



TOWN OF MILLIS

Peter C. Jurmain, *Chair*
Erin T. Underhill, *Vice Chair*
Craig W. Schultze, *Clerk*

OFFICE OF THE SELECT BOARD

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

Michael J. Guzinski
Town Administrator
mguzinski@millisma.gov

Karen Bouret DeMarzo
Operations Support Manager
kbouret@millisma.gov

SELECT BOARD MEETING AGENDA
TUESDAY, OCTOBER 12, 2021; 7:00 PM
JOIN ZOOM MEETING AT: [HTTPS://US02WEB.ZOOM.US/J/8526387223](https://us02web.zoom.us/j/8526387223)

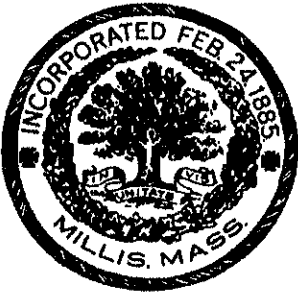
	Topic	Time	Speaker
I.	Call to Order	7:00 PM	Chair Jurmain
II.	Announcements		
III.	Open Session Items		
21-267	Vote to Open the FATM Warrant		Sel. Jurmain
21-268	Discuss and Approve Town FATM Warrant Articles		J. McVeigh M. Recos J. Barry
21-269	Vote to Close and Sign the FATM Warrant		Sel. Jurmain
21-270	Board/Committee Liaison Updates		Sel. Jurmain
21-271	Review & Approval of Draft Minutes		Sel. Jurmain
21-272	Review & Approval of Water/Sewer Commitments		M. Guzinski
IV.	Adjournment		

Proposed Upcoming Meeting Schedule

Monday, October 25, 2021	7:00 PM	TBD
Monday, November 1, 2021	7:00 PM	TBD
Monday, November 8, 2021	6:00 PM	MS/HS Library– Town Meeting to Follow
Monday, November 22, 2021	7:00 PM	TBD
Monday, December 6, 2021	7:00 PM	TBD
Monday, December 20, 2021	7:00 PM	TBD
Monday, January 10, 2022	7:00 PM	TBD

21-268

Discuss and Approve Town FATM Warrant Articles



TOWN OF MILLIS

TO: Select Board

CC: Karen Bouret DeMarzo, Operations Support Manager

FROM: Michael Guzinski, Town Administrator

DATE: October 7, 2021

RE: Fall Annual Town Meeting Warrant

Greetings,

Enclosed is the most up to date draft of the Fall Annual Town Meeting Warrant. I've highlighted in Yellow all of the proposed changes to the Warrant since you last reviewed it at your special meeting on October 4th.

The following is an outline of those changes:

- Capital Items – I've included the list of Capital Items that were recently ranked either "High Priority" or "Medium Priority" by the Capital Planning Committee. It is unlikely that we'll be able to fund all of these items, however they are included to provide some options to Town Meeting.
- Proposed New Ambulance Article \$370,000– We've discussed this item at prior meetings. The CPC has ranked this item extremely high on their priority list (attached). This needs to be addressed as a separate article since it involves borrowing.
- Sewer Connection Bylaw – This item has been recommended for removal from the FATM Warrant, and to be included in the Spring Annual Town Meeting Warrant, in order to better prepare background information for Town Meeting.
- Proposed Charter Changes – This item contains the changes as discussed at your meeting on October 4th. A substantial amount of language has been removed from the article.
- Proposed New Town Administrator Bylaw – As a follow up to your meeting on October 4th, a new article is proposed to establish a Town Administrator Bylaw containing some of the language that has been removed from the article relating to the Charter.

- Proposed Article for Sidewalk Funding – The Chair of the Finance Committee has requested that the Board consider an article on the FATM Warrant to provide funding for the repair and construction of sidewalks in Millis. Chairman Jurmain has asked me to add this to the draft warrant for discussion by the Board. As a point of information, the DPW Director was planning on submitting a request for funding for sidewalk construction at the Spring Annual Town Meeting.

I plan on discussing these matters in detail at your meeting on Tuesday.

Please let me know if you have any questions in regards to this important matter.

