

# **FINANCE COMMITTEE REPORT**

**FISCAL PERIOD JULY 1, 2012 THROUGH JUNE 30, 2013 ANNUAL SPRING TOWN MEETING  
Containing the Recommendations of the Finance Committee**

**PLEASE BRING THIS REPORT WITH YOU TO ANNUAL TOWN MEETING**



**ANNUAL TOWN MEETING – MONDAY, May 14, 2012 AT 7:30 PM  
MIDDLE/HIGH SCHOOL AUDITORIUM**

**PRE-TOWN MEETING – WEDNESDAY, May 9, 2012 AT 7:30 PM  
VETERANS MEMORIAL BUILDING – ROOM 229**





**Millis Finance Committee  
Spring 2012 Town Meeting  
Finance Committee Report – FY2013**

To The Citizens of Millis:

**Executive Summary/ Chairman's Report:**

Twelve months ago, there was much discussion and debate for the need to raise taxes through a Proposition 2 ½ override. A solution was presented to address staffing and capital needs for five years beginning in FY12. As we move into FY13, the Town is much better positioned for the immediate future. Our largest sources of revenue have experienced significant increases from a year ago. State aid in the form of Chapter 70 funds for schools and Unrestricted Government Aid increased \$270K. The tax levy grew by \$880K, of which \$680K is attributed to this year's 2 ½ % increase and new growth and another \$200K due to an error made in the FY12 calculation.

As you may recall, in FY11 the debt associated with the Clyde Brown School Renovation was refinanced and paid off early. This created an uncommon condition within the budget for FY12 essentially resulting in \$200K being double counted towards the tax levy limit. As a result, the Town did not collect up to the levy limit. Once the error was discovered, investigated, and understood, appropriate controls were put into place to mitigate the risk of similar errors in the future. These controls were put into practice during this budget cycle. Cuts were required last year and discovering this error prior to implementing the budget would have mitigated, but not eliminated, the impact. The mistake eluded the double and triple checks that revenues and expenses are subjected to by our financial managers, various boards and committees, and me. I regret that the error occurred but I am confident that it has been corrected for this year and years to come.

The net result is a growth in revenue of just over \$1 million towards the operating budget for FY13. This growth provides for not only a level staffed budget from FY12, but allows for restoration of key positions cut over the last few years. The Finance Committee employed a prioritization of first, providing a level staff budget, second, restoring cut positions, and third adding new. In our operational budget, there is only one exception of prioritizing restoration over new. Listed below is a summary of the recommended restorations.

- Restoring 16 hours/ week of a Department Assistant II to the Selectmen/ Town Administrator line. The previous position was a Department Assistant III at 25 hours.
- Restoring 15 hours/ week of a Department Assistant II to the Assessors line. This position was previously a Department Assistant III at 20 hours.
- Restoring 15 hours/ week of a Department Assistant II to the Treasurer/ Collector line and adding 13 hours/ week funded from the Water Enterprise Fund to be used exclusively for Water Department billing and collections.
- Restoring 10 hours/ week of a Department Assistant II to the Town Clerk line.
- Restoring 2 hours/ week to the Town Building line for custodial services.
- Restoring the full time Firefighter position that has yet to be filled. This position will be funded through a combination of tax revenue and increased ambulance fees.
- Adding 7 hours/ week to the Building Department line. This was the only addition of new staff hours funded by taxation. Additional state requirements for data entry of permits require additional staff. Our recommendation is to fund this new request ahead of other restoration.
- Restoring overnight coverage stipend to the Animal Control line.
- Restoring \$57,069 to the School Department budget to fund their requested urgent educational need for a .4 FTE Grade 5/6 Health Teacher, a .4 FTE Grade 7/8 Art Teacher, and 1.5 FTE Kindergarten Aides.
- Restoring DPW Summer help in the DPW line (\$12,000).
- Restoring DPW Parks expense cuts (\$20,000).

Including wage increases and the above restorations, the Finance Committee's recommendation enables the Town to distribute new revenue close to the goal of 65% Schools and 35% Municipal. But, tough choices were once again made this year. Several departments requested restorations and additions that simply cannot be funded within our revenue limitations. Key restorations remain to be made within the Police line, the DPW line, and the School line. Additions were requested within the Council on Aging line, Library line, and School line, among others. Our intention is to position the Town to begin restoring the remaining key positions through minimizing small additions to staff over time and instead essentially "saving" recurring revenue until we are in the position to restore a complete full time position. We will accomplish this by applying additional recurring revenue to capital projects until an amount is sufficient to restore a complete position. This year, we are recommending approximately \$38K to be spent on local

road work in Article 18. Work is desperately needed on many roads in Town, many more than our Chapter 90 supplied funds will allow. \$38K is not enough to restore a full time position when considering the position, salary, and benefits. Instead of allowing this money to flow into budget lines in the form of smaller staff increases, it and potentially more will be available next year as recurring revenue to restore a full time police officer, highway worker, or teacher, for example.

Our recommendations for each article are included on the following pages. Please take the time to review them ahead of Town Meeting on May 14<sup>th</sup>. The Finance Committee will be holding Pre-Town Meeting on May 9<sup>th</sup>. We will review all of our recommendations and invite questions and comments from the public.

Respectfully,  
Chris Smith; Chairman, Millis Finance Committee

**FY2013 Budget Overview:**

In referring to Table 3, Budget Analysis, the Total Budget is growing by 4.82%. The Education Budget, which is comprised of Millis Public Schools and Tri-County Regional School, is growing by 4.98%. The Municipal Budget, comprised of all other Town departments, is growing by 3.29%. Shared Budget, comprised of Benefits and General Insurance, is growing by 1.85%. And the Debt Budget is growing by 25.6%. This growth includes all previous documented restorations/ additions, contractual increases, a 2% cost of living adjustment for non-union municipal employees and an anticipated contractual increase of approximately \$13.5K for the Town Administrator to correct significant compensation deficiencies learned from last year’s personnel plan study. The Finance Committee unanimously voted to recommend the attached budget, inclusive of all of the components, after months of discussion, study, and deliberation.

**Revenue Forecast:**

Revenue comes from six sources. Some of these are relatively stable, others highly volatile.

- **State Aid:** State aid consists of funds raised by the Commonwealth and sent back to the towns. Some of these funds are restricted, some unrestricted. State aid has fluctuated over the last few years due to the current economic climate. The FY2013 aid amount may change before Town Meeting.
- **Local Receipts:** These consist of fees for permits, excise tax and other funds paid directly to the town. These are highly volatile and need to be estimated each year.
- **Sewer/ Water:** The sewer and water revenue can only be used to fund sewer and water related projects and expenses. These fees are collected from usage fees. Since these are highly restricted, they can not be used in the general operating budgets.
- **Free Cash:** Free cash is the money that is left over from the prior year’s budget or revenue that was in excess of the estimate for the prior year. These funds are not guaranteed to be available in future years, and should not be relied upon, as a general rule, for recurring expenses.
- **Other Available Funds:** These are funds that the Town has in hand when Town Meeting occurs. Examples of these funds are ambulance receipts, Chapter 90 road funds and existing appropriations from articles whereby not all funds were expended for a particular project.
- **Tax Levy:** This is the only stable source of local funds. Other than a proposition 2 ½ override, this line will grow by 2.5% each year, plus any revenue growth from newly built home or subdivided land.

**Role of Finance Committee:**

The function of the Finance Committee is to act as an advisor to the voters of the town of Millis, with whom, ultimate appropriating authority rests. The Town Administrator, who reports to an elected Board of Selectmen, administers municipal functions. The Superintendent of Schools, who reports to an elected School Committee, administers the operation of the School Department. The Finance Committee is not elected but is appointed by the Town Moderator. Because of this fact, the Finance Committee functions on an advisory basis and avoids setting policy. Finance Committee is not part of either of the two general functions: (a) Municipal Operation and (b) Education, and therefore remains objective in its recommendations. Our job is to study the budget and each warrant article in detail and make recommendations to Town Meeting. Your vote is what causes the actions to be taken, not the Finance Committee recommendations.

**Questions:**

Please email the Millis Finance Committee at [FinComm@millis.net](mailto:FinComm@millis.net) with questions on the content of this report. Please include your name, address, and phone number.

**Respectfully submitted by the Millis Finance Committee**

Chris Smith (Chairman)  
Peter Jurmain  
Susan Vecchi

Craig Schultze (Vice Chairman)  
Jim Smith  
Doug Riley

Rich Molloy (Clerk)  
Rick Manburg  
Bud Drummey

**Finance Committee Recommendations**

These recommendations are as of April 25, 2012. In the event new or updated information is presented to the Finance Committee prior to Town Meeting on May 14, 2012, the Finance Committee may reconsider and change any recommendation provided below.

**Article 1 – Elections:** The Town of Millis Election will be held on Monday, May 7, 2012. The Finance Committee recommends that every registered voter participate, but does not make recommendations for individuals seeking elected office.

**Article 2 – Additional Expenses: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to fund underfunded FY12 budgets, specifically to replenish the Reserve Fund. During FY12, \$31,250 was allocated from the Reserve Fund due to unforeseen circumstances. \$30,000 was allocated to address the library site contamination issue and \$1,250 was allocated to purchase a lawn mower for the Oak Grove Farm. This will replenish the Reserve Fund to \$75,000 to be utilized for any FY13 unforeseen expenses.

**Article 3 – Unpaid Bills: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to fund payment of bills received for goods or services from previous fiscal years. There are 7 bills totaling \$10,391.80 (listed below).

**General Fund**

Department	Vendor	Comment	Amount
Selectmen	Daniel Kehoe	2009 & 2010 Medicare Part B Reimbursement	\$ 1,156.80
Selectmen	Sandra Kehoe	2009 & 2010 Medicare Part B Reimbursement	\$ 1,156.80
DPW	Constellation Energy	Prior year due	\$ 7,299.32
School	Constellation Energy	Prior year due	\$ 622.94
Selectmen	Constellation Energy	Prior year due	\$ 70.54
<b>Total</b>			<b>\$ 10,306.40</b>

**Sewer**

Department	Purpose	Amount
DPW	NSTAR	Prior year due \$ 86.33
DPW	NSTAR	Prior year due \$ 99.07
<b>Total</b>		<b>\$ 185.40</b>

**Total Unpaid Bills** **\$ 10,491.80**

**Article 4 – Amendments to Personnel Plan: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to amend the Town of Millis Personnel Plan mainly due to the addition of a new collective bargaining unit. Only positions not covered by a collective bargaining agreement remain in Schedules A and B of the plan. Call firefighter wages have also been adjusted to coincide with full time firefighter wages.

**Article 5 – Municipal Wage Increases: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to fund municipal wage increases. Wage increases consist of a 2% cost of living increase for non-union municipal employees, a \$13,495 increase for the Town Administrator as requested by the Board of Selectmen to address significant competitive compensation issues as a result of last year’s personnel plan study, and contractual raises for other Town bargaining units. The total amount of this article is \$32,996.44. We have reserved in our budget numbers the amount of \$53,348 for potential settlements of bargaining agreements that expire June 30<sup>th</sup>. However, those settlements must be reached before town meeting in order to appropriate the funds. The actual amounts of those settlements are unknown and could vary based on settlements.

**Article 6 – Budget: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to fund the operational budget for FY13. The total budget recommended is \$23,161,509.89. It represents a 4.8% increase from FY12. Please refer to Table 2 for specific budget recommendations. This recommended budget provides level staff from FY12, addresses key restorations as a result of recent cuts to both the municipal and school department budgets, and adds 7 hours to Building Department to address critical support staff needs prioritized ahead of further restoration. A detailed summary of the budget restorations and addition can be found within the Executive Summary of this report.

**Article 7 – Water Enterprise Fund - Budget: The Finance Committee recommends Town Meeting approve this article.** The purpose of this budget is to fund the Water Enterprise Fund budget. Please refer to the Water Enterprise Fund summary for detailed information on this budget, funded totally by water service fees. The total Water Enterprise Fund Budget is \$856,864.41.

