH OF MASSACHUSETTS  
TOWN OF MILLIS

STORMWATER UTILITY COMMITMENT TO COLLECTOR

To: Jennifer Scannell, Collector of Taxes for the Town of Millis, in the County of Norfolk,

IN THE NAME OF THE COMMONWEALTH OF MASSACHUSETTS, you are hereby required to levy on and collect from the several persons named in the utility billing list herewith committed to you the amount of the utility charges assessed to each such person on stormwater as set for the below, with interest and miscellaneous charges, the sum total of such list being.

STORMWATER	TOTAL
\$3,696	\$3,696

And you are to pay over said charges, fees, and interest to the Treasurer of Millis and also to give the Treasurer an account of all charges, fees and interest collected by you.

And in the levy and collection of the amounts hereby committed to you, and of interest, charges, and fees as provided by law, you are to have and to exercise all the powers conferred by laws of the Commonwealth upon Collectors.

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_, 2024

Town of Millis Stormwater Commissioners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

24-077

Draft Minutes

**SELECT BOARD  
MEETING MINUTES  
Monday, March 25, 2024  
Veterans Memorial Building Room 229  
900 Main Street, Millis, MA 02054**

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

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

Present via Zoom: Vice Chair Ellen Rosenfeld.

Announcements

Millis Beautification Day will be held on Saturday April 27<sup>th</sup> from 9am-12pm.

The Annual Town Meeting will be held on May 7<sup>th</sup>, 2024, at 7:30pm.

The Annual Town Election will be held on May 13<sup>th</sup>, 2024, from 7:00am-8:00pm.

The COA is taking nominations for the Lansing Millis Legacy Award – Please visit the homepage on the Town website for more information.

24-050 Approve & Sign Letter of Commitment to Meet Climate Leader Community Requirements

Energy Manager Bob Weiss requests the Board approve the Energy Committee's letter of commitment to the state to provide technical assistance in meeting their net-zero goals.

**Sel. Underhill made a motion to approve and authorize the Chair to sign a letter of commitment to meet the Climate Leader Community Requirement and to send it to the Massachusetts Department of Energy Resources. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board, Underhill – yay, Rosenfeld – yay, Schultze – yay. The motion passed unanimously.**

24-051 Discuss/Vote on FY25 Budget Recommendation

Town Administrator Mike Guzinski reviews his budget recommendations for FY25. The budget proposal contemplates limiting overall budget increases in the municipal and school budgets to 4.42%. This budget level is in line with the School Department's (non-override) FY25 budget request. The increase in revenues supports this level of much-needed increase in the operational budgets. The three documents located in the meeting agenda packet include recommended use of the HCH (Host Community Agreement) funds, FY25 Budget requests above level service, and FY25 Budget Department SB which is the general operating budget and contains the budget requests of all departments as well as my recommendations. In addition to the FY25 budget documents presented here there are funding requests from the school department, Police Departments, Fire Department, and Department of Public Works whose funding would require the successful passage of a Proposition 2 ½ override.

**Sel. Underhill made a motion that the Board vote to support and recommend to the Annual Town Meeting, the Fiscal Year 2025 Budget as submitted and recommended by the Town Administrator, as described in the agenda packet. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board, Underhill – yay, Rosenfeld – yay, Schultze – yay. The motion passed unanimously.**

24-052 Discuss & Approve Proposition 2 ½ Override Ballot Question for FY25

Town Administrator Mike Guzinski reviews the 3 different Ballot questions for the Annual Town Election.

The Board unanimously agrees with the Town Administrator on choosing the first question.

**Sel. Underhill made a motion to place option one on the Ballot for the Annual Town Election for the Town of Millis to be held on May 13, 2024. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board, Underhill – yay, Rosenfeld – yay, Schultze – yay. The motion passed unanimously.**



Sel. Schultze attended the Capital Planning Committee where they finalized the ranking of the Capital requests. He also attended a 3A MBTA Advisory Committee meeting where they decided to push the vote to the November Town Meeting.

Sel. Underhill did not attend any meetings.

24-062 Approval of DRAFT Minutes

**Sel. Underhill moved that the Board vote to approve the draft minutes of 3/11/2024 as written. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board, Underhill – yay, Rosenfeld – yay, Schultze – yay. The motion passed unanimously.**

**Sel. Underhill made a motion to adjourn at 7:35. Sel. Rosenfeld seconded the motion. Sel. Schultze polled the Board, Underhill – yay, Rosenfeld – yay, Schultze – yay. The motion passed unanimously.**

Respectfully Submitted by Victoria Schindler