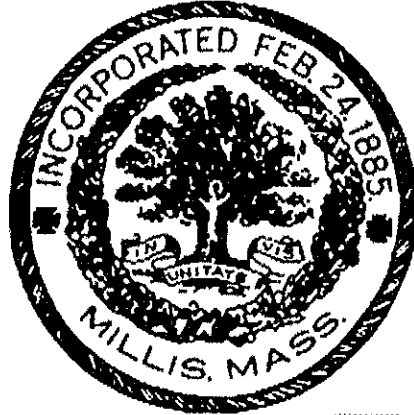
Thank you.

Department	Description	Estimated cost	Score	Disposition	Owner	Requested	Source				
						Year	General	Enterprise	Other		
DPW	Water treatment plant wells 1&2	5,590,000	297.00		Jon	2022			5,590,000		
Fire	A-1	370,000	224.00		Have score	2022	\$ 370,000				
Fire	Fire alarm master box library	15,000	75.00		Jim	2022	\$ 15,000				
VMB	Fire panel replacement	63,024	62.50		Jon	2022					
Fire	Engine 1	750,000	236.00		Pete	2022	\$ 750,000			63,024	
School	Walk in freezer	45,000	151.75		Erin	2022	\$ 45,000				
Police	Cruiser - car 44	50,006	190.50		Have score	2022	\$ 50,006				
DPW	Snow plow	12,850	177.50		Peter	2022	\$ 12,850				
DPW	Excavator	50,035	90.00		Erin	2022	\$ 12,509		37,526		
School	Elevator upgrades	80,000	110.50		Jim	2022	\$ 80,000				
COA	Freezer	8,031	84.86		John	2022	\$ 8,031				
Oak grove	Playground renovation	127,006	96.00		Pete	2022	\$ 127,006				
Town assessor	Ipad software update	22,762	82.50		Have score	2022	\$ 22,762				
COA	Senior center upgrades	19,217	78.00		Jon	2022	\$ 19,217				
Bldg department	Filing system	18,000	75.00		Have score	2022	\$ 18,000				
School	Computer replacement	30,000	72.00		Jim	2022	\$ 30,000				
School	Computer replacement	30,000	72.00		Erin	2022	\$ 30,000				
School	Replacement chromebooks	16,500	72.00		Jon	2022	\$ 16,500				
School	Steamer kettle	50,000	70.00		Jon	2022	\$ 50,000				
School	New skid steer	55,000	60.00		Have score	2022	\$ 55,000				
DPW	Message board	17,022	57.00		Jim	2022	\$ 4,256		12,767		
Library	Lighting system	15,000	49.00		John	2022	\$ 15,000				
ConCom	Picnic tables benches, plus sign at pleasant meadow park	6,730	38.50		John	2022	\$ 6,730				
School	MHS strippers, waxers, buffers	45,000	13.50		John	2022	\$ 45,000				
Energy	Charging station	76,800	10.00		Erin	2022	\$ 26,800			50,000	
School	Curriculum and instruction materials	10,000			Pete	2022	\$ 10,000				
School	Vehicle purchase vans	80,000			John	2022	\$ 80,000				
VMB	New front stairs					2022	\$ -				
Rec committee	Pickelball court sound proofing	14,000									
							\$ 1,899,666	\$ 5,640,298	\$ 113,024		
Total		\$ 7,666,983									

	# of projects	Total estimated cost
Highest priorities	8	6,895,830
Medium priorities	5	\$ 287,834
Lower priorities	5	\$ 113,717
Total	18	\$ 7,297,431

10-7-21

DRAFT



DRAFT

WARRANT

2021

**FALL ANNUAL
TOWN MEETING**

**TOWN OF MILLIS
COMMONWEALTH OF MASSACHUSETTS**

NORFOLK, SS.

GREETING:

To either of the Constables of the Town of Millis in said county, in the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Millis qualified to vote in elections and in town affairs, to meet on Monday, the eighth day of November, AD 2021 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**

WARRANT INSTRUCTIONS

OPENING MOTIONS

Pledge of Allegiance

Opening Comments (Moderator, Finance Committee Chair)

Opening Motions

Moderator recognizes Finance Committee Chairperson

(Fin Com Chair) I move that the reading of the warrant and return of service thereof be omitted

(Fin Com Vice Chair) Second

Discussion

Vote

Moderator recognizes Finance Committee Chairperson

(Fin Com Chair) I move that the Moderator be granted unanimous consent to omit the reading of the articles and to refer to them by number and subject matter.

