

FINANCE COMMITTEE REPORT

FISCAL PERIOD JULY 1, 2023 THROUGH JUNE 30, 2024 ANNUAL SPRING TOWN MEETING
CONTAINING THE RECOMMENDATIONS OF THE FINANCE COMMITTEE

PLEASE BRING THIS REPORT WITH YOU TO THE ANNUAL TOWN MEETING



ANNUAL SPRING TOWN MEETING – WEDNESDAY, MAY 3, 2023 AT 7:30 PM
MIDDLE/HIGH SCHOOL AUDITORIUM

PRE-TOWN MEETING – WEDNESDAY, APRIL 26, 2023 AT 7:00 PM – 900 MAIN STREET, ROOM #229 AND VIA
ZOOM MEETING ID: 84430636930

THE MEETING WILL BE BROADCAST LIVE ON THE MILLIS COMMUNITY MEDIA CHANNELS

The Millis Finance Committee (FINCOM) consists of 9 volunteer members appointed to 3-year terms by the Town Moderator. Current members during this budget cycle and preparation for Annual Town Meeting are:

Pete Berube, Chairperson	Jodie Garzon, Vice Chairperson	Peter Underhill, Clerk
Joyce Boiardi	Michael Krone	Jonathan Loer
Cathy MacInnes	Sara Reyes	John Steadman

The FINCOM held 10 public meetings between December 15, 2022 and April 12, 2023 to discuss and consider issues facing Millis, most importantly the Fiscal Year '24 (FY24) budget. Committee members participated in over 20 hours of presentations, inquiries, and discussions regarding budget proposals and warrant articles leading up to the Committee's vote and recommendations for Millis resident voters at the May 3rd Annual Town Meeting. "Pre-Town Meeting" Public Hearing is scheduled for April 26 in Town Hall, room 229.

CRITICAL ISSUE

The most critical issue before us this year is passing a FY24 budget that addresses a significant school funding shortfall. The shortfall is nearly \$2 million and is largely caused by expiration of COVID funding sources, required increases to Special Education (SPED) resources within Millis Public Schools, and increased tuition rates for "out-of-district" SPED providers recently authorized by the State. At the same time, the funding Millis received from the State barely increased, essentially resulting in an unfunded mandate.

Millis has few options to bridge the funding gap. We must either increase revenue or cut costs, or some combination of the two.

The balanced FY24 budget proposed in the Warrant (Articles 3, 4 & 5) proposes the following major elements:

- reductions to personnel costs (equivalent to approximately 7 positions),
- use of discretionary Free Cash,
- use of Stabilization Account funds (i.e., Rainy Day Savings)

The proposed FY24 budget does NOT include a Proposition 2 ½ override tax increase, nor does it include the greater number of faculty/staff cuts needed if a gap in funding was not bridged locally.

The FINCOM voted in favor of the proposed budget. While the decision to make cuts to Millis Public School staff and faculty is very difficult, it's felt the proposal is the best that could be done without more severely impacting Town department budgets, reducing Stabilization resources further and/or increasing taxes.

It must be noted that the proposed budget is only a solution for the next fiscal year ('24). Free Cash and Stabilization appropriations are single year authorizations. Furthermore, Stabilization resources must be paid back within 3 years and fund reductions could negatively impact the Town's ability to borrow if not paid back. Thus, while the SPED budget costs are very likely to remain in future years, we must immediately get to work to find a sustainable funding solution, to include appeals to state representatives and the administration to properly fund Special Education.

BUDGET

The critical issue described above was the major factor driving the FY24 proposed budget. There are several other cost and revenue considerations to be aware of:

- The proposed budget includes a 6% increase to Town and School budgets. This funding will provide resources for increases to collectively bargained union labor contracts, as well as inflationary increases to expenses (such as material, fuel and service contracts). This is separate from SPED costs discussed above.
- During the operating budget cycle, departments typically make “above service level” requests. These requests would add personnel resources to increase the level of service beyond what was approved last year. The proposed budget includes only two of these requests; 15-hours per week for additional Council on Aging staff and increase the information technology director to full-time.
- Additional funding to refine the amount of indirect costs charged to the Enterprise funds (thereby decreasing the cost to the Enterprise Funds and rate payers)
- The General Fund debt service cost for FY24 is approximately \$3.44 million. This represents a decrease from \$3.56 million principal and interest costs in FY23. The Enterprise Fund (i.e., water, sewer, storm-water) debt service costs for FY24 is \$780K, down from \$892K in FY23.
- Town employee benefit costs (i.e., health insurance, retirement, medicare, etc) rose by nearly 11% between FY23 and FY24. This represents an increase from \$6.4M to \$7.1M.
- The proposed budget includes a “New Growth” revenue estimate of over \$800K for FY24. This represents the estimate of new revenue derived from real estate tax for permits expected to be complete by July 1st.
- “Free Cash” is the remaining, unrestricted funds from operations of the previous fiscal year. Typically, Free cash is proposed to be used on various non-recurring capital projects, equipment and other purchases needed to support town operations. This year most Free Cash is proposed in Warrant Article 4 to be used for supplemental funding of Millis Public Schools. Limited capital projects/purchases are proposed this year in Article 12.

OTHER WARRANT ARTICLES

There are several other warrant articles before Town Meeting this year. Many are routine matters that are voted annually. However, some are unique like a proposal to create a Special Education Stabilization Account, and another to establish a green house gas emissions goal. There is also a Citizen’s Petition regarding 5G cell towers.

FUTURE CHALLENGES

There are many other fiscal challenges facing Millis in the months and years to come. They include, but are not limited to, planned improvements to the Millis Middle School/High School building, replacement of Tri-County Vocational High School, phasing out of marijuana impact/host community agreement funds (not marijuana retail sales tax revenue), and slowing new growth. The Finance Committee typically meets on Wednesdays at 7pm. There are currently no open positions on the committee. All meetings are posted with meeting agendas and meeting materials linked on the Town website. We invite your participation.

SPRING 2023 TOWN MEETING ARTICLE LIST

1. Unpaid Bills
2. FY23 Additional Wages and Expenses
3. FY24 Operating Budget
4. Supplemental FY24 Budget – Free Cash
5. Supplemental FY24 Budget – Stabilization Fund
6. SEIU #888, Firefighters Local #4704, AFSCME Council 93 Local #1301 Contract Ratifications
7. Sewer Enterprise Fund
8. Water Enterprise Fund
9. Stormwater Enterprise Fund
10. Consent Agenda:
 - Amendments to Personnel Plan
 - Board of Health Appointing Authority
 - Revolving Funds
 - Community Preservation Fund
11. Community Preservation Open Space/Recreation Reserve Fund - Oak Grove Farm Trail Improvement
12. Capital Items
13. New Bus Lease for Schools – Year One
14. New Police Cruiser Lease – Year One
15. Establish Millis Net Zero Goal
16. Amend Plastic Bag Reduction Bylaw
17. Unemployment Insurance
18. Special Education Stabilization Fund
19. Stabilization Fund
20. Petition Article

TOWN OF MILLIS

May 3, 2023 SPRING ANNUAL TOWN MEETING WARRANT

ARTICLE 1. To see if the Town will vote to transfer from available funds the sum of **\$8,235.59** to pay the following **unpaid bills** incurred by Town departments from previous fiscal year(s), or take any other action in relation thereto.

Department	Vendor	Amount
Building	WB Mason	\$627.40
DPW-General	WB Mason	\$459.40
DPW-General	Eversource	\$336.64
Weights & Measures	J. Allshouse – Mileage Reimbursement	\$46.80
Weights & Measures	J. Allshouse – Expense Reimbursement	\$140.87
DPW-Sewer	Eversource	\$71.21
DPW-Water	Clean Harbors Environ.	\$6,503.92
DPW-Water	Eversource	\$49.35
	Total	\$8,235.59

(Submitted by The Select Board)

4/5ths Majority

FINCOM RECOMMENDATION FOR Article 1: Unpaid Bills

This is a semi-annual article to fund bills incurred in previous fiscal years. The bills for this Town Meeting total \$8,235.59 and will be funded from Free Cash, Sewer and Water Enterprise Reserves.

The Finance Committee recommends approval of this article.

ARTICLE 2. To see if the Town will vote to transfer from available funds a sum of money for **additional operating expenses** not sufficiently funded under Article 3, Operating Budget, of the May 2, 2022 Annual Town Meeting, or take any other action in relation thereto.

(Submitted by The Select Board)

Simple Majority

FINCOM RECOMMENDATION FOR Article 2: FY23 Additional Wages & Expenses

This article requests to transfer \$135,858.64 from available funds to cover additional operating expenses for the FY23 Operating Budget. This is a normal annual process to balance the operating budget before the fiscal year closes.

The Finance Committee recommends approval of this article

ARTICLE 3. To see if the Town will vote to fix the compensation of elected officers, provide for a reserve fund, and determine what sums of money the Town will raise and

appropriate, including appropriations from taxation, by transfer from available funds, and/or the Stabilization Fund to **defray charges and expenses to the Town, including debt and interest, and a reserve fund**, for the fiscal year beginning July 1, 2023, or take any other action in relation thereto.

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

FINCOM RECOMMENDATION FOR Article 3: FY24 Operating Budget

This article appropriates funding necessary to operate the Town of Millis for Fiscal Year 2024 (FY24). The Town's fiscal year runs from July 1st through June 30th.
The Finance Committee recommends approval of this article.

ARTICLE 4. To see if the Town will vote to transfer **from Free Cash the sum of \$538,697** for supplemental funding for the School Department, said supplemental funding being intended to support special education related services for the fiscal year beginning July 1, 2023, or take any other action in relation thereto.

(Submitted by The Select Board)
Simple Majority

FINCOM RECOMMENDATION FOR Article 4: Supplemental FY24 Budget-Free Cash

If approved, this article would authorize transfer of \$538,697 from Free Cash to be used as supplemental funding for the FY24 school budget for SPED costs.
The Finance Committee recommends approval of this article.

ARTICLE 5. To see if the Town will vote to transfer **from the Stabilization Fund the sum of \$400,000** for supplemental funding for the School Department, said supplemental funding being intended to support special education related services for the fiscal year beginning July 1, 2023, or take any other action in relation thereto.

(Submitted by The Select Board)
2/3rds Majority

FINCOM RECOMMENDATION FOR Article 5: Supplemental FY24 Budget-Stabilization Fund

If approved, this article would authorize the transfer of \$400,000 from the Stabilization Fund to be used as supplemental funding for the FY24 school budget for SPED costs.
The Finance Committee recommends approval of this article.

ARTICLE 6. To see if the Town will vote to ratify the following collective bargaining agreements: **Town of Millis and SEIU Local 888, Professional Firefighters of Millis Local #4704, and AFSCME Council 93 Local 3901**, all to be retroactive to July 1, 2022, or take any other action in relation thereto.

(Submitted by The Select Board)
Simple Majority

FINCOM RECOMMENDATION FOR Article 6: SEIU #888, Firefighters Local #4704, AFSCME Council 93 Local #1301 Contract Ratifications To see if the town will vote to ratify the following collective bargaining agreements: Town of Millis SEIU Local 888, Professional Firefighters Local #4704 and AFSCME Council 93 Local 3901, all to be retroactive to July 1, 2022. The ratification at Town Meeting of these collective bargaining agreements is mandated under state law and allows for the Agreements to be funded.
The Finance Committee recommends approval of this article.