**Article 8 – Sewer Enterprise Fund - Budget: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to fund the Sewer Enterprise Fund Budget. Please refer to the Sewer Enterprise Fund summary for detailed information on this budget, funded totally by sewer service fees. The total Sewer Enterprise Fund Budget is \$993,388.26.

**Article 9 – Unfunded Health Insurance Liability: The Finance Committee recommends Town Meeting dismiss this article.** The purpose of this article is to add to the Town’s Unfunded Health Insurance Liability. This article will be considered in November when additional funds may be available.

**Article 10 – Add to Stabilization Fund: The Finance Committee recommends Town Meeting dismiss this article.** The purpose of this article is to add funds to the Town’s Stabilization Fund. This article will be considered in November when additional funds may be available.

**Article 11 – Annual Audit: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to fund the annual audit. Every year the town is mandated to conduct an audit of all our financial records for the Town and School.

**Article 12 – Unemployment: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to fund unemployment claims. As unemployment claims are filed, the town must pay them. This annual article will provide those funds.

**Article 13 – Quint Fire Truck: The Finance Committee recommends Town Meeting dismiss this article.** The purpose of this article is to fund the purchase of a new ladder truck. The ladder truck was manufactured in 1984 and has reached the end of its useful life. The frame has rusted to the point where the truck may no longer pass inspection. Although it is generally agreed that the truck needs to be replaced, the Finance Committee recommends dismissal of this article with the understanding that the vehicle be considered for replacement at the Fall Annual Town Meeting. Please note that the manufacturing time for such a vehicle is 6-9 months.

**Article 14 – Fire Chief Vehicle: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to fund the purchase of a new vehicle for the Fire Chief. The present vehicle is no longer reliable. The transmission has major problems, the rear end needs substantial work, the vehicle is regularly in the shop and the SUV now dies occasionally when on the road and has to be towed for service. The replacement vehicle will cost \$39,667.

**Article 15 – Police Cruiser Mobile Data Terminals: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to fund the purchase and implementation of Mobile Data Terminals (MDTs) in police department vehicles. MDTs were removed from the police vehicles several years ago as part of an economy measure. However, experience and new technology have now made it very desirable to purchase the most recent generation of MDTs. The MDTs will cost \$17,500.

**Article 16 – Police Cruiser: The Finance Committee recommends Town Meeting dismiss this article.** The purpose of this article is to fund the purchase of a new police cruiser. The existing cruiser utilized by the Police Chief has over 90,000 miles of usage and is beginning to have reliability problems. However, it is still serviceable and its replacement can be deferred at this time.

**Article 17 – Chapter 90 Funds: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to fund Chapter 90 projects. Chapter 90 is a local aid program whereby the Commonwealth of Massachusetts allocates an amount of money to each town, specifically for the purpose of road repairs, engineering services related to road repair, and highway vehicle purchase. For FY2013, Millis is being provided with \$280,110 under the Chapter 90 program. This money can only be used for specific, approved road repair projects under the language within Section 34 of Chapter 90 Mass General Law. Presentations will be made to the Board of Selectmen, in order to determine the priority for road repairs. The finance committee recommends accepting this article. This is an annually recurring article. There is no cost to the town.

**Article 18 – Local Road Work: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to fund additional road work. There is an urgent need within the town for infrastructure repairs. The Chapter 90 funds that we receive from the state are a critical resource for maintaining town roads, but they are not adequate for the scope of repairs needed in the town. Addressing road repairs is a long term need and a significant capital expense. At this time, though, rather than borrow or increase the debt for town residents, the committee is recommending using \$38,703 within the capital budget for needed road repairs. This money will be used by the Department of Public Works to address the most critical needs.

**Article 19 – DPW Van: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to fund the purchase of a van for the water/ sewer departments. The Department of Public Works is currently using a 2004 Crown Victoria in order to conduct meter reading and perform other water system maintenance. The vehicle is not appropriate for this use. By having a Cargo Van capable of carrying supplies, the driver would be able to make necessary equipment repairs and meter replacements directly on site, when necessary, and avoid having to make frequent trips back to the garage. This is a one-time expenditure and is funded by water and sewer surplus (retained earnings).

**Article 20 – DPW Trailer: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to fund the purchase of a trailer for the DPW. The Department of Public works is in need of a licensed trailer. A DPW trailer is needed in order to transport equipment such as the Bob Cat and the Holder to cut grass and to plow sidewalks. The trailer will be used to carry equipment that is not intended for travel over roads, and the existing trailer can not carry the larger pieces of DPW equipment, necessitating trailer rental when equipment must be brought offsite for repairs. The cost of the trailer is \$8,240.

**Article 21 – Forrest Road Water Main: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to fund the replacement of the Forrest Road water main. The Water Main on Forrest Road is undersized and unlined and the town has received water quality complaints from the neighborhood. Moreover, the road needs improvement. By approving this article, the Town would be able to increase the size of the water main and repair the road. The water main would be replaced from Birch Street to the Medfield Town line. The current main would be replaced with an 8” ductile iron pipe. The replacement would improve the quality of the water, and mitigate tuberculation and water pressure issues. This project would increase water bills by an average of \$4.08 per quarter per household; however, the capital assessment is being reduced by \$1.28 per quarter. The overall impact on the average household water bill will be \$2.80 per quarter. This is an \$828,000 borrowing article.

**Article 22 – Well Improvements: The Finance Committee will provide a recommendation at Town Meeting (RATM).** The purpose of this article is to fund an improvement project for Wells 3 and 4. The required improvements at Well 3, also known as the Birch Street well, involve upgrading the existing disinfection feed system to provide a permanent sodium hypochlorite system with containment, analyzers, and controls. The existing standby engine drive would also be replaced with a new generator to supply standby power to the entire well station. The improvements at well 4, also known as the South End Pond Well, involve the installation of an upgraded emergency sodium hypochlorite feed system at well 4. This would only be used on an as-needed basis, in the advent of bacterial problems. The article will be funded through borrowing, under the Water Enterprise account. The bids for the project are due on May 4<sup>th</sup> and this article is on the warrant in case the bids come in higher than the available appropriation.

**Article 23 – Pleasant Street Sidewalk/ Road Repairs: The Finance Committee recommends Town Meeting dismiss this article.** The purpose of this article is to fund sidewalk and road repairs on Pleasant Street. Funds for this project are not available through taxation for FY 2013. Although this street is on the list for repaving with Chapter 90 funds, roads in greater need of repair will consume the available funds. Therefore, delay to a future fiscal year is warranted.

**Article 24 – Daniels Street Reconstruction: The Finance Committee recommends Town Meeting dismiss this article.** The purpose of this article is to fund road reconstruction on Daniels Street. Funds for this project are not available through taxation for FY 2013. Although this street is on the list for repaving with Chapter 90 funds, roads in greater need of repair will consume the available funds. Therefore, delay to a future fiscal year is warranted.

**Article 25 – Tree Nursery Phase II: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to fund Phase II of the Tree Nursery project. The Town has secured a beneficial use determination for the reuse of street sweepings and catch basin cleaning debris as part of a soil base for a tree farm. Phase I of the project is complete and funds are needed to process existing piles of sweepings. Using sweepings in this manner saves the town \$14,000 annually in landfill costs. The funds will be used to expand the existing tree farm on Island Rd. The work will include brush removal, land excavation and grading, and planting of new trees. The cost of the project is estimated to be \$25,000.

**Article 26 – GIS System: The Finance Committee recommends Town Meeting dismiss this article.** The purpose of this article is to fund the establishment of a database of property record cards which would be made available for internet access on millis.org. Funds from taxation are not available this year due to other higher-priority projects necessitating its deferral to a future fiscal year. Once implemented, this article will make more efficient the availability of property records remotely, without the need for traffic into the Assessor's office. Also, the Town has not yet completed its examination of which Geographic Information System to purchase.

**Article 27 – Treasurer's Office Security Window: The Finance Committee recommends Town Meeting dismiss this article.** The purpose of this article is to fund construction of a security window in the office of the Treasurer. This would create additional security at a place where moneys are kept. At this time the cost for doing this construction is not known. Due to the financial constraints with the 2013 budget, funds for this construction will not be requested. If there are funds remaining in the 2012 budget, this project may be done at that time.

**Article 28 – Treasurer's Office Drop Box: The Finance Committee recommends Town Meeting dismiss this article.** The purpose of this article is to fund the construction of a drop box in the office of the Treasurer. This would allow residents a place to deposit payments to the town without waiting for the assistance of Town personnel. The cost for doing this construction would be \$2,000. Due to the financial constraints with the 2013 budget, funds for this construction will not be requested. If there are funds remaining in the 2012 budget, this project may be done at that time.

**Article 29 – Paint Veteran's Memorial Building Gym Ceiling: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to fund the repairs to the roof and painting of the gym in the Veteran's Memorial Building. Anyone who looks at the ceiling will see that the paint is peeling badly. In addition this is lead paint and could create a hazard to those who are in the gym. The cost of this project is \$26,100.

**Article 30 – Police/ Fire Station Design Development: The Finance Committee recommends Town Meeting dismiss this article.** The purpose of this article is to fund the design for a new Police and Fire Station. As the feasibility study that would finalize location, size and configuration of this building is not complete the request for funding of the design is premature at this time.

**Article 31 – Veteran's Memorial Building Masonry: The Finance Committee recommends Town Meeting dismiss this article.** The purpose of this article is to fund the repair and replacement of masonry on the Veteran's Memorial Building. The total cost of this project is \$325,000. Due to the high cost of staging this project it is not economically feasible to do it in phases. Due to the financial constraints with the 2013 budget funds for this construction will not be requested.

**Article 32 – DPW Building Heating/ Ventilation System: The Finance Committee recommends Town Meeting dismiss this article.** The purpose of this article is to fund the repair and/or replacement of the ventilation system in the Department of Public Works Building. The total cost of this project is \$15,000. Due to the financial constraints with the 2013 budget, funds for this construction will not be requested. If there are funds remaining in the 2012 budget, this project may be done at that time.

**Article 33 – DPW Salt Shed Doors Replacement: The Finance Committee recommends Town Meeting dismiss this article.** The purpose of this article is to fund the repair and/or replacement of the Salt Shed Doors at the Department of Public Works. The total cost of this project is \$9,200. Due to the financial constraints with the 2013 budget, funds for this construction will not be requested. If there are funds remaining in the 2012 budget, this project may be done at that time.



**Article 34 – School Bus Lease: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to pay for the fifth year of a five year lease to provide six school busses for the transportation of students. The schools are required to provide transportation for certain students under Massachusetts laws. The cost is \$78,006.

**Article 35 – School Computer Lease: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to provide for the lease/purchase of technology hardware and software. Of this \$60,000, \$40,000 will continue the School Department program of leasing computer equipment to support educational technology goals. This lease will replace 25 teacher laptop computers, 3 tech staff laptops, 6 secretary desktops and provide 4 TV studio laptops with Final Cut Pro X. The balance of \$20,000 will support the School Department's one to one learning initiative that will ultimately provide an iPad tablet for every high school student to use. These tablets will be loaded with appropriate educational software for each grade so that fewer textbooks will be necessary

**Article 36 – Clyde Brown School Carpet Replacement/ Asbestos Abatement: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to fund the replacement of the 21 year old carpet in the Clyde Brown School library. The article also funds removal and asbestos abatement for tiles under the carpet. Cost of this article is \$40,000.

**Article 37 – Medicaid Billing: The Finance Committee recommends Town Meeting approve this article.** This is an annual article that pays for an outside agency to bill Medicaid for appropriate reimbursable services provided by the school. The money is returned to the town's general fund and often is an amount over \$30,000. Cost of this article is \$2,100.