Second (Fin Com Vice Chair)

Discussion

Vote

FALL 2021 TOWN MEETING ARTICLE LIST

1. Unpaid Bills
2. FY22 Operational Budget Adjustments
3. Capital Items
4. Water Treatment Plant – PFAS
New Ambulance?
5. New Fire Engine
6. Senior Work Program Tax Abatement Adjustment
7. Sewer Bylaw Amendment
8. Stormwater Bylaw Regulation Amendment
9. Request Special Act - Town Charter Changes
Town Administrator Bylaw?
10. Tree Pruning/Removal
Sidewalks?
11. Funding for FY21 Snow & Ice Deficit
12. Unemployment Account
13. OPEB Funding
14. Establish Workers' Compensation Claims Reserve Fund
15. Rescind Balance of Unneeded Borrowing Authorizations

TOWN OF MILLIS

NOVEMBER 8, 2021 FALL ANNUAL TOWN MEETING WARRANT

ARTICLE 1. To see if the Town will vote to appropriate and raise by taxation, or by transfer from available funds the sum of \$ **\$14,348.02** for unpaid bills, or act in any manner relating thereto.
 (Submitted by Select Board)

<u>DEPARTMENT</u>	<u>VENDOR</u>	<u>AMOUNT</u>
Town Administrator	Eversource	\$5,568.99
Town Administrator	Eversource	\$2,432.41
Town Administrator	Verizon Wireless	\$86.45
Treasurer	The Boston Globe	\$1,510.01
Zoning Board	Gateway media	\$754.08
Board of Health	WB Mason	\$36.86
Building Dept	6/21 Mileage Reimb Inspectors	\$174.44
DPW	Millis Police Dept. - Detail	\$204.00
Town Clerk	Election Systems & Software	\$30.00
DPW- Transfer Station	Geoshere Environmental Mgmt.	\$1,348.50
Police	CDW-G	\$936.00
Town Buildings	Direct Energy	\$85.31
TOTAL GENERAL FUND UNPAID BILLS		\$13,167.05
DPW	Millis Police Dept. - Detail	\$357.00
TOTAL SEWER ENTERPRISE UNPAID BILLS		\$357.00
DPW	Microbac Laboratories Inc	\$465.00
TOTAL WATER ENTERPRISE UNPAID BILLS		\$465.00

DPW	Millis Police Dept. - Detail	<u>\$358.97</u>
TOTAL STORMWATER ENTER. UNPAID BILLS		\$358.97
TOTAL UNPAID BILLS		\$14,348.02

ARTICLE 2. To see if the Town will vote to transfer from Marijuana Impact Fees (Free Cash) the sum of **\$244,478**, and transfer from Free Cash the sum of **\$65,000**, and transfer from Water Enterprise Receipts the sum of **\$214,000**, for a total sum of **\$523,478** for additional wages and expenses not sufficiently funded under Article 3 and Article 6 - Operating Budgets, of the May 1, 2021 Annual Town Meeting, as follows:

<u>Department</u>	<u>Description of Expense</u>	<u>Total Expenses</u>
Fire	Additional Fire Repair Fund	\$50,000
Water Enterprise	Water Tank Maintenance	\$214,000
Various	SEIU Collective Bargaining Agreement	\$15,000

<u>Department</u>	<u>Description of Expense</u>	<u>Total Expenses</u>
Administration	Administrative Support for HCA	\$9,200.00
Board of Health	Cannabis use in e-cigarettes/vaping	\$4,000.00
Library	Extend Library Hours on Thursday evenings	\$11,388.00
Library	Extend Library Hours on Friday evenings	\$11,388.00
Police	School Resource Officer Salary	\$26,300.00
Police	Marijuana Training	\$45,000.00
Recreation	Teen Program Coordinator	\$9,200.00
School	School Adjustment Counselor - 0.6 FTE	\$40,637.00
School	Bridge Therapeutic Program Grade 8-0.2 FTE	\$12,365.00
School	Afterschool activities through Ext. Day Program	\$10,000.00
School	Mental health programs with link to substances	\$5,000.00
School	Town-wide Social Worker	<u>\$60,000.00</u>
Marijuana Impact Funds Request - FY2022		\$244,478.00

(Submitted by Select Board)

ARTICLE 3. To see if the Town will vote to appropriate and raise by taxation, transfer from available funds, or borrow the sum of **\$575,845** to fund the following capital items:

#	Department	Item	Cost
1.	Fire	Fire Alarm Master box at Library	\$15,000
2.	School	Walk in Freezer at Middle-Senior HS	\$45,000
3.	Police	Police Cruiser	\$51,444
4.	DPW	Snow Plow	\$12,850
5.	DPW	Excavator	\$50,035
6.	School	Elevator Upgrades at Middle-Senior HS	\$80,000
7.	COA	Freezer	\$8,031
8.	Oak Grove	Playground Renovation	\$127,006
9.	Assessors	iPad Software Update	\$22,762
10.	COA	Senior Center Upgrades	\$19,217
11.	Building	Filing System	\$18,000
12.	School	Computer Replacement	\$30,000
13.	School	Computer Replacement	\$30,000
14.	School	Replace Chromebooks	\$16,500
15.	School	Steamer Kettle for Middle-Senior HS	\$50,000

Total **\$575,845**
 (Submitted by Select Board)

ARTICLE 4. To see if the Town will vote to appropriate **\$5,600,000** to pay costs of making water treatment plant **improvements at the D'Angelis Water Treatment Plant to address excessive levels of PFAS** identified in Wells 1 and 2, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said amount under and pursuant to G.L. c. 44, §8(4) or any other enabling authority, and to issue bonds or notes of the Town therefor. All or any portion of the borrowing authorized by this vote may be obtained through the Massachusetts Clean Water Trust. The Select Board is authorized to apply for, accept and expend any state or federal aid that is or may become available for these purposes, and the total amount authorized to be borrowed by this vote shall be reduced to the extent of any federal or state grants received on account of this project. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount or take any other action related thereto.

(Submitted by Select Board)

PROPOSED NEW ARTICLE

ARTICLE (?). To see if the Town will vote to appropriate **\$370,000** to pay costs of purchasing and equipping a new Ambulance (A-1), including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to G.L. c. 44, §7(1) or any other enabling authority, and to issue bonds or notes of the Town therefor. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any other action related thereto. (Submitted by Select Board)

ARTICLE 5. To see if the Town will vote to appropriate **\$750,000** to pay costs of purchasing and equipping a new fire engine, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to G.L. c. 44, §7(1) or any other enabling authority, and to issue bonds or notes of the Town therefor. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any other action related thereto. (Submitted by Select Board)

ARTICLE 6. To see if the Town will vote to approve increasing the Senior Tax Work Program amount from **\$1,350** each year to **\$1,500** each year, pursuant to M. G. L. Ch. 59 § 5K. The current hourly rate is the state's minimum wage. The total amount to be used in the program will not exceed \$31,500 in any given fiscal year. Or to take any other action related thereto.

(Submitted by Select Board)

CONSIDERED FOR REMOVAL

ARTICLE 7. To see if the Town will vote to Amend its General Bylaws by adding a new Section ____ as follows:

Sewer Connection Bylaw

1. **Connections:** Property owners who are entitled to a sewer connection are required to connect, to the Town's sewer system, any buildings on their property that are presently served by a private septic system. Such connection must be made within one year from either the effective date of this bylaw or the date that the Town's sewer service is fully constructed and becomes available to said property, whichever is later. Such connection shall be in full accordance with all regulations and policies of the Town's Sewer Commissioners. If the property is sold during this period, connection must be completed as a condition of the sale.

2. **Enforcement:** Failure to comply with the requirements of this bylaw shall be punishable by a fine of ten (\$10.00) dollars per day, for each day of non-compliance. Such fines may be imposed by the Sewer Commissioners or an agent thereof, via the non-criminal disposition pursuant to G.L. c. 40, §21D. Enforcement may also be obtained via injunctive relief in a court of competent jurisdiction.

3. **Exemptions:**

a. In the event that a property owner has installed a new complying septic system between January 1, 2016 and January 1, 2021, such property owner shall not be required to connect to the sewer system for a period of 10 years from the septic system's installation date. Upon the expiration of such ten-year period, or in the event that the property is sold or otherwise transferred prior thereto, or upon the failure of said system under Title V, whichever comes first, the owner or occupant will be required to connect to the municipal sewer system.

b. In the event that genuine financial hardship precludes a property owner from connecting to the sewer system, said property owner may apply to the Sewer Commissioners for an extension for an extension of time to connect to the sewer system, to be for not more than three (3) years. It shall be the property owner's burden to demonstrate such hardship and the granting of an exemption shall be at the sole discretion of the sewer commissioners and then only for one time.