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 sewer enterprise fund beginning July 1, 2023**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)
Simple Majority

FINCOM RECOMMENDATION FOR Article 7: Sewer Enterprise Fund
This article appropriates funding, including funds for personnel costs, contract expenses, and debt service, necessary to operate the Town's sewer service and infrastructure. This utility Enterprise is funded via user fees based on metered or estimated usage.
The Finance Committee recommends approval of this article.

ARTICLE 8. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the water enterprise fund beginning July 1, 2023**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)
Simple Majority

FINCOM RECOMMENDATION FOR Article 8: Water Enterprise Fund
This article appropriates funding, including funds for personnel costs, contract expenses, and debt service, necessary to operate the Town's water service and infrastructure. This utility Enterprise is funded via user fees based on metered or estimated usage.
The Finance Committee recommends approval of this article.

ARTICLE 9. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the stormwater enterprise fund beginning July 1, 2023**, including a reserve fund, or take any other action in relation thereto.

(Submitted by The Select Board)
Simple Majority

FINCOM RECOMMENDATION FOR Article 9: Stormwater Enterprise Fund
This article appropriates funding, including funds for personnel costs, contract expenses, and debt service, necessary to operate the Town's storm drain system. This utility Enterprise is funded via imperious square footage fees.
The Finance Committee recommends approval of this article.

CONSENT ARTICLE 10. To see if the Town will vote the following consent articles:

1. To see if the Town will vote to adopt **amendments to Schedule A-Salary Plan and Schedule C-Employee Benefits of the Town of Millis Personnel Plan** effective July 1, 2023, as shown in the FY24 Finance Committee Report, or take any other action in relation thereto.
(Submitted by The Select Board)
Simple Majority

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

3. To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E½, to establish the following fiscal year spending limit for the Town's established revolving funds for Fiscal year 2024:

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

BOH Rabies Clinic/Program Fund	\$ 2,500.00
School Athletic Fields Fund	\$ 35,000.00
School Extracurricular Fund	\$ 8,000.00
Library Special Use Fund	\$ 10,000.00
Tobacco Control Program	\$ 1,000.00

(Submitted by The Select Board)

Simple Majority

- To see if the Town will vote to raise and appropriate a sum of money or reserve a sum of money from the **Community Preservation Fund**, for the Historic Resources Reserve, the Community Housing Reserve, the Open Space Reserve, and the Budgeted Reserve from annual revenues in the amounts recommended by the Community Preservation Committee, along with administrative expenses and debt service, with each item to be considered a separate appropriation or act in any manner in relation thereto.

Appropriations:

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

Reserves:

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

(Submitted by The Community Preservation Committee)

Simple majority

FINCOM RECOMMENDATION FOR Article 10: Consent Agenda which includes the following four Articles:

These four consent articles require annual approval at Town Meeting.

- This article amends Schedule A - Salary Plan and Schedule C- Employee Benefits of the Town of Millis Personnel Plan for non-union employees effective July 1, 2023.

2. This article authorizes the Board of Health to appoint any of its members to another town office or position for which it has appointing authority.

3. This article authorizes the Town to use Revolving Funds that have their own sources of revenue to be accounted for separately from other town monies. These departments may spend their revenues without additional appropriations up to the limits authorized by the Town.

4. This article allocates the Community Preservation Funds into the various reserves as required in the Community Preservation Act for administrative expenses, community preservation projects and/or other expenses in the fiscal year 2024.

The Finance Committee recommends approval of this article.

ARTICLE 11. To see if the Town will vote to transfer the sum of **\$35,000 from the Community Preservation Open Space Reserve Fund for the Oak Grove Farm Trail Improvement Project**, or take any other action in relation thereto.

(Submitted by The Community Preservation Committee)

Simple Majority

FINCOM RECOMMENDATION FOR Article 11: Oak Grove Farm Trail Improvements

This article provides funds in the amount of \$35,000 to address drainage issues and construct boardwalks over wetlands in compliance with the Wetlands Protection Act and the Millis Wetlands Protection Bylaw. This project will be fully funded by the Community Preservation Fund and will have no impact on the FY2024 budget.

The Finance Committee recommends approval of this Article.

ARTICLE 12. To see if the Town will vote to raise and appropriate or transfer from available funds the sum of **\$658,757 to fund the following capital items:**

Department	Capital Item	Amount
DPW/Enterprises	Dump Truck with Plow & Sander	\$95,527
DPW/Enterprises	Heavy Duty 10 Ton Trailer	\$23,000
Library	Building Repairs	\$30,500
School	Wireless Upgrade	\$68,000
Sewer Enterprise	FY24 Infiltration & Inflow Investigation	\$137,630
Water Enterprise	Well #3 PFAS Final Design	\$272,900
Water Enterprise	Chlorine/PH Analyzer Replacement	\$31,200
	Total	\$658,757

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

FINCOM RECOMMENDATION FOR Article 12: Capital Items

Article 12 requests the town to raise and appropriate or transfer from available funds \$658,757 to fund seven capital requests for multiple departments for FY24. Each fiscal year the Capital Planning Committee goes through a process to review and prioritize the capital requests from each department. This process helps the Select Board determine which capital items will be considered at Town Meeting.

The Finance Committee recommends approval of this article.

ARTICLE 13. 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 **\$614,605 for the lease/purchase of up to six Buses for the Millis Schools**, or take any other action in relation thereto.

(Submitted by The School Committee)

2/3rds Majority

FINCOM RECOMMENDATION FOR Article 13: Lease/Purchase up to Six Buses for the Millis Schools

This Article authorizes the town to enter into a new 5-year lease to purchase agreement for up to six new replacement buses, in the amount of \$614,605 for the Millis Public Schools. The first-year cost of \$122,921 is included in Article #3 FY24 Operating Budget.

The Finance Committee recommends approval of this article.

ARTICLE 14. 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 **\$66,911 for the lease/purchase(s) of one Police Cruiser**, or take any other action in relation thereto.

(Submitted by The Select Board)

2/3rds Majority

FINCOM RECOMMENDATION FOR Article 14: Lease to Purchase One Police Cruiser

This Article authorizes the town to enter into a new 3-year lease to purchase agreement for one replacement Police Cruiser in the amount of \$66,911. The first-year cost of \$22,303.67 is included in Article #3 FY24 Operating Budget.

The Finance Committee recommends approval of this article.

ARTICLE 15. To see if the Town will vote to adopt the following resolution:

Greenhouse gas content of our atmosphere has increased alarmingly as a result of human activities with negative impact on our climate as evidenced by rising temperatures, rising sea level and ocean acidity, increased flooding with more intense and frequent storms, droughts, forest fires, other unpredictable weather patterns and

increased health risks. Therefore, the Town of Millis supports a goal of eliminating or offsetting all greenhouse gas emissions originating in the Town by the year 2050 or earlier (known hereafter as the Net Zero 2050 goal): and encourages the Select Board, all Town Boards and Committees, and residents and businesses to take action in the furtherance of Millis' Climate Goal by developing a Net Zero Action Plan by March 2024 that outlines specific strategies and sets measurable, attainable and realistic interim targets aligned with State and Federal goals, roadmaps and incentives; or take any other action related thereto.

(Submitted by The Millis Energy Committee)

Simple Majority

FINCOM RECOMMENDATION FOR Article 15: Establish Millis Net Zero Goal

This article was submitted by the Millis Energy Committee and would encourage the Select Board and all Town Boards and Committees to develop a municipal Net Zero Action Plan by March 2024 to meet State and Federal goals, roadmaps, and incentives. Such plan would outline eliminating or offsetting all municipal emissions by Millis by 2050.

The Finance Committee recommends approval of this article.

ARTICLE 16. To see if the Town will vote to delete Article XXIII of the Millis General Bylaws in its entirety and replace with the following:

“Article XXIII- Plastic Bag Reduction:

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

Definitions:

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

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

Use Regulation:

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

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

Exceptions:

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

EFFECTIVE DATE

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

ENFORCEMENT

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

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

Violation of Bylaw:

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

(Submitted by the Board of Health)

Simple Majority

FINCOM RECOMMENDATION FOR Article 16: Amend Plastic Bag Reduction Bylaw

This article would amend and replace Article XXIII of the Town of Millis Bylaws to remove conflicting and/or

ambiguous language in the Plastic Bag Reduction Bylaw as it currently stands.
The Finance Committee recommends approval of this article.

ARTICLE 17. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money **for the Unemployment Insurance Fund**, or take any other action in relation thereto.

(Submitted by The Select Board)
Simple Majority

FINCOM RECOMMENDATION FOR Article 17: Unemployment Insurance

This article will fund the Town's unemployment insurance fund. The town sets aside funds every few years from which to pay any unemployment claims that arise from former town employees. This article will replenish the fund.

The Finance Committee recommends approval of this Article.

ARTICLE 18. To see if the Town will vote to **establish a Special Education Stabilization Fund** in accordance with MGL Chapter 40 Section 13E, and to appropriate or transfer from available funds, a sum of money for the Special Education Stabilization Fund, or take any other action in relation thereto.

(Submitted by The Select Board)
Simple Majority

FINCOM RECOMMENDATION FOR Article 18: Special Education Stabilization Fund

This article is to vote for the establishment of a Special Education Stabilization Fund, In accordance with MGL Chapter 40 Section 13E, which would allow the appropriation or transfer from available funds, a sum of money for the Special Education Stabilization Fund.

The Finance Committee recommends approval of this article.

ARTICLE 19. 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

FINCOM RECOMMENDATION FOR Article 19: Stabilization Fund

The Town of Millis has adopted a policy to maintain a Stabilization Fund, equal to 5% of its Annual General Fund Budget Expenditures, to be used for unforeseen and emergency purposes. Although no funds are anticipated to be appropriated for this purpose at this time the article allows for same should funds become available.

The Finance Committee recommends approval of this article.

ARTICLE 20. By Petition

Background

1984 The date of most recent publication by the EPA regarding RF/EMF. The Environmental Protection Agency currently has no funded mandate for radio frequencies.

1996 Section 704 of the Telecommunications Act of 1996 states “*No State or local government or instrumentality thereof may regulate the placement, construction, and modification of personal wireless service facilities on the basis of the environmental effects of radio frequency emissions to the extent that such facilities comply with the Commission’s regulations concerning such emissions.*” The regulation is widely interpreted to include the prohibition of local regulation on the basis of safeguarding health.

1999 The 1999-2000 judicial challenge to the FCC’s 1996 rules has never reached the issue of “electrosensitivity” as a cognizable disability under the Americans with Disabilities Act, as noted in 2013 joint testimony by the Cities of Boston and Philadelphia to the FCC.

2008 The National Academies identified twenty inadequacies in the research regarding radio frequency exposure guidelines, including lack of research on effects on infants and children, chronic exposures, cumulative exposures, juxtaposed exposures, pulsed frequencies, sensitive populations, and the impact of proximal infrastructure.

