

FINANCE COMMITTEE REPORT

FISCAL PERIOD JULY 1, 2017 THROUGH JUNE 30, 2018 ANNUAL SPRING TOWN MEETING
Containing the Recommendations of the Finance Committee

PLEASE BRING THIS REPORT WITH YOU TO THE ANNUAL TOWN MEETING



ANNUAL SPRING TOWN MEETING – MONDAY, JUNE 5, 2017 AT 7:30 PM
MIDDLE/HIGH SCHOOL AUDITORIUM

PRE-TOWN MEETING – TUESDAY, MAY 30, 2017 AT 7:30 PM
VETERANS MEMORIAL BUILDING – ROOM 229

Finance Committee Report To The Town

Introduction:

Each spring the residents of Millis convene a Town Meeting to enact the business of the Town. All residents who are registered to vote are eligible to attend Town Meeting. There they may speak out and vote on the issues presented to the Town Meeting in the meeting warrant.

This year we have thirty-seven Warrant Articles for the Spring Town Meeting. It is the responsibility of the Spring Town Meeting to review and approve the annual town budget, to approve funding for the water and sewer enterprise funds, deal with any zoning issues, fund capital items, establish revolving funds and to approve or reject other issues as put forth in the Town Meeting Warrant. It is a requirement of the Commonwealth that the Town's budget be in balance at the close of the meeting. The amount of revenues received by the town through property taxes, state aid, fees and other means must match the planned expenditures in the town budget for all line items.

Status Update:

This year we have some good news and some bad news. The good news is that our revenues for the Town have increased resulting in available funds growing from the more normal \$600K or so to approximately \$800K. This couldn't have come at a better time, because our funding needs have increased disproportionately with respect to revenue growth. Specifically, we have several items that must be funded and as a result will significantly limit the discretionary funds we have available to meet our many other needs.

To maintain level service budgets, \$37,000 of Free Cash is being used in the municipal budgets. An additional \$118,692 of free cash is being used to increase the snow and ice fund, to fund computer system service contracts and to fund two new positions. The municipal budget includes the incremental cost of a state-mandated full-time school resource officer for the Police department and a full-time Firefighter/ Advanced Life Support EMT for the fire department at a cost of \$51,210. Although it is not usually justified to use Free Cash for recurring budget line items, the Finance Committee believes it is in the best interest of the Town to do so this year. In total, the municipal budgets that will be presented at this Town Meeting are using a total of \$155,986 from Free Cash. Fortunately, the Millis Public Schools are not using any Free Cash at this time to balance their budgets, but this necessitates that they draw down some one-time accounts and make some cuts to some line items to balance their budget.

An additional Free Cash expense includes the Federal EPA mandated Storm Water Management program which will cost the Town \$240,024.10 in FY 18. This will be paid for by using \$194,603.10 from Free Cash and an additional \$45,421 that is being covered by available DPW funds. Also \$119,000 of Free Cash will be used to cover Police FY17 overtime, which was largely incurred as a result of injuries to several officers. An additional \$17,000 will be used to pay for the retirement of the police chief and the loss in manpower as a result of promotions and illness. Furthermore, the Stabilization Fund will be debited in the amount of \$165,426.35 to cover the Snow & Ice deficit.

The police overtime issues will be resolved with new hires, a process that is presently underway. The snow and ice costs are attributable to the fact that we have had many more road icing days than in the past coupled with new roads being added to those being managed by the Town. Assuming that this trend continues, we have to plan on permanently increasing this budget line item, which we are proposing and will be explained in greater detail shortly. However, the Storm Water requirement, also

known as MS4 (Municipal Separate Storm Sewer Systems), is an ongoing requirement that will require funding annually in the amount of at least \$240K for the foreseeable future. Finally there is one other item that has not been funded directly in this budget and that is road maintenance.

It is the opinion of the Finance Committee that a process should be implemented no later than the November Town Meeting to address the continuing storm water mandate. There are several options available, including an operational override, a special Enterprise Fund, a utility fund, or some other mechanism to meet this expense. Regardless, the Town has no option but to meet this requirement. Meeting it out of annual revenues is unsustainable and would result in the curtailment of virtually all town services. Similarly, the snow and ice budget must be permanently increased. We have taken steps to meet this year's snow and ice deficit by using \$55,482 of free cash, but we must fund this item in the amount of at least \$250,000 annually without relying on one time funds for this ongoing expense. Finally, there is the need to improve our roads which have deteriorated substantially over the last few years. Even with a nominal additional funding of \$200,000 annually as a supplement to our Chapter 90 funds, it will take years to get them back into good shape. Without taking these actions, we will not have the discretionary funds needed to operate the town and maintain our roads.

There are of course the obvious questions: "Why can't we keep meeting these issues as we're doing?" and "How come we were able to meet our needs without these major increases until recently?" The simple answer is that the times have changed. We are demanding more from our legislators in the way of better security, more laws and rules to protect workers and children, cleaner water and air, better health care coverage, more opportunities for challenged youth, etc. All of these are noble objectives, but they don't just happen, they cost money. But what hasn't been mentioned is what we haven't funded. For example:

- Two police vehicles which are in desperate need of replacement, \$75K.
- Additional maintenance of the Veterans Memorial Building, \$35K.
- The HS/MS auditorium refurbishment. The room in which we meet for our Town has a failing and antiquated audio system, chairs that need repairing, a stage that needs to be updated, an inefficient and outdated lighting system and a myriad of other problems that need to be addressed at a cost of \$50K or more.
- MS/HS lavatories that need refurbishment, \$75K.
- DPW building roof and other repairs, perhaps \$500K or more.
- Police and fire secure communications system, \$100K - \$150K. Verizon is going to cease support of the existing system in the near future.
- Road maintenance, \$200K - \$300K annually in addition to Chapter 90 funds.

And the list goes on. Yet this list doesn't even include personnel funding for new positions, OPEB (Other Post Employment Benefits) funding, increases to the Stabilization Fund, etc. These are the issues that your Finance Committee, Town Administrator and Board of Selectmen are trying to resolve on a regular basis.

Ultimately, the decision will be in your hands, the residents of the Town of Millis. But we all must recognize that these are critical issues that cannot be deferred any longer. The use of the present funding sources is unsustainable and, as mentioned earlier, will result in the curtailment of virtually all community services if alternative funding sources are not approved prior to our next annual Town Meeting.

Of the 37 articles on the Town Warrant, two deserve special mention:

- Replacement of the Clyde F. Brown School: I think we're all aware of this Article and the excellent work that has been done by the ESBC (Elementary School Building Committee) and the

fact that the existing facility must either be renovated or replaced. The cost of either option is almost the same.

- Repair of the Clyde F. Brown Roof: Even if the school replacement passes, it will be another couple of years before the new school is completed and can be occupied by students. The existing roof leaks in at least 50 locations. The patches being proposed are minimal but necessary to carry us through the next two years.

In conclusion, our Town is presently in good financial shape. However, the future availability of discretionary funds to meet regular annual needs is in jeopardy if we don't take some of the actions noted above. We have a new Town Administrator who understands our operations and is working with us to manage our evolving needs. And we have elected members to the Board of Selectmen who are determined to help grow business in the Town. All of this is very positive. With a little effort on everyone's part we will continue to be the vibrant and warm welcoming community that we want to maintain and live in.

Thank you.

Respectfully Submitted,

Peter Jurmain, Chair
Tayana Antin
Jim Bullion

Susan Vecchi, Vice Chair
Peter Berube
Jerry Nunnaley

Craig Schultze, Clerk
Jodie Garzon
Doug Riley

Article 1: Unpaid Bills

This is an annual article to fund bills incurred in previous fiscal years. The bills for this town meeting total \$7,665.67. The Finance Committee will recommend approval of this article in the amount of \$7,665.67 at Town Meeting.

Article 2: FY17 Additional Wages & Expenses

This article appropriates funds for wages and expenses that represent budget shortfalls for FY17 (the current fiscal year). The Finance Committee recommends approval of this article in the amount of \$332,171.55.

Article 3: Well #3 Roof Repairs

This article funds repairs to the Well #3 Pump Building roof. Repairs are needed to stop the infiltration of water onto critical water distribution equipment. Cost of this repair is estimated at \$32,280.00 and would be funded via the Water Enterprise Fund. The Finance Committee recommends approval of this article.

Article 4: Well #4 Roof Repairs

This article funds repairs to the Well #4 Pump Building roof. Repairs are needed to stop the infiltration of water onto critical water distribution equipment. Cost of this repair is estimated at \$26,870.00 and would be funded via the Water Enterprise Fund. The Finance Committee recommends approval of this article.

Article 5: DPW - AFSCME Contract Settlement

This article is to determine whether the Town will accept ratification of the recently negotiated American Federation of State, County and Municipal Employees contract settlement. There are no additional funds associated with this article. Resulting cost adjustments are included in the FY18 Operating Budget submission. The Finance Committee recommends approval of this article.

Article 6: Dispatch Association Contract Ratification

This article is to determine whether the Town will accept ratification of the recently negotiated Dispatcher Association contract. There are no additional funds associated with this article. Resulting cost adjustments are included in the FY18 Operating Budget submission. The Finance Committee recommends approval of this article.

Article 7: FY18 Operating Budget

This article appropriates the funding for the Operating Budget for the Town of Millis for Fiscal Year 2018 (FY18). The Finance Committee recommends approval of this article in the amount of \$29,356,965.39.

Article 8: Sewer Enterprise Fund Budget

This is an annual article that re-authorizes the funding of the Millis Sewer Department for personnel, operating expenses and debt service for the fiscal year 2018 the amount of \$1,435,418.27. The Finance Committee recommends approval of this article.

Article 9: Water Enterprise Fund Budget

This is an annual article that re-authorizes the funding of the Millis Water Department for personnel, operating expenses and debt service for the fiscal year 2018 in the amount of \$1,288,096.05. The Finance Committee recommends approval of this article.

Article 10: Amendment to Personnel Plan

This article allows the town to adopt amendments to the salary plan of town employees. The Finance Committee recommends approval of this article.

Article 11: Annual Audit

This article funds the annual independent audit of the Town's finances as required by Massachusetts General Laws in the amount of \$35,500.00. The Finance Committee recommends approval of this article.

Article 12: Actuarial Study - OPEB

This article is to fund an Actuarial Study to evaluate the current and long term financial health for the OPEB (Other Post-Employment Benefits) in order to determine if changes need to be made for future funding. The Finance Committee recommends approval of this article in the amount of \$7,500.00.

Article 13: CFB School Project

On May 1st, the voters approved a debt exclusion allowing the town to borrow funds to build a new elementary school. This article will appropriate the funds, allowing the town to borrow the funds and start construction. The total project cost will be approximately \$51,200,000, with the town borrowing approximately \$30,250,000, and \$20,950,710 paid by the Massachusetts School Building authority. The borrowing will be re-paid through taxation over thirty years through a debt exclusion. The Finance Committee recommends approval of this article.

Article 14: Finance Committee: ClearGov.com

The purpose of this article is to fund the lease of a Web-based product, ClearGov.com that will permit all the residents of the Town of Millis to review Town Finances. The software permits the user to review budgeted items and allows for the examination of similarly budgeted items in other municipalities throughout the Commonwealth. It utilizes financial data provided to the State Department of Revenue from all municipalities. It also provides a commentary feature allowing town management to provide

pertinent information to residents regarding changes to their taxes. The infographics make it easy for residents to understand the use of their taxes by the Town. The Finance Committee recommends approval of this article in the amount of \$5,625.00.

Article 15: Sewer Infiltration and Inflow Phase IV-B

This article is to fund, \$132,650.00, the Sewer Infiltration and Inflow Phase IV-B. This is for both repairs and replacements to the sewer system, and part of an on-going process to upgrade the Sewer Infrastructure. The Finance Committee recommends approval of this article.

Article 16: Dover Road Water Main Project Phase II

This article funds the Dover Road Water Main Project Phase II. This will replace the existing water line on Old Dover Road, Main Street to Union Street and a section of Village Street (Approximately 200 feet in length). The Finance Committee recommends approval of this article in the amount of \$887,545.50.

Article 17: MS4 Permit Regulatory Compliance

This article, more commonly referred to as Storm Water Management, is a mandate from the EPA and the State for removal of phosphates and other pollutants from water runoff. The Finance Committee recommends approval of this article in the amount of \$194,603.10.

Article 18: DPW - Yukon Cargo Trailer

The DPW does not have a utility trailer for moving small equipment to and from job sites. This results in a waste of time and fuel when working at job sites throughout the Town. The Finance Committee recommends approval of this article in the amount of \$7,995.00.

Article 19: Board of Health Appointing Authority

Each year this article is presented to the town to authorize the Board of Health to appoint its members to other offices or positions for which it has appointing authority. The Finance Committee recommends approval of this article.

Article 20: CPC Budget and Fund Reservations

This is the annual article appropriating Community Preservation funds and allocating the funds into the various reserves as required in the Community Preservation Act. The Finance Committee recommends approval of this article.

Article 21: Schools - Bus Lease

This article funds year 5 of the school bus lease for two 83 passenger buses, four 77 passenger buses and one 20 passenger mini-bus in the amount of \$67,038.33. This is a routine article to provide bus transportation for students as required by state law. The Finance Committee recommends approval of this article.

Article 22: Schools - Computer Leases

This article funds a continuation of a lease for school computers in the amount of \$46,397.99. This is the second and third year of leases previously approved by town meeting. The Finance Committee recommends approval of this article.

Article 23: Schools - Medicaid Reimbursement

This article funds the hiring of a specialized Medicaid billing service for \$5,000. The service accomplishes the complicated billing necessary for the town to receive Medicaid reimbursement for services rendered by the schools. Reimbursement for these services far exceeds the money expended for the service. The Finance Committee recommends approval of this article.

Article 24: Schools - Create School Bus Stabilization Fund

This article would create a stabilization fund for the purchase of previously leased buses at the end of a lease to provide backup and substitute buses for the school's bus fleet. The Finance Committee recommends that this article be dismissed.

Article 25: Schools - Computer Lease New

This article provides for year one of a new lease for computers for the schools in the amount of \$22,813.11. This lease would replace older desktop computers in the Middle School and teacher laptops. The Finance Committee recommends approval of this article.

Article 26: Schools - Clyde Brown School Roof Repair

This article would fund the repair of the Clyde Brown School roof. The current roof leaks in over 50 locations and must be repaired for the continued functioning of the school building. These temporary repairs are intended to make the building useable for the next couple of years. The Finance Committee recommends approval of this article in the amount of \$58,000.00.

Article 27: Bond Premiums;

This bookkeeping article will allow the Town more choices in how it treats bond premiums. This would allow the town to apply up to \$50,000 of excess bond premiums to the project cost, as opposed to just \$1,000 prior to this change in Mass General Law. There is no cost to the town. The Finance Committee recommends approval of this article.

Article 28: Revolving Funds

This article is to determine whether the Town will allow specified department heads, boards, committees, or officers to raise revenues via provision of a specific service and incur liabilities against and spend monies from those revenues without appropriation.

The programs/funds for consideration are:

- | | |
|---|---|
| a. Oak Grove Farm Maintenance Fund | b. Animal Control Shelter Fund |
| c. Fire Alarm Fund | d. Historical Commission Fund |
| e. Ambulance Department Fund | f. Council on Aging Transportation Fund |
| g. VMB Custodial/Maintenance Fund | h. Food Service Fund |
| i. Stormwater Management Fund | j. BOH Medical Services/Vaccination Fund |
| k. BOH Rabies Clinic/Program Fund | l. Continuing Education Fund |
| m. Millis Public Schools Athletic Fields Fund | n. Millis Public Schools Extracurricular Fund |
| o. Library Special Use Fund | |

The Finance Committee recommends approval of this article.

Article 29: OPEB Funding

This article would add funds to the Other Post-Employment Benefits Funds. Currently the town is covering claims as needed, but should be setting aside additional funds for future OPEB obligations. The Finance Committee recommends dismissal of this article due to lack of available funds.

Article 30: Schools - Instructional Resources

The Millis Public Schools has requested \$45,000 for the purchase of instructional materials in Science for grades K-12 and for updated materials in geography, specifically maps and globes, for grades K-12. The Finance Committee recommends dismissal of this article due to the lack of available funds and the school department's stated preference for funding other articles they deem a higher priority at this time.

Article 31: Schools - Repair and Upgrade Middle and High School Bathrooms

The Millis School Department has requested \$20,000 to renovate and repair some of the bathrooms in the Middle/High School. The bathrooms needing the most urgent work have the original floor and wall tile, partitions, lighting fixtures and ventilation. The Finance Committee recommends approval of this article in the amount of \$20,000.

Article 32: Schools - Fund School Bus Stabilization Fund

This article would fund Article 24, Schools - Create School Bus Stabilization Fund, which the Finance Committee recommended for dismissal. Therefore, the Finance Committee recommends dismissal for this article.

Article 33: Add to Stabilization Fund

The Town of Millis has adopted a policy to maintain a stabilization fund equal to 5% of its annual General Fund Budget Expenditures to be used for unforeseen and emergency purposes. Maintaining the Stabilization Fund at a level between 5%-10% also helps in our town's bond rating, which affects the interest rate we pay on future borrowing. The Finance Committee will make its recommendation for this article at town meeting.

Article 34: Reserve Fund increase

This article will allow the town to increase the reserve fund. At this time no funds are associated with this article, however, that could change at Town Meeting.

Article 35: Unfunded Capital Projects

The Selectmen chose not to put all un-funded articles on the warrant. This article will allow the Finance Committee to report on the articles that were removed from Town Meeting consideration by the Selectmen. It will not allow Town Meeting to vote on funding these articles. This list represents important capital items that will not be considered this spring, but we hope to see on future warrants for consideration.

Article 36: Citizens Petitioned Article Board of Appeals – Amend Zoning Map

This is a petitioned article that will amend the Zoning Map.

Article 37: Citizens Petitioned Article – Safe Communities Act

The Finance Committee voted to support this article. The Committee's recommendation was neither unanimous nor was it made without reservations. The Committee is required under Town Bylaws to vote to recommend either approval or dismissal of every article in the warrant, but its recommendation to approve this article was made not to indicate endorsement of the Safe Communities Act bills being debated in the State legislature, but to enable discussion of this issue at Town Meeting.

OPERATING BUDGET SUMMARY - TABLE 2	FY15 ACTUAL	FY16 APPR	FY17 ACTUAL	FY18 (LS) Level Service	Level Service Growth	FY18 (Req) REQUEST	Selectmen Proposed Growth	FinCom Proposed FY18	FinCom Proposed Growth
GENERAL GOVERNMENT									
SELECTMEN/TA									
SALARIES	\$238,066	\$251,614	\$254,366	\$240,869	-5.3%	\$240,869	-5.3%	\$240,869	-5.3%
EXPENSES	\$7,449	\$57,990	\$69,818	\$63,915	-8.5%	\$63,915	-8.5%	\$63,915	-8.5%
TOTAL	\$245,515	\$309,604	\$324,184	\$304,784	-6.0%	\$304,784	-6.0%	\$304,784	-6.0%
FINANCE COMMITTEE									
SALARIES	\$3,597	\$3,447	\$3,675	\$4,560	24.1%	\$4,560	24.1%	\$4,560	24.1%
EXPENSES	\$9,724	\$6,529	\$8,436	\$8,436	0.0%	\$8,436	0.0%	\$8,436	0.0%
TOTAL	\$13,321	\$9,976	\$12,111	\$12,996	7.3%	\$12,996	7.3%	\$12,996	7.3%
RESERVE FUND									
EXPENSES	\$0	\$67,700	\$75,000	\$75,000	0.0%	\$100,000	33.3%	\$100,000	33.3%
TOTAL	\$0	\$67,700	\$75,000	\$75,000	0.0%	\$100,000	33.3%	\$100,000	33.3%
FINANCE DIR/ACCOUNTANT									
SALARIES	\$198,193	\$198,686	\$200,407	\$210,955	5.3%	\$210,955	5.3%	\$210,955	5.3%
EXPENSES	\$5,200	\$5,188	\$9,688	\$5,128	-47.1%	\$5,128	-47.1%	\$5,128	-47.1%
TOTAL	\$203,393	\$203,874	\$210,095	\$216,083	2.8%	\$216,083	2.8%	\$216,083	2.8%
ASSESSORS									
SALARIES	\$111,562	\$117,499	\$122,057	\$127,845	4.7%	\$127,845	4.7%	\$127,845	4.7%
EXPENSES	\$6,391	\$7,060	\$6,396	\$6,596	3.1%	\$6,596	3.1%	\$6,596	3.1%
TOTAL	\$117,953	\$124,559	\$128,453	\$134,441	4.7%	\$134,441	4.7%	\$134,441	4.7%
TREASURER/COLLECTOR									
SALARIES	\$182,247	\$185,873	\$188,011	\$195,980	4.2%	\$195,980	4.2%	\$195,980	4.2%
EXPENSES	\$25,786	\$27,475	\$26,845	\$28,135	4.8%	\$28,135	4.8%	\$28,135	4.8%
TOTAL	\$208,033	\$213,348	\$214,856	\$224,115	4.3%	\$224,115	4.3%	\$224,115	4.3%
TOWN COUNSEL									
EXPENSES	\$109,484	\$100,000	\$100,000	\$100,000	0.0%	\$100,000	0.0%	\$100,000	0.0%
TOTAL	\$109,484	\$100,000	\$100,000	\$100,000	0.0%	\$100,000	0.0%	\$100,000	0.0%
DATA PROCESSING									
SALARIES	\$15,472	\$15,472	\$15,936	\$16,415	3.0%	\$16,415	3.0%	\$16,415	3.0%
EXPENSES	\$108,172	\$116,008	\$124,673	\$118,170	-5.2%	\$118,170	-5.2%	\$118,170	-5.2%
TOTAL	\$123,644	\$131,480	\$140,609	\$134,585	-4.3%	\$134,585	-4.3%	\$134,585	-4.3%
TOWN CLERK									
SALARIES	\$81,335	\$84,969	\$86,440	\$94,947	9.8%	\$94,947	9.8%	\$94,947	9.8%
EXPENSES	\$4,400	\$4,400	\$5,575	\$5,775	3.6%	\$5,775	3.6%	\$5,775	3.6%
TOTAL	\$85,735	\$89,369	\$92,015	\$100,722	9.5%	\$100,722	9.5%	\$100,722	9.5%
ELECTIONS									
SALARIES	\$13,017	\$9,683	\$16,316	\$9,854	-39.6%	\$9,854	-39.6%	\$9,854	-39.6%
EXPENSES	\$8,945	\$9,560	\$10,630	\$9,630	-9.4%	\$9,630	-9.4%	\$9,630	-9.4%
TOTAL	\$21,962	\$19,243	\$26,946	\$19,484	-27.7%	\$19,484	-27.7%	\$19,484	-27.7%
REGISTRARS									
SALARIES	\$625	\$638	\$651	\$663	1.9%	\$663	1.9%	\$663	1.9%
EXPENSES	\$3,484	\$3,585	\$3,825	\$3,900	2.0%	\$3,900	2.0%	\$3,900	2.0%
TOTAL	\$4,109	\$4,223	\$4,476	\$4,563	1.9%	\$4,563	1.9%	\$4,563	1.9%
CONSERVATION									
SALARIES	\$12,469	\$12,272	\$13,034	\$13,351	2.4%	\$13,351	2.4%	\$13,351	2.4%
EXPENSES	\$1,695	\$4,777	\$4,777	\$4,777	0.0%	\$4,777	0.0%	\$4,777	0.0%
TOTAL	\$14,164	\$17,049	\$17,811	\$18,128	1.8%	\$18,128	1.8%	\$18,128	1.8%
PLANNING BOARD									
SALARIES	\$17,331	\$17,181	\$17,506	\$18,561	6.0%	\$18,561	6.0%	\$18,561	6.0%
EXPENSES	\$4,686	\$9,425	\$9,425	\$9,425	0.0%	\$9,425	0.0%	\$9,425	0.0%
TOTAL	\$22,017	\$26,606	\$26,931	\$27,986	3.9%	\$27,986	3.9%	\$27,986	3.9%
ZONING BOARD									
SALARIES	\$3,084	\$4,927	\$7,724	\$3,943	-49.0%	\$3,943	-49.0%	\$3,943	-49.0%
EXPENSES	\$872	\$1,500	\$1,500	\$1,800	20.0%	\$1,800	20.0%	\$1,800	20.0%
TOTAL	\$3,956	\$6,427	\$9,224	\$5,743	-37.7%	\$5,743	-37.7%	\$5,743	-37.7%
GENERAL INSURANCE									
EXPENSES	\$320,038	\$381,583	\$397,158	\$408,803	2.9%	\$408,803	2.9%	\$408,803	2.9%
TOTAL	\$320,038	\$381,583	\$397,158	\$408,803	2.9%	\$408,803	2.9%	\$408,803	2.9%
TOWN BUILDINGS									
SALARIES	\$44,847	\$45,009	\$80,032	\$88,168	10.2%	\$88,168	10.2%	\$88,168	10.2%
EXPENSES	\$202,223	\$217,765	\$230,666	\$212,343	-7.9%	\$212,343	-7.9%	\$212,343	-7.9%
TOTAL	\$247,070	\$262,774	\$310,698	\$300,511	-3.3%	\$300,511	-3.3%	\$300,511	-3.3%
EMPLOYEE BENEFITS									
EXPENSES	\$3,848,017	\$4,194,166	\$4,432,624	\$4,614,608	4.1%	\$4,614,608	4.1%	\$4,614,608	4.1%
TOTAL	\$3,848,017	\$4,194,166	\$4,432,624	\$4,614,608	4.1%	\$4,614,608	4.1%	\$4,614,608	4.1%
LINE 1 - GENERAL GOVT	\$5,588,412	\$6,161,979	\$6,523,190	\$6,702,553	2.7%	\$6,727,553	3.1%	\$6,727,553	3.1%

OPERATING BUDGET SUMMARY - TABLE 2	FY15 ACTUAL	FY16 APPR	FY17 ACTUAL	FY18 (LS) Level Service	Level Service Growth	FY18 (Req) REQUEST	Selectmen Proposed Growth	FinCom Proposed FY18	FinCom Proposed Growth
PUBLIC SAFETY									
POLICE DEPARTMENT									
SALARIES	\$1,568,200	\$1,551,700	\$1,588,613	\$1,681,841	5.9%	\$1,703,321	7.2%	\$1,703,321	7.2%
EXPENSES	\$143,970	\$140,126	\$141,945	\$180,000	26.8%	\$187,000	31.7%	\$191,000	34.6%
TOTAL	\$1,712,170	\$1,691,826	\$1,730,558	\$1,861,841	7.6%	\$1,890,321	9.2%	\$1,894,321	9.5%
FIRE/RESCUE DEPARTMENT									
SALARIES	\$870,794	\$906,556	\$1,005,479	\$1,084,901	7.9%	\$1,134,905	12.9%	\$1,114,631	10.9%
EXPENSES	\$98,949	\$102,565	\$107,337	\$150,000	39.7%	\$150,000	39.7%	\$150,000	39.7%
TOTAL	\$969,743	\$1,009,121	\$1,112,816	\$1,234,901	11.0%	\$1,284,905	15.5%	\$1,264,631	13.6%
DISPATCH									
SALARIES	\$216,695	\$241,386	\$236,387	\$240,902	1.9%	\$240,902	1.9%	\$240,902	1.9%
EXPENSES	\$2,952	\$8,300	\$7,300	\$9,000	23.3%	\$9,000	23.3%	\$9,000	23.3%
TOTAL	\$219,647	\$249,686	\$243,687	\$249,902	2.6%	\$249,902	2.6%	\$249,902	2.6%
BUILDING DEPT.									
SALARIES	\$139,142	\$131,700	\$163,205	\$163,951	0.5%	\$163,951	0.5%	\$163,951	0.5%
EXPENSES	\$6,951	\$7,390	\$8,740	\$8,740	0.0%	\$8,740	0.0%	\$8,740	0.0%
TOTAL	\$146,093	\$139,090	\$171,945	\$172,691	0.4%	\$172,691	0.4%	\$172,691	0.4%
SEALER W&M									
SALARIES	\$3,387	\$3,387	\$3,477	\$3,183	-8.5%	\$3,183	-8.5%	\$3,183	-8.5%
EXPENSES	\$14	\$150	\$150	\$150	0.0%	\$150	0.0%	\$150	0.0%
TOTAL	\$3,401	\$3,537	\$3,627	\$3,333	-8.1%	\$3,333	-8.1%	\$3,333	-8.1%
EMERG MGMT COMM									
SALARIES	\$694	\$1,388	\$1,388	\$737	-46.9%	\$737	-46.9%	\$737	-46.9%
EXPENSES	\$779	\$1,619	\$1,619	\$1,619	0.0%	\$1,619	0.0%	\$1,619	0.0%
TOTAL	\$1,473	\$3,007	\$3,007	\$2,356	-21.6%	\$2,356	-21.6%	\$2,356	-21.6%
ANIMAL CONTROL									
SALARIES	\$68,867	\$72,300	\$74,730	\$77,342	3.5%	\$77,342	3.5%	\$77,342	3.5%
EXPENSES	\$13,418	\$12,200	\$41,094	\$11,300	-72.5%	\$11,300	-72.5%	\$11,300	-72.5%
TOTAL	\$82,285	\$84,500	\$115,824	\$88,642	-23.5%	\$88,642	-23.5%	\$88,642	-23.5%
LINE 2 - PUBLIC SAFETY	\$3,134,812	\$3,180,767	\$3,381,463	\$3,613,666	6.9%	\$3,692,150	9.2%	\$3,675,876	8.7%
EDUCATION									
MILLIS SCHOOLS									
Total	\$13,108,486	\$13,820,995	\$14,357,995	\$14,964,923	4.2%	\$14,964,923	4.2%	\$14,800,273	3.1%
TOTAL	\$13,108,486	\$13,820,995	\$14,357,995	\$14,964,923	4.2%	\$14,964,923	4.2%	\$14,800,273	3.1%
LINE 3 - MILLIS SCHOOLS	\$13,108,486	\$13,820,995	\$14,357,995	\$14,964,923	4.2%	\$14,964,923	4.2%	\$14,800,273	3.1%
TRICOUNTY SCHOOL									
EXPENSES	\$340,399	\$354,847	\$349,582	\$445,572	27.5%	\$445,572	27.5%	\$445,572	27.5%
TOTAL	\$340,399	\$354,847	\$349,582	\$445,572	27.5%	\$445,572	27.5%	\$445,572	27.5%
LINE 4 - TRI-COUNTY	\$340,399	\$354,847	\$349,582	\$445,572	27.5%	\$445,572	27.5%	\$445,572	27.5%
PUBLIC WORKS									
DPW HIGHWAY									
SALARIES	\$371,761	\$332,030	\$295,961	\$296,307	0.1%	\$296,307	0.1%	\$296,307	0.1%
EXPENSES	\$669,381	\$471,323	\$351,072	\$352,484	0.4%	\$352,484	0.4%	\$352,484	0.4%
TOTAL	\$1,041,142	\$803,353	\$647,034	\$648,792	0.3%	\$648,792	0.3%	\$648,792	0.3%
Snow and Ice									
SALARIES			\$40,245	\$40,245	0.0%	\$50,000	24.2%	\$48,000	19.3%
EXPENSES			\$123,001	\$123,001	0.0%	\$175,000	42.3%	\$170,727	38.8%
TOTAL	\$0	\$0	\$163,245	\$163,245	0.0%	\$225,000	37.8%	\$218,727	34.0%
STREET LIGHTS									
EXPENSES	\$41,543	\$57,350	\$55,850	\$55,850	0.0%	\$55,850	0.0%	\$55,850	0.0%
TOTAL	\$41,543	\$57,350	\$55,850	\$55,850	0.0%	\$55,850	0.0%	\$55,850	0.0%
TRANSFER STATION									
SALARIES	\$25,183	\$28,368	\$28,388	\$28,932	1.9%	\$28,932	1.9%	\$28,932	1.9%
EXPENSES	\$71,006	\$86,633	\$84,883	\$85,023	0.2%	\$85,023	0.2%	\$85,023	0.2%
TOTAL	\$96,189	\$115,002	\$113,272	\$113,956	0.6%	\$113,956	0.6%	\$113,956	0.6%
LINE 5 PUBLIC WORKS	\$1,178,874	\$975,705	\$979,400	\$981,842	0.2%	\$1,043,597	6.6%	\$1,037,324	5.9%

OPERATING BUDGET SUMMARY - TABLE 2	FY15 ACTUAL	FY16 APPR	FY17 ACTUAL	FY18 (LS) Level Service	Level Service Growth	FY18 (Req) REQUEST	Selectmen Proposed Growth	FinCom Proposed FY18	FinCom Proposed Growth
HEALTH & HUMAN SERVICES									
BOARD OF HEALTH									
SALARIES	\$103,726	\$122,355	\$124,093	\$130,551	5.2%	\$130,551	5.2%	\$130,551	5.2%
EXPENSES	\$6,447	\$6,905	\$7,225	\$7,215	-0.1%	\$7,215	-0.1%	\$7,215	-0.1%
TOTAL	\$110,173	\$129,260	\$131,318	\$137,766	4.9%	\$137,766	4.9%	\$137,766	4.9%
COUNCIL ON AGING									
SALARIES	\$84,512	\$92,998	\$95,691	\$101,547	6.1%	\$101,547	6.1%	\$101,547	6.1%
EXPENSES	\$8,346	\$8,434	\$8,434	\$8,434	0.0%	\$8,434	0.0%	\$8,434	0.0%
TOTAL	\$92,858	\$101,432	\$104,125	\$109,981	5.6%	\$109,981	5.6%	\$109,981	5.6%
VETERANS									
SALARIES	\$3,765	\$3,765	\$10,513	\$10,712	1.9%	\$10,712	1.9%	\$10,712	1.9%
EXPENSES	\$39,623	\$38,500	\$32,500	\$34,050	4.8%	\$34,050	4.8%	\$34,050	4.8%
TOTAL	\$43,388	\$42,265	\$43,013	\$44,762	4.1%	\$44,762	4.1%	\$44,762	4.1%
LINE 6 HLTH/HUMN SERV	\$246,419	\$272,957	\$278,456	\$292,508	5.0%	\$292,508	5.0%	\$292,508	5.0%
CULTURE & RECREATION									
MEMORIAL DAY									
EXPENSES	\$1,828	\$1,828	\$1,828	\$1,828	0.0%	\$1,828	0.0%	\$1,828	0.0%
TOTAL	\$1,828	\$1,828	\$1,828	\$1,828	0.0%	\$1,828	0.0%	\$1,828	0.0%
LEGION									
EXPENSES	\$3,935	\$3,935	\$4,053	\$4,053	0.0%	\$4,053	0.0%	\$4,053	0.0%
TOTAL	\$3,935	\$3,935	\$4,053	\$4,053	0.0%	\$4,053	0.0%	\$4,053	0.0%
LIBRARY									
SALARIES	\$234,389	\$256,249	\$243,652	\$254,529	4.5%	\$254,529	4.5%	\$254,529	4.5%
EXPENSES	\$121,350	\$140,522	\$134,468	\$136,104	1.2%	\$136,104	1.2%	\$136,104	1.2%
TOTAL	\$355,739	\$396,771	\$378,120	\$390,633	3.3%	\$390,633	3.3%	\$390,633	3.3%
RECREATION									
SALARIES	\$20,202	\$20,202	\$31,267	\$31,267	0.0%	\$31,267	0.0%	\$31,267	0.0%
EXPENSES	\$0	\$1	\$1	\$1	0.0%	\$0	-100.0%	\$1	0.0%
TOTAL	\$20,202	\$20,203	\$31,268	\$31,268	0.0%	\$31,267	0.0%	\$31,268	0.0%
HISTORICAL									
EXPENSES	\$6,493	\$6,493	\$6,493	\$6,493	0.0%	\$6,493	0.0%	\$6,493	0.0%
TOTAL	\$6,493	\$6,493	\$6,493	\$6,493	0.0%	\$6,493	0.0%	\$6,493	0.0%
OAK GROVE FARM COMM									
EXPENSES	\$1,636	\$1,636	\$1,636	\$1,636	0.0%	\$1,636	0.0%	\$1,636	0.0%
TOTAL	\$1,636	\$1,636	\$1,636	\$1,636	0.0%	\$1,636	0.0%	\$1,636	0.0%
LINE 7 CULTURE & RECREA'	\$389,833	\$430,866	\$423,398	\$435,911	3.0%	\$435,910	3.0%	\$435,911	3.0%
DEBT SERVICE									
TAX RATE EXEMPT DEBT	\$1,052,261	\$738,505	\$1,687,211	\$1,940,949	15.0%	\$1,940,949	15.0%	\$1,940,949	15.0%
TAX RATE DEBT		\$274,014	\$250,274						
TOTAL	\$1,052,261	\$1,012,519	\$1,937,485	\$1,940,949	0.2%	\$1,940,949	0.2%	\$1,940,949	0.2%
LINE 8 DEBT SERVICE	\$1,052,261	\$1,012,519	\$1,937,485	\$1,940,949	0.2%	\$1,940,949	0.2%	\$1,940,949	0.2%
TOTAL BUDGET	\$25,039,497	\$26,210,635	\$28,230,969	\$29,377,924	4.1%	\$29,543,161	4.6%	\$29,355,965	4.0%

Town of Millis
Board of Selectmen Capital Report
Unfunded Items FY18

The Following Capital Project Requests have been submitted by the various departments in the Town of Millis. These projects are not contained in the warrant due to a lack of available funding.

Elections: Storage Closet	\$8,000.00
Council on Aging: Handicapped Van	\$55,000.00
Local Road Improvements	\$150,000.00
Town Buildings: VMB Carpet Replacement	\$11,827.20
Town Buildings: VMB Blind Replacement	\$33,000.00
Police Department: (2) Ford Sedan PI FWD	\$77,284.00
Fire & Rescue: Air Packs & Air Pack Bottles	\$32,696.00
DPW: (1) Ford F450 Bucket Truck	\$100,699.00
Schools: Back-up Storage Servers	\$45,000.00
Schools: Auditorium Seating & Lighting	<u>\$55,000.00</u>
	\$568,506.20

Millis Municipal Finance / Budget Glossary

Appropriation

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

Available Funds

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

Bond

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

Bond Rating (Municipal)

A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the city or town to make timely debt service payments. A bond rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Higher ratings usually mean lower interest rates are available to the town when it needs to borrow funds. The bond rating for the Town of Millis from Moody's is currently Aa3 (as of May, 2017), which matches the US city median.

Capital Assets

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

Chapter 70 School Funds

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

Chapter 90 Highway Funds

State funds derived from periodic transportation bond authorizations and apportioned to communities for highway projects based on a formula under the provisions of MGL Ch. 90 §34. The Chapter 90 formula comprises three variables: local road mileage (58.33 percent) as certified by the Massachusetts Highway Department (MHD), local employment level (20.83 percent) derived the Department of Employment and Training (DET), and population estimates (20.83 percent) from the US Census Bureau. Local highway projects are approved in advance. Later, on the submission of certified expenditure reports to MHD, communities receive cost reimbursements to the limit of the grant.

Cherry Sheet

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

Collective Bargaining

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

Debt Exclusion

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

Deficit

The excess of expenditures over revenues during an accounting period.

Enterprise Funds

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

ESBC

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

Fiscal Year

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

Fixed Costs

Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, and debt service costs.

Foundation Budget

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

Free Cash

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

Level Funded Budget

A "level funded" budget appropriates the same amount of money to each municipal department from the prior year appropriation. This is tantamount to a budget cut because increases in mandated costs (health insurance, special education costs, previously negotiated salary raises for employees, etc.) and other fixed expenses must be covered, usually at the expense of the general government operating budget.

Levy

The amount a community raises through the property tax. The levy can be any amount up to the levy limit, which is re-established every year in accordance with Prop 2 ½ provisions.

Local Aid

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

Local Receipts

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

Minimum Local Contribution

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

MS4

The U.S. Environmental Protection Agency (EPA) and the Massachusetts Department of Environmental Protection (DEP) regulate how small **M**unicipal **S**eparate **S**torm **S**ewer **S**ystems (MS4s) obtain coverage under National Pollutant Discharge Elimination System (NPDES) general permits. The NPDES program controls water pollution by regulating sources that discharge pollutants to surface waters. These rules constitute an unfunded mandate from the federal and state government with which Millis is required to comply to "reduce the discharge of pollutants from the MS4 to the maximum extent practicable, to protect water

quality, and to satisfy the appropriate water quality requirements of the Clean Water Act,” referred to as the “MS4 permit standard”.

MSBA

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

Net School Spending

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

Non-Recurring Revenue Source

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

OPEB (Other Postemployment Benefits)

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

OPEB Trust Fund

Massachusetts law allows a city or town to set up a special trust fund, the OPEB (Other Post-Employment Benefits) Liability Trust Fund, to function like a pension fund for town employees. The OPEB Trust Fund in Millis is managed by the town Treasurer and this outstanding liability by the town is reviewed annually. Once money is deposited into the OPEB account, it cannot be withdrawn for any other purpose. Based on analysis by the state and other auditors, the OPEB Trust Fund in Millis is significantly underfunded on the order of \$30 million (in 2016). Therefore, we are funding OPEB requirements for retired town workers on an as-you-go basis each year.

Overlay

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

Overlay Surplus

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

Override

A vote by the community at an election to permanently increase the levy limit. An override vote may increase the levy limit no higher than the levy ceiling. The override question on the election ballot must state a purpose for the override and the dollar amount.

Prop 2½

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

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

Reserve Fund

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

Revolving Fund

Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service. For departmental revolving funds, MGL Ch. 44 §53E½ stipulates that each fund must be reauthorized each year at annual town meeting or by city council action, and that a limit on the total amount that may be spent from each fund must be established at that time. The aggregate of all revolving funds may not exceed ten percent of the amount raised by taxation by the city or town in the most recent fiscal year, and no more than one percent of the amount raised by taxation may be administered by a single fund. Wages or salaries for full-time employees may be paid from the revolving fund only if the fund is also charged for all associated fringe benefits.

Recurring Revenue

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

Stabilization Fund

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

- If the Town does not meet the 5% goal, then funds shall be appropriated in subsequent Town Meetings to replenish the Stabilization Reserve to the 5% level. A minimum of \$50,000 per annual fall town meeting shall be appropriated to the Stabilization Reserve to reach the 5% goal.
- If the 5% goal is met, then a minimum of \$50,000 shall be appropriated to the OPEB Trust fund. If only a portion of the \$50,000 is needed for the Stabilization fund then the balance of the funds will be appropriated to the OPEB Trust fund.
- If use of the Stabilization Fund drops the fund balance below the 5% goal, then the town shall develop a funding schedule to re-attain the 5% goal within three years or less.

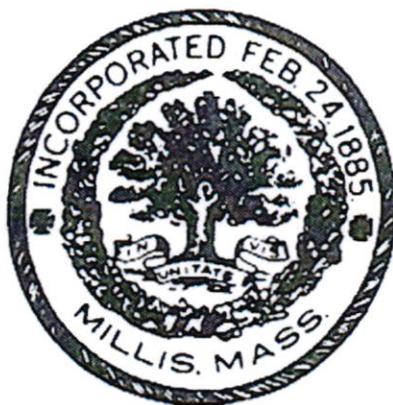
Surplus Revenue

The total amount of cash, accounts receivable, and other assets that exceed liabilities and reserves.

Warrant

An authorization for an action. A town meeting warrant establishes the matters that may be acted on by that town meeting.

The Massachusetts Department of Revenue's expanded glossary can be found at <http://www.mass.gov/dor/docs/dls/publ/misc/dlsmfgl.pdf>



WARRANT

2017

SPRING 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 on Monday, the fifth day of June, AD 2017 at 7:30 p.m. in the Middle-Senior High School Auditorium in said Millis:

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

SPRING 2017 TOWN MEETING ARTICLE LIST

1. Unpaid Bills
2. FY17 Additional Wages and Expenses
3. Pump 3 Well Building Roof Repair
4. Pump 4 Well Building Roof Repair
5. AFSCME Council 93 Local 3901 DPW Contract Ratification
6. Millis Dispatcher Association Contract Ratification
7. FY18 Operating Budget
8. Sewer Enterprise Fund
9. Water Enterprise Fund
10. Amendments to Personnel Plan
11. Independent Audit
12. Actuarial Study
13. Replacement Facility for Clyde F. Brown School
14. Purchase of ClearGov.com Software
15. Sewer I & I Project
16. Replacement of Old Dover Road Water Main
17. MS4 Permit Regulatory Compliance
18. Yukon Cargo Trailer for DPW
19. Board of Health Appointing Authority
20. Community Preservation Fund
21. Previously Approved School Bus Lease
22. Previously Approved Computer Lease
23. Medicare/Medicaid Reimbursement Services
24. Creation of School Bus Stabilization Fund
25. Approval of Year One of Three Year Lease/Purchase of New School Computers
26. Repairs to Clyde F. Brown School Roof
27. Bond Premiums
28. Revolving Funds
29. OPEB Funding
30. K-12 Curriculum/Instructional Materials
31. Repairs/Upgrades to Bathrooms at MS/HS
32. Fund School Bus Stabilization Fund
33. Stabilization Fund
34. Reserve Fund
35. Board of Selectmen Report – Unfunded Capital Project Requests
36. Citizen's Petition: Amend Zoning Map
37. Citizen's Petition: Massachusetts Safe Communities Act

TOWN OF MILLIS
June 5, 2017 SPRING ANNUAL TOWN MEETING WARRANT

ARTICLE 1. 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 year(s), or take any other action in relation thereto.
(Submitted by Board of Selectmen)

ARTICLE 2. To see if the Town will vote to transfer from available funds or by transfer from the Stabilization Fund, a sum of money for **additional wages or expenses** not sufficiently funded under Article 5, Operating Budget, of the May 9, 2016 Annual Town Meeting or take any other action in relation thereto.
(Submitted by Board of Selectmen)

ARTICLE 3. To see if the Town will vote to transfer from water surplus a sum of money for **Pump 3 Well Building Roof Repair**, and any incidental or related costs and expenses, or take any other action in relation thereto.
(Submitted by the Department of Public Works)

ARTICLE 4. To see if the Town will vote to transfer from water surplus a sum of money for **Pump 4 Well Building Roof Repair**, and any incidental or related costs and expenses, or take any other action in relation thereto.
(Submitted by the Department of Public Works)

ARTICLE 5. To see if the Town will vote to raise and appropriate or transfer from available funds or transfer from the Stabilization Fund a sum of money to **fund the first-year cost items contained in the contract between the Town of Millis and AFSCME Council 93 Local 3901 (DPW)** effective July 1, 2016, or take any other action in relation thereto.
(Submitted by Board of Selectmen)

ARTICLE 6. To see if the Town will vote to raise and appropriate or transfer from available funds or transfer from the Stabilization Fund a sum of money to **fund the first-year cost items contained in the contract between the Town of Millis and The Millis Dispatch Association** effective July 1, 2016, or take any other action in relation thereto.
(Submitted by Board of Selectmen)

ARTICLE 7. To see if the Town will vote to fix the compensation of elected officers, provide for a reserve fund, and determine what sums of money the Town will raise and

appropriate, including appropriations from taxation, by transfer from available funds, and/or the Stabilization Fund to **defray charges and expenses to the Town, including debt and interest, and a reserve fund**, for the fiscal year beginning July 1, 2017, or take any other action in relation 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 beginning July 1, 2017**, including a reserve fund, or take any other action in relation thereto.

(Submitted by Board of Selectmen)

ARTICLE 9. To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to **operate the water enterprise fund beginning July 1, 2017**, including a reserve fund, or take any other action in relation thereto.

(Submitted by Board of Selectmen)

ARTICLE 10. To see if the Town will vote to adopt **amendments to Schedule A-Salary Plan of the Town of Millis Personnel Plan** effective July 1, 2017, or take any other action in relation thereto.

(Submitted by Board of Selectmen)

ARTICLE 11. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money for **an independent audit** of all accounts of all departments of the Town, or take any other action in relation thereto.

(Submitted by Board of Selectmen)

ARTICLE 12. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money for an **Actuarial Study**, or take any other action in relation thereto.

(Submitted by Board of Selectmen)

ARTICLE 13. To see if the Town will vote to appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of the School Building Committee for the design, construction, equipping, and furnishing of a **new replacement facility for the existing Clyde Brown Elementary School**, 5 Park Rd., Millis, MA, and to authorize any and all incidental and related costs, including but not limited to building demolition and site preparation, which new school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years and for which the Town may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"). The Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town. Any grant that the Town may receive from the MSBA for the Project shall not exceed the lesser of (1) the approved reimbursement rate as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA. Further to authorize

use of the construction management at risk delivery method pursuant to the provisions of G.L. c.149A, §§1-13; and further, to fund an appropriation made hereunder, to authorize the Treasurer with the approval of the Board of Selectmen, to borrow such sum under and pursuant to the provisions of G.L. c. 44, §§7 or 8 or any other enabling authority, and to issue bonds or notes of the Town therefor, provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved hereunder in accordance with G.L. c. 44, §20, thereby reducing by a like amount the amount authorized to be borrowed to pay such costs; provided however that no funds shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts required to pay for any such bonds or notes from the limitations of G.L. c. 59, §21C (Proposition 2½); and further to authorize the School Building Committee to enter into any agreements and execute all documents including contracts for a term in excess of three years, necessary to effectuate the purposes of this Article; or act in any manner relating thereto.

(Submitted by the School Committee)

ARTICLE 14. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money for the **purchase of ClearGov.com software**, or take any other action in relation thereto.

(Submitted by Board of Selectmen)

ARTICLE 15. To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for **Phase IV-B of the Sewer I & I project**, including design, engineering, and any incidental and related costs and expenses, or take any other action in relation thereto.

(Submitted by the Department of Public Works)

ARTICLE 16. To see if the Town will vote to raise and appropriate or 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 water system improvements including replacement of the **Old Dover Road water main**, including the payment of all design and engineering costs and costs incidental and related thereto, and to meet such appropriation by authorizing the Treasurer, with the approval of the Board of Selectmen, to borrow such sum under M.G.L. Chapter 44 or any other enabling authority, and to authorize the Board of Selectmen to apply for any grants or loans in connection thereto and to take all necessary actions to carry out this project, or take any other action in relation thereto.

(Submitted by the Department of Public Works)

ARTICLE 17. To see if the Town will vote to raise and appropriate or transfer from available funds or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for **US EPA mandated National Pollutant Discharge Elimination Systems (NPDES) Munic-**

ipal Separate Storm Sewer Systems (MS4) permit regulatory compliance with respect to administration of the Town's municipally owned and operated stormwater management system, including engineering, training and inspection costs, including any incidental and related costs and expenses, or take any other action in relation thereto.
(Submitted by the Department of Public Works)

ARTICLE 18. To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for the purchase and equipping of a **Yukon Cargo Trailer for the DPW**, or take any other action in relation thereto.
(Submitted by the Department of Public Works)

ARTICLE 19. To see if the Town will vote in accordance with M.G.L., Chapter 41, section 4A, and Chapter 268A, to **authorize the Board of Health to appoint any of its members to another town office or position for which it has appointing authority**, for the term provided by law, if any, otherwise for a term not exceeding one year, and the fix the salary of such appointee, notwithstanding the provision of M.G.L. Chapter 43, Section 108, or act in any manner in relation thereto.
(Submitted by the Board of Health)

ARTICLE 20. To see if the Town will vote to raise and appropriate a sum of money or reserve a sum of money from the **Community Preservation Fund**, for the Historic Resources Reserve, the Community Housing Reserve, the Open Space Reserve, or the Budgeted Reserve from annual revenues in the amounts recommended by the Community Preservation Committee for administrative expenses, community preservation projects and/or other expenses in fiscal year 2018, with each item to be considered a separate appropriation or act in any manner in relation thereto.
(Submitted by the Community Preservation Committee)

ARTICLE 21. To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for **previously approved lease/purchase(s) for School buses**, or take any other action in relation thereto.
(Submitted by the School Committee)

ARTICLE 22. To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for **previously approved lease/purchase(s) for School computers**, or take any other action in relation thereto.
(Submitted by the School Committee)

ARTICLE 23. To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the

provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for **Medicare/Medicaid Reimbursement Services**, or take any other action in relation thereto.

(Submitted by the School Committee)

ARTICLE 24. To see if the Town will vote pursuant to M.G.L. Chapter 40 §5B to **create a School Bus Stabilization Fund** for purchasing buses previously leased, or take any other action in relation thereto.

(Submitted by the School Committee)

ARTICLE 25. To see if the Town will vote to authorize the Board of Selectmen to enter into a three year lease purchase agreement in accordance with the provisions of G.L. c.44, §21C **for the purchase of new computers**, and to appropriate a sum of money for the first year payment of such agreement, or take any other action in relation thereto.

(Submitted by the School Committee)

ARTICLE 26. To see if the Town will vote to raise and appropriate or transfer from available funds or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for **repairs to the Clyde Brown school roof**, including any design, engineering, or incidental and related costs and expenses, or take any other action in relation thereto.

(Submitted by the School Committee)

ARTICLE 27. To see if the Town will vote to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to pay project costs, and **the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied**, or take any other action in relation thereto.

(Submitted by Treasurer/Collector)

ARTICLE 28. To see if the Town will vote pursuant to the provisions of G.L. c.44, §53E½, as most recently amended, to (1) **establish the following revolving funds** and fiscal year spending limits as set forth below, and further (2) to amend the General By-laws by inserting in Article VI, Appropriations, a new by-law establishing various revolving funds, specifying the departmental receipts to be credited to each fund, the departmental purposes or programs for which each fund may be expended, and the entity authorized to expend each fund, such bylaw to provide as follows:

12. Revolving Funds

1. There are hereby established in the Town of Millis pursuant to the provisions of G.L. c.44, §53E½, the following Revolving Funds, from which the specified department head, board, committee, or officer may incur liabilities against and spend monies from without appropriation in accordance with the limitations set forth in this by-law.

2. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.
3. No liability shall be incurred in excess of the available balance of the fund.
4. The total amount spent during a fiscal year shall not exceed the amount authorized by Annual Town Meeting or any increase therein as may later be authorized by the Board of Selectmen and Finance Committee in accordance with G.L. c.44, §53E½.
5. Interest earned on monies credited to a revolving fund established by this by-law shall be credited to the General Fund.
6. Authorized Revolving Funds

REVOLVING FUND PROGRAM OR PURPOSE	DEPARTMENT RECEIPTS TO BE CREDITED TO FUND	REPRESENTATIVE OR BOARD ENTITY AUTHORIZED TO SPEND
Oak Grove Farm Maintenance Fund	User Fees/Sale of Bricks	Oak Grove Farm Commission
Animal Control Shelter Fund	Operation Receipts	Board of Selectmen
Fire Alarm Fund	Fees/Fines	Board of Selectmen
Historical Commission Fund	User Fees	Historical Commission
Ambulance Department Fund	User Fees	Board of Selectmen
Council on Aging Transportation Fund	User Fees	Board of Selectmen
VMB Custodial/Maintenance Fund	User Fees	Board of Selectmen
Food Service Fund	Inspection Fees	Board of Health
Stormwater Management Fund	Connection/Inspect Fees	Board of Selectmen
BOH Medical Services/Vaccination Fund	Vaccine Reimbursement	Board of Health
BOH Rabies Clinic/Program Fund	Vaccine Fees	Board of Health
	Drivers/Continuing Ed	
Continuing Education Fund	Fees	School Committee
School Athletic Fields Fund	Fundraising Proceeds	School Committee
School Extracurricular Fund	Receipts/Donations	School Committee
Library Special Use Fund	User Fees	Library Trustees

and this by-law, all applicable state and local laws and regulations that govern the receipt, custody, expenditure and payment of town funds shall apply to the use of revolving funds established and authorized by this by-law.

And, further, to establish the following fiscal year spending limit for such funds:

AUTHORIZED REVOLVING FUNDS	FISCAL YEAR EXPENDITURE LIMIT
Oak Grove Farm Maintenance Fund	\$35,000.00
Animal Control Shelter Fund	\$3,000.00

Fire Alarm Fund	\$10,000.00
Historical Commission Fund	\$12,000.00
Ambulance Department Fund	\$20,000.00
Council on Aging Transportation Fund	\$5,000.00
VMB Custodial/Maintenance Fund	\$6,000.00
Food Service Fund	\$4,500.00
Stormwater Management Fund	\$10,000.00
BOH Medical Services/Vaccination Fund	\$8,500.00
BOH Rabies Clinic/Program Fund	\$2,500.00
Continuing Education Fund	\$50,000.00
School Athletic Fields Fund	\$35,000.00
School Extracurricular Fund	\$8,000.00
Library Special Use Fund	\$10,000.00

Or take any other action in relation thereto.

(Submitted by Board of Selectmen)

ARTICLE 29. To see if the Town will vote to raise and appropriate or transfer from available funds, **a sum of money for the OPEB fund**, or take any other action in relation thereto.

(Submitted by Board of Selectmen)

ARTICLE 30. To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, **a sum of money for K-12 Curriculum and Instructional Materials**, or take any other action in relation thereto.

(Submitted by the School Committee)

ARTICLE 31. To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, **a sum of money for repairs/upgrades to the bathrooms at the Middle & High Schools**, including design, engineering, and incidental and related costs and expenses, or take any other action in relation thereto.

(Submitted by the School Committee)

ARTICLE 32. To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for the **School Bus Stabilization Fund** or take any other action in relation thereto.

(Submitted by the School Committee)

ARTICLE 33. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money for the **Stabilization Fund**, or take any other action in relation thereto.

(Submitted by Board of Selectmen)

ARTICLE 34. To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money for the **Reserve Fund**, or take any other action in relation thereto.

(Submitted by Finance Committee)

ARTICLE 35. To see if the Town will hear and accept the report of the Board of Selectmen on the status of **all unfunded current capital project requests**.

(Submitted by Board of Selectmen)

ARTICLE 36. To see if the Town will vote, pursuant to M.G.L. c. 40A, to amend the Town Zoning map dated June 9, 1959, as amended, and rezone the following properties as state:

From split zone, Industrial I-P-2 and Residential R-S to Industrial I-P-2 for Assessors Map 22 Lot 27, 1280 Main Street, 23.8 acres+/-, Millis MA, or take any other action in relation thereto.

(Submitted by Citizen's Petition)

ARTICLE 37. To see if the Town will vote to adopt the following resolution:

WHEREAS immigration enforcement in the United States is explicitly established as the responsibility of the federal government.

WHEREAS studies have shown that immigrants are less likely to report crimes when state and local law enforcement agencies cooperate with federal immigration enforcement, diminishing trust between communities and law enforcement and putting survivors of domestic violence at extremely high risk;

WHEREAS the current bill in the 190th General Court of the Commonwealth of Massachusetts, "HR.3052/SD.1596: An Act to protect the civil rights and safety of all Massachusetts residents," also known as the "Safe Communities Act," aims to protect all residents of Massachusetts and build trust within communities by allowing local police to do their job of protecting us without taking on the work of federal Immigration and Customs Enforcement.

BE IT RESOLVED that The Town of Millis supports the Massachusetts Safe Communities Act and we instruct our representatives in the Massachusetts State Senate and House to support the Safe Communities Act (SD 1596, HD 3052)

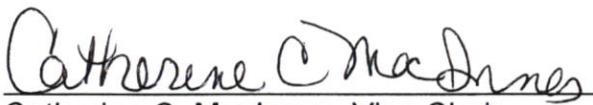
(Submitted by Citizen's Petition)

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.

Given under our hands this 3rd day of May in the year two thousand and seventeen.

**TOWN OF MILLIS
BOARD OF SELECTMEN**

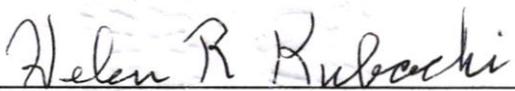

James J. McCaffrey, Chair


Catherine C. MacInnes, Vice-Chair


Loring Barnes Edmonds, Clerk

A True Copy, Attest


Lisa J. Hardin, Town Clerk


Helen R. Kubacki, Constable
Town of Millis

May 10, 2017

UNFUNDED REQUESTS – FY18

- a) To see if the Town will vote to raise and appropriate or transfer from available funds, a sum of money for the construction of a storage **closet in the Veterans Memorial Building for Elections**, including any incidental and related costs and expenses, or take any other action in relation thereto.
(Submitted by the Town Clerk)
- b) To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for the purchase and equipping of a **Handicapped accessible vehicle for the Council on Aging**, or take any other action in relation thereto.
(Submitted by Board of Selectmen)
- c) To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for **local road improvements**, including design, engineering, and any incidental and related costs and expenses, or take any other action in relation thereto.
(Submitted by Board of Selectmen)
- d) To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money to **replace carpets in the Veterans Memorial Building**, including any incidental and related costs and expenses, or take any other action in relation thereto.
(Submitted by Board of Selectmen)
- e) To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money to **replace blinds in the Veterans Memorial Building**, including incidental and related costs and expenses, or take any other action in relation thereto.
(Submitted by Board of Selectmen)
- f) To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money to purchase and equip **two (2) 2017 Ford Sedans for the Police Department**, or take any other action in relation thereto.
(Submitted by the Police Department)
- g) To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provi-

sions of M.G.L. Chapter 44 or any other enabling authority, a sum of money to purchase **Scott air packs & replacement air pack bottles for the Fire Department**, or take any other action in relation thereto.

(Submitted by the Fire Department)

h) To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for the purchase and equipping of a **Ford F450 Bucket Truck for the DPW**, or take any other action in relation thereto.

i) To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for **back-up storage servers**, or take any other action in relation thereto.

(Submitted by the School Committee)

j) To see if the Town will vote to raise and appropriate or transfer from available funds, or by transfer from the Stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for **repairs/upgrades to the High School Auditorium seating and lighting**, including design, engineering, and incidental and related costs and expenses, or take any other action in relation thereto.

(Submitted by the School Committee)

ANNUAL SPRING TOWN MEETING

Middle/High School Auditorium
Monday, June 5, 2017 – 7:30 PM

PRE-TOWN MEETING

Veterans Memorial Building – Room 229
Tuesday, May 30, 2017 – 7:30 PM

MILLIS BOARD OF SELECTMEN

James J. McCaffrey, Chairman
Catherine C. MacInnes, Vice Chairman
Loring Barnes Edmonds, Clerk

PRESORT - STANDARD

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