4. **Regulations:** The Sewer Commissioners may adopt regulations for the implementation of this Bylaw.

Or take any other action in relation thereto.

(Submitted by Select Board)

ARTICLE 8. To see if the Town will vote to amend ARTICLE 1, Section 7.1 B of the Town's Stormwater Regulations by adding subsection 10 as follows:

"10. Setting bottom floor elevation of buildings a minimum of 2 feet above Seasonal High Groundwater Elevation (SHGWE)."

take any other action related thereto.

(Submitted by Board of Health)

*****PROPOSED CHANGES TO ARTICLE 9*****

ARTICLE 9. 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:

Article III. Executive Branch

Article III- 1 Board of Selectmen: Composition

By changing the title of "Board of Selectmen" to "**Select Board**".

By changing the number of members of the Select Board, as follows: The Executive powers of the town shall be vested in the Select Board consisting of **five** members; each elected by vote of the registered voters of the town for a three-year term. For transitional purposes, a fourth member of the Board shall be elected to a two year term and a fifth member shall be elected to a three-year term at the first annual election following the date of approval of the increase to five members. The terms shall be so arranged that the term of at least one member expires each year.

Article III- 3 Powers of Appointment

By amending both paragraphs to read as follows:

The Select Board shall have the power to appoint the town administrator, the finance director, town counsel, town auditor, registrars of voters, permanent building committee, and such other town boards, commissions or committees as may be required for the proper administration, health or safety of the town, as well as individuals who are to serve as representatives of the town to the governing or advisory bodies of area, regional, or district authorities, and may terminate the same at their discretion.

Further, the Select Board shall have the power to appoint a three-member board of assessors for terms of three years, and may terminate the same at their discretion. The members of this board shall be made up of registered voters of the Town of Millis.

Section III-4: Town Administrator

1. By amending Heading to "Town Administrator - Chief Administrative Officer"
2. By amending Section III-4 and Section III-5 to read as follows:

Subsection 1: POWERS AND DUTIES

The town administrator shall be the chief administrative officer of the town, directly responsible to the select board for the administration of all town affairs for which the office of town administrator is given responsibility by this Charter. The powers and duties of the town administrator shall include, but are not intended to be limited to the following:

(a) To supervise, direct, and be responsible for the efficient administration of all functions and activities for which the office of town administrator is given authority, responsibility or control by this Charter, by by-law, by town meeting vote, by vote of the select board, or otherwise.

(b) To appoint, and in appropriate circumstances, to remove, subject to ratification by the Select Board, all department heads, officers, and employees for whom no other method of selection is provided by this Charter. Except as otherwise provided herein, all offices under the supervision of the town administrator as set forth in this section shall have the powers and duties set forth in the General Laws, the town bylaws and this Charter.

(c) To be entrusted with the administration of the town personnel system; to administer the personnel policies and procedures and rules and regulations; and to administer the personnel by-law, the personnel plan, and collective bargaining agreements entered into by the town.

(d) To keep the select board fully advised as to the needs of the town and recommend to the select board and to other elected town officers and agencies for adoption such measures requiring action by them or by the town meeting as the town administrator may deem necessary or expedient. The town administrator shall keep the select board informed regarding issues affecting the administration and governance of the town, in a timely manner.

(e) The town administrator shall be responsible for the maintenance, repair, and use, of all town land and buildings which fall under the jurisdiction of the select board.

(f) To prepare and present to the select board an annual operating budget for the town; and to work in conjunction with the capital planning committee and the finance director to prepare a proposed capital improvement plan for the five (5) fiscal years next ensuing.

(g) To negotiate, on behalf of the select board, all personnel contracts and collective bargaining agreements involving any subject within the jurisdiction of the office of the town administrator or select board, including contracts with town employees involving wages, hours and other terms and conditions of employment. All such contracts and agreements shall be subject to the approval of the select board.

(h) To coordinate the activities of all town agencies serving under the office of the town administrator and the office of the select board with those under the control of other officers and multiple member bodies elected directly by the voters. The town administrator shall have the right to attend and speak at any public meeting of any multiple member body (excepting Executive Sessions).