**Article 38 – School Curriculum: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to purchase updated mathematics text books for the Middle School. These texts will be aligned with the new state curriculum frameworks and the National Common Core Curriculum and address deficiencies in the current program of mathematics learning. The cost of these textbooks will be approximately \$40,000. In addition, the article will fund replacement of textbooks for the Pre-Calculus course. The current textbooks were published in 1998. Texts will also be purchased for Algebra 2. The texts in that program also need to be aligned with the Common Core. Total cost of this article is \$60,000.

**Article 39 – Rescind Borrowing Authority: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to rescind borrowing authority previously approved by Town Meeting for specific projects where such borrowing is no longer required due to project completion or cancellation. Rescinding approved but unneeded borrowing authority improves the town's financial position by freeing up borrowing capacity and represents sound fiscal management.

**Article 40 – Reauthorize Revolving Funds: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to reauthorize existing revolving funds for the fiscal year beginning July 1, 2012. This is an annual Warrant Article. Approval is required under M.G.L Ch. 44 S. 53E 1/2 to make the funds operational.

**Article 41 – Board of Health Appointment Authority: The Finance Committee recommends Town Meeting approve this article.** This is an annual Warrant Article. The purpose of this article is to grant appointing authority to the Board of Health such that any of its members may hold another town office or position should the need arise.

**Article 42 – Community Preservation Committee Budget and Fund Reservations: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to fund the operational needs and financial reserves of the Community Preservation Committee.

**Article 43 – Accept Millis Heights Land: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to allow the Town to accept as a donation, property located in "Millis Heights", shown on Assessor's Map #34 parcel 33. The tax revenue from this property is \$37 annually. The current property owner is up to date on the property taxes. The Town has no plans at this time for use of the property.

**Article 44 – Adopt Flood Bylaw Changes and Maps: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to amend the Town of Millis Zoning By-law and Town Zoning Map. The changes are being made for two reasons. The first reason is to revise the flood zone terminology to meet the current FEMA standards. The second reason is to upgrade the maps to the current level of technology. The new technology allows for additional detail such as roadways and structures that are not available with the current maps. These upgrades will allow overlays of the flood zones over orthographic maps. There is no substantive change to the content of the By-law or the maps. The changes only incorporate the newest available mapping technology.

**Article 45 – Firefighter Contract Settlement: The Finance Committee recommends Town Meeting dismiss this article.** The purpose of this article is to fund contracted wages as a result of a completed contractual settlement with the Firefighters Union. At this time, it is not known if a settlement will be reached prior to Town Meeting. However, funds have been reserved in budget calculations for this purpose and can be appropriated by Town Meeting in November if a settlement is reached.

**Article 46 – Library Project Contamination Settlement: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to fund contamination monitoring and reporting at the library project. As water was removed from the site, a contaminant was drawn in from off site. Prior to construction, the site was tested and no contaminate was found, so this was an unforeseen condition that was not covered by the scope of the Library Construction project. The DEP mandates that we continue to monitor the site for one year after the contaminant was detected. These funds are for monitoring and reporting, not construction or remediation.

**Article 47 – SEIU Contract Settlement: The Finance Committee recommends Town Meeting dismiss this article.** The purpose of this article is to fund contracted wages as a result of a completed contractual settlement with the newly established SEIU Union. At this time, it is not known if a settlement will be reached prior to Town Meeting. However, funds have been reserved in budget calculations for this purpose and can be appropriated by Town Meeting in November if a settlement is reached.

**Article 48 – School Roof Solar Project: The Finance Committee recommends Town Meeting approve this article.** The purpose of this article is to allow the School Department to enter into a contract for the purchase of power generated by the solar array on the Middle/High School Roof. At the November 2011 Town Meeting, approval was given to allow the School Department to enter into a contract to lease space on the Middle/High School roof for the purpose of installing solar electrical generating equipment. Additional authority is needed to provide the School Committee with the authority to enter into an agreement to purchase the power that will be produced by the solar array being constructed on the High School roof.

**Table 1**  
**Revenue/ Expenses**

<b>REVENUE SUMMARY</b>				
<b>Source</b>	<b>FY2012</b>	<b>FY2013</b>	<b>Change</b>	
State Aid	\$ 5,447,866.00	\$ 5,716,415.00	\$	268,549.00
Local Receipts	\$ 1,521,112.79	\$ 1,538,220.08	\$	17,107.29
Transfer from Water	\$ 105,633.14	\$ 121,777.80	\$	16,144.66
Transfer from Sewer	\$ 88,812.36	\$ 93,438.38	\$	4,626.02
CPA Fund	\$ 271,927.00	\$ 69,984.00	\$	(201,943.00)
Free Cash	\$ 790,685.35	\$ 331,648.00	\$	(459,037.35)
Other Available Funds	\$ 1,011,579.33	\$ 713,080.81	\$	(298,498.52)
Levy	\$ 15,419,133.26	\$ 16,298,675.67	\$	879,542.41
<b>Total Amount Available</b>	<b>\$ 24,656,749.23</b>	<b>\$ 24,883,239.73</b>	<b>\$</b>	<b>226,490.50</b>
Total Taxable Valuation	\$ 995,425,000	\$ 995,425,000		
Tax Rate	\$ 15.49	\$ 16.37		

<b>EXPENSE SUMMARY</b>				
<b>Target</b>	<b>FY2012</b>	<b>FY2013</b>	<b>Change</b>	
Total Amount to Raise	\$ 24,656,749.23	\$ 24,883,239.73	\$	226,490.50
CPA Fund	\$ 271,927.00	\$ 69,984.00	\$	(201,943.00)
State & County Charges	\$ 364,732.00	\$ 359,509.00	\$	(5,223.00)
Allow Abatement Exempt	\$ 99,268.79	\$ 100,000.00	\$	731.21
Other Amounts to Raise	\$ 357,981.00	\$ 357,304.00	\$	(677.00)
Net Capital Budget	\$ 791,559.00	\$ 700,595.00	\$	(90,964.00)
Miscellaneous Articles	\$ 831,713.00	\$ 134,337.84	\$	(697,375.16)
Tax Rate Debt Budget	\$ 640,916.65	\$861,421.80	\$	220,505.15
<b>Budget Operating Expense</b>	<b>\$ 21,298,651.79</b>	<b>\$ 22,300,088.09</b>	<b>\$</b>	<b>1,001,436.30</b>

Budgets Can Be	\$ 22,300,088.09
Budgets Are	\$ 22,300,088.09
Surplus/ Deficit	\$ (0.00)

<b>Table 2 Operating Budget</b>	<b>FY11 ACTUAL</b>	<b>FY12 APPR</b>	<b>FY13 REQ</b>	<b>FY13 FC REC</b>
<b>GENERAL GOVERNMENT</b>				
<b>SELECTMEN/TA</b>				
SALARIES	\$194,969.68	\$190,611.82	\$196,273.36	\$213,635.28
EXPENSES	\$56,980.82	\$46,199.81	\$46,199.81	\$49,199.81
TOTAL	\$251,950.50	\$236,811.63	\$242,473.17	\$262,835.09
<b>FINANCE COMMITTEE</b>				
SALARIES	\$2,744.07	\$2,852.08	\$3,446.55	\$3,446.55
EXPENSES	\$5,942.82	\$6,529.00	\$6,529.00	\$6,529.00
TOTAL	\$8,686.89	\$9,381.08	\$9,975.55	\$9,975.55
<b>RESERVE FUND</b>				
EXPENSES	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00
TOTAL	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00
<b>ACCOUNTANT/FD</b>				
SALARIES	\$174,931.71	\$185,057.44	\$187,358.00	\$187,358.00
EXPENSES	\$2,836.02	\$3,188.00	\$3,688.00	\$3,688.00
TOTAL	\$177,767.73	\$188,245.44	\$191,046.00	\$191,046.00
<b>ASSESSORS</b>				
SALARIES	\$103,874.11	\$95,426.58	\$87,397.00	\$102,390.00
EXPENSES	\$7,527.91	\$8,530.00	\$6,830.00	\$6,830.00
TOTAL	\$111,402.02	\$103,956.58	\$94,227.00	\$109,220.00
<b>TREASURER/COLLECTOR</b>				
SALARIES	\$149,540.49	\$146,883.16	\$147,875.00	\$172,045.00
EXPENSES	\$20,903.39	\$27,125.00	\$27,475.00	\$27,475.00
TOTAL	\$170,443.88	\$174,008.16	\$175,350.00	\$199,520.00
<b>TOWN COUNSEL</b>				
EXPENSES	\$78,753.53	\$100,000.00	\$100,000.00	\$100,000.00
TOTAL	\$78,753.53	\$100,000.00	\$100,000.00	\$100,000.00
<b>DATA PROCESSING</b>				
SALARIES	\$13,744.00	\$14,579.64	\$14,579.64	\$14,579.64
EXPENSES	\$79,894.00	\$85,294.00	\$85,691.00	\$85,691.00
TOTAL	\$93,638.00	\$99,873.64	\$100,270.64	\$100,270.64
<b>TOWN CLERK</b>				
SALARIES	\$64,697.59	\$60,136.98	\$86,322.55	\$71,504.60
EXPENSES	\$4,192.81	\$4,300.00	\$4,350.00	\$4,350.00
TOTAL	\$68,890.40	\$64,436.98	\$90,672.55	\$75,854.60
<b>ELECTIONS</b>				
SALARIES	\$8,806.38	\$7,567.34	\$10,743.50	\$10,743.50
EXPENSES	\$8,650.00	\$8,650.00	\$9,110.00	\$9,110.00
TOTAL	\$17,456.38	\$16,217.34	\$19,853.50	\$19,853.50
<b>REGISTRARS</b>				
SALARIES	\$573.00	\$631.92	\$608.07	\$608.07
EXPENSES	\$3,100.00	\$3,250.00	\$3,305.00	\$3,305.00
TOTAL	\$3,673.00	\$3,881.92	\$3,913.07	\$3,913.07
<b>CONSERVATION</b>				
SALARIES	\$10,496.67	\$11,553.15	\$11,564.80	\$11,564.80
EXPENSES	\$2,760.84	\$4,777.00	\$4,777.00	\$4,777.00
TOTAL	\$13,257.51	\$16,330.15	\$16,341.80	\$16,341.80

