

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
townadministratorsoffice@millisma.gov

Michael J. Guzinski
Town Administrator
mguzinski@millisma.gov

Karen Bouret DeMarzo
Operations Support Manager
kbouret@millisma.gov

SELECT BOARD MEETING AGENDA

MONDAY, NOVEMBER 1, 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 Scheduled Appointments & Hearings		
21-287	Veterans Day Information and Approval of Proclamation	7:00 PM	J. Moore Chair Jurmain
21-288	Review/Approval of AvaLena's Applications for Common Victualler and Entertainment Licenses	7:05 PM	K. Bouret
21-289	Discuss Fall Annual Town Meeting Warrant (FATM) Articles	7:15 PM	M. Guzinski C. Johnston R. Mullaney
21-290	Review Town Meeting Procedures		M. Guzinski
21-291	Assign Speaking Roles for FATM Articles		Chair Jurmain
21-286	Approval of Draft Minutes		Chair Jurmain
IV.	Adjournment		

Proposed Upcoming Meeting Schedule

Monday, November 8, 2021	6:30 PM	MS/HS Room 104– 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
Monday, January 24, 2022	7:00 PM	TBD

21-287

Veterans Day Information and Approval of Proclamation

Town of Millis Veterans Day, 2021

In 1954, President Dwight D. Eisenhower signed the first Veterans Day proclamation calling on our nation to “pay appropriate homage to the veterans of all its wars who have contributed so much to the preservation of this nation.”

Our nation has fought, and continues to fight, battles around the world. The words of that first proclamation still ring true: “Let us solemnly remember the sacrifices of all those who fought so valiantly, on the seas, in the air, and on foreign shores, to preserve our heritage of freedom, and let us reconsecrate ourselves to the task of promoting an enduring peace so that their efforts shall not have been in vain.”

We remember with somber and grateful hearts those men and women who have served the United States of America with distinction and valor as sailors, soldiers, airmen and Marines, and offer our sincere prayers for those who continue to defend the principles on which our nation was founded.

The state of Massachusetts is home to thousands of our nation’s military families. We are proud to recognize our country’s veterans and extend the appreciation of our citizens to those who wear the uniforms of the United States Armed Forces and serve on the front lines preserving the freedom and liberty.

We, the Town of Millis Select Board, do hereby proclaim November 11, 2021, as **VETERANS DAY** in the Town of Millis and encourage all townspeople to observe and appreciate the sacrifices and contributions of our veterans who fought for peace and defended democracy in our land and abroad.

In the Town of Millis, given this 11th day of November, 2021:

MILLIS SELECT BOARD

Peter C. Jurmain, Chair

Erin T. Underhill, Clerk

Craig W. Schultze

Karen Bouret DeMarzo

From: John Moore
Sent: Thursday, October 28, 2021 3:36 PM
To: myusna@millismedia.deskpilot.com
Cc: Karen Bouret DeMarzo
Subject: Sequence of Events for Veterans Day

Madeline,

Here is the sequence of events:

11:00 – Ceremony begins; Across from the American Legion, Millis War Monument green
Moment of Silence
Introductory Comments and Welcome
Invocation
The Pledge of Allegiance
Veterans of Proclamations: State and Town
Speaker: Millis VSO
Placing the Wreath
Benediction
God Bless America, Millis HS Band
11:45 - Closing Statements and Dismissal



John Moore, Major (Ret) USMC
Director of Veteran Services
Millis, MA
(508) 376-7059
jmoore@millisma.gov

From: myusna@millismedia.deskpilot.com <myusna@millismedia.deskpilot.com>
Sent: Wednesday, October 27, 2021 4:44 PM
To: John Moore <jmoore@millisma.gov>
Subject: Re: Update for Veterans Day?

Great. I'm looking for a schedule of events for the ceremony so I can get an idea of timing and book a crew.

Thanks,

Madeline

Madeline Yusna
Executive Director
Millis Community Media

21-288

Review/Approval of AvaLena's Applications for Common Victualler and
Entertainment Licenses



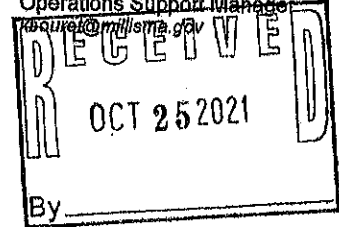
TOWN OF MILLIS

OFFICE OF THE SELECT BOARD AND TOWN ADMINISTRATOR

Veterans Memorial Building
900 Main Street • Millis, MA 02054
Phone: 508-376-7040
townadministratorsoffice@millisma.gov

Michael Guzinski
Town Administrator
mguzinski@millisma.gov

Karen M. Bouret
Operations Support Manager
kbouret@millisma.gov



APPLICATION FOR COMMON VICTUALLER LICENSE

The Select Board issues Common Victualler licenses to establishments that cook, prepare and serve food at tables. Please complete this two page form and return to the Office of the Select Board along with a check for \$100.00 payable to The Town of Millis, the Workers' Compensation Insurance Affidavit form, and the declaration page of your workers' compensation insurance policy.