(i) 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 appointed pursuant to Subsection 3 of Article III Section III-4.

(j) To perform any other duties as are required to be performed by the town administrator by by-laws, administrative code, votes of the town meeting, or votes of the select board, or otherwise.

Subsection 2: ACTING TOWN ADMINISTRATOR

(a) Temporary Absence - With the approval of the select board, the town administrator may designate a qualified town administrative officer or employee to exercise the powers and perform the duties of the town administrator during an absence of the town administrator of not more than twenty (20) days, including Saturdays, Sundays and holidays. Such delegation shall be made by letter filed with the town clerk, the municipal finance director, and the select board.

(b) Powers and Duties - The powers and duties of the temporary or acting town administrator, under subsection (a), above, shall be limited to matters not admitting of delay and shall include authority to make temporary, emergency appointments or designations to town office or employment but not to make permanent appointments, and designations, or to effectuate terminations.

(c) Interim Town Administrator. In the event of resignation or termination of the Town Administrator, the select board may appoint an Interim Town Administrator to serve in such position until a permanent Town Administrator is appointed. Such Interim Town Administrator shall have all the powers of the Town Administrator, except as may be limited by the engagement with the Select Board.

Section IV-2: Other Elected Officers

By amending the language as follows:

- a. The Town Clerk shall be appointed, with said appointment to be made following the end of the term of Town Clerk who was elected as of the date of this amendment.

Or take any other action related thereto.

(Submitted by Select Board)

PROPOSED NEW ARTICLE

ARTICLE (??). To see if the Town will vote to establish the following General Bylaw:

“ARTICLE V. TOWN OFFICERS (subsection) 31. Town Administrator

In addition to the powers and duties enumerated in Section III-4 of the Millis Town Charter “Town Administrator-Chief Administrative Officer”, the Town Administrator shall have the following powers and duties:

- (a) To ensure that full and complete records of the financial and administrative activities of the town are kept.
- (b) To be the chief procurement officer for the town, in accordance with the provisions of the Massachusetts General Laws, and to appoint such assistant procurement officers as provided in Chapter 30B of the Massachusetts General Laws.
- (c) To prosecute, defend and compromise, subject to the approval of the select board, all litigation to which the town is a party.
- (d) To inquire and make investigation, at any time, into the conduct and operation of office or performance of duties of any officer or employee, department, board, commission or other town agency.
- (e) To attend all sessions of all town meetings, unless excused in advance by the chair of the select board, and respond, as directed by the Moderator, to questions raised by voters which relate to warrant articles and to matters over which the town administrator exercises any supervision.
- (f) To seek out and work to obtain resources from federal, state and other governmental jurisdictions that further town purposes.”

Or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 10. To see if the Town will vote to transfer from available funds the sum of **\$40,000** for tree trimming and removal, or take any other action related thereto.

(Submitted by Select Board)

PROPOSED NEW ARTICLE

ARTICLE (??). To see if the Town will vote to transfer from available funds the sum of **\$??????** for repair and construction of sidewalks, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 11. To see if the Town will vote to transfer from available funds the sum of **\$78,810** To fully fund the FY21 Snow & Ice Deficit, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 12. To see if the Town will vote to appropriate and raise by taxation, or transfer from available funds the sum of **\$25,000** to the Unemployment Account, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 13. To see if the Town will vote to transfer from available funds the sum of **\$7,300** for an OPEB/Actuarial Study, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 14. To see if the Town will vote to establish a Workers Compensation Claims Reserve Fund in accordance with MGL Chapter 40, Section 13C, and raise and appropriate and transfer a sum of money, or take any other action related thereto.

(Submitted by Select Board)

ARTICLE 15. To see if the Town will vote to rescind the following approved but unissued debt authorizations:

\$96,000 – Article 33 of the Spring Annual Town Meeting of 05/12/14 for the Water Street Pump Station Sewer Design Study

\$28,000 – Article 25 of the Spring Annual Town Meeting of 05/09/16 for the Street Sweeper

\$11,800 – Article 29 of the Spring Annual Town Meeting of 05/13/13 for Water System Improvement (Chlorine Contact Loop)

Or take any other action related thereto.

(Submitted by Select Board)

DRAFT

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

Given under our hands this 12th day of October in the year two thousand and twenty-one.