<b>Table 2 Operating Budget</b>	<b>FY11 ACTUAL</b>	<b>FY12 APPR</b>	<b>FY13 REQ</b>	<b>FY13 FC REC</b>
<b>PLANNING BOARD</b>				
SALARIES	\$14,139.36	\$16,174.42	\$16,190.72	\$16,190.72
EXPENSES	\$5,667.03	\$5,675.00	\$5,675.00	\$5,675.00
TOTAL	\$19,806.39	\$21,849.42	\$21,865.72	\$21,865.72
<b>BOARD OF APPEAL</b>				
SALARIES	\$6,853.99	\$9,684.58	\$9,684.58	\$7,000.00
EXPENSES	\$2,388.76	\$5,000.00	\$5,000.00	\$2,500.00
TOTAL	\$9,242.75	\$14,684.58	\$14,684.58	\$9,500.00
<b>GENERAL INSURANCE</b>				
EXPENSES	\$192,476.15	\$250,155.00	\$250,155.00	\$273,500.00
TOTAL	\$192,476.15	\$250,155.00	\$250,155.00	\$273,500.00
<b>TOWN REPORTS</b>				
EXPENSES	\$921.00	\$1,225.00	\$1,225.00	\$1,225.00
TOTAL	\$921.00	\$1,225.00	\$1,225.00	\$1,225.00
<b>TOWN BUILDINGS</b>				
SALARIES	\$35,143.96	\$38,694.46	\$37,782.44	\$39,782.44
EXPENSES	\$211,241.58	\$196,790.00	\$196,957.00	\$196,957.00
TOTAL	\$246,385.54	\$235,484.46	\$234,739.44	\$236,739.44
<b>EMPLOYEE BENEFITS</b>				
EXPENSES	\$3,213,291.04	\$3,459,260.20	\$3,638,437.00	\$3,505,746.00
TOTAL	\$3,213,291.04	\$3,459,260.20	\$3,638,437.00	\$3,505,746.00
<b>LINE 1 - GENERAL GOVT</b>	<b>\$4,678,042.71</b>	<b>\$5,069,551.58</b>	<b>\$5,280,230.02</b>	<b>\$5,212,406.41</b>
<b>PUBLIC SAFETY</b>				
<b>POLICE DEPARTMENT</b>				
SALARIES	\$1,322,863.24	\$1,338,129.33	\$1,364,679.50	\$1,392,171.50
EXPENSES	\$127,896.85	\$141,914.00	\$141,914.00	\$134,914.00
TOTAL	\$1,450,760.09	\$1,480,043.33	\$1,506,593.50	\$1,527,085.50
<b>FIRE/RESCUE DEPARTMENT</b>				
SALARIES	\$642,881.65	\$757,472.53	\$715,109.00	\$760,109.00
EXPENSES	\$98,302.17	\$92,890.00	\$92,890.00	\$97,890.00
TOTAL	\$741,183.82	\$850,362.53	\$807,999.00	\$857,999.00
<b>DISPATCH</b>				
SALARIES	\$202,540.81	\$221,243.40	\$223,611.28	\$224,454.10
EXPENSES	\$4,966.18	\$8,000.00	\$8,500.00	\$8,500.00
TOTAL	\$207,506.99	\$229,243.40	\$232,111.28	\$232,954.10
<b>BUILDING DEPT.</b>				
SALARIES	\$107,766.06	\$114,250.70	\$115,172.00	\$122,172.00
EXPENSES	\$6,080.93	\$6,905.00	\$6,905.00	\$6,905.00
TOTAL	\$113,846.99	\$121,155.70	\$122,077.00	\$129,077.00
<b>SEALER W&amp;M</b>				
SALARIES	\$3,009.00	\$3,266.92	\$3,266.92	\$3,266.92
EXPENSES	\$115.49	\$132.00	\$132.00	\$132.00
TOTAL	\$3,124.49	\$3,398.92	\$3,398.92	\$3,398.92
<b>EMERG MGMT COMM</b>				
SALARIES	\$1,232.00	\$1,305.92	\$1,305.92	\$1,305.92
EXPENSES	\$1,552.58	\$1,619.00	\$1,619.00	\$1,619.00
TOTAL	\$2,784.58	\$2,924.92	\$2,924.92	\$2,924.92

<b>Table 2 Operating Budget</b>	<b>FY11 ACTUAL</b>	<b>FY12 APPR</b>	<b>FY13 REQ</b>	<b>FY13 FC REC</b>
<b>ANIMAL CONTROL</b>				
SALARIES	\$53,575.74	\$57,170.30	\$59,461.58	\$65,541.58
EXPENSES	\$11,749.31	\$12,200.00	\$12,200.00	\$12,200.00
TOTAL	\$65,325.05	\$69,370.30	\$71,661.58	\$77,741.58
<b>LINE 2 - PUBLIC SAFETY</b>	<b>\$2,584,532.01</b>	<b>\$2,756,499.10</b>	<b>\$2,746,766.20</b>	<b>\$2,831,181.02</b>
<b>EDUCATION</b>				
<b>MILLIS SCHOOLS</b>				
SALARY&EXPENSE	\$11,176,538.00	\$11,733,762.26	\$12,930,190.00	\$12,398,045.26
TOTAL	\$11,176,538.00	\$11,733,762.26	\$12,930,190.00	\$12,398,045.26
<b>LINE 3 - MILLIS SCHOOLS</b>	<b>\$11,176,538.00</b>	<b>\$11,733,762.26</b>	<b>\$12,930,190.00</b>	<b>\$12,398,045.26</b>
<b>TRICOUNTY SCHOOL</b>				
EXPENSES	\$496,699.00	\$424,062.00	\$396,954.00	\$396,954.00
TOTAL	\$496,699.00	\$424,062.00	\$396,954.00	\$396,954.00
<b>LINE 4 - TRI-COUNTY</b>	<b>\$496,699.00</b>	<b>\$424,062.00</b>	<b>\$396,954.00</b>	<b>\$396,954.00</b>
<b>PUBLIC WORKS</b>				
<b>DPW HIGHWAY</b>				
SALARIES	\$266,739.12	\$267,700.52	\$275,071.37	\$287,071.37
EXPENSES	\$621,773.37	\$468,884.40	\$410,339.00	\$430,339.00
TOTAL	\$888,512.49	\$736,584.92	\$685,410.37	\$717,410.37
<b>STREET LIGHTS</b>				
EXPENSES	\$50,688.86	\$62,043.00	\$62,043.00	\$62,043.00
TOTAL	\$50,688.86	\$62,043.00	\$62,043.00	\$62,043.00
<b>TRANSFER STATION</b>				
SALARIES	\$14,616.65	\$16,725.18	\$12,970.17	\$12,970.17
EXPENSES	\$86,724.22	\$90,341.25	\$94,341.25	\$94,341.25
TOTAL	\$101,340.87	\$107,066.43	\$107,311.42	\$107,311.42
<b>LINE 5 PUBLIC WORKS</b>	<b>\$1,040,542.22</b>	<b>\$905,694.35</b>	<b>\$854,764.79</b>	<b>\$886,764.79</b>
<b>HEALTH &amp; HUMAN SERVICES</b>				
<b>BOARD OF HEALTH</b>				
SALARIES	\$96,452.65	\$105,157.71	\$105,924.16	\$105,238.39
EXPENSES	\$6,264.04	\$8,020.00	\$8,020.00	\$8,020.00
TOTAL	\$102,716.69	\$113,177.71	\$113,944.16	\$113,258.39
<b>COUNCIL ON AGING</b>				
SALARIES	\$49,743.10	\$54,959.83	\$78,426.70	\$64,244.92
EXPENSES	\$8,428.27	\$8,434.00	\$8,434.00	\$8,434.00
TOTAL	\$58,171.37	\$63,393.83	\$86,860.70	\$72,678.92
<b>VETERANS</b>				
SALARIES	\$3,344.00	\$3,544.64	\$3,548.00	\$8,588.00
EXPENSES	\$8,520.00	\$8,520.00	\$15,783.20	\$15,783.20
TOTAL	\$11,864.00	\$12,064.64	\$19,331.20	\$24,371.20
<b>LINE 6 HEALTH/HUMAN SER</b>	<b>\$172,752.06</b>	<b>\$188,636.18</b>	<b>\$220,136.06</b>	<b>\$210,308.51</b>

<b>Table 2 Operating Budget</b>		<b>FY11 ACTUAL</b>	<b>FY12 APPR</b>	<b>FY13 REQ</b>	<b>FY13 FC REC</b>
<b>CULTURE &amp; RECREATION</b>					
MEMORIAL DAY					
	EXPENSES	\$1,264.90	\$1,000.00	\$1,000.00	\$1,828.00
	TOTAL	\$1,264.90	\$1,000.00	\$1,000.00	\$1,828.00
LEGION					
	EXPENSES	\$1,435.00	\$1,435.00	\$1,435.00	\$3,935.00
	TOTAL	\$1,435.00	\$1,435.00	\$1,435.00	\$3,935.00
LIBRARY					
	SALARIES	\$186,304.15	\$209,515.01	\$225,226.00	\$210,781.72
	EXPENSES	\$112,867.14	\$116,666.00	\$119,151.00	\$119,551.00
	TOTAL	\$299,171.29	\$326,181.01	\$344,377.00	\$330,332.72
RECREATION					
	SALARIES	\$18,999.00	\$20,202.38	\$20,202.38	\$20,202.38
	EXPENSES	\$0.00	\$1.00	\$1.00	\$1.00
	TOTAL	\$18,999.00	\$20,203.38	\$20,203.38	\$20,203.38
HISTORICAL					
	EXPENSES	\$5,098.09	\$6,493.00	\$6,493.00	\$6,493.00
	TOTAL	\$5,098.09	\$6,493.00	\$6,493.00	\$6,493.00
OAK GROVE FARM COMM					
	EXPENSES	\$1,620.43	\$1,636.00	\$1,636.00	\$1,636.00
	TOTAL	\$1,620.43	\$1,636.00	\$1,636.00	\$1,636.00
<b>LINE 7 CULTURE &amp; RECREATIC</b>		<b>\$327,588.71</b>	<b>\$356,948.39</b>	<b>\$375,144.38</b>	<b>\$364,428.10</b>
<b>DEBT SERVICE</b>					
	TAX RATE EXEMPT		\$380,641.14	\$380,438.79	\$380,438.79
	TAX RATE	\$1,011,706.68	\$260,275.51	\$480,983.01	\$480,983.01
	TOTAL	\$1,011,706.68	\$640,916.65	\$861,421.80	\$861,421.80
<b>LINE 8 DEBT SERVICE</b>		<b>\$1,011,706.68</b>	<b>\$640,916.65</b>	<b>\$861,421.80</b>	<b>\$861,421.80</b>
<b>TOTAL BUDGET</b>		<b>\$21,488,401.39</b>	<b>\$22,076,070.51</b>	<b>\$23,665,607.25</b>	<b>\$23,161,509.89</b>

**Table 3**  
**Budget Analysis**

	FY11 Actual	FY12 Appropriated	FY13 Recommended
<b>EDUCATION</b>			
Millis School Department	\$ 11,176,538.00	\$ 11,733,762.26	\$ 12,398,045.26
Federal Stimulus Used	\$ 257,445.00	\$ -	\$ -
Tri-County Regional	\$ 496,699.00	\$ 424,062.00	\$ 396,954.00
<b>A - Total Education</b>	<b>\$ 11,930,682.00</b>	<b>\$ 12,157,824.26</b>	<b>\$ 12,794,999.26</b>
Education Budget Growth:		1.87%	4.98%
<b>MUNICIPAL AREAS</b>			
General Government:	\$ 1,347,275.52	\$ 1,361,386.38	\$ 1,433,160.41
Public Safety:	\$ 2,584,532.01	\$ 2,756,499.10	\$ 2,831,181.02
DPW:	\$ 1,040,542.22	\$ 905,694.35	\$ 886,764.79
Health & Human Services:	\$ 172,752.06	\$ 188,636.18	\$ 210,308.51
Cultural:	\$ 327,588.71	\$ 356,948.39	\$ 364,428.10
Municipal Raises:			\$ 32,996.44
<b>B - Total Municipal</b>	<b>\$ 5,472,690.52</b>	<b>\$ 5,569,164.40</b>	<b>\$ 5,758,839.27</b>
Municipal Budget Growth:		1.73%	3.29%
<b>A+B Discretionary:</b>	<b>\$ 17,403,372.52</b>	<b>\$ 17,726,988.66</b>	<b>\$ 18,553,838.53</b>
<i>Discretionary Budget Growth:</i>		1.83%	4.46%
<b>SHARED BUDGETS</b>			
Benefits:	\$ 3,213,291.04	\$ 3,459,260.20	\$ 3,505,746.00
Insurance:	\$ 192,476.15	\$ 250,155.00	\$ 273,500.00
<b>C - Shared Budgets:</b>	<b>\$ 3,405,767.19</b>	<b>\$ 3,709,415.20</b>	<b>\$ 3,779,246.00</b>
<i>Shared Budget Growth:</i>		8.19%	1.85%
<b>A+B+C OPERATING BUDGETS</b>	<b>\$ 20,809,139.71</b>	<b>\$ 21,436,403.86</b>	<b>\$ 22,333,084.53</b>
<i>Discretionary Budget Growth:</i>		2.93%	4.02%
<b>DEBT BUDGET</b>			
Debt:	\$ 1,011,706.68	\$ 640,916.65	\$ 861,421.80
<b>D -Debt Budget:</b>	<b>\$ 1,011,706.68</b>	<b>\$ 640,916.65</b>	<b>\$ 861,421.80</b>
<i>Special Budgets Growth:</i>		-57.85%	25.60%
<b>TOTAL BUDGETS:</b>	<b>\$ 21,820,846.39</b>	<b>\$ 22,077,320.51</b>	<b>\$ 23,194,506.33</b>
<i>Total Budget Growth:</i>		1.16%	4.82%



**Table 4****Net Capital Budget**

<b>Article #</b>	<b>Purpose</b>	<b>Amount</b>
14	Fund Fire Chief Vehicle	\$ 39,667.00
15	Fund Police Mobile Data Terminals	\$ 17,500.00
17	Fund Chapter 90 Allocation	\$ 280,110.00
18	Fund Local Road Work	\$ 38,703.00
20	Fund DPW Trailer	\$ 8,240.00
25	Fund Tree Nursery Phase II	\$ 25,000.00
29	Fund Painting/ Repairs for Veteran;s Memorial Building Gym	\$ 26,100.00
34	Fund School Bus Leases	\$ 78,006.00
35	Fund School Computer Lease/ Purchase	\$ 60,000.00
36	Fund Clyde Brown School Library Carpet Replacement/ Asbestos Abatement	\$ 40,000.00
38	Fund School Curriculum	\$ 60,000.00
46	Fund Library Project Site Contamination Monitoring	\$ 27,269.00
<b>Total</b>		<b>\$ 700,595.00</b>

**Table 5****Miscellaneous Articles**

<b>Article #</b>	<b>Purpose</b>	<b>Amount</b>
2	Fund Additional Expenses	\$ 31,250.00
3	Fund Unpaid Bills	\$ 10,491.40
5	Fund Wage Increases	\$ 32,996.44
11	Fund Annual Audit	\$ 32,500.00
12	Fund Unemployment	\$ 25,000.00
37	Fund School Medicaid Reimbursement Vendor	\$ 2,100.00
<b>Total</b>		<b>\$ 134,337.84</b>

## Water Enterprise Fund Budget

<b>WATER ENTERPRISE REVENUE</b>	<b>2011 ACT</b>	<b>2012 PROJ</b>	<b>2013 PROJ</b>
WATER USER CHARGES	\$ 679,140.78	\$ 657,909.78	\$ 674,357.52
PRIOR YR USE CHARGES	\$ 50,514.03	\$ 25,190.31	\$ 34,743.10
CAP ASSESSMENT	\$ 262,724.84	\$ 274,464.59	\$ 240,780.54
PENALTIES/INTEREST	\$ 9,305.42		\$ 10,462.80
LIENS	\$ 52,169.45		\$ 63,548.50
ENTRANCE FEES	\$ 16,650.00	\$ 14,795.94	\$ 16,650.00
METER ON OFF	\$ 1,005.00		\$ 875.00
CROSS CONNECTIONS	\$ 5,050.00		\$ 5,050.00
INVESTMENT INCOME	\$ 1,811.02	\$ -	\$ -
MISC	\$ 7,048.49		\$ 6,312.75
RETAINED EARNINGS	\$ 60,000.00	\$ 238,816.00	\$ 13,000.00
<b>WATER REVENUE TOTAL</b>	<b>\$ 1,145,419.03</b>	<b>\$ 1,211,176.62</b>	<b>\$ 1,065,780.21</b>
GENERAL FUND SUBSIDY		\$ 7,040.35	
<b>TOTAL SOURCE SOF FUNDING</b>		<b>\$ 1,218,216.97</b>	

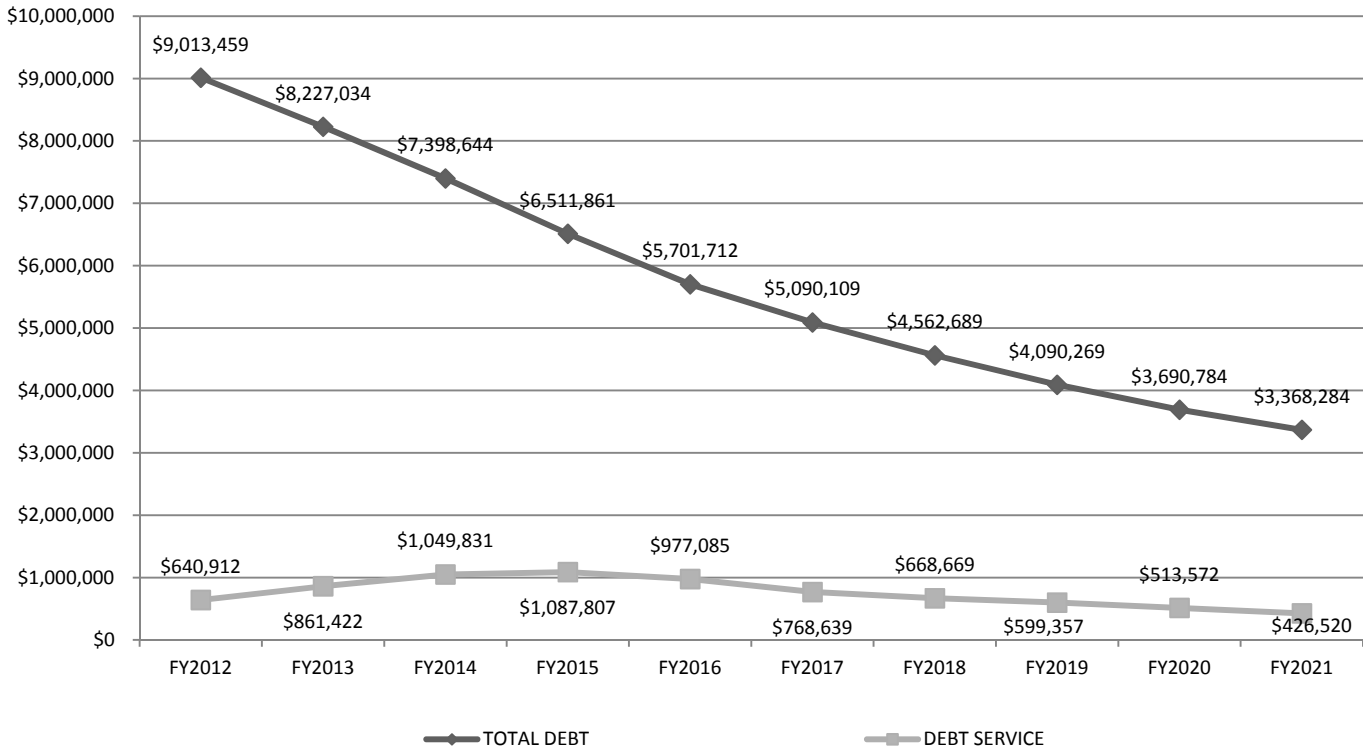
<b>WATER ENTERPRISE COSTS</b>	<b>2011 ACT</b>	<b>2012 ACT</b>	<b>2013 PROJ</b>	
WAGES	\$ 240,137.91	\$ 255,465.77	\$ 261,797.42	
EXPENSES	\$ 342,902.73	\$ 343,837.47	\$ 341,613.00	<b>Budget Total</b>
DEBT	\$ 271,603.11	\$ 274,464.59	\$ 253,453.59	\$ 856,864.01
WAGE ARTICLE			\$ 4,821.96	
CAPITAL OUTLAY/misc	\$ -	\$ 238,816.00	\$ 13,000.00	
RESERVE FUND	\$ -	\$ -		
OTHER	\$ 60,000.00	\$ -		
HEALTH	\$ 14,987.65	\$ 15,737.03	\$ 16,523.88	
PENSION	\$ 14,175.76	\$ 14,884.55	\$ 15,628.78	
SHARED EMPLOYEES	\$ 12,499.76	\$ 13,124.75	\$ 13,780.99	
ADDITIONAL W/S CLK HRS			\$ 10,863.00	
OTH - AUTO LIAB/COMP	\$ 13,969.62	\$ 14,668.10	\$ 15,401.51	
TRANSFER TO GEN FUND	\$ 44,970.20	\$ 47,218.71	\$ 49,579.65	
<b>WATER COSTS TOTAL</b>	<b>\$ 1,015,246.74</b>	<b>\$ 1,218,216.97</b>	<b>\$ 996,463.77</b>	
SURPLUS/DEFICIT	\$ 130,172.29	\$ (7,040.35)	\$ 69,316.44	
SUB TOTAL TRANSFERS TO GENERAL FUND		\$ 105,633.14	\$ 121,777.80	
NET WATER ENTERPRISE COSTS		\$ 1,112,583.83	\$ 874,685.97	
LESS CAPITAL		\$ 238,816.00	\$ 13,000.00	
MATCH TO ARTICLE		\$ 979,400.97	\$ 983,463.77	

## Sewer Enterprise Fund Budget

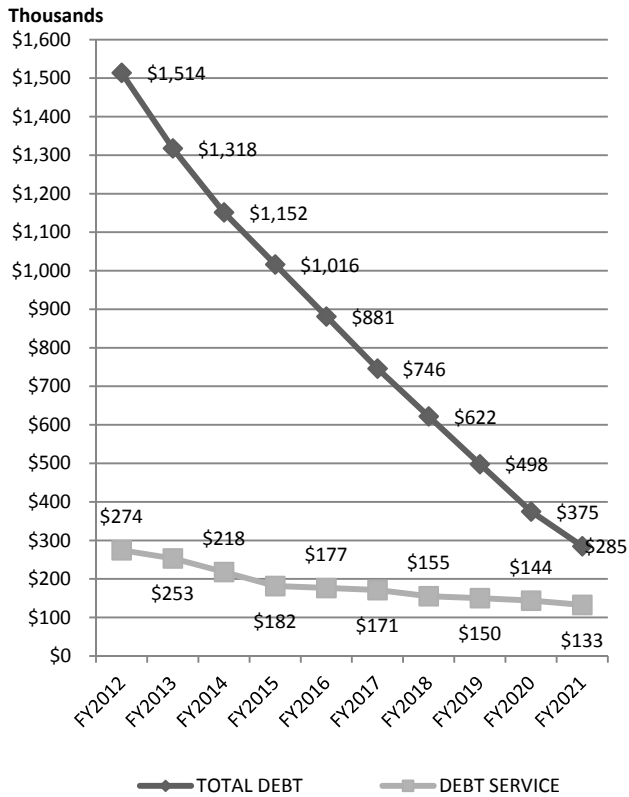
SEWER ENTERPRISE REVENUE	2011 ACT	2012 PROJ	2013 PROJ
SEWER USER CHARGES	\$ 663,462.46	\$ 678,990.82	\$ 712,940.36
PRIOR YEAR SEWER CHARGES	\$ 64,521.28	\$ 19,792.49	\$ 48,825.00
INTEREST	\$ 1,106.35		
PENALTIES	\$ 6,486.90		\$ 7,056.87
LIENS	\$ 37,933.99	\$ 17,175.11	\$ 28,154.22
ENTRANCE FEES	\$ 36,000.00	\$ 20,000.00	\$ 32,500.00
OTHER REVENUE LESS LIENS	\$ 300.00		
SUBTOTAL	\$ 809,810.98	\$ 735,958.42	\$ 829,476.45
BETTERMENTS	\$ 340,267.00	\$ 317,807.50	\$ 310,387.50
RETAINED EARNINGS APPROPRIATED	\$ 108,156.00	\$ 184,945.60	\$ 13,000.00
TOTAL SEWER ENTERPRISE REVENUE	\$ 1,258,233.98	\$ 1,238,711.52	\$ 1,152,863.95
GEN FUND SUBSIDY		\$ 5,956.45	
TOTAL SOURCES OF FUNDING		\$ 1,244,667.97	

SEWER ENTERPRISE EXPENSES	2011 APPROP	2012 APPR	2013 PROJ	
WAGES	\$ 230,338.31	\$ 203,587.99	\$ 209,418.74	
EXPENSES	\$ 461,664.12	\$ 351,394.42	\$ 453,225.63	<b>Budget Total</b>
DEBT	\$ 360,239.37	\$ 488,557.20	\$ 330,743.89	\$ 993,388.26
WAGE INC			\$ 4,097.85	
CAPITAL OUTLAY(RESERVE)	\$ 40,576.00	\$ 112,316.00	\$ 13,000.00	
RESERVE FUND	\$ -			
OTHER	\$ -		\$ 185.40	
HEALTH	\$ 12,262.63	\$ 12,875.76	\$ 13,519.55	
PENSION	\$ 11,598.35	\$ 12,178.27	\$ 12,787.18	
SHARED EMPLOYEES	\$ 12,499.76	\$ 13,124.75	\$ 13,780.99	
OTH - AUTO LIAB/COMP	\$ 11,429.69	\$ 12,001.17	\$ 12,601.23	
OTH - ADMIN	\$ 36,792.77	\$ 38,632.41	\$ 40,564.03	
SEWER COSTS TOTAL	\$ 1,177,401.00	\$ 1,244,667.97	\$ 1,103,924.49	
SURPLUS/DEFICIT	\$ 80,832.98	\$ (5,956.45)	\$ 48,939.46	
SUB TOTAL TRANSFERS TO GENERAL FUND		\$ 88,812.36	\$ 93,438.38	
NET SEWER ENTERPRISE COSTS		\$ 1,155,855.61	\$ 1,010,486.11	
LESS CAPITAL			\$ 13,000.00	
MATCH TO ARTICLE			\$ 1,090,924.49	

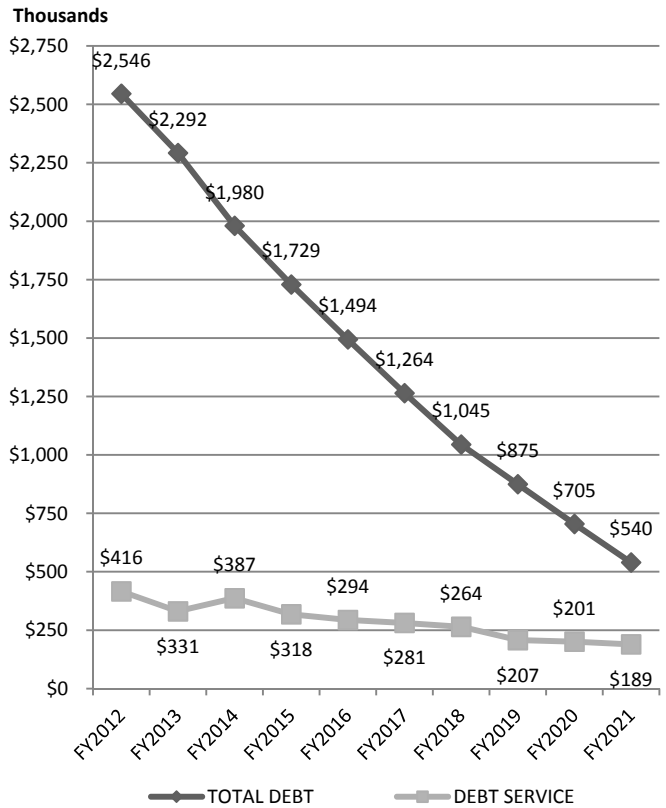
### MILLIS TAX RATE DEBT PROFILE



### MILLIS WATER DEBT PROFILE



### MILLIS SEWER DEBT PROFILE



**MILLIS PERSONNEL PLAN SCHEDULES A / B**

7/1/12 Effective Date

**SCHEDULE A**

**CLASSIFICATION PLAN**

**SALARIED-WEEKLY AND STIPENDS**

**GRADE POSITION**

**SCHEDULE B**

		STEP	1	2	3	4	5	6	7	8	9	10
16	FIRE CHIEF		\$ 1,489.29	\$ 1,521.75	\$ 1,555.94	\$ 1,591.00	\$ 1,627.35	\$ 1,664.14	\$ 1,701.36	\$ 1,739.02	\$ 1,777.97	\$ 1,819.52
15	ASST. DIR. PUBLIC WORKS		\$ 1,403.59	\$ 1,435.62	\$ 1,467.65	\$ 1,500.97	\$ 1,534.73	\$ 1,569.35	\$ 1,604.85	\$ 1,640.33	\$ 1,677.55	\$ 1,715.64
12	ADMIN. ASST. TO SELECT/TA		\$ 1,146.50	\$ 1,172.47	\$ 1,198.01	\$ 1,226.14	\$ 1,252.54	\$ 1,281.11	\$ 1,310.11	\$ 1,339.96	\$ 1,369.40	\$ 1,400.13
11	COA DIRECTOR		\$ 1,061.24	\$ 1,086.34	\$ 1,110.15	\$ 1,135.69	\$ 1,159.92	\$ 1,187.62	\$ 1,212.72	\$ 1,241.72	\$ 1,268.13	\$ 1,297.55
11A	PT COA DIRECTOR		\$ 530.62	\$ 543.17	\$ 555.07	\$ 567.84	\$ 579.96	\$ 593.81	\$ 606.36	\$ 620.86	\$ 634.06	\$ 648.78
9C*	PLUMBING&GAS INSPECTOR WIRING INSPECTOR		Stipend of \$4359/year plus 1/2 permit fees, not to exceed \$30,000/year Stipend of \$4359/year plus 1/2 permit fees, not to exceed \$30,000/year									
8A*	DEP. BUILDING INSPECTOR DEP. PLUMB/GAS INSPECTOR DEP. WIRING INSPECTOR		Stipend of \$1524/year plus 1/2 permit fees, when acting as inspector, not to exceed \$30,000/year Stipend of \$1047/year plus 1/2 permit fees, when acting as inspector, not to exceed \$30,000/year Stipend of \$1047/year plus 1/2 permit fees, when acting as inspector, not to exceed \$30,000/year									

\* = Part time

**HOURLY**

**GRADE POSITION**

		STEP	1	2	3	4	5	6	7	8	9	10
4	DISPATCHER/PART TIME		\$ 15.90	\$ 16.27	\$ 16.66	\$ 17.03	\$ 17.40	\$ 17.80	\$ 18.20	\$ 18.60	\$ 19.04	\$ 19.46

**PUBLIC SAFETY**

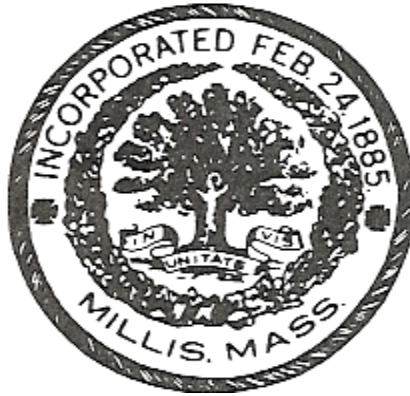
**GRADE POSITION**

		STEP	1	2	3	4	5	6	7	8	9	10
PS9	DEPUTY FIRE CHIEF/EMT*		\$ 27.14	\$ 27.75	\$ 28.39	\$ 28.99	\$ 29.67	\$ 30.33	\$ 31.02	\$ 31.72	\$ 32.44	\$ 33.15
	STIPEND/YEAR		\$ 967.00									
PS8	EMS COORDINATOR/EMT		\$ 25.14	\$ 25.69	\$ 26.27	\$ 26.86	\$ 27.46	\$ 28.09	\$ 28.71	\$ 29.37	\$ 30.02	\$ 30.69
	STIPEND/YEAR		\$ 4,140									
PS7	UNFILLED		\$ 23.48	\$ 24.02	\$ 24.56	\$ 25.11	\$ 25.67	\$ 26.24	\$ 26.84	\$ 27.44	\$ 28.07	\$ 28.69
PS6	FIRE CAPTAIN/EMT		\$ 21.96	\$ 22.45	\$ 22.95	\$ 23.46	\$ 23.99	\$ 24.53	\$ 25.08	\$ 25.65	\$ 26.21	\$ 26.82
	STIPEND/YEAR		\$ 822.12									
PS5	UNFILLED		\$ 20.52	\$ 20.97	\$ 21.44	\$ 21.93	\$ 22.42	\$ 22.93	\$ 23.44	\$ 23.97	\$ 24.51	\$ 25.06
PS4	FIRE LIEUTENANT/EMT		\$ 19.36	\$ 19.79	\$ 20.24	\$ 20.68	\$ 21.17	\$ 21.62	\$ 22.12	\$ 22.61	\$ 23.12	\$ 23.64
	STIPEND/YEAR		\$ 656.88									
PS3	UNFILLED		\$ 18.26	\$ 18.67	\$ 19.09	\$ 19.52	\$ 19.97	\$ 20.41	\$ 20.87	\$ 21.34	\$ 21.82	\$ 22.30
PS2	FIREFIGHTER/EMT		\$ 17.23	\$ 17.62	\$ 17.89	\$ 18.42	\$ 18.83	\$ 19.25	\$ 19.69	\$ 20.12	\$ 20.57	\$ 21.04
	STIPEND/YEAR		\$ 491.64									
PS2	PERM. INTER. POLICE OFFICER		\$ 17.23	\$ 17.61	\$ 17.89	\$ 18.42	\$ 18.83	\$ 19.25	\$ 19.68	\$ 20.13	\$ 20.57	\$ 21.04
	LOCKUP KEEPER											
PS1	UNFILLED		\$ 15.38	\$ 15.73	\$ 16.08	\$ 16.44	\$ 16.82	\$ 17.19	\$ 17.58	\$ 17.97	\$ 18.37	\$ 18.79

EMT STIPEND \$1020.00 PER YEAR

**APPOINTED SPECIALS**

EMERG. MGMT DIRECTOR	\$ 635	PER YEAR	CLASS A MOTOR VEHICLE OPERATOR	\$ 940.70	PER YEAR
FIRE STEWARD STA. 1	\$ 394	PER YEAR	DIR. VETERANS SERVICES	\$ 3,618.41	PER YEAR
FIRE STEWARD STA. 2	\$ 233	PER YEAR	ELECTION WORKER-CENSUS TAKER	\$ 10.48	PER HOUR
FIRE ALARM SUPT.	\$ 233	PER YEAR	PERMANENT INTRMTNT, SPECIAL, RESERVE		
FOREST WARDEN	\$ 161	PER YEAR	POLICE DETAIL RATE	\$ 47.34	PER HOUR
SEALER WEIGHTS MEASURE	\$ 3,256	PER YEAR	DPW SEASONAL WORKER	\$ 12.28	PER HOUR
DATA PROCESSING MANAGER	\$ 12,653	PER YEAR	LIBRARY PAGE		MINIMUM WAGE
ASST. DATA PROC. MANAGER	\$ 2,218	PER YEAR	BOARD OF REGISTRARS	\$ 621.10	PER YEAR
CERTIFIED WATER OPERATOR I	\$ 1,254	PER YEAR	SNOW CONTRACTOR 7AM-6PM	\$ 19.96	PER HOUR
CERTIFIED WATER OPERATOR II	\$ 1,568	PER YEAR	SNOW CONTRACTOR NIGHTS, WEEKEND	\$ 29.95	PER HOUR
ZONING BOARD OF APPEAL	\$ 597	PER YEAR	SNOW MANAGEMENT STIPEND AFTER 8 STORMS	\$ 2,000.00	EARNED ONCE/YEAR
RESPIRE CARE PROGRAM MANAGER	\$ 17.34	PER HOUR	SNOW MANAGEMENT STIPEND AFTER TWELVE STORMS	\$ 1,000.00	EARNED ONCE/YEAR
RESPIRE CARE ACTIVITIES COORDINATOR	\$ 10.20	PER HOUR			



**MAY 14, 2012**

**ANNUAL  
TOWN MEETING**

**TOWN OF MILLIS**

**COMMONWEALTH OF MASSACHUSETTS**

**NORFOLK, SS.**

**GREETING:**

To either of the constables of the Town of Millis in said county, in the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Millis qualified to vote in elections and in town affairs, to meet in the Veterans Memorial Building Gymnasium on the seventh day of May AD 2012 for the election of officers, the polls to open at 7:00 a.m. and close at 8:00 p.m.: also, on Monday, the fourteenth day of May, AD 2012 at 7:30 p.m. in the Middle/High School Auditorium in said Millis:

**FOR THE BUSINESS MEETING, THEN AND THERE,  
TO ACT ON THE FOLLOWING ARTICLES, VIZ**

## FOR THE ELECTION BALLOT

**ARTICLE 1.** To choose a Moderator for one year, a Selectman for three years, two members of the School Committee each for three years, a member of the Library Trustees for three years, a member of the Planning Board for five years, a member of the Board of Health for three years and one Constable for a term of two years.