David Swift 508-328-6112
Full Name of On-Site Manager and Phone Number

Sand S Enterprises LLC (Avalenes brand Grill)
Corporate Name and D/B/A

36 B Milliston Rd. Millis, Ma 02054
Address, City, State, Zip Code

dauid@avalenes.com 87-1347266
Email Federal ID # or Social Security #

Tues - Sun 11AM - 1AM
Days/Hours of Operation

In said Town of Millis in accordance with the rules and regulations made under authority of said Statues.

Received _____

[Signature]
Signature of Applicant

Town of Millis Select Board

Chair

Vice Chair

Clerk

Approved



TOWN OF MILLIS

OFFICE OF THE SELECT BOARD AND TOWN ADMINISTRATOR

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

Michael Guzinski
Town Administrator
mguzinski@millisma.gov

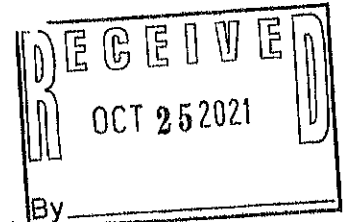
Karen Bouret DeMarzo
Operations Support Manager
kbouret@millisma.gov

ENTERTAINMENT LICENSE APPLICATION

No. _____

TO THE LICENSING AUTHORITIES

The undersigned hereby applies for an Entertainment License in accordance with provisions of the statutes relating thereto:



Stephen Scioli
Full name of person making application

S and S Enterpizes LLC
Business Name

36 B Milliston Rd. Millis, Ma. 02054
Address, City, State, Zip Code

5082827201
Phone

steve@avalenas.com
Email

STATE CLEARLY
PURPOSE FOR
WHICH LICENSE IS
REQUIRED

Live Entertainment and DJ

In said Town of Millis in accordance with the rules and regulations made under authority of said Statues.

Received _____

Stephen Scioli
Signature of Applicant

Town of Millis Select Board

Chair

Vice Chair

Clerk

Approved

Karen Bouret DeMarzo

From: Karen Bouret DeMarzo
Sent: Thursday, October 28, 2021 2:21 PM
To: Mike Giampietro; John McVeigh
Cc: 'david@avalenas.com'; Steve Scioli; Maureen Canesi; Mike Guzinski
Subject: Licenses for AvaLena's
Attachments: 110121 SB Agenda.pdf

Importance: High

Mike and John,

Please advise as to the status of inspections for AvaLena's. The Select Board will be reviewing applications for both a common victualler and entertainment license at their meeting on 11/1 at 7:05pm. They will want to know when the establishment plans to open and verify that all other requirements have been met before approving.

Please advise. They can vote approval of the licenses pending completion of specific items from your departments if needed.

I've attached the agenda which contains the Zoom link for Monday evening for whomever is planning to attend. It will be virtual only.

Thank you,

Karen Bouret DeMarzo
Operations Support Manager
Town of Millis
900 Main Street
Millis, MA 02054
508.376.7041



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission

Licensing Authority Certification

Municipality: Millis

ABCC Commission Decision

APPROVED

Ralph Sacramone
Executive Director

Date of Commission Decision: 09/10/2021

License Information:

Applicant Name/DBA:	S & S Enterprises LLC / Avalena's	License Number (if applicable):	06327-RS-0716
Premises Address:	36B-36C Milliston Road Millis MA 02054	Record Number:	2021-000707-RT-APP
Manager Name:	David Swift		
Class:	Annual	Granted Under Special Legislation?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Category:	All Alcoholic Beverages		
On / Off Premises:	On-Premises Consumption	Is there a pledge on this license?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Type:	Restaurant	Is this license under a management agreement?	Yes <input type="radio"/> No <input checked="" type="radio"/>

Transaction Type:

New/Transfer License: New

Application Contact:

Name: Stephen Scioli Title: Owner Phone: (508) 282-7201 Email: steve@southsidebar.biz