**TOWN OF MILLIS
SELECT BOARD**

Peter C. Jurmain, Chair

Erin T. Underhill, Vice-Chair

Craig W. Schultze, Clerk

A True Copy, Attest

Lisa J. Hardin, Town Clerk

Helen R. Kubacki, Constable
Town of Millis

DRAFT TOWN MEETING ARTICLE __: To see if the Town will vote to Amend its General Bylaws by adding a new Section ___ as follows:

Sewer Connection Bylaw

1. Connections:
 - a. Property owners who are entitled to a sewer connection are required to connect, to the Town's sewer system, any buildings on their property that are presently served by a private septic system. Such connection must be made within one year from either the effective date of this bylaw or the date that the Town's sewer service is fully constructed and becomes available to said property, whichever is later. Such connection shall be in full accordance with all regulations and policies of the Town's Sewer Commissioners. If the property is sold during this period, connection must be completed as a condition of the sale.
 - b. During the first year following passage of this Bylaw by the Town Meeting, the sewer connection fee will be reduced to \$xxxx to encourage all eligible potential users (those who have already paid the betterment fee but have failed to connect) to connect to the Town's sewer system.
2. Enforcement:
 - a. Failure to comply with the requirements of this bylaw shall be punishable by a fine of ten (\$10.00) dollars per day, for each day of non-compliance. Such fines may be imposed by the Sewer Commissioners or an agent thereof, via the non-criminal disposition pursuant to G.L. c. 40, §21D. Enforcement may also be obtained via injunctive relief in a court of competent jurisdiction.
3. Exemptions:
 - a. In the event that a property owner has installed a new complying septic system within five (5) years prior to the effective date of this bylaw (but not within six months of the date that the SB started discussing this bylaw), such property owner shall not be required to connect to the sewer system for a period of 10 years from the septic system's installation date. Upon the expiration of such ten-year period, or in the event that the property is sold or otherwise transferred prior thereto, or upon the failure of said system under Title V, whichever comes first, the owner or occupant will be required to connect to the municipal sewer system.
 - b. In the event that genuine financial hardship precludes a property owner from connecting to the sewer system, said property owner may apply to the Sewer Commissioners for an extension for an extension of time to connect to the sewer system, to be for not more than three (3) years. It shall be the property owner's burden to demonstrate such hardship and the granting of an exemption shall be at the sole discretion of the sewer commissioners and then only for one time.
4. Regulations:
 - a. The Sewer Commissioners may adopt regulations for the implementation of this Bylaw.
5. Developers and Builders:
 - a. When a commercial organization is given the right to connect to the sewer system, they will be charged a fee proportional to the number of sewer connections that have been allotted to their project. The calculation of that fee will be based upon the number of bedrooms per unit in their construction project multiplied by the standard rate as set by the CRPCD, presently 110 gallons/bedroom/day. Their fee will be 15% of the rate that standard rate

payers pay as part of their annual fee to the Sewer Enterprise Fund. The fee will be assessed along with those of regular rate payers on a quarterly basis.

21-269

Vote to Close and Sign the FATM Warrant

Select Board Minutes 10/04/21

Sel. Jurmain called the meeting to order at 7:00pm. The following persons were present via Zoom: Sel. Pete Jurmain, Sel. Erin Underhill, Sel. Craig Schultze, Town Administrator-Michael Guzinski

Announcements

Sel. Jurmain said he attended the Fire Department's open house over the weekend and said it went very well and thanked them for their hard work.

Appointment of Board of Assessors Member

The Board discussed appointing Diane Jurmain as a member of the Board of Assessors. Sel. Jurmain recused himself since Diane is his wife. Sel. Schultze expressed some concern about optics due to Diane's relationship with the Chair of the Select Board. Mr. Guzinski noted that one of the current Board members, Lisa Hardin, has not renewed her certification as an Assessor.

Sel. Underhill made a motion to appoint Diane Jurmain as a member of the Board of Assessors and that all members of the Board of Assessors must keep their certifications current within a reasonable time frame to be determined at the next regularly scheduled Select Board meeting. The motion was seconded by Sel. Schultze.

Sel. Jurmain polled the Board and the motion passed. Sel. Jurmain abstained.

Stormwater Credit Manual Review/Discussion

Sel. Jurmain submitted a memo regarding stormwater rules changes for the Board to consider. (see attached)

A discussion ensued about how credits and rebates should be given as well as the overall financial impact to the Town and all residents who are paying into the stormwater enterprise fund. The Board questioned whether some of the program is just cost shifting possibly including the Town buildings assessment.

