

Planning & Development

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUALS	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
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**PLANNING 01175**

*Personnel Services*

Salaries Clerical	\$17,181	\$18,514	\$20,208	\$20,842	\$18,236	\$20,842	
Longevity	\$150	\$150	\$325	\$325	\$325	\$375	
<b>Total</b>	<b>\$17,331</b>	<b>\$18,664</b>	<b>\$20,533</b>	<b>\$21,167</b>	<b>\$18,561</b>	<b>\$21,217</b>	<b>\$0</b>

*Expenses*

Engineering Services	\$1,349	\$253		\$927	\$1,500	\$1,500	
Printing	\$492	\$385	\$474	\$440	\$1,100	\$1,100	
Supplies and Expenses	\$356		\$10	\$733	\$625	\$625	
Postage	\$333	\$278	\$437	\$627	\$500	\$500	
Advertising	\$1,556	\$1,915	\$2,206	\$2,003	\$5,000	\$5,000	
Dues & Subscriptions	\$0			\$0	\$100	\$100	
Administrative Expenses	\$600	\$600	\$578	\$600	\$600	\$600	
<b>Total</b>	<b>\$4,686</b>	<b>\$3,431</b>	<b>\$3,704</b>	<b>\$5,330</b>	<b>\$9,425</b>	<b>\$9,425</b>	<b>\$0</b>

TOTAL BUDGET

	\$22,017	\$22,095	\$24,237	\$26,497	\$27,986	\$30,642	\$0
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# 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