## FOR TOWN MEETING ACTION

**ARTICLE 2.** To see if the Town will vote to appropriate and raise by transfer from available funds or by transfer from the Stabilization Fund, a sum of money to meet **additional expenses** from the current fiscal year not sufficiently funded under Article 7 of the May 9, 2011 Annual Town Meeting, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 3.** To see if the Town will vote to transfer from available funds or by transfer from the Stabilization Fund, a sum of money to pay **unpaid bills** incurred by Town departments from previous fiscal years including salaries and expenses, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 4.** To see if the Town will vote to adopt **amendments to Schedule A Classification Plan, Schedule B - Salary Plan, Schedule C, Employee Benefits, and Schedule D, Policies and Procedures of the Town of Millis Personnel Plan**, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 5.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, or by transfer from the Stabilization Fund, a sum of money for municipal **wage increases** in the fiscal year beginning July 1, 2012, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 6.** 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, including the Community Preservation fund budgeted reserve or open space reserve, and the Stabilization Fund **to defray charges and expenses to the Town, including debt and interest**, and a reserve fund for the general fund and sewer and water enterprise funds, for the fiscal year beginning July 1, 2012 and ending June 30, 2013, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**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 water enterprise fund**, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**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 sewer enterprise fund**, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 9.** To see if the Town will vote to appropriate and raise by taxation or by transfer from available funds, or by transfer from the Stabilization Fund, a sum of money for **unfunded health insurance liability** costs, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 10.** To see if the Town will vote to appropriate and raise by taxation or by transfer from available funds, a **sum of money for the Stabilization Fund**, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 11.** To see if the Town will vote to appropriate and raise by taxation or by transfer from available funds, or by transfer from the Stabilization Fund, a sum of money for an independent **audit of all accounts of the Town, GASB 34 fixed asset maintenance, and an audit of school department accounts**, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 12.** To see if the Town will vote to appropriate and raise by taxation or by transfer from available funds, or by transfer from the Stabilization Fund, a sum of money for **unemployment compensation**, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 13.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, or by transfer from the Stabilization Fund, or by borrowing under the provisions of M.G.L. Chapter 44, a sum of money for **replacement of the Fire Department Ladder Truck with a “Quint” ladder/pumper**, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 14.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, or by transfer from the Stabilization Fund, or by borrowing under the provisions of M.G.L. Chapter 44, a sum of money for **replacement of the Fire Department Chief’s Vehicle**, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 15.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, by transfer from the Stabilization Fund, or by borrowing under the provisions of M.G.L. Chapter 44, a sum of money to purchase **Police Cruiser Mobile Data Terminals** or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 16.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, by transfer from the Stabilization Fund, or by borrowing under the provisions of M.G.L. Chapter 44, a sum of money to purchase **Police Cruisers** or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 17.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, by transfer from the Stabilization Fund, a sum of money for **Chapter 90 funded road resurfacing, reconstruction, drainage improvements and road maintenance**, and land or easement purchases or takings, including bridge or culvert improvements or Chapter 90 authorized equipment purchases, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 18.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, by transfer from the Stabilization Fund, or by borrowing under the provisions of M.G.L. Chapter 44, a sum of money for **town funded road resurfacing, reconstruction, drainage improvements and road maintenance and culvert improvements**, and land or easement purchases or takings therefore, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 19.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds including, but not limited to the water enterprise fund or retained earnings, and the sewer enterprise fund or retained earnings or by transfer from the Stabilization Fund, or by borrowing under the provisions of M.G.L. Chapter 44, a sum of money to purchase a **DPW water-sewer division vehicle** or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 20.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, by transfer from the Stabilization Fund, or by borrowing under the provisions of M.G.L. Chapter 44, a sum of money for a **DPW vehicle trailer** and any drainage appurtenances related thereto, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 21.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, including but not limited to the water enterprise fund or retained earnings, by transfer from the Stabilization Fund, or by borrowing under the provisions of M.G.L. Chapter 44, a sum of money for **replacement of the water main on Forest Rd.** including but not limited to the section of Forest Rd. from Birch St. to the Medfield Town line, or act in any manner relating thereto. (Submitted by Board of Selectmen)



**ARTICLE 22.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, including but not limited to the water enterprise fund or retained earnings, or by transfer from the Stabilization Fund, or by borrowing under the provisions of M.G.L. Chapter 44, a sum of money for water system improvements, including but not limited to **water production well improvements**, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 23.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, by transfer from the Stabilization Fund, or by borrowing under the provisions of M.G.L. Chapter 44, a sum of money for **Pleasant St. sidewalk and road improvements**, and further to authorize the Board of Selectmen to acquire by gift, purchase, or eminent domain any land in fee or easement as necessary therefore, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 24.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, by transfer from the Stabilization Fund, or by borrowing under the provisions of M.G.L. Chapter 44, a sum of money for **Daniels St. sidewalk and road improvements**, and land or easement purchases or takings therefore, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 25.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, by transfer from the Stabilization Fund, or by borrowing under the provisions of M.G.L. Chapter 44, a sum of money for the **DPW Tree Nursery/Beneficial Reuse of Street Sweepings** project, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 26.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, by transfer from the Stabilization Fund, or by borrowing under the provisions of M.G.L. Chapter 44, a sum of money for purchasing, installing and training to implement a **Geographic Information System**, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 27.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, by transfer from the Stabilization Fund, or by borrowing under the provisions of M.G.L. Chapter 44, a sum of money for **installing a security window at the Treasurer Collector's office**, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 28.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, by transfer from the Stabilization Fund, or by borrowing under the provisions of M.G.L. Chapter 44, a sum of money for purchasing and installing a secure outside **"Drop Box" for the Treasurer-Collector's office**, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 29.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, by transfer from the Stabilization Fund, or by borrowing under the provisions of M.G.L. Chapter 44, a sum of money for **painting the Veterans Memorial Building Gymnasium and repairs to the roof**, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 30.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, by transfer from the Stabilization Fund, or by borrowing under the provisions of M.G.L. Chapter 44, a sum of money for **design of a new Police Station and renovations to the existing Fire Station**, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 31.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, by transfer from the Stabilization Fund, or by borrowing under the provisions of M.G.L. Chapter 44, a sum of money for Town Building Improvements including, but not limited to, **repair of the masonry/brick work at the Veterans Memorial Building**, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 32.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, by transfer from the Stabilization Fund, or by borrowing under the provisions of M.G.L. Chapter 44, a sum of money for **repairs to the DPW ventilation and heating system**, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 33.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, by transfer from the Stabilization Fund, or by borrowing under the provisions of M.G.L. Chapter 44, a sum of money for **repairs to the DPW salt shed**, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 34.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, or by transfer from the Stabilization Fund, a sum of money to **lease school buses**, or act in any manner relating thereto. (Submitted by School Committee)

**ARTICLE 35.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, by transfer from the Stabilization Fund, or by borrowing under the provisions of M.G.L. Chapter 44, a sum of money to purchase and/or lease purchase **school computers**, or act in any manner relating thereto. (Submitted by School Committee)

**ARTICLE 36.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, by transfer from the Stabilization Fund, or by borrowing under the provisions of M.G.L. Chapter 44, a sum of money to **remove asbestos tile and replace the carpet in the Clyde Brown Library**, or act in any manner relating thereto. (Submitted by School Committee)

**ARTICLE 37.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, by transfer from the Stabilization Fund, or by borrowing under the provisions of M.G.L. Chapter 44, a sum of money for securing the services of a **contracted Medicaid billing agency**, or act in any manner relating thereto. (Submitted by School Committee)

**ARTICLE 38.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, by transfer from the Stabilization Fund, or by borrowing under the provisions of M.G.L. Chapter 44, a sum of money for **curriculum materials**, or act in any manner relating thereto. (Submitted by School Committee)

**ARTICLE 39.** To see if the Town will vote to rescind the borrowing authorization voted and remaining under the Articles listed hereafter:

- Article #15 of the May 2001 Annual Town Meeting for the DPW Building Improvements project, \$267.00,
- Article #22 of the May 2001 Annual Town Meeting for the Union St. water main project, \$13,800.00,
- Article #16 of the May 2000 Annual Town Meeting for the Wells 5 & 6 project, \$93,321.00
- Article #18 of the May 2004 Annual Town Meeting for the Walnut St. Tank Improvement project, \$70,000.00,
- Article #8 of the November 2009 Annual Town Meeting for the Pleasant St. Bridge water main improvement project, \$30,000.00,
- Article #5 of the November 2011 Annual Town Meeting for the Exchange St. Improvement project, \$990,000.00;

or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 40.** To see if the Town will vote to **reauthorize**, pursuant to M.G.L. Chapter 44 Section 53E 1/2, the following **revolving funds**:

- A. Oak Grove Farm Revolving Fund, said fund to be credited with the receipts from user fees, and the sale of bricks, under the authority of the Oak Grove Farm Commissioners, proceeds to be used for Oak Grove Farm Maintenance, such expenditures not to exceed \$15,000;
- B. Animal Control Shelter Revolving Fund, said fund to be credited with the receipts from the operation of the shelter, under the authority of the Board of Selectmen, proceeds to be used for kennel maintenance and construction costs, such expenditures not to exceed \$3,000;
- C. School Department Transportation Revolving Fund, said fund to be credited with user fees from providing school bus transportation, under the authority of the School Committee, proceeds to be used for providing bus transportation to students, such expenditures not to exceed \$90,000;
- D. Fire Alarm Revolving Fund, said fund to be credited with the fees and fines relative to fire alarms, under the authority and direction of the Board of Selectmen, proceeds to be used for the costs of labor, equipment and services, to maintain the fire alarm system, such expenditures not to exceed \$10,000;
- E. Historical Commission Revolving Fund, said fund to be credited with the fees generated by user fees or appropriations, under the authority and direction of the Historical Commission, proceeds to be used for the maintenance of historical buildings and grounds, such expenditures not to exceed \$12,000;
- F. Ambulance Department Revolving Fund, said fund to be credited with the fees generated by user fees, under the authority and direction of the Board of Selectmen, proceeds to be used to pay for ambulance expenses and billing collections, such expenses not to exceed \$20,000;
- G. Youth Commission Revolving Fund, said fund to be credited with the fees generated by user fees or appropriations, under the authority and direction of the Board of Selectmen, proceeds to be used for youth programs, such expenditures not to exceed \$5,000;
- H. Council on Aging Transportation Revolving Fund, said fund to be credited with the fees generated by user fees, donations or appropriations, under the authority and direction of the Board of Selectmen, proceeds to be used for COA transportation programs, such expenditures not to exceed \$5,000;
- I. Veterans Memorial Building Custodial and Maintenance Revolving Fund, said fund to be credited with the fees generated by user fees or appropriations, under the authority and direction of the Board of Selectmen, proceeds to be used for custodial expenses, such expenditures not to exceed \$6,000;
- J. Food Service Revolving Fund, said fund to be credited with the fees generated by user and/or inspection fees or appropriations, under the authority and discretion of the Board of Health, proceeds to be used for food service inspections, such expenditures not to exceed \$4,500;
- K. Stormwater Management Revolving Fund, said fund to be credited with the fees generated by municipal stormwater connection and inspection fees or appropriations, under the authority and discretion of the Board of Selectmen, proceeds to be used for stormwater related inspections, tests, and engineering reviews, such expenditures not to exceed \$10,000;
- L. Board of Health Medical Services and Vaccination Fund, said fund to be credited with the receipts from vaccination reimbursements obtained from federal, state and private agencies, under the authority of the Board of Health, proceeds to be used for any necessary medical services, vaccinations, or supplies, such expenditures not to exceed \$3,000;
- M. Continuing Education Revolving Fund, said fund to be credited with the receipts from users fees from continuing education classes such as drivers' education, under the authority of the School Committee, proceeds to be used for providing continuing education for students, such expenditures not to exceed \$50,000;

or act in any manner relating thereto. (Submitted by Board of Selectmen).