The Board directed the Town Administrator and the Chair to draft a document with suggested changes to the credit manual to include: not requiring an engineer's review for residential applications, allowing for consideration of all mitigation regardless of when it was installed, and to examine the impact to the stormwater enterprise fund if the assessment of town buildings is removed at a future Board meeting.

Sel. Schultze made a motion to adjourn at 10:55am, seconded by Sel. Underhill.

Sel. Jurmain polled the Board and the motion passed.

Select Board Minutes 10/06/21

Sel. Jurmain called the meeting to order at 10:05am,. The following persons were present via Zoom: Sel. Pete Jurmain, Sel. Erin Underhill, Sel. Craig Schultze, Town Administrator-Michael Guzinski, Town Counsel Jay Talerman and Finance Director Carol Johnston

Vote to Open Fall Town Meeting Warrant

The Board held off on opening the warrant.

Discuss Amending/Adding/Removing Articles for the FATM Warrant

Mr. Guzinski said this meeting is to specifically discuss Article 9, Town Charter Changes (see attached), following the comments from the Finance Committee at their last meeting. The Fin Com sent the Board a memo stating that the section regarding the Town Administrator's duties was too lengthy and detailed and had concerns that it could lock the Board into something that wouldn't be able to be easily changed moving forward. It was noted that Fin Com supported Article 9 as written with the exception of the Town Administrator duties section and the name change of Finance Committee to Warrant Committee. Jay Talerman opined on what should generally be considered a bylaw and what should be a charter amendment. Mr. Talerman said a bylaw is enforceable under law but has less authority than a state statute which is what a charter is. Mr. Talerman reviewed the details of subsection 1 Powers and Duties included in the article, from (a) through (r). The Board discussed their concerns about what authority the Town Administrator should have and whether or not each should be included in a charter change or bylaw. Mr. Talerman recommended updating subsection 1 as follows:

- a) Keep in charter
- b) Modify but keep in charter
- c) Keep in charter subject to labor counsel's review
- d) Remove, not needed
- e) Remove, but consider bylaw
- f) Keep in charter
- g) Keep in charter
- h) Keep in charter
- i) Keep in charter subject to labor counsel's review
- j) Remove, but consider bylaw
- k) Remove
- l) Remove, but consider bylaw
- m) Consider bylaw, subject to labor counsel's review
- n) Remove, but consider bylaw
- o) Modify but keep in charter
- p) Remove, consider bylaw
- q) Keep in charter
- r) Keep in charter

21-272

Review & Approval of Water/Sewer 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.

ACCT #	COMMIT #	WATER	FINAL	SEWER	CROSS CONNECT	ON OFF	PAINE	TOTAL
35000018	F3351	23.52	47.25	51.24				122.01
35000014	F3352	27.22	47.25	58.90				133.37
35000016	F3353	23.52	47.25	51.24				122.01
350001033	F3356	27.22	47.25	58.90				133.37
301744313	F3357	30.92	47.25	66.56				144.73
100534700	F3358	67.92	47.25	143.16				258.33
221943600	F3359	53.12	47.25					100.37
301905410	F3360	49.42	47.25					96.67
22245347	F3361	27.22	47.25	58.90				133.37
22245348	F3362	23.52	47.25	51.24				122.01
301394300	F3363	30.92	47.25					78.17
321722000	F3364	38.32	47.25	81.88				167.45
35000134	F3365	38.32	47.25	81.88				167.45
35200025	F3366	30.92	47.25	66.56				144.73
35200027	F3367	23.52	47.25	51.27				122.01
35200029	F3368	27.22	47.25	58.90				133.37
121484110	F3369	68.35	47.25					115.60
301405200	F3370	53.12	47.25					100.37
22245300	SP0921	2169.10					43.91	2213.01
221592920	F3371	38.32	47.25	81.88				167.45
101739602	F3372	27.22	47.25	58.90				133.37
401807400	F3376	49.42	47.25					96.97
350001025	F3377	23.52	47.25	51.24				122.01
35000014	F3352	42.02		89.54			43.91	175.47
Total Commitment for September 2021								5303.37



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 _____, 2021

Town of Millis Water Commissioners:
