

Conservation

| FY2015<br>ACTUAL | FY2016<br>ACTUAL | FY2017<br>ACTUAL | FY2018<br>ACTUALS | FY2019<br>TM ADOPTED | FY2020<br>REQUESTS | FY2020<br>PROPOSED |
|------------------|------------------|------------------|-------------------|----------------------|--------------------|--------------------|
|------------------|------------------|------------------|-------------------|----------------------|--------------------|--------------------|

**CONSERVATION 011710**

*Personnel Services*

|                   |                 |                 |                 |                 |                 |                 |            |
|-------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------|
| Salaries Clerical | \$12,319        | \$13,570        | \$15,102        | \$13,226        | \$13,026        | \$15,631        |            |
| Longevity         | \$150           | \$150           | \$325           | \$325           | \$375           | \$375           |            |
| <b>Total</b>      | <b>\$12,469</b> | <b>\$13,720</b> | <b>\$15,427</b> | <b>\$13,551</b> | <b>\$13,401</b> | <b>\$16,007</b> | <b>\$0</b> |

*Expenses*

|                       |                |                |                |                |                |                |            |
|-----------------------|----------------|----------------|----------------|----------------|----------------|----------------|------------|
| Supplies and Expenses | \$1,695        | \$3,200        | \$2,346        | \$2,856        | \$4,777        | \$4,777        |            |
| <b>Total</b>          | <b>\$1,695</b> | <b>\$3,200</b> | <b>\$2,346</b> | <b>\$2,856</b> | <b>\$4,777</b> | <b>\$4,777</b> | <b>\$0</b> |

**TOTAL BUDGET**

|                     |                 |                 |                 |                 |                 |                 |            |
|---------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------|
| <b>TOTAL BUDGET</b> | <b>\$14,164</b> | <b>\$16,920</b> | <b>\$17,773</b> | <b>\$16,408</b> | <b>\$18,178</b> | <b>\$20,784</b> | <b>\$0</b> |
|---------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------|



# TOWN OF MILLIS

Robert Cantoreggi, *Chairman*  
George Yered, *Clerk*  
James McKay  
Nicole Riley  
Richard Nichols  
Carlo Molinari, *Associate*

## OFFICE OF THE PLANNING BOARD

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Camille Standley  
Administrative Assistant  
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January 7, 2019

**To:** Michael Guzinski, Town Administrator  
Board of Selectmen  
Finance Committee

**From:** Camille Standley, Administrative Assistant  
Planning Board & Conservation Commission

**Re:** FY20 Budgets for Planning Board & Conservation Commission – “Salaries Clerical”

Please find attached the FY20 Budgets for the Planning Board and Conservation Commission. In an effort to avoid the Planning Board and Conservation Commission Salaries Accounts from being depleted before the end of the fiscal year, the accurate hours worked for each Board are being submitted. The administrative hours worked for the Planning Board are 16 hours per week and the Conservation Commission hours worked are 12 hours per week. Please note that these have been the hours worked for over 3-4 years and there is no request to increase any hours – it is simply to adequately fund what is - and has been - the amount of hours worked.

The attached FY20 Budgets propose only that which is necessary to maintain efficient operations for the office of the Planning Board and Conservation Commission.

Thank you.

Respectfully,

Camille Standley  
Administrative Assistant

cc: Carol Johnston, Finance Director  
Karen Bouret, Operations Support Manager

DEPARTMENT: Conservation Commission

**BUDGET NARRATIVE****Description of Department Function**

Describe the overall mission or purpose of the Department.

The Millis Conservation Commission is responsible for the enforcement of the regulations associated with the Massachusetts Wetlands Protection Act (Chapter 131 of the MA General Laws), Article XIX, Town of Millis Wetlands Protection Bylaw and associated Wetlands Protection Rules and Regulations. In addition, it is also charged with the plan of the Open Space Program for the Town of Millis.

**Programs and Sub-Programs**

Consider and list the actual Programs and Sub-Programs Executed by the Department

**Accomplishments**

Describe the major describable accomplishments or measurable activities in FY18 or CY19. Use statistics whenever possible.

The Conservation Commission typically meets once to twice monthly to conduct public hearings, address wetland concerns, review applications/plans, and issue Order of Conditions and numerous other permits, etc. on proposed projects. Additionally, members of the Commission participate in numerous site visits.