**COMMUNITY
NEWSPAPER
COMPANY**

GateHouse Media New England

Community Newspaper Co. – Legal Advertising Proof

15 Pacella Park Drive, Randolph, MA 02368 1800-624-7355 phone | 781-961-3045 fax

Order Number: CN13975588

Salesperson: Marissa Crowley

Karen Bouret
 Millis Board Of Selectmen
 900 Main St
 Millis, MA 02054

Title:	Milford Daily News	Class:	Legals
Start date:	8/4/2021	Stop date:	8/4/2021
Insertions:	1	#Lines:	57 ag
Price:	\$93.48		

PH/36B/36C MILLISTON ROAD

**LEGAL NOTICE
 TOWN OF MILLIS
 NOTICE OF PUBLIC
 HEARING**

In accordance with the provisions of Ch. 138 of the Mass. General Laws, notice is hereby given that application has been made to the Millis Select Board for an On-Premises Restaurant All Alcoholic Beverages license at the following location:

S & S Enterprises, LLC
 D/B/A AvaLena's
 36B/36C Milliston Road
 Millis, MA 02054
 Manager: David Swift

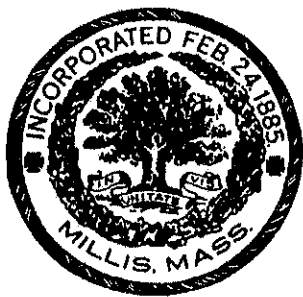
Description of Premises: 6000SF restaurant with large central bar with booth and table seating, open kitchen, adjacent game room and two (2) restrooms

A public hearing will be held on Monday, August 16, 2021, at 8:30 pm in the Veterans Memorial Building Room 229 at 900 Main Street, Millis, MA.

Ad# 1397558
 MDN 8/04/2021

21-289

Discuss Fall Annual Town Meeting Warrant (FATM) Articles



TOWN OF MILLIS

TO: Select Board

CC: Karen Bouret DeMarzo, Operations Support Manager

FROM: Michael Guzinski, Town Administrator

DATE: October 29, 2021

RE: Fall Annual Town Meeting Final Warrant

Enclosed is the final approved and signed Fall Annual Town Meeting Warrant which was posted by the Constable on the morning of October 22nd.

As was discussed at your last meeting, the Finance Committee recently voted to recommend the approval of Article 2 with the exception of the last item listed "School Town-wide Social Worker \$60,000". The Finance Committee believes that this item needs more study and development before they can recommend funding of this item to Town Meeting. The School Superintendent will be attending your meeting to join me in briefly discussing the goals of this proposed position, as well as answering any questions that you may have.

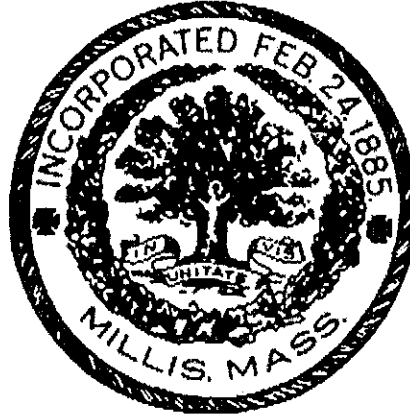
Also, extensive discussions have been held at a series of meetings with the Town Moderator, Board of Health, Election Staff, School Staff, Police Chief, Millis Community Media and other Town officials to prepare for the Town meeting. Safety and operational protocols have been established (in your packet), and we firmly believe that we are fully prepared for Town Meeting.

This is the appropriate time for Board members to be assigned articles to which they will be speaking to should any questions arise during the Town Meeting. Also, the Board may discuss and vote to recommend articles and/or changes to articles at this meeting.

I will be forwarding the "motions" for the articles to you during the day on Monday. The Finance Committee will be holding their "Pre-Town Meeting/Public Hearing" on Wednesday, November 3rd at 7:00pm. Also a reminder that the Board has a meeting scheduled for 6:30pm on November 8th at the Middle/High School to address any remaining matters related to the Fall Annual Town Meeting.

Please let me know if you have any questions in regards to these important matters.

Thank you.



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 Donna Cabibbo, Finance Committee Chair Peter Berube)

Opening Motions

Moderator recognizes Finance Committee Chairperson

(Mr. Berube) I move that the reading of the warrant and return of service thereof be omitted

(Fin Com Vice Chair Jodie Garzon) Second

Discussion

Vote

Moderator recognizes Finance Committee Chairperson

(Mr. Berube) 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 (Ms. Garzon)

Discussion

Vote

FALL 2021 TOWN MEETING ARTICLE LIST

- 1. Unpaid Bills**
- 2. FY22 Operational Budget Adjustments**
- 3. Capital Items**
- 4. Water Treatment Plant – PFAS**
- 5. New Ambulance**
- 6. New Fire Engine**
- 7. Senior Work Program Tax Abatement Adjustment**
- 8. Stormwater Bylaw Regulation Amendment**
- 9. Request Special Act - Town Charter Changes**
- 10. Tree Pruning/Removal**
- 11. Funding for FY21 Snow & Ice Deficit**
- 12. Unemployment Account**

- 13. OPEB Funding**
- 14. Establish Ch. 41 Section 111F Injury Leave Indemnity 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)

DEPARTMENT	VENDOR	AMOUNT
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	Geosphere Environmental Mgmt.	\$1,348.50
Police	CDW-G	\$936.00
Town Buildings	Direct Energy	<u>\$85.31</u>
TOTAL GENERAL FUND UNPAID BILLS		\$13,167.05
DPW	Millis Police Dept. - Detail	<u>\$357.00</u>
TOTAL SEWER ENTERPRISE UNPAID BILLS		\$357.00
DPW	Microbac Laboratories Inc	<u>\$465.00</u>
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:

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

Department	Description of Expense	Total Expenses
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 - Extended 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 **\$532,875** 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.	School	Elevator Upgrades at Middle-Senior HS	\$ 80,000
6.	COA	Freezer	\$ 8,031
7.	Oak Grove	Playground Renovation	\$127,006
8.	DPW	Excavator	\$ 50,035
9.	Assessors	iPad Software Update	\$ 22,762
10.	COA	Senior Center Upgrades	\$ 19,217
11.	Building	Filing System	\$ 18,000
12.	School	Steamer Kettle for Middle-Senior HS	\$ 50,000
13.	Energy	Charging Station	\$ 26,800
14.	Cons Comm	Picnic Tables & Benches & Signs at Pleasant Meadow Park	\$ 6,730

Total **\$ 532,875**
 (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 Select Board, 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)

ARTICLE 5. 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 6. 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 7. 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)

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)."

Or take any other action related thereto.

(Submitted by Board of Health)

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 IV. Elections and Other Elected Offices

Article IV-2: Other Elected Officers

By amending the language of subsection c. as follows:

- c. 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.

Article II. Legislative Branch

Section II-8 Finance Committee

By changing the title of "Finance Committee" to "Warrant and Finance Committee"

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 deleting Sections III-4 and III-5 in their entirety and replace with the following:

Subsection 1: POWERS AND DUTIES

All executive powers of the town, except as otherwise provided in this Charter, shall be vested in the select board. It is the intent of this section that the select board shall exercise control over town affairs by recommending major courses of action to the town meeting and by setting policies to be carried out by the town administrator and other officers, boards, and commissions appointed by the select board. The select board shall appoint the town administrator, chief of police, fire chief, director of public works, finance director, and town clerk. The select board may request the town administrator to present candidates. The town administrator shall use best efforts to present the select board with at least two (2) candidates.

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 recommend appointments to the select board of chief of police, fire chief, director of public works, finance director, and town clerk.
- (c) To appoint, subject to the provisions of any collective bargaining agreements as may be applicable, all other department heads, officers, and employees for whom no other method of selection is provided by this Charter. Such appointments shall become effective on the fifteenth (15th) day following the day on which such notice of appointment is filed with the select board, unless the select board shall, within that

period by a majority of all of its members, vote to reject such appointment, or has sooner voted to affirm it. 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.

(d) 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.

(e) To attend all regular and special meetings of the select board, including executive sessions, unless excused in advance by the chair of said board, and shall have a voice, but no vote, in all its proceedings. However, the select board shall in no way be prohibited from conducting a meeting because of the lack of attendance of the town administrator.

(f) To ensure that full and complete records of the financial and administrative activities of the town are kept.

(g) 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.

(h) 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.

(i) 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.

(j) 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.

(k) 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.

(l) To see that the provisions of the general laws, this Charter, town by-laws, votes of the town meeting and of the select board which require enforcement by the town administrator are faithfully executed, performed or otherwise carried out.

(m) To prosecute, defend and compromise, subject to the approval of the select board, all litigation to which the town is a party, and to direct Town or Special Counsel with respect to such litigation.

(n) 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.

(o) 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.

(p) 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 (Except Executive Sessions).