2013-2019 The FCC solicited commentary on the adequacy of its theoretical radio frequency exposure guidelines, The FCC closed the proceeding in 2019, taking no action and ignoring reported risk and harm.

2019 Results of the National Toxicology Program and Ramazzini Institute studies imply that current FCC human exposure limits for non-ionizing RGF allow for hazardous exposures.

2020 A bipartisan New Hampshire Commission issued its report on health and environmental effect of 5G and wireless radiation, offering 15 recommendations including reducing public exposure to wireless

2020 Captured Agency, How the FCC is Dominated by the Industries It Presumably Regulates published by Harvard Edmund J. Safra Center of Ethics

2021 The United States Court of Appeals for the District of Columbia Circuit Court ruled (in EHT/CHD et. Al. v. the FCC) that the 2019 decision by the Federal Communications Commission (FCC) to retain its 1996 safety limits for human exposure to wireless radiation was “arbitrary and capricious” and “not evidence-based.” The court ruled that the FCC failed to address impacts of long term wireless exposure, impact to children, testimony of people injured by wireless radiation, and impacts to wildlife and the environment.

2023 The Court’s remand to the FCC remains unaddressed, in part due to a regulatory gap at the Federal level regarding EMF/RF. The Environmental Health Trust has proposed corrective actions. RF exposures in Millis are increasing due to the activation of the 5G network and its required densification of “small cells” proximal to homes, and the impending replacement of Eversource electric meters. Towers are being approved in MA 400 ft from residences and health harm has been reported.

We request that the Town of Millis pro-actively advocate for its residents, supporting similar efforts in Pittsfield, MA, by sending correspondence to State Senator Rebecca Rausch; State Rep. Jeffrey N. Roy and Rep. James Arena-DeRosa; Federal Congress Member Jake Auchincloss; Senators Warren and Markey; the MA Legislature; the MA Governor and Attorney General; the MA Municipal Association; the MA Dept. of Health; the Massachusetts Department of Environmental Protection; the MA Dept. of Public Utilities; and the FCC; stating,

“The residents of Millis, MA voted at their annual town meeting to notify you of urgent concerns regarding the safety of wireless infrastructure for human health and the environment, and request that immediate state and federal action be pursued to require the FCC to address the 2021 court ruling regarding its exposure guidelines, and that the federal regulatory gap be addressed, so that the town is not misled and misinformed in approving infrastructure on the basis of outdated guidelines that are not evidence-based, thereby endangering public health, disability rights, community rights, wildlife, and the nature environment.”

(Submitted by Petition)
Simple Majority

FINCOM RECOMMENDATION FOR Article 20: Petitioned Article

This is a petitioned article proposing the Millis Select Board send correspondence to our State Representatives and Senators, State Legislature, Governor, State Attorney General, Massachusetts Municipal Association, Massachusetts Department of Health, Massachusetts Department of Environmental Protection, Massachusetts Department of Public Utilities, Federal Communications Commission, Federal Representatives, and Senators. The correspondence is regarding the petitioners concerns about the safety of wireless exposure and asks action be taken to address the petitioners concerns.

The Finance Committee recommends dismissal of this article.

Department Detail for Reference

<i>Department Breakdown</i>	FY21 ACTUAL	FY22 ACTUAL	FY23 TM ADOPTED	FY24 TA/USB BUDGET	FY24 vs FY23 \$ Variance	FY24 vs FY23 % Variance
GENERAL GOVERNMENT						
SELECTMENT/TA						
SALARIES	\$304,505.74	\$345,072.04	\$395,007.08	\$389,090.32	-\$5,916.76	-1.5%
EXPENSES	\$61,975.92	\$71,485.23	\$159,365.00	\$128,865.00	-\$30,500.00	-19.1%
TOTAL	\$366,481.66	\$416,557.27	\$554,372.08	\$517,955.32	-\$36,416.76	-6.6%
FINANCE DIR/ACCOUNTANT						
SALARIES	\$253,131.66	\$263,958.93	\$275,451.50	\$298,378.86	\$22,927.36	8.3%
EXPENSES	\$2,639.61	\$4,389.02	\$9,515.00	\$9,515.00	\$0.00	0.0%
TOTAL	\$255,771.27	\$268,347.95	\$284,966.50	\$307,893.86	\$22,927.36	8.0%
ASSESSORS						
SALARIES	\$125,752.82	\$125,219.95	\$136,739.47	\$146,959.20	\$10,219.73	7.5%
EXPENSES	\$6,297.32	\$8,213.85	\$37,842.00	\$45,138.00	\$7,296.00	19.3%
TOTAL	\$132,050.14	\$133,433.80	\$174,581.47	\$192,097.20	\$17,515.73	10.0%
TREASURER/COLLECTOR						
SALARIES	\$224,008.66	\$230,850.46	\$239,629.66	\$259,910.20	\$20,280.54	8.5%
EXPENSES	\$40,241.27	\$49,721.82	\$46,090.00	\$46,090.00	\$0.00	0.0%
TOTAL	\$264,249.93	\$280,572.28	\$285,719.66	\$306,000.20	\$20,280.54	7.1%
IT ADMINISTRATION						
SALARIES	\$0.00	\$73,579.89	\$78,418.88	\$85,091.65	\$6,672.77	8.5%
EXPENSES	\$172,113.33	\$192,708.03	\$259,850.28	\$270,977.00	\$11,126.72	4.3%
TOTAL	\$172,113.33	\$266,287.92	\$338,269.16	\$356,068.65	\$17,799.49	5.3%
TOWN COUNSEL						
EXPENSES	\$81,943.73	\$80,358.52	\$95,000.00	\$95,000.00	\$0.00	0.0%
TOTAL	\$81,943.73	\$80,358.52	\$95,000.00	\$95,000.00	\$0.00	0.0%
TOWN CLERK						
SALARIES	\$106,466.05	\$103,302.04	\$109,775.93	\$124,037.50	\$14,261.57	13.0%
EXPENSES	\$8,951.61	\$10,908.78	\$17,100.00	\$18,300.00	\$1,200.00	7.0%
TOTAL	\$115,417.66	\$114,210.82	\$126,875.93	\$142,337.50	\$15,461.57	12.2%

Department Detail for Reference

<i>Department Breakdown</i>	FY21 ACTUAL	FY22 ACTUAL	FY23 TM ADOPTED	FY24 TAUSB BUDGET	FY24 vs FY23 \$ Variance	FY24 vs FY23 % Variance
REGISTRARS						
SALARIES	\$757.54	\$1,028.94	\$1,414.10	\$1,442.56	\$28.46	2.0%
EXPENSES	\$4,136.48	\$3,609.62	\$4,800.00	\$5,900.00	\$1,100.00	22.9%
TOTAL	\$4,894.02	\$4,638.56	\$6,214.10	\$7,342.56	\$1,128.46	18.2%
ELECTIONS						
SALARIES	\$18,720.64	\$10,842.84	\$32,192.50	\$37,100.00	\$4,907.50	15.2%
EXPENSES	\$11,214.49	\$12,123.70	\$14,300.00	\$21,400.00	\$7,100.00	49.7%
TOTAL	\$29,935.13	\$22,966.54	\$46,492.50	\$58,500.00	\$12,007.50	25.8%
PLANNING BOARD						
SALARIES	\$22,035.98	\$23,115.44	\$23,512.75	\$24,611.44	\$1,098.69	4.7%
EXPENSES	\$7,181.99	\$5,087.24	\$9,425.00	\$9,425.00	\$0.00	0.0%
TOTAL	\$29,217.97	\$28,202.68	\$32,937.75	\$34,036.44	\$1,098.69	3.3%
CONSERVATION						
SALARIES	\$16,505.08	\$17,201.06	\$17,734.00	\$18,596.08	\$862.08	4.9%
EXPENSES	\$3,905.07	\$4,248.14	\$4,777.00	\$4,777.00	\$0.00	0.0%
TOTAL	\$20,410.15	\$21,449.20	\$22,511.00	\$23,373.08	\$862.08	3.8%
ZONING BOARD						
SALARIES	\$4,810.68	\$4,987.58	\$5,144.35	\$5,264.12	\$119.77	2.3%
EXPENSES	\$1,674.86	\$1,435.68	\$1,900.00	\$1,900.00	\$0.00	0.0%
TOTAL	\$6,485.54	\$6,423.26	\$7,044.35	\$7,164.12	\$119.77	1.7%
TOWN BUILDINGS						
SALARIES	\$84,666.70	\$54,988.34	\$38,323.15	\$40,098.24	\$1,775.09	4.6%
EXPENSES	\$222,358.89	\$283,855.51	\$203,000.00	\$210,500.00	\$7,500.00	3.7%
TOTAL	\$307,025.59	\$338,843.85	\$241,323.15	\$250,598.24	\$9,275.09	3.8%

Department Detail for Reference

<i>Department Breakdown</i>	FY21 ACTUAL	FY22 ACTUAL	FY23 TM ADOPTED	FY24 TAUSB BUDGET	FY24 vs FY23 \$ Variance	FY24 vs FY23 % Variance
FINANCE COMMITTEE						
SALARIES	\$8,478.50	\$6,839.90	\$8,650.00	\$8,823.00	\$173.00	2.0%
EXPENSES	\$15,183.77	\$19,011.27	\$15,620.00	\$15,620.00	\$0.00	0.0%
TOTAL	\$23,662.27	\$25,851.17	\$24,270.00	\$24,443.00	\$173.00	0.7%
RESERVE FUND						
EXPENSES	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	0.0%
TOTAL	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	0.0%
GENERAL INSURANCE						
EXPENSES	\$529,283.00	\$608,382.00	\$623,900.00	\$720,829.00	\$96,929.00	15.5%
TOTAL	\$529,283.00	\$608,382.00	\$623,900.00	\$720,829.00	\$96,929.00	15.5%
EMPLOYEE BENEFITS						
EXPENSES	\$5,495,989.84	\$5,977,845.81	\$6,410,848.73	\$7,123,243.39	\$712,394.66	11.1%
TOTAL	\$5,495,989.84	\$5,977,845.81	\$6,410,848.73	\$7,123,243.39	\$712,394.66	11.1%
LINE 1 - GENERAL GOVT	\$7,884,931.23	\$8,644,371.63	\$9,325,326.38	\$10,216,882.56	\$891,556.18	9.6%
PUBLIC SAFETY						
POLICE DEPARTMENT						
SALARIES	\$1,914,030.65	\$2,065,582.49	\$2,210,021.62	\$2,210,380.02	\$358.40	0.0%
EXPENSES	\$275,849.61	\$289,452.16	\$315,602.61	\$329,770.00	\$14,167.39	4.5%
TOTAL	\$2,189,880.26	\$2,355,034.65	\$2,525,624.23	\$2,540,150.02	\$14,525.79	0.6%
FIRE/RESCUE DEPARTMENT						
SALARIES	\$1,632,067.23	\$1,679,779.52	\$1,663,317.83	\$2,048,533.08	\$385,215.25	23.2%
EXPENSES	\$234,864.14	\$293,541.72	\$284,600.00	\$323,100.00	\$38,500.00	13.5%
TOTAL	\$1,866,931.37	\$1,973,321.24	\$1,947,917.83	\$2,371,633.08	\$423,715.25	21.8%

Department Detail for Reference

<i>Department Breakdown</i>	FY21 ACTUAL	FY22 ACTUAL	FY23 TM ADOPTED	FY24 TAUSB BUDGET	FY24 vs FY23 \$ Variance	FY24 vs FY23 % Variance
DISPATCH						
SALARIES	\$288,041.51	\$328,353.81	\$298,940.01	\$310,667.71	\$11,727.70	3.9%
EXPENSES	\$6,232.88	\$8,911.79	\$10,500.00	\$12,300.00	\$1,800.00	17.1%
TOTAL	\$294,274.39	\$337,265.60	\$309,440.01	\$322,967.71	\$13,527.70	4.4%
BUILDING DEPT.						
SALARIES	\$241,515.79	\$254,953.62	\$255,006.36	\$265,241.32	\$10,234.96	4.0%
EXPENSES	\$7,178.88	\$8,121.02	\$9,675.00	\$9,675.00	\$0.00	0.0%
TOTAL	\$248,694.67	\$263,074.64	\$264,681.36	\$274,916.32	\$10,234.96	3.9%
SEALER W&M						
SALARIES	\$3,345.00	\$3,429.00	\$3,429.00	\$3,567.53	\$138.53	4.0%
EXPENSES	\$0.00	\$217.20	\$150.00	\$150.00	\$0.00	0.0%
TOTAL	\$3,345.00	\$3,646.20	\$3,579.00	\$3,717.53	\$138.53	3.9%
EMERG MGMT COMM						
SALARIES	\$1,500.00	\$1,500.00	\$1,500.00	\$5,000.00	\$3,500.00	233.3%
EXPENSES	\$2,263.76	\$0.00	\$2,500.00	\$2,500.00	\$0.00	0.0%
TOTAL	\$3,763.76	\$1,500.00	\$4,000.00	\$7,500.00	\$3,500.00	87.5%
ANIMAL CONTROL						
SALARIES	\$83,565.54	\$87,037.07	\$72,640.40	\$78,593.12	\$5,952.72	8.2%
EXPENSES	\$9,743.75	\$9,146.86	\$11,200.00	\$11,300.00	\$100.00	0.9%
TOTAL	\$93,309.29	\$96,183.93	\$83,840.40	\$89,893.12	\$6,052.72	7.2%
LINE 2 - PUBLIC SAFETY	\$4,700,198.74	\$5,030,026.26	\$5,139,082.83	\$5,610,777.79	\$471,694.96	9.2%

Department Detail for Reference

<i>Department Breakdown</i>	FY21 ACTUAL	FY22 ACTUAL	FY23 TM ADOPTED	FY24 TAUSB BUDGET	FY24 vs FY23 \$ Variance	FY24 vs FY23 % Variance
EDUCATION						
MILLIS SCHOOLS						
SALARIES	\$14,433,529.46	\$14,740,852.95	\$15,584,528.77	\$16,419,516.78	\$834,988.01	5.4%
EXPENSES	\$1,986,712.25	\$2,550,301.27	\$3,105,688.00	\$2,876,509.28	-\$229,178.72	-7.4%
TOTAL	\$16,420,241.71	\$17,291,154.22	\$18,690,216.77	\$19,296,026.06	\$605,809.29	3.2%
LINE 3 - MILLIS SCHOOLS	\$16,420,241.71	\$17,291,154.22	\$18,690,216.77	\$19,296,026.06	\$605,809.29	3.2%
TRICOUNTY SCHOOL						
EXPENSES	\$1,049,674.00	\$955,936.00	\$876,556.00	\$668,295.00	-\$208,261.00	-23.8%
TOTAL	\$1,049,674.00	\$955,936.00	\$876,556.00	\$668,295.00	-\$208,261.00	-23.8%
LINE 4 - TRI-COUNTY	\$1,049,674.00	\$955,936.00	\$876,556.00	\$668,295.00	-\$208,261.00	-23.8%
PUBLIC WORKS						
DPW HIGHWAY						
SALARIES	\$257,945.96	\$353,980.38	\$337,298.00	\$391,595.69	\$54,297.69	16.1%
EXPENSES	\$389,623.93	\$386,946.43	\$388,271.00	\$388,271.00	\$0.00	0.0%
TOTAL	\$647,569.89	\$740,926.81	\$725,569.00	\$779,866.69	\$54,297.69	7.5%
STREET LIGHTS						
EXPENSES	\$43,383.52	\$29,350.52	\$38,850.00	\$38,850.00	\$0.00	0.0%
TOTAL	\$43,383.52	\$29,350.52	\$38,850.00	\$38,850.00	\$0.00	0.0%
TRANSFER STATION						
SALARIES	\$25,216.90	\$52,293.07	\$58,754.26	\$65,733.83	\$6,979.57	11.9%
EXPENSES	\$80,448.12	\$88,734.80	\$92,148.00	\$97,048.00	\$4,900.00	5.3%
TOTAL	\$105,665.02	\$141,027.87	\$150,902.26	\$162,781.83	\$11,879.57	7.9%

Department Detail for Reference

<i>Department Breakdown</i>	FY21 ACTUAL	FY22 ACTUAL	FY23 TM ADOPTED	FY24 TA/USB BUDGET	FY24 vs FY23 \$ Variance	FY24 vs FY23 % Variance
SNOW & ICE						
SALARIES	\$96,443.81	\$110,484.60	\$48,174.83	\$48,321.75	\$146.92	0.3%
EXPENSES	\$201,093.19	\$236,964.10	\$170,727.00	\$170,727.00	\$0.00	0.0%
TOTAL	\$297,537.00	\$347,448.70	\$218,901.83	\$219,048.75	\$146.92	0.1%
LINE 5 PUBLIC WORKS	\$1,094,155.43	\$1,258,753.90	\$1,134,223.09	\$1,200,547.27	\$66,324.18	5.8%
HEALTH & HUMAN SERVICES						
BOARD OF HEALTH						
SALARIES	\$127,700.88	\$143,128.21	\$147,724.72	\$149,824.08	\$2,099.36	1.4%
EXPENSES	\$3,576.29	\$7,448.38	\$16,775.00	\$13,975.00	-\$2,800.00	-16.7%
TOTAL	\$131,277.17	\$150,576.59	\$164,499.72	\$163,799.08	-\$700.64	-0.4%
COUNCIL ON AGING						
SALARIES	\$100,055.65	\$121,074.95	\$150,932.05	\$173,516.82	\$22,584.77	15.0%
EXPENSES	\$8,148.71	\$9,926.95	\$9,934.00	\$9,934.00	\$0.00	0.0%
TOTAL	\$108,204.36	\$131,001.90	\$160,866.05	\$183,450.82	\$22,584.77	14.0%
VETERANS						
SALARIES	\$11,195.00	\$18,000.00	\$18,000.00	\$18,727.20	\$727.20	4.0%
EXPENSES	\$38,065.04	\$17,768.07	\$48,000.00	\$32,640.00	-\$15,360.00	-32.0%
TOTAL	\$49,260.04	\$35,768.07	\$66,000.00	\$51,367.20	-\$14,632.80	-22.2%
LINE 6 HLTH/HUMN SERV	\$288,741.57	\$317,346.56	\$391,365.77	\$398,617.10	\$7,251.33	1.9%

Department Detail for Reference

<i>Department Breakdown</i>	FY21 ACTUAL	FY22 ACTUAL	FY23 TM ADOPTED	FY24 TA/5B BUDGET	FY24 vs FY23 \$ Variance	FY24 vs FY23 % Variance
CULTURE & RECREATION						
MEMORIAL DAY						
EXPENSES	\$1,690.28	\$1,360.00	\$2,000.00	\$2,000.00	\$0.00	0.0%
TOTAL	\$1,690.28	\$1,360.00	\$2,000.00	\$2,000.00	\$0.00	0.0%
LEGIION						
EXPENSES	\$4,053.00	\$4,053.00	\$4,100.00	\$4,100.00	\$0.00	0.0%
TOTAL	\$4,053.00	\$4,053.00	\$4,100.00	\$4,100.00	\$0.00	0.0%
LIBRARY						
SALARIES	\$270,807.48	\$289,996.37	\$329,301.15	\$346,901.02	\$17,599.87	5.3%
EXPENSES	\$142,506.54	\$151,081.13	\$161,223.00	\$172,613.00	\$11,390.00	7.1%
TOTAL	\$413,314.02	\$441,077.50	\$490,524.15	\$519,514.02	\$28,989.87	5.9%
RECREATION						
SALARIES	\$31,303.83	\$54,370.81	\$113,001.70	\$110,466.60	-\$2,535.10	-2.2%
EXPENSES	\$9,997.97	\$8,649.33	\$58,798.30	\$58,798.00	-\$0.30	0.0%
TOTAL	\$41,301.80	\$63,020.14	\$171,800.00	\$169,264.60	-\$2,535.40	-1.5%
HISTORICAL						
EXPENSES	\$6,523.22	\$7,184.78	\$8,993.00	\$8,993.00	\$0.00	0.0%
TOTAL	\$6,523.22	\$7,184.78	\$8,993.00	\$8,993.00	\$0.00	0.0%
OAK GROVE FARM COMM						
EXPENSES	\$4,980.80	\$5,641.60	\$23,055.00	\$14,260.00	-\$8,795.00	-38.1%
TOTAL	\$4,980.80	\$5,641.60	\$23,055.00	\$14,260.00	-\$8,795.00	-38.1%
LINE 7 CULTURE & RECREATION	\$471,863.12	\$522,337.02	\$700,472.15	\$718,131.62	\$17,659.47	2.5%

Department Detail for Reference

<i>Department Breakdown</i>	FY21 ACTUAL	FY22 ACTUAL	FY23 TM ADOPTED	FY24 TAUSB BUDGET	FY24 vs FY23 \$ Variance	FY24 vs FY23 % Variance
DEBT SERVICE						
PRINCIPAL	\$2,210,933.00	\$2,256,472.67	\$2,272,452.67	\$2,260,452.67	-\$12,000.00	-0.5%
INTEREST	\$1,681,004.06	\$1,528,704.92	\$1,455,625.16	\$1,485,990.81	\$30,365.65	2.1%
TOTAL	\$3,891,937.06	\$3,785,177.59	\$3,728,077.83	\$3,746,443.48	\$18,365.65	0.5%
LINE 8 DEBT SERVICE	\$3,891,937.06	\$3,785,177.59	\$3,728,077.83	\$3,746,443.48	\$18,365.65	0.5%
TOTAL BUDGET	\$35,801,742.86	\$37,805,103.18	\$39,985,320.82	\$41,855,720.87	\$1,870,400.05	4.7%
TOTAL BUDGET	\$35,801,742.86	\$37,805,103.18	\$39,985,320.82	\$41,855,720.87	\$1,870,400.05	4.7%
DISCRETIONARY	\$24,834,858.96	\$26,477,761.78	\$28,345,938.26	\$29,596,910.00	\$1,250,971.74	4.4%
NON-DISCRETIONARY** Includes General Insurance, Benefits, Tri-County & Debt	\$10,966,883.90	\$11,327,341.40	\$11,639,382.56	\$12,258,810.87	\$619,428.31	5.3%
	\$35,801,742.86	\$37,805,103.18	\$39,985,320.82	\$41,855,720.87	\$1,870,400.05	4.7%

Water Enterprise Fund

WATER DIVISION	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2024
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	TM ADOPTED	REQUESTS	PROPOSED
<i>Personnel Services</i>							
Salary Department Head	\$48,967	\$51,941	\$54,259	\$56,088	\$59,892	\$37,849	
Salaries Clerical	\$30,026	\$32,187	\$32,932	\$35,753	\$47,982	\$29,927	
Salaries Clerical Overtime	\$1,954	\$4,379	\$5,585	\$2,213	\$5,000	\$5,000	
Wages	\$204,280	\$193,982	\$215,248	\$188,341	\$206,117	\$165,216	
Water License Fee	\$7,626	\$7,967	\$7,695	\$53,139	\$1,492	\$40,680	
Wages Overtime	\$63,087	\$34,755	\$61,849	\$62,769	\$50,000	\$59,400	
Longevity	\$0	\$2,108	\$2,591	\$1,926	\$2,591	\$2,775	
Stipends	\$9,163	\$9,185	\$9,390	\$9,142	\$17,620	\$21,550	
Total	\$365,102	\$336,504	\$389,548	\$409,370	\$390,694	\$362,396	\$0
<i>Expenses</i>							
Testing Water	\$9,069	\$42,435	\$66,329	\$17,873	\$80,000	\$80,000	
Services Engineering	\$14,485	\$44,152	\$58,971	\$29,596	\$50,000	\$50,000	
Police Details	\$5,524	\$815	\$1,414	\$711	\$9,000	\$9,000	
Training	\$2,240	\$1,016	\$925	\$2,826	\$4,000	\$4,000	
Inspections	\$170	\$1,800	\$0	\$3,395	\$4,000	\$4,000	
Equipment Hired	\$38,883	\$19,964	\$31,117	\$30,957	\$40,000	\$40,000	
Supplies & Expenses	\$129,506	\$111,159	\$77,238	\$111,600	\$110,000	\$110,000	
Propane Gas	\$5,851	\$2,505	\$5,863	\$2,933	\$7,331	\$7,331	
Stormwater	\$3,744	\$0	\$3,532	\$3,532	\$3,744	\$3,744	
Water/Sewer	\$661	\$684	\$600	\$1,009	\$0	\$0	
Telephone	\$4,839	\$4,524	\$3,641	\$4,124	\$9,000	\$9,000	
Electricity	\$97,156	\$96,287	\$93,139	\$84,737	\$106,651	\$106,651	
Postage	\$2,683	\$3,326	\$3,255	\$3,032	\$4,450	\$4,450	
Clothing	\$3,917	\$3,436	\$3,152	\$2,935	\$5,000	\$3,600	
Advertising	\$1,068	\$495	\$5,361	\$927	\$4,000	\$4,000	
Memberships	\$895	\$1,008	\$595	\$1,299	\$1,000	\$1,000	
Equipment	\$11,996	\$23,409	\$23,505	\$16,055	\$22,000	\$22,000	
Vehicle Supply/Repair	\$4,742	\$7,111	\$10,600	\$3,606	\$15,000	\$15,000	
Diesel Fuel	\$10,744	\$9,906	\$11,164	\$11,121	\$10,000	\$10,000	
Farm & Walnut St Tank Maintenance				\$213,995	\$214,000	\$214,000	
Miscellaneous Expense	\$22,088	\$22,346	\$39,325	\$40,172	\$28,958	\$28,958	
Water LTD Principal	\$292,080	\$392,843	\$418,000	\$446,667	\$571,667	\$426,667	
Water LTD Principal	\$0	\$0	\$0	\$0	\$0	\$0	
Water LTD Interest	\$83,902	\$186,132	\$174,189	\$169,618	\$251,529	\$134,020	
Water LTD Interest	\$0	\$13,165	\$3,250	\$0	\$0	\$160	
Special Projects					\$61,000	\$0	
Reserve Fund			\$0	\$0	\$50,000	\$50,000	
Transfer to General	\$241,436	\$247,840	\$261,248	\$294,833	\$302,204	\$309,759	
Total	\$987,680	\$1,236,356	\$1,296,410	\$1,497,553	\$1,964,534	\$1,647,340	\$0
Total Budget	\$1,352,783	\$1,572,859	\$1,685,958	\$1,906,923	\$2,355,228	\$2,009,736	\$0

Sewer Enterprise Fund

	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 TM ADOPTED	FY2024 REQUESTS	FY2024 PROPOSED
SEWER DIVISION							
<i>Personnel Services</i>							
Salary Department Head	\$28,664	\$30,405	\$31,761	\$32,691	\$35,059	\$37,849	
Salaries Clerical	\$23,272	\$25,127	\$25,631	\$26,112	\$37,664	\$29,927	
Salaries Clerical Overtime	\$1,460	\$2,729	\$3,448	\$2,369	\$3,000	\$3,000	
Wages	\$168,798	\$165,848	\$183,341	\$140,865	\$191,380	\$188,811	
Wages Overtime	\$13,350	\$11,225	\$17,932	\$11,190	\$15,392	\$19,350	
Longevity	\$750	\$1,723	\$2,171	\$1,555	\$2,171	\$2,775	
Sewer License Fees				\$13,380	\$0	\$15,562	
Stipends	\$9,163	\$9,469	\$9,390	\$7,630	\$9,300	\$9,300	
Total	\$245,457	\$246,524	\$273,674	\$235,792	\$293,966	\$306,574	\$0
<i>Expenses</i>							
Services Engineering	\$11,011	\$24,942	\$20,913	\$19,542	\$45,000	\$45,000	
Maintenance Contract	\$3,583	\$7,400	\$2,252	\$0	\$0	\$0	
Police Details	\$0	\$0	\$303	\$919	\$4,000	\$4,000	
Sewer Cleaning	\$0	\$795	\$2,290	\$0	\$10,175	\$10,175	
EQUIPMENT HIRED	\$0	\$0	\$737	\$0	\$0	\$0	
Supplies & Expenses	\$19,419	\$38,311	\$40,508	\$64,313	\$45,000	\$45,000	
Stormwater	\$1,085	\$0	\$1,024	\$1,024	\$15,000	\$15,000	
Water/Sewer	\$661	\$684	\$600	\$844	\$0	\$0	
Telephone	\$3,316	\$3,527	\$5,052	\$4,663	\$5,500	\$5,500	
Electricity	\$20,608	\$19,180	\$15,286	\$20,646	\$21,850	\$21,850	
Natural Gas/Oil			\$1,630	\$0	\$0	\$0	
Postage	\$1,934	\$2,053	\$1,605	\$2,762	\$2,000	\$2,000	
Clothing	\$2,813	\$2,756	\$2,513	\$2,638	\$3,075	\$3,600	
Equipment	\$995	\$12,308	\$456	\$11,941	\$5,000	\$5,000	
Equipment Repairs & Maintenance	\$1,629	\$554	\$30,030	\$2,695	\$20,000	\$20,000	
Diesel Fuel	\$323	\$0	\$0	\$0	\$3,000	\$3,000	
Vehicle Supply/Repair					\$5,000	\$5,000	
CRPCD O&M Costs	\$312,300	\$276,580	\$290,676	\$321,269	\$372,390	\$424,770	
CRPCD Assessment	\$241,880	\$230,000	\$178,150	\$172,393	\$184,040	\$198,250	
Sewer LTD Principal	\$195,000	\$253,290	\$240,000	\$226,667	\$226,667	\$161,667	
Sewer STD Principal	\$0	\$0	\$0	\$0	\$0	\$0	
Sewer LTD Interest	\$61,075	\$68,140	\$51,975	\$83,773	\$67,934	\$58,000	
Sewer STD Interest	\$0	\$0	\$3,250	\$0	\$0	\$0	
Reserve Fund	\$0	\$0	\$0	\$13,920	\$40,000	\$50,000	
Special Projects					\$0	\$0	
Transfer to General Fund	\$197,539	\$202,778	\$213,749	\$241,227	\$247,258	\$253,440	
Total	\$1,075,170	\$1,143,297	\$1,102,998	\$1,191,237	\$1,322,889	\$1,331,252	\$0
Total Budget	\$1,320,627	\$1,389,822	\$1,376,672	\$1,427,029	\$1,616,855	\$1,637,826	\$0

STORMWATER DIVISION

Personnel Services

	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 TM ADOPTED	FY2024 REQUESTS	FY2024 PROPOSED
Salary Department Head	\$21,498	\$22,803	\$23,821	\$24,601	\$26,294	\$37,849	
Salaries Clerical	\$7,317	\$7,725	\$7,910	\$9,626	\$15,085	\$29,927	
Salaries Clerical Overtime			\$910	\$499	\$2,000	\$2,000	
Wages	\$103,398	\$112,015	\$92,824	\$92,733	\$118,642	\$138,811	
Wages Overtime	\$2,357	\$1,570	\$3,820	\$1,523	\$23,000	\$23,000	
Longevity	\$0	\$918	\$954	\$939	\$1,000	\$1,550	
Stormwater License Fees	\$0	\$0	\$0	\$6,103	\$0	\$11,561	
Total	\$134,570	\$145,031	\$130,238	\$136,024	\$186,021	\$244,697	\$0

Expenses

Services Engineering	\$34,005	\$87,072	\$66,676	\$100,596	\$84,000	\$95,000	
Police Details	\$2,761	\$3,508	\$4,782	\$3,751	\$5,000	\$5,000	
Training	\$5,825	\$4,066	\$3,825	\$194	\$4,000	\$4,000	
Inspections	\$6,594	\$12,350	\$6,442	\$2,578	\$23,000	\$23,000	
Equipment Hired	\$22,688	\$19,089	\$16,349	\$23,270	\$24,080	\$24,080	
Supplies and Expenses	\$9,579	\$2,573	\$8,190	\$32,714	\$15,000	\$15,000	
Heat and Fuel	\$0	\$0	\$0	\$0	\$9,563	\$9,563	
Postage	\$2,510	\$116	\$1,329	\$1,446	\$2,500	\$2,500	
Uniform/Cleaning	\$1,517	\$1,632	\$1,435	\$1,879	\$1,600	\$3,000	
Public Education and Outreach	\$20,501	\$13,553	\$0	\$284	\$12,000	\$12,000	
Vehicle Supply and Repair	\$8,206	\$9,326	\$7,499	\$4,702	\$25,000	\$25,000	
Gasoline/Oil				\$0	\$3,000	\$3,000	
Miscellaneous Expense	\$2,493	\$15,685	\$2,058	\$4,262	\$10,000	\$10,000	
Short-term Debt Interest				\$0	\$14,235	\$35,587	
Reserve Fund			\$0	\$20,318	\$50,000	\$50,000	
Transfer to General Fund	\$129,272	\$132,266	\$139,173	\$157,340	\$161,274	\$165,306	
Total	\$245,951	\$301,237	\$257,758	\$353,333	\$444,252	\$482,036	\$0
Total Budget	\$380,521	\$446,269	\$387,996	\$489,357	\$630,273	\$726,733	\$0

SCHEDULE A FY2024

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

GRADE	POSITION	1	2	3	4	5	6	7	8	9	10
17	DIRECTOR OF PUBLIC WORKS FLSA EXEMPT	\$ 2,325.50	\$ 2,385.02	\$ 2,446.18	\$ 2,509.03	\$ 2,573.53	\$ 2,637.62	\$ 2,703.80	\$ 2,771.21	\$ 2,840.29	\$ 2,911.46
16	ASSISTANT TOWN ADMINISTRATOR/HR MGR. FLSA EXEMPT	\$ 2,099.46	\$ 2,141.44	\$ 2,184.27	\$ 2,227.96	\$ 2,272.52	\$ 2,317.97	\$ 2,364.33	\$ 2,411.61	\$ 2,459.85	\$ 2,509.04
15	VACANT										
12	VACANT										
11	COA DIRECTOR FLSA EXEMPT	\$1,338.79	\$1,370.00	\$1,400.39	\$1,432.43	\$1,463.23	\$1,498.17	\$1,529.68	\$1,566.35	\$1,599.61	\$1,636.73
9C*	PLUMBING&GAS INSPECTOR ELECTRICALINSPECTOR	\$6,697.00	annual stipend plus \$40 per inspection	annual stipend plus \$40 per inspection							
8A*	ALTERNATE BUILDING COMMISSIONER DEP. PLUMB/GAS INSPECTOR 1 DEP. PLUMB/GAS INSPECTOR 2 DEP. ELECTRICAL INSPECTOR 1 DEP. ELECTRICAL INSPECTOR 2 LOCAL BUILDING INSPECTOR	\$13,096.00 \$641.00 \$641.00 \$641.00 \$641.00 \$641.00	annual stipend plus \$40 per inspection annual stipend plus \$40 per inspection annual stipend plus \$40 per inspection annual stipend plus \$40 per inspection annual stipend plus \$40 per inspection annual stipend plus \$40 per inspection								

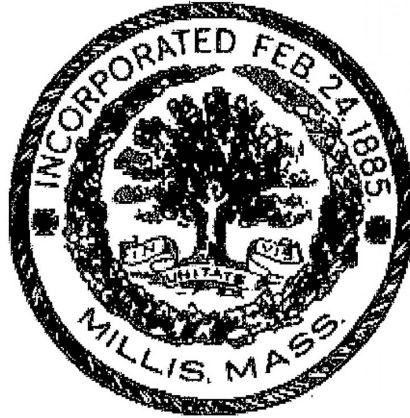
HOURLY GRADE	POSITION	1	2	3	4	5	6	7	8	9	10
4	DISPATCHER/PART TIME	\$20.07	\$20.53	\$21.03	\$21.49	\$21.97	\$22.48	\$22.98	\$23.50	\$24.03	\$24.58
PS9	DEPUTY FIRE CHIEF/EMT*	\$34.61	\$35.37	\$36.19	\$36.96	\$37.83	\$38.65	\$39.54	\$40.43	\$41.34	\$42.25
PS8	Captain Annual Stipend \$1628.00 Building Department Assistant (8 hours/week)	\$21.54	\$21.97	\$22.41	\$22.86	\$23.32	\$23.79	\$24.27	\$24.76	\$25.26	\$25.77

PS6	VACANT										
PS4	VACANT										
PS2	FIREFIGHTER/EMT	\$22.42	\$22.93	\$23.28	\$23.95	\$24.48	\$25.03	\$25.60	\$26.15	\$26.74	\$27.37
PS2	FF Annual Stipend \$620 PERM. INTER. POLICE OFFICER LOCKUP KEEPER	\$21.76	\$22.24	\$22.68	\$23.27	\$23.79	\$24.31	\$24.85	\$25.42	\$25.97	\$26.56
	EMT Annual Stipend \$1223.00										

SCHEDULE A FY2024

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

GRADE	POSITION		PER	YEAR		PER	YEAR		PER	YEAR	
SCHEDULE B FY24											
APPOINTED SPECIALS											
EMERG-MGMT DIR (In-Fire- Chief Contract)		\$		YEAR			YEAR		\$ 1,164.00	PER	YEAR
EMERG-MGMT CLERICAL		\$		YEAR			YEAR		\$18,727.00	PER	YEAR
SEALER WEIGHTS MEASURE		\$	3,568	PER			YEAR		STATE MIN. WAGE	PER	YEAR
PART-TIME IT ADMINISTRATOR		\$		PER			YEAR		GRADE 2 STEP 1 OF SEIU CONTRAC	PER	YEAR
ASST-DATA PROC-MANAGER		\$		PER			YEAR		POLICE UNION CONTRACT RATE	PER	YEAR
CERTIFIED WATER OPERATOR I		\$	\$1,552.00	PER			YEAR		STATE MIN. WAGE	PER	YEAR
CERTIFIED WATER OPERATOR II		\$	\$1,941.00	PER			YEAR		STATE MIN. WAGE	PER	YEAR
ZONING BOARD OF APPEALS ASSISTANT		\$	\$4,215.00	PER			YEAR		\$ 386.00	PER	YEAR
ZONING BOARD OF APPEALS MEMBER		\$	178.00	PER			YEAR		\$ 119.00	PER	YEAR
RESPIRE CARE PROGRAM MANAGER		\$	21.45	PER			YEAR		\$ 24.69	PER	YEAR
RESPIRE CARE ACTIVITIES COORDINATOR		\$		PER			YEAR		\$ 37.04	PER	YEAR
COA VAN DRIVER		\$		PER			YEAR		\$ 3,783.00	PER	YEAR
COA DISPATCHER		\$	16.66	PER			YEAR		\$-4,264.00	PER	YEAR
PLANNING BOARD MEMBER		\$	66.24	PER			YEAR		\$ 360.00	PER	YEAR
FINANCE COMMITTEE ASSISTANT		\$	8,823.00	PER			YEAR		\$ 100.00	PER	YEAR
									\$ 25.00	PER	NIGHT
STATE MINIMUM WAGE EFFECTIVE 11/1/2023											
\$15.00											



TOWN OF MILLIS PERSONNEL PLAN

***SCHEDULE D ADOPTED BY BOARD OF SELECTMEN OCTOBER 24, 2011
*SCHEDULES A, B, & C ADOPTED BY TOWN MEETING NOVEMBER 7, 2011**

**Amended at Town Meeting 5-12-14
Amended at Town Meeting 6-8-15
Amended at Town Meeting 11-2-15
Amended at Town Meeting 11-10-22**

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

HEALTH INSURANCE

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

BASIC LIFE INSURANCE

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

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT

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

RETIREMENT

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

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

LONGEVITY

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

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

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

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

The SNLA permits an employee leave for the following purposes:

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

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

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

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

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

PARENTAL LEAVE

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

SICK LEAVE

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

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

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

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

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

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

SICK LEAVE BANK

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

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

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

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

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

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

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

VACATION LEAVE

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

C. Vacation is granted on the employees anniversary date according to the following schedule:

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

D. Deleted 5-12-14

E. At the time of appointment, the Town Administrator may grant a higher vacation accrual rate. (*For purposes of this provision only, future vacation allotments shall be granted assuming the employee has the amount of earned employment time associated with the amount of vacation granted at time of hire and shall continue forward in the schedule assuming that earned employment time.) **At the time of appointment, new employees will accrue vacation time in the first year and are eligible to use up to one week of vacation time between six months and one year of employment.**

F. Employees may only carry over a maximum of **ten (10) fifteen (15)** earned vacation days from one anniversary year to the next. Any earned vacation time in **excess of ten (10) fifteen (15) days** that remains on the employee's anniversary date will be lost.

Capital Planning Committee Report – May 2023

The Capital Planning Committee (CPC) is pleased to present the Town with our capital planning report for May 2023. 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, COA, 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 2023 that the CPC considered are shown in the table below:

	# of projects	Total estimated cost
Highest priorities	5	540,127
Medium priorities	4	233,558
Lower priorities	1	23,000
Total	10	796,685

Highest priorities include a design study for the Well 3 PFAS treatment plant, building repairs and a lighting management system for the library, and a new dump truck for the DPW. Medium priorities include HVAC upgrades for the VMB building, upgraded data center and wireless system for the Middle High School, and an aerial boom lift for town buildings.

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 \$89 million broken down as follows:

Maintenance and repair of existing capital	\$18.9M
Enterprise system related capital needs	\$26.2M
Other potential capital needs	\$44.2M
Total	\$89.3M

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 a new water treatment plant and potential stormwater remediation projects.

Other capital items include potential costs related to renovations to the Middle High School, upgrades to town athletic fields, the potential need for upgrades to the Senior Center, possible renovations to the Lansing Millis Building, and use of open space, including athletic fields. The Capital Planning Committee is working with various Town Departments and Committees to assess potential costs for these projects and have 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.

Respectfully submitted,

Town of Millis Capital Planning Committee

Jonathan Barry – Chair

Jonathan Loer (Finance Committee representative)

John Corcoran

Peter Jurmain

James McCaffrey

Marc Conroy (School Committee representative)

Craig Schultze (Select Board representative)

Capital Planning Committee Priorities for May 2023 Town Warrant

Highest priorities			
Department	Description	Estimated Cost	Comment
DPW	Well 3 PFAS design	272,900	
DPW	Chlorine/Ph Analyzer	31,200	
Library	Building envelope repairs	30,500	
Library	Lighting management system	110,000	
DPW	Dump truck	95,527	
Subtotal		\$540,127	
Medium priorities			
School	Data center upgrade	45,000	
Town buildings	HVAC upgrades	75,000	
School	Wireless upgrade	68,000	
Town buildings	Aerial boom lift	45,558	
Subtotal		\$233,558	
Lower priorities			
DPW	Heavy duty trailer	23,000	
Subtotal		\$23,000	
Total		\$796,685	

Maintenance and Repair/Replacement of Existing Capital

Owner	Description	Annual											Total				
		Sum of FY24	Sum of FY25	Sum of FY26	Sum of FY27	Sum of FY28	Sum of FY29	Sum of FY30	Sum of FY31	Sum of FY32	Sum of FY33	Sum of Indefinite					
COA		\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
DPW		\$ 464,954	\$ 712,000	\$ 690,000	\$ 500,000	\$ 525,000	\$ 640,000	\$ 500,000	\$ 500,000	\$ 640,000	\$ 655,000	\$ 640,000	\$ 640,000	\$ 702,000	\$ -	\$ -	\$ 6,528,954
Fire		\$ 100,000	\$ 200,000	\$ 110,000	\$ 195,000	\$ 760,000	\$ 60,000	\$ 170,000	\$ 170,000	\$ 60,000	\$ 425,000	\$ 850,000	\$ 850,000	\$ -	\$ -	\$ -	\$ 2,930,000
Library		\$ 140,500	\$ 60,000	\$ 57,000	\$ 28,000	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 335,500
Police		\$ 28,990	\$ 500	\$ 51,350	\$ 500	\$ 4,450	\$ 500	\$ 16,480	\$ 82,495	\$ 500	\$ 500	\$ 500	\$ 500	\$ -	\$ -	\$ -	\$ 186,265
Police/Fire		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
School		\$ 1,410,759	\$ 830,218	\$ 1,102,722	\$ 432,059	\$ 187,245	\$ 67,245	\$ 148,233	\$ 310,972	\$ 534,536	\$ 90,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000
Town		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town	Senior Center Placeholder	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
administration	Athletic Fields - High School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
administration	HS Renovation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VMB		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 250,000
		\$ 414,558	\$ 433,000	\$ 40,000	\$ 232,000	\$ 52,000	\$ 45,000	\$ 227,000	\$ 70,000	\$ 497,000	\$ 452,000	\$ 452,000	\$ 452,000	\$ 900,254	\$ -	\$ -	\$ 3,362,812
Grand Total		\$ 2,609,761	\$ 2,260,718	\$ 2,076,072	\$ 1,412,559	\$ 1,578,695	\$ 862,745	\$ 1,136,713	\$ 1,168,467	\$ 2,137,036	\$ 2,058,100	\$ 1,602,254	\$ 1,602,254	\$ 1,602,254	\$ 1,602,254	\$ 18,903,119	

Other Potential Capital Needs

Owner	Description	Annual											Total				
		Sum of FY24	Sum of FY25	Sum of FY26	Sum of FY27	Sum of FY28	Sum of FY29	Sum of FY30	Sum of FY31	Sum of FY32	Sum of FY33	Sum of Indefinite					
COA		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,000,000
School		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000,000
School	Athletic Fields - High School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,000,000
Town		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town	Athletic Fields - Clyde Brown	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000
Town	Athletic Fields - Oak Grove	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 670,000
Town	Lansing Millis Building Upgrades	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000,000
Energy	Vehicle charging station	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 76,800
Grand Total		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,246,800

Enterprise System Related Capital Needs

Owner	Description	Annual											Total				
		Sum of FY24	Sum of FY25	Sum of FY26	Sum of FY27	Sum of FY28	Sum of FY29	Sum of FY30	Sum of FY31	Sum of FY32	Sum of FY33	Sum of Indefinite					
DPW		\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
DPW	Stormwater Recharge Structures	\$ 136,710	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,936,710
DPW	Infiltration/Inflow Investigations & R/I	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
DPW	Walnut Street Water Tank & Farm Street Water Tank	\$ 333,333	\$ 333,333	\$ 333,333	\$ 333,333	\$ 333,333	\$ 333,333	\$ 333,333	\$ 333,333	\$ 333,333	\$ 333,333	\$ 333,333	\$ 333,333	\$ 333,333	\$ 333,333	\$ 333,333	\$ 1,000,000
DPW	Water meter replacement	\$ 697,000	\$ 697,000	\$ 697,000	\$ 697,000	\$ 697,000	\$ 697,000	\$ 697,000	\$ 697,000	\$ 697,000	\$ 697,000	\$ 697,000	\$ 697,000	\$ 697,000	\$ 697,000	\$ 697,000	\$ 6,273,000
DPW	Water System Master Plan	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 10,000,000
DPW	Stormwater improvements and infra.	\$ 272,900	\$ 272,900	\$ 272,900	\$ 272,900	\$ 272,900	\$ 272,900	\$ 272,900	\$ 272,900	\$ 272,900	\$ 272,900	\$ 272,900	\$ 272,900	\$ 272,900	\$ 272,900	\$ 272,900	\$ 2,729,000
DPW	Engineering study - well 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total		\$ 2,479,943	\$ 2,230,334	\$ 2,230,333	\$ 1,897,000	\$ 1,897,000	\$ 1,897,000	\$ 1,897,000	\$ 1,897,000	\$ 1,897,000	\$ 1,897,000	\$ 1,897,000	\$ 1,200,000	\$ 6,720,000	\$ 6,720,000	\$ 272,900	\$ 26,242,610

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Appropriation

An authorization granted by Town Meeting to expend money and incur obligations for specific purposes. An appropriation is usually limited in amount and the time period within which it may be expended.

ARPA Funds (American Rescue Plan Act)

On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law and provided \$350 billion of funding to states, territories, tribal and local governments to respond to the COVID-19 public health emergency and its economic impacts. Eligible uses of the funds are water and sewer infrastructure, broadband infrastructure, public sector revenue loss, premium pay for essential workers, assistance to impacted workers, families, and businesses, and to support public health responses to COVID-19. Millis was allocated \$869,795.68 in ARPA funds from the Federal government and \$1,614,120 from Norfolk County.

Available Funds

Balances in the various fund types that represent non-recurring revenue sources. Examples of available funds are free cash, stabilization fund, and overlay surplus (all defined herein).

Bond

A written promise to pay a specified sum of money, called the face value or principal amount, at specified dates in the future, called the maturity date(s), together with periodic interest at a specified rate. Bond Anticipation Notes (BANs) are executed by the Select Board. The difference between notes (usually one year or two years in length) and a bond is that a bond runs for a longer period of time.

Bond Rating (Municipal)

A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the city or town to make timely debt service payments. A bond rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Higher ratings usually mean lower interest rates are available to the town when it needs to borrow funds.

Capital Assets

All tangible property used in the operation of government which is not easily converted into cash and has an initial useful life extending beyond a year. Capital assets include land and land improvements, buildings and building improvements, machinery and equipment.

CARES Act Funds (FY20 and FY21)

The federal Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act") provided federal funding to cities and towns to be directed towards helping alleviate pressure from COVID-19 related costs, including funding for first responders, PPE procurement, social distance learning, field hospitals, food assistance, and other related costs. Eligible Uses were for costs incurred on or after March 1, 2020, up to December 30, 2020.

Chapter 70 School Funds

Chapter 70 refers to the school funding formula created under the Education Reform Act of 1993 by which state aid is distributed to Massachusetts towns through the Cherry Sheet (definition follows).

Chapter 90 Highway Funds

State funds derived from periodic transportation bond authorizations and apportioned to communities for highway projects based on a formula under the provisions of MGL Ch. 90 §34. The Chapter 90 formula comprises three variables: local road mileage as certified by the Massachusetts Highway Department (MHD), local employment level derived the Department of Employment and Training (DET), and population estimates from the US Census Bureau. Local highway projects are approved in advance. Later, on the submission of certified expenditure reports to MHD, communities receive cost reimbursements to the limit of the grant.

Cherry Sheet

Named for the cherry-colored paper on which they were originally printed, the Cherry Sheet is the official notification to cities, towns and regional school districts of the next fiscal year's state aid and assessments.

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Collective Bargaining

The process of negotiating workers' wages, hours, benefits, working conditions, etc., who are represented by a recognized labor union.

Consent Agenda

Articles on the Consent Agenda are exceptions to the general process of Town Meeting. In every Town Meeting warrant the Select Board, in consultation with Town Counsel, the Moderator and the Finance Committee, identify those articles they feel should generate no controversy and can be properly voted without debate. These articles are put on the Consent Agenda to allow motions under these articles to be acted upon as one unit and to be passed without debate. Use of the Consent Agenda process makes the Town Meeting more efficient by speeding up the handling of what are typically non-controversial items.

Debt Exclusion

An action taken by a community through a referendum vote to raise the funds necessary to pay debt service costs for a particular project from property taxes above the limits under Prop 2 ½.

Debt Service

The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any outstanding bonds payable by the Town of Millis and its departments.

DESE (Massachusetts Dept. of Elementary and Secondary Education)

Often pronounced as "Desi," this state agency governs strategic policy, professional licensing, Ch. 70 state funding, standardized testing and quality standards for public school education. In a fiscal budget context, DESE's compliance requirements and budgetary decisions greatly impact the Millis School District and decisions brought to Town Meeting by the Millis School Committee.

Deficit

The excess of expenditures over revenues during an accounting period.

Enterprise Funds

A separate accounting and financial mechanism for municipal services for which a fee is charged for goods or services. Enterprise funds allow surpluses to be used to reduce fees for the services or to pay for capital improvements. Millis has three Enterprise Funds: Water, Sewer and Stormwater.

Elementary School Building Committee (ESBC)

The Massachusetts School Building Authority (MSBA) as our State school funding partner, requires all districts in the funding pipeline for a new or renovated school to form a School Building Committee. Millis formed the Elementary School Building Committee (ESBC) on 7/29/14, which includes all member of the Permanent Building Committee (PBC), representatives from the School Committee, Board of Selectmen (or Select Board), Finance Committee, school officials, and one community member with a building construction background.

Fiscal Year (FY)

Since 1974, Massachusetts has operated on a budget cycle that begins July 1 and ends June 30.

Fixed Costs

Costs that are legally or contractually mandated such as retirement, payroll taxes, insurance, and debt service.

Foundation Budget

The local town spending target imposed by the Education Reform Act of 1993 for each school district as the level necessary to provide an adequate education for all students.

Free Cash

Remaining, unrestricted funds from operations of the previous fiscal year. Unpaid property taxes reduce the amount that can be certified as free cash. Free cash must be certified by the State Bureau of Accounts and is not available for

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appropriation (use) until this is complete and communicated to the town. Free cash is offset by property tax receivables and certain deficits, and thus can be a negative number.

GAAP (Generally Accepted Accounting Principles)

These describe financial reporting practices that provide accountability between a government and its citizens, legislative, auditing, creditor and oversight bodies.

GASB (Governmental Accounting Standards Board)

This is independent organization establishes accounting and financial reporting standards that are recognized as authoritative and state and local governments. These standards are intended to provide transparent, useful financial reporting information to taxpayers, public officials and lenders.

Level Funded Budget

A "level funded" fiscal budget appropriates the same amount of money to each municipal department as the prior fiscal year. This is tantamount to a budget cut from the prior year due to increases in mandated annual fixed costs that are subject to inflation or contract negotiations (health insurance, special education, union/executive contracts with increases). A level funded budget usually results in cuts in personnel and services as well as cuts to the general municipal operating budget.

Levy

The amount a municipal government raises through the property tax. The new levy cannot exceed an annual increase of 2.5% in order to comply with "Prop 2 ½" (definition follows).

Local Aid

Revenue allocated by the Commonwealth to cities, towns, and regional school districts.

Local Receipts

Locally generated revenues, other than real and personal property taxes. Examples include motor vehicle excise tax, investment income, fees, rentals and charges

Minimum Local Contribution

The minimum that a city or town must appropriate from property taxes for the support of schools.

MS4 (Municipal Separate Storm Sewer Systems)

The U.S. Environmental Protection Agency (EPA) and the Massachusetts Department of Environmental Protection (DEP) regulate how small Municipal Separate Storm Sewer Systems (MS4s) obtain coverage under National Pollutant Discharge Elimination System (NPDES) general permits. The NPDES program controls water pollution by regulating sources that discharge pollutants to surface waters. These rules constitute an unfunded mandate from the federal and state government with which Millis is required to comply to "reduce the discharge of pollutants from the MS4 to the maximum extent practicable, to protect water quality, and to satisfy the appropriate water quality requirements of the Clean Water Act," referred to as the "MS4 permit standard".

