

**TOWN OF MILLIS  
FISCAL YEAR 2015 BUDGET**

**FORM #1  
DEPARTMENT SUMMARY**

**DEPARTMENT: Zoning Board of Appeals 15**

	<b>FY12 ACTUAL</b>	<b>FY13 ACTUAL</b>	<b>FY14 BUDGET</b>	<b>FY15 REQUEST</b>
<b>SALARIES Sec. Members</b>	<b>\$5640.83</b>	<b>4768.17</b>	<b>6776.12</b>	<b>6546.12 632.28</b>
<b>EXPENSES</b>	<b>\$1047.70</b>	<b>1647.15</b>	<b>2500.00</b>	<b>2500.00</b>
<b>TOTAL:</b>	<b>\$6,688.53</b>	<b>6,415.32</b>	<b>\$9,276.12</b>	<b>\$9646.30</b>

**SALARIES:**

**Secretary: \$ 6546.12**  
**ZBA Members: 623.28**

---

**\$ 7146.30**

**Expenses \$ 2500.00**

---

**\$ 9646.30**

Form 2

---

**TOWN OF MILLIS**  
**FISCAL YEAR 2015 BUDGET**

**FORM #2**  
**BUDGET NARRATIVE**

---

**DESCRIPTION OF FUNCTION OR ACTIVITY**

Please describe the overall mission of purpose of your department

The Zoning Board of Appeals is a permit granting authority. Variances, findings, special permits, and appeals are some of the cases which must be acted upon. The Zoning Board of Appeals bases their decisions on the Town of Millis Zoning Bylaw as adopted at the Annual Town Meeting.

---

**STATEMENT OF SPENDING HIGHLIGHTS FOR FISCAL 2015**

Please describe your goals and initiatives for FY 2015 and how these translate to expenses.

The Millis Zoning Board of Appeals expense budget reflects minimum expenses necessary to manage the department. The majority of the expense budget is for advertising which is mandated by the law. The Board does purchase prestamped envelopes on a yearly basis for mailing of the abutter notices.

---

**FUNDING PLAN**

Please provide information regarding the user fees your department charges and other revenue, other than the General Fund, through which your department is funded.

The Millis Zoning Board of Appeals charges for the application, abutter listing, Special Permit fees. These are charges which are deposited in the General Fund.

---

**PERFORMANCE ACCOMPLISHMENT**

Please provide statistics and/or information regarding level of services, workload, efficiency, as well as achievement measures

**FORM #4**

**TOWN OF MILLIS  
FISCAL YEAR 2015 BUDGET**

**FORM #4 - EXPENSE  
JUSTIFICATION & SUPPORTING DETAIL**

---

**DEPARTMENT:  
Zoning Board of Appeals**

**BUDGET #15**

---

<b>CODE</b>	<b>DESCRIPTION</b>	<b>BUDGET REQUEST</b>
-------------	--------------------	-----------------------

---

The expense budget remains realistic. There were steady application submittals within the last year. It still remains manageable. It is the assumption that there will be little change in the FY 2015 filings. The advertising is mandated by statute and the Zoning Board has no control in regards to the number of submittals or the cost increases for advertising within a fiscal year.

The hours noted for Fiscal Year 2015 are allocated from 10 to 6 hours a week.

11/25/2013  
12:31:16

\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2015 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

GENERAL FUND	FY 2012 ACTUAL EXPENDITURES	FY 2013 ACTUAL EXPENDITURES	FY 2014 REVISED ***BUDGET***	FY 2015 DEPARTMENT REQUEST
-----				
ZBA SALARY				
-----				
SALARIES				
-----				
0117651 510100 SALARIES	588.00	623.28	500.00	<u>765</u>
0117651 510300 SALARIES CLERICAL	5,052.83	4,144.89	6,276.12	<u>6546.12</u>
TOTAL ZBA SALARY	5,640.83	4,768.17	6,776.12	<u>7311.12</u>

11/25/2013  
12:31:16

\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2015 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

GENERAL FUND	FY 2012 ACTUAL EXPENDITURES	FY 2013 ACTUAL EXPENDITURES	FY 2014 REVISED ***BUDGET***	FY 2015 DEPARTMENT REQUEST
-----				
ZBA EXPENSES				
-----				
EXPENSES				
-----				
0117652 540400 SUPPLIES & EXPENSES	.00	.00	500.00	<u>500 -</u>
0117652 540500 ADVERTISING	1,047.70	1,647.15	2,000.00	<u>2500</u>
TOTAL ZBA EXPENSES	1,047.70	1,647.15	2,500.00	<u>          </u>

**FORM #5**

---

**This form is not needed**

**FORM #6**

**PERSONELL SUMMARY**

**TOWN OF MILLIS**

**Amy Sutherland**

**Department Assistant Grade 6 Step4/5**

**7/1/2014-12/7/2014 20.71 x 22 weeks x 6 hrs = 2733.72**

**12/8/2014-6/30/2015 21.18 X 30 weeks x 6 hrs = 3812.40**

**Total: 6546.12**