(q) To seek out and work to obtain resources from federal, state and other governmental jurisdictions that further town purposes.

(r) 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.

(s) 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 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 the absence of the Town Administrator in excess of twenty (20) days, 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.

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)

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 accept the fourth paragraph of MGL Chapter 41, Section 111F, which would allow the Town to create a special injury leave

indemnity fund to be expended by the Select Board, 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)

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**

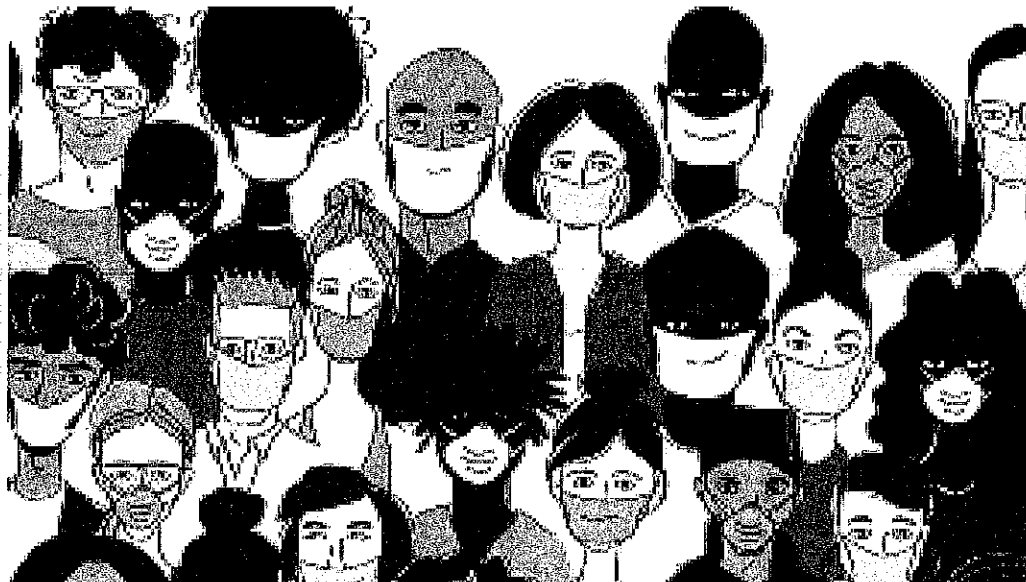
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Review Town Meeting Procedures



11/08/21 Fall Annual Town Meeting Information & Procedures

POSTED ON: OCTOBER 25, 2021 - 2:15PM



Date/Time: Monday, November 8, 2021 at 7:30pm

Location: Millis Middle School/High School 245 Plain Street, Millis, MA 02054

Please read the procedures below, which explain how the Town Meeting will work.

FALL ANNUAL TOWN MEETING PROCEDURES:

Entrance to Town Meeting will be at the main Middle/High School entrance. The doors near the gym will not be used.

Town Meeting attendees will arrive and check in. Once you have been seated, please do not change your seat or move the chairs as the rooms have been set up to socially distance.

Mingling in the hallway is highly discouraged. Please check in and sit down. When the meeting has concluded, please exit the building quickly as the school officials need to clean before the school day following the meeting

Per the School Committee, **mask wearing is mandatory in the school building unless you have a medical waiver.** Those individuals that wish to attend Town Meeting unmasked with a medical waiver will need to provide written documentation to the Board of Health Nurse to enter the meeting. A letter from their health care provider stating that they have a mask exemption

for medical reasons (no need to specify condition) on letter head is needed. Please call the BOH Nurse at 508-376-7042 with any questions related to documentation. There will be a separate check in for unmasked attendees utilizing the cafeteria door off the main parking lot – Door 3. Please follow the signage

The microphones will be sanitized after each speaker. People who wish to speak may proceed to the microphones and line up with 6 ft between speakers. Mask must be always worn even when speaking. Once you have been recognized, please state your name and address. Please keep your comments or questions succinct and relevant to the article at hand and direct them to the Moderator.

A Citizen's Guide to Town Meeting prepared by the Secretary of the Commonwealth Citizen Information Service is available at the Millis web site at https://www.sec.state.ma.us/cis/cispdf/Guide_to_Town_Meetings.pdf

The Town Meeting Warrant is attached below as a .pdf.

Click [HERE](#) for the Finance Committee's Report

I look forward to seeing you on Monday, November 8th

Donna Cabibbo
Town Moderator

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Assign Speaking Roles for FATM Articles

21-292

Approval of Draft Minutes