MSBA (Massachusetts School Building Authority)

This quasi-independent government authority whose mission is to partner with Massachusetts communities to support the design and construction of public school facilities. The MSBA, which has a dedicated revenue stream of one penny of the State's 6.25-percent sales tax, collaborates with municipalities to equitably invest in finding the right-sized, most fiscally responsible and educationally appropriate solutions to create safe, sound, and sustainable learning environments.

MUNIS Software

Munis is an Enterprise Resource Planning (ERP) software system designed to handle public sector needs. The software is designed to integrate different areas of administrating Town departments and resources and is used by government agencies and schools. The MUNIS system manages financials, procurement, human resources, payroll, and revenues.

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Net School Spending

School budget and municipal budget amounts attributable to education, excluding long-term debt service, student transportation, school lunches and certain other specified school expenditures. A community's net school spending must equal or exceed the requirement established annually by the DOE.

Non-Recurring Revenue Source

A one-time source of money available to a city or town. By its nature, a non-recurring revenue source cannot be relied upon in future years. Therefore, such funds should not be used for operating or other expenses that continue from year-to-year.

OPEB (Other Post-Employment Benefits)

In addition to a salary, many town employees earn benefits over their years of service that will not be received until after their employment with the town ends. The most common type of these post-employment benefits is a pension. Post-employment benefits other than pensions generally take the form of medical insurance and other healthcare benefits provided to eligible retirees, including in some cases their beneficiaries. They may also include some type of life insurance. As a group, these are referred to as OPEB. Each public entity must account for and report OPEB in its accounting statements. Through actuarial analysis, municipalities must identify the true costs of the OPEB earned by employees over their estimated years of actual service.

OPEB Trust Fund

Massachusetts law allows a city or town to set up a special trust fund, the OPEB (Other Post-Employment Benefits) Liability Trust Fund, to function like a pension fund for town employees. The OPEB Trust Fund in Millis is managed by the town Treasurer and this outstanding liability by the town is reviewed annually. Once money is deposited into the OPEB account, it cannot be withdrawn for any other purpose. Based on analysis by the state and other auditors, the OPEB Trust Fund in Millis is significantly underfunded on the order of over \$30 million. Therefore, we are funding OPEB requirements for retired town workers on an as-you-go basis each year.

Overlay

An account established annually to fund anticipated tax abatements, exemptions and uncollected taxes. The overlay is not established by the normal appropriation process, but rather is raised on the tax recap sheet.

Overlay Surplus

Any balance in the overlay account of a given year in excess of the amount remaining to be collected or abated can be transferred into this account. At the end of each fiscal year, unused overlay surplus is "closed" to surplus revenue; in other words, it becomes a part of free cash.

Override

A vote by the community at an election to permanently increase the levy limit. In order for the Town to increase the tax levy beyond the allowable limits under Proposition 2 ½, it is necessary for voters to approve an override question, which appears on the ballot at the Town election, and before Town Meeting voters. If a majority of voters vote yes, the override question is approved.

Overrides can be used to allow increases in the operating budget (general or operational override) and to exclude debt service costs (debt exclusion) or capital project costs (capital outlay expenditure exclusion). An override vote may increase the levy limit no higher than the levy ceiling. The override question on the election ballot must state a purpose for the override and the dollar amount.

Debt exclusions, capital outlay expenditure exclusions and overrides are all often referred to as "overrides" and enable a community either to permanently increase its levy limit or temporarily levy above its levy limit or levy ceiling. There is a distinction between an override and a debt or capital outlay expenditure exclusion, because there is a significant difference in the impact of each on a community's levy limit. An override enables a community to permanently increase its levy limit, while an exclusion only allows for a temporary increase in taxes over a community's levy limit.

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Prop 2½ (Proposition 2 ½, MGL Ch. 59 §21C)

A state law enacted in 1980, Proposition 2½ limits the amount of revenue a city or town may raise from local property taxes each year to fund municipal operations when compared to the prior fiscal year.

- The amount raised by property taxes cannot exceed 2½% of the value of all taxable property in the town
- The tax rate cannot be higher than \$25.00 per \$1,000 of valuation
- The property tax levy limit cannot be increase more than the 2½% over the prior year's levy limit, plus new growth and any overrides or exclusions, unless an override is approved by voters.

Quorum

The Millis Town Charter, effectively the constitution of our town, establishes that a quorum, or a percentage of registered resident voters, is required to conduct town business as Town Meeting. These percentages for a Quorum and required voting percentages for approval of Articles are defined in the Town By-Laws.

Reserve Fund

An amount set aside annually to provide a funding source for extraordinary or unforeseen expenditures. The Finance Committee can authorize transfers from the reserve fund.

Recurring Revenue

A source of money used to support town expenses, which can be relied upon, at some level, in future years.

Revolving Fund

This is analogous to having separate savings accounts to collect inbound revenue in order that it be earmarked and/or reinvested by the sponsor committee or department, without the need for formal appropriation proceedings. For departmental revolving funds, MGL Ch. 44 §53E½ stipulates that each fund must be reauthorized each year at annual town meeting. The State establishes balance and spending restrictions.

Special Town Meeting

When an important decision must be brought to the voters, a Special Town Meeting may be called by the Select Board, by a signed petition by two-hundred registered voters, or as otherwise provided by MGL. All prevailing open meeting laws apply for advance notification. According to Millis Town By-Laws, 4% of then legal resident voters shall constitute a quorum for any business at Special Town Meeting, except that a number less than that may adjourn.

Special Education Stabilization Fund

MGL Chapter 40 Section 13E passed on August 9, 2016 provides the legal basis for the establishment of a Special Education Stabilization fund. The law enables towns to establish a reserve fund that can be used in future years for unanticipated or unbudgeted costs of special education, out of district tuition, transportation and recovery high school tuition.

To establish the fund, the law requires a majority vote by both the School Committee and Town Meeting. Once the fund is established, the school committee may include a separate line item in their annual budget request to appropriate monies into the stabilization fund. The balance in the reserve fund cannot exceed two percent (2%) of the annual net school spending of the school district. Funds in the reserve fund can only be expended or transferred out after a majority vote of both the School Committee and Select Board.

Stabilization Fund

A fund designed to accumulate amounts for capital and other future spending purposes, or for unforeseen and emergency purposes, although it may be appropriated for any lawful purpose. Millis' current Stabilization Fund Policy requires having at least 5% of General Fund Budget Expenditures in the Stabilization reserve as of June 30.

- If the Town does not meet the 5% goal, then funds shall be appropriated in subsequent Town Meetings to replenish the Stabilization Reserve to the 5% level. A minimum of \$50,000 per annual Fall town meeting shall be appropriated to the Stabilization Reserve to reach the 5% goal.
- If the 5% goal is met, then a minimum of \$50,000 shall be appropriated to the OPEB Trust Fund. If only a portion of the \$50,000 is needed for the Stabilization Fund, then the balance of the funds will be appropriated to the OPEB Trust fund.

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- If use of the Stabilization Fund drops the fund balance below the 5% goal, then the town shall develop a funding schedule to re-attain the 5% goal within three years or less.

Stormwater Utility

In November 2017, Millis approved the creation of a stormwater utility fee in order to help the town pay for compliance with EPA and MassDEP clean water regulations. Like water and sewer utility fees, the stormwater fee pays into a separate stormwater enterprise fund. The funding in the stormwater enterprise fund may only be used for stormwater programs and administration. The Stormwater Utility Fee rates are assessed by square footage of impervious area on each property in Millis.

Surplus Revenue

The total amount of cash, accounts receivable, and other assets that exceed liabilities and reserves, computed at the end of a fiscal year.

Town Meeting

This is both an event and an entity. As an event, attending "the Town Meeting" is to join a scheduled gathering of our town's eligible registered voters. When assembled, as "Town Meeting," these voters serve as the town's legislative authority to act upon, deliberate and vote on financial and bylaw decisions as the corporate decision stewards of the town. The State offers a downloadable handbook, *The Citizen's Guide to Town Meetings*, via the Secretary of State's web page: http://www.sec.state.ma.us/cis/cispdf/Guide_to_Town_Meetings.pdf

Voting

Open Town Meeting empowers *each* eligible voter to have an *equal* vote for each Warrant Article. These votes occur as directed by the Moderator and as described in *Town Meeting Time: A Handbook of Parliamentary Law*. The majority as renders each decision varies between: a) simple majority (budgeted spending); b) 2/3 majority (bylaws, borrowing, zoning, etc.); and c) 4/5 majority to authorize the payment of any bills unpaid from prior periods.

Warrant

An authorization for an action. A Town Meeting Warrant establishes the matters that may be acted on by that Town Meeting, the legislative branch of the town.

The Massachusetts Department of Revenue's expanded glossary can be found at https://www.mass.gov/doc/municipal-finance-glossary/download?_ga=2.130041803.592443920.1592231586-1102096423.1557337561

Voting at Town Meeting

The Town of Millis considers all matters before the Town in an Open Town Meeting format. All registered voters are invited to attend the Town Meeting, to participate in the debates held and to vote on the decisions made.

Actions taken at the Town Meeting are by vote of **registered voters** who have been checked into the Meeting by the Meeting Inspectors. Voters must be physically present in the Middle/High School Auditorium (or the overflow room, if necessary) at the time a vote is taken. Votes are taken on each motion, including all Warrant Articles.

Voice Vote

Most votes are taken by voice. Once debate on a motion is complete, the Moderator will call for the vote, asking those in favor to vote “aye” and those opposed to vote “no”. The Moderator considers the voice votes expressed, decides which side prevails and announces the outcome. If the Moderator decides the voice vote is too close to call, a standing count will occur.

Alternatively, if seven voters rise to challenge the decision of the Moderator, a standing count vote will be conducted.

The Moderator can also announce when action on a motion will be by standing count without first holding a voice vote.

Standing Count

To guarantee accuracy, the Moderator will ask everyone to remain in the room until the standing count result is announced.

To begin the standing count, the Moderator will ask all those in favor to **stand at their seats and remain standing** until the count is complete. Counting is done by designated tellers. They will have clipboards to record the count per row. When tabulation is completed, voters in favor will be asked to be seated. Then, the Moderator will ask those opposed to **stand at their seats and remain standing** until their votes are counted. After vote tabulation, voters will be asked to be seated. The final count of the vote will be completed by the Town Clerk and announced by the Moderator.

If seven voters rise to challenge the decision of the Moderator, a second standing count vote will be conducted.

Final Word

In an Open Town Meeting, your vote counts. You must be present to vote. You are asked to follow the rules – and for standing counts to remain in place during the count. These procedures are designed to ensure the integrity and accuracy of all votes.

Annual Spring Town Meeting
Middle/High School Auditorium
Wednesday, May 3, 2023 at 7:30 PM

Presort – Standard
U.S. Postage Paid
Millis, MA 02054
Permit Number 20
ECRWSS

Pre-Town Meeting
Wednesday, April 26, 2023 at 7:00 PM
900 Main Street – Room #229 and
Via Zoom: <https://us02web.zoom.us/j/84430636930>

Millis Select Board
Erin Underhill, Chair
Craig Schultze, Vice Chair
Ellen Rosenfeld, Clerk

To: Postal Customer
Millis, MA 02054