**ARTICLE 41.** To see if the Town will vote in accordance with M.G.L. Chapter 41, section 4A, and Chapter 268A section 21A, **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 to authorize the Town to fix the salary of such appointee, notwithstanding the provisions of G.L. Chapter 41 section one hundred and eight, or act in any manner relating thereto. (Submitted by Board of Health)

**ARTICLE 42.** To see if the Town will vote to 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, or the Budgeted Reserve, from annual revenues in the amounts recommended by the Community Preservation Committee, for committee administrative expenses, community preservation projects and/or other expenses in fiscal year 2013, with each item to be considered a separate appropriation; or act in any manner relating thereto. (Submitted by Community Preservation Committee)

**ARTICLE 43.** To see if the Town will vote to **accept for general municipal purposes the donation of a parcel of land** located in "Millis Heights" so-called, shown on Assessors Map #34, Parcel 33, said property to be under the care, custody, maintenance, and control of the Board of Selectmen and further to authorize the Board of Selectmen to execute any and all documents reasonably necessary to effectuate such acquisition, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 44.** To see if the Town will vote to **amend the Millis Zoning By-law** and the Zoning Map as follows:

1. By deleting the following definition from Zoning By-law Section II. Definitions:

Flood Insurance Rate Map (FIRM): The official map on which the Federal Insurance Administration has delineated both the areas of special flood hazards and the risk premium zones applicable to the community.

and

By substituting, instead, the following definition:

Flood Insurance Rate Map (FIRM): The official maps upon which the Federal Emergency Management Agency ("FEMA") has delineated both the areas of special flood hazards and the risk premium zones applicable to the community and which are known as the Flood Insurance Rate Maps ("FIRM") and as adopted by Town Meeting.

1A. By deleting the following definition from Zoning By-law Section II. Definitions:

Floodway: The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than one foot.

and

By substituting the following new definition:

Floodway: The channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation.

1B By deleting the following definition from Zoning By-law Section II. Definitions:

Manufactured Home: A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For flood plain management purposes, the term "manufactured home" also includes park trailers, travel trailers and other similar vehicles placed on a site for greater than 180 consecutive days. For insurance purposes, the term "manufactured home" does not include park trailers, travel trailers, and other similar vehicles.

and

by substituting, instead, the following new definition:

Manufactured Home: A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For flood plain management purposes, the term "manufactured home" also includes park trailers, travel trailers and other similar vehicles placed on a site for greater than 180 consecutive days.

1C. By adding the following new definitions to Zoning By-law Section II. Definitions:

Special Flood Hazard Area: An area in the Floodplain or SFH District as shown on a Flood Hazard Boundary Map or a Flood Insurance Rate Map as Zone A, AO, AE, A99, AH, V, V1-30, VE.

Zone A: The 100-year floodplain area where the base flood elevation has not been determined.

Zone AE: The 100-year floodplain where the base flood elevation has been determined.

Zone X: An Area identified in the Flood Insurance Study as an area of moderate minimal flood hazard.

2. By deleting the following language in Zoning By-law §III. Establishment of Zoning District. B. Superimposed Zoning Districts:

**B. Superimposed Zoning Districts.**

The Watershed Protection Zoning District and the Special Flood Hazard Zoning District (SFH Zoning District) are considered to be superimposed over the other districts shown on the Zoning Map, as a recognition of the special conditions which exist in such areas. See Sections X and XI for applicable regulations.

and

By substituting, instead, the following new language in Zoning By-law §III.B:

**B. Superimposed or Overlay Zoning Districts.**

The locations and boundaries of the Watershed Protection Zoning District ("WP District") and the Special Flood Hazard Zoning District (SFH District) shall be as provided for under Sections X and XI under this Zoning By-law and these districts shall be superimposed as overlay districts upon the Zoning Districts shown on the Zoning Map.

3. By deleting the following language set forth in Zoning By-law §X. Watershed Protection District.A.2. Definitions:

Area of Special Flood Hazard”, as used in this section, shall mean the land in the flood plain subject to a one percent or greater change of flooding in any given year.

4. By deleting the following language set forth in Zoning By-law §XI. Special Flood Hazard District. A.2. Definition as follows:

2. Definition.

The “SFH” District is superimposed over any other district established by this By-law. This district consists of the areas of the special flood hazard, Zones A, A1-A30, identified by the Federal Emergency Management Agency (FEMA) in a scientific and engineering report entitled “Flood Insurance Study, Town of Millis, Norfolk County, Massachusetts,” dated February 5, 1985, with accompanying Flood Insurance Rate Maps dated August 5, 1985, and FEMA Flood and Flood-way Boundary Map dated August 5, 1985, are hereby adopted by reference and declared to be a part of this By-Law. The Flood Insurance Study, the Flood Insurance Rate Map and the FEMA Flood and Flood-way Boundary Map are on file in the Office of the Town Clerk, Town of Millis, County of Norfolk, Massachusetts.

and

By substituting, instead, the following new language:

2. Definition of Floodplain or SFH District location and boundaries

The Floodplain or “SFH” District is herein established as an overlay zoning district which shall be superimposed over all zoning districts shown on the Zoning Map and its location and boundaries shall include all special flood hazard areas within the Town of Millis that are designated as Zones A and AE on the Norfolk County Flood Insurance Rate Map (FIRM) issued by FEMA for the administration of the National Flood Insurance Program. The map panels for the Norfolk County FIRM that are wholly or partially within the Town of Millis are panel numbers 25021C0134E, 25021C0142E, 25021C0144E, 25021C0153E, 25021C0154E, 25021C0161E, 25021C0162E, 25021C0163E, and 25021C0164E, dated and effective July 17, 2012. The exact boundaries of the District shall be defined by the 100-year base flood elevations shown on the FIRM and as further defined by the County of Norfolk Flood Insurance Study (FIS) report that is dated July 17, 2012. The FIRM and the FIS report are incorporated by reference herein and are on file in the office of the Town Clerk, Town of Millis, County of Norfolk, Massachusetts.

5. By deleting the phrase “, A1-A30” from Zoning By-law §XI. Special Flood Hazard District.A.3. Methods of Reducing Flood Losses. a.(3).
6. By deleting Zoning By-law §XI. Special Flood Hazard District A.6.Issuance of Special Permit. a as follows:
  - a. The Special Permit Granting Authority, after holding a public hearing, shall issue a permit under this section if it finds that the use of the premises will not endanger the health or safety of the occupants or of other land in any “SFH” District. In deciding applications for a special permit under this section, but without limiting the generality of the foregoing, the Special Permit Granting Authority shall assure:

and

By substituting therefore the following:

- a. The Special Permit Granting Authority, after holding a public hearing, shall issue a permit under this section if it finds that the use of the premises will not endanger the health or safety of the occupants or of other land in any "SFH" District. In deciding applications for a special permit under this section, but without limiting the generality of the foregoing, the Special Permit Granting Authority shall assure that the following conditions or requirements shall be satisfied, provided that no condition shall be imposed that conflicts with the requirements of the State Building Code:
7. By deleting Zoning By-law §XI. Special Flood Hazard District A.6.Issuance of Special Permit. a.(1) and a.(2) in their entirety and renumbering the remaining sections accordingly.
  8. By deleting Zoning By-law §XI. Special Flood Hazard District A.6.Issuance of Special Permit. a.(4) in its entirety and substituting, instead, the following:

- (4) All manufactured homes and manufactured home parks in Zones A and AE shall be provided with adequate surface drainage and adequate hauler access.

9. By deleting Zoning By-law §XI. Special Flood Hazard District A.6.Issuance of Special Permit. a. (19) as follows:

- (19) Within Zones A1-A30, no new construction, substantial improvement to existing structures, filling, or other land development shall be permitted unless it is demonstrated by the applicant that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point in Town.

And

By substituting, instead, the following language:

- (19) Within Zones A and AE, no new construction, substantial improvement to existing structures, filling, or other land development shall be permitted unless it is demonstrated by the applicant that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, shall not increase the water surface elevation of the base flood.

10. By deleting Zoning By-law §XI. Special Flood Hazard District.A.8 Notification of Watercourse Alteration in its entirety and substituting, instead, the following:

8. Notification of Watercourse Alteration

The Applicant shall provide written notification regarding any proposed alteration or relocation of a water source to the following:

- (1) The Planning Board of each adjacent community;
- (2) The NFIP State Coordinator  
Massachusetts Department of Conservation and Recreation  
251 Causeway Street, Suite 600-700  
Boston, MA 02114-2104;
- (3) The NFIP Program Specialist  
Federal Emergency Management Agency, Region I  
99 High Street, 6<sup>th</sup> Floor

Boston, MA 02110

or to take any other action relating thereto.  
(Submitted by Board of Selectmen)

**ARTICLE 45.** To see if the town will vote to appropriate and raise by taxation, by transfer from available funds, or by transfer from the Stabilization Fund, a sum of money to **fund the contract between the Town of Millis and the Millis Professional Firefighters Association effective July 1, 2012**, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 46.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, or by transfer from the Stabilization Fund, a sum of money to **assess and or treat for environmental contamination town owned land located at 961 Main St., otherwise known as the "New Library" site, or parcels adjacent or upgradient thereto**, or act in any manner relating thereto. (Submitted by Board of Selectmen)

**ARTICLE 47.** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, or by transfer from the Stabilization Fund, a sum of money to **fund the contract between the Town of Millis and the Service Employees International Union Local 888, effective July 1, 2012**, or act in any manner relating thereto. (Submitted by Board of Selectmen);  
and, you are hereby directed to serve this Warrant by posting attested copies hereof fourteen days before time of said meeting as directed by the vote of the Town. Hereof fail not and make due return of this Warrant with your doings thereon at the time and place of said meeting.

**ARTICLE 48.** To see if the town will vote to authorize the School Committee to enter into a power purchase contract with the owner or lessee of solar power electric generating facilities installed upon the roof of the Millis Middle-High School pursuant to a lease as authorized by vote under Article 15 of the November 7, 2011 Fall Annual Town Meeting, for the same term of years as said lease not being more than 20 years, or act in any manner relating thereto. (Submitted by Board of Selectmen);



and, you are hereby directed to serve this Warrant by posting attested copies hereof fourteen days before the time of said meeting as directed by the vote of the Town. Hereof fail not and make due return of this Warrant with your doings thereon at the time and place of said meeting.

Given under our hands this 18th day of April in the Year of Our Lord two thousand and twelve.


TOWN OF MILLIS  
BOARD OF SELECTMEN

  
\_\_\_\_\_  
Andrea J. Wagner, Chairman

  
\_\_\_\_\_  
Donald A. Hendon, Vice-Chairman

  
\_\_\_\_\_  
Charles V. Vecchi, Clerk

A True Copy, Attest

  
\_\_\_\_\_  
Lisa J. Herdin, Town Clerk



ANNUAL SPRING TOWN MEETING

Middle/High School Auditorium

Monday, May 14, 2012 – 7:30 PM

PRE-TOWN MEETING

Veterans Memorial Building – Room 229

Wednesday, May 9, 2012 – 7:30 PM

MILLIS BOARD OF SELECTMEN

Andrea J. Wagner, Chairman

Donald Hendon, Vice-Chairman

Charles V. Vecchi, Clerk

PRESORT - STANDARD

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