

## SPRING 2019 TOWN MEETING ARTICLE LIST

1. Unpaid Bills
2. FY19 Additional Wages and Expenses
3. SEIU 888, MassCOP, Dispatch Assoc., and AFSCME Council 93 Local 3901  
Contract Ratifications
4. FY20 Operating Budget
5. Sewer Enterprise Fund
6. Water Enterprise Fund
7. Stormwater Enterprise Fund
8. Amendments to Personnel Plan
9. Independent Audit
10. Board of Health Appointing Authority
11. Revolving Funds
12. Capital Items
13. DPW Project
14. DPW Temporary Offices
15. Community Preservation Fund
16. Community Preservation Historic Resource Reserve Fund
17. Board of Assessors – FY20 Personal Property Interim Year Inspections
18. New and Previously Approved School Bus Lease
19. Previously Approved Computer Lease
20. Previously Approved Police Cruiser Lease
21. Medicare/Medicaid Reimbursement Services
22. Unemployment Insurance Fund
23. OPEB Funding
24. Stabilization Fund
25. Zoning Bylaw-Municipal Facilities and Uses

**ARTICLE 1.** To see if the Town will vote to transfer from available funds or by transfer from the Stabilization Fund, a sum of \$2,138.10 to pay the following **unpaid bills** incurred by Town departments from previous fiscal year(s), or take any other action in relation thereto.

Board of Selectmen	\$2,037.77	K/P Law
Town Clerk	\$ 100.33	W.B. Mason

(Submitted by Board of Selectmen)

## **Motion**

I move that the Town vote to transfer from Free Cash, the sum of **\$2,138.10** to pay the following **unpaid bills** incurred by Town departments from previous fiscal year(s).

<u>Department</u>	<u>Amount</u>	<u>Vendor</u>
Board of Selectmen	\$2,037.77	K/P Law
Town Clerk	\$100.33	W.B. Mason

## **4/5ths Vote**

**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 4, Operating Budget, of the May 14, 2018 Annual Town Meeting, or take any other action in relation thereto.  
 (Submitted by Board of Selectmen)

**Motion**

I move that the Town vote to transfer from the following accounts the sums of money listed below to fund **additional wages and expenses** to the accounts listed below which were not sufficiently funded under Article 4, Operating Budget, of the May 14, 2018 Annual Town Meeting:

**VOTE**    ARTICLE 2

	<i><b>FY2019 Deficit</b></i>	<i><b>Amount</b></i>
Line 2	Public Safety	(\$233,500.00)
Line 5	Public Works	(\$39,400.00)
Line 1d	GENERAL INSURANCE	(\$18,500.00)
	<b>Total Deficits to cover</b>	<u><u>(\$291,400.00)</u></u>

	<i><b>Funding Source</b></i>	<i><b>Amount</b></i>
Line 1a	Town General Government	\$12,000.00
Line 6	Health & Human Services	\$31,500.00
Line 7	Culture & Recreation	\$12,500.00
Line 1e	Employee Benefits	\$120,000.00
Line 8	Debt Service	\$80,436.00
	Free Cash	\$34,964.00
	<b>Total Deficits to cover</b>	<u><u>\$291,400.00</u></u>

**Majority Vote**

**ARTICLE 3.** 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 estimated first-year cost items contained in the contracts between the Town of Millis and SEIU Local 888, the Town of Millis and the Massachusetts Coalition of Police Chapter 171, the Town of Millis and the Dispatch Association, and The Town of Millis and AFSCME Council 93 Local 3901** all to be effective July 1, 2019, or take any other action in relation thereto.  
(Submitted by Board of Selectmen)

## **Motion**

I move that the Town vote to raise and appropriate the sum of **\$85,000** to **fund the estimated first-year cost items contained in the contracts between the Town of Millis and SEIU Local 888, the Town of Millis and the Massachusetts Coalition of Police Chapter 171, the Town of Millis and the Dispatch Association, and The Town of Millis and AFSCME Council 93 Local 3901** all to be effective July 1, 2019

## **Majority Vote**

**ARTICLE 4.** 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, 2019, or take any other action in relation thereto.  
(Submitted by Board of Selectmen)

## **Motion**

I move that the Town vote to fix the compensation of elected officers, provide for a reserve fund, and to raise and appropriate, including appropriations from taxation, by transfer from available funds, the sum of \$34,709,679 defray charges and expenses to the Town, including debt and interest, and a reserve fund, for the general fund, for the fiscal year beginning July 1, 2019 as outlined in Table 2 of the Finance Committee Report with the following revenue sources:

Taxation	\$33,782,261
Ambulance Fund	\$ 283,602
Perpetual Care Interest	\$ 332
Sale of Cemetery Lots	\$ 7,000
Cell Tower Revenue	\$ 53,600

And to Authorize the following transfers:

Sewer Fund Indirect Costs to General Fund	\$202,778
Water Fund Indirect Costs to General Fund	\$247,840
Stormwater Fund Indirect Costs to General Fund	\$132,266

## **Majority Vote**

**ARTICLE 5.** 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, 2019**, including a reserve fund, or take any other action in relation thereto.  
(Submitted by Board of Selectmen)

## **Motion**

I move that the Town vote to raise and appropriate from Sewer Department Receipts, the following sums to **operate the sewer enterprise fund beginning July 1, 2019**:

<b>Salaries/Wages</b>	<b>\$ 243,644</b>
<b>Expenses</b>	<b>\$ 1,173,489</b>
<b>Total</b>	<b>\$ 1,417,133</b>

## **Majority Vote**

**ARTICLE 6.** 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, 2019**, including a reserve fund, or take any other action in relation thereto.  
(Submitted by Board of Selectmen)

I move that the Town vote to raise and appropriate from Water Department Receipts, the following sums to **operate the water enterprise fund beginning July 1, 2019**:

<b>Salaries/Wages</b>	<b>\$</b>	<b>344,535</b>
<b>Expenses</b>	<b>\$</b>	<b>1,241,479</b>
<b>Total</b>	<b>\$</b>	<b>1,586,014</b>

**Majority Vote**

**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 Stormwater enterprise fund beginning July 1, 2019**, including a reserve fund, or take any other action in relation thereto.  
(Submitted by Board of Selectmen)

I move that the Town vote to raise and appropriate from Stormwater Department Receipts, the following sums to **operate the stormwater enterprise fund beginning July 1, 2019**:

<b>Salaries/Wages</b>	<b>\$ 168,224</b>
<b>Expenses</b>	<b>\$ 314,957</b>
<b>Total</b>	<b>\$ 483,181</b>

**Majority Vote**

**ARTICLE 8.** 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, 2019, as shown in the FY20 Finance Committee Report, or take any other action in relation thereto.  
(Submitted by Board of Selectmen)

## **Motion**

I move that the Town vote to adopt **amendments to Schedule A-Salary Plan of the Town of Millis Personnel Plan** effective July 1, 2019, as shown in the FY20 Finance Committee Report.

## **Majority Vote**

**ARTICLE 9.** 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)

## **Motion**

I move that the Town vote to transfer from Free Cash the sum of **\$36,000** for **an independent audit** of all accounts of all departments of the Town.

## **Majority Vote**

**ARTICLE 10.** 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 fix the salary of such appointee, notwithstanding the provision of M.G.L. Chapter 41, Section 108, or act in any manner in relation thereto.  
(Submitted by the Board of Health)

## **Motion**

I move that the Town 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 fix the salary of such appointee, notwithstanding the provision of M.G.L. Chapter 41, Section 108

## **Majority Vote**

**ARTICLE 11.** To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E½, to establish the following fiscal year spending limit for the Town's established revolving funds for Fiscal year 2020:

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
Recreation Fund	\$60,000.00
Tobacco Control Program	\$1,000.00

***(Motion continued on next page)***

## Motion

I move that the Town vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E½, to establish the fiscal year spending limit for the Town's established revolving funds for Fiscal year 2020:

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
BOH Medical Services/Vaccination Fund	\$8,500.00
BOH Rabies Clinic/Program Fund	\$2,500.00
School Athletic Fields Fund	\$35,000.00
School Extracurricular Fund	\$8,000.00
Library Special Use Fund	\$10,000.00
Recreation Fund	\$200,000.00
Tobacco Control Program	\$1,000.00

## Majority Vote

**ARTICLE 12.** 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 the sum of **\$329,050.00 to fund the following capital items:**

<b>Department</b>	<b>Capital Item</b>	<b>Amount</b>
Council on Aging	Facilities Audit Sr. Center Feasibility Study	\$ 35,000.00
Council on Aging	Senior Center Facility Improvements	\$ 3,000.00
Board of Selectmen	Facilities Audit Lansing Millis Bldg Feasibility Study	\$ 30,000.00
Board of Selectmen	Veterans Mem'l. Building Window Shades	\$ 14,000.00
IS/IT Department	IS/IT/MUNIS Upgrades	\$ 30,000.00
Fire	Turnout Gear	\$ 23,680.00
DPW Vehicle	Six Wheel Dump Truck with Sander/Plow	\$ 173,370.00
School	Middle/High School Locker Replacement	\$ 20,000.00
<b>Total</b>		<b>\$ 329,050.00</b>

Or take any other action in relation thereto.  
(Submitted by Board of Selectmen)

## Motion

I move that the Town vote to transfer from Free Cash the sum of \$120,936, transfer from the following articles the sum of \$84,331

<b>Description</b>	<b>Fund</b>	<b>Date Ap- proved</b>	<b>Arti- cle</b>	<b>Balance</b>
Reconstruct Acorn St	3917	5/9/2005	27	\$ 18,528
Causeway St Culvert Improvement	3934	11/2/2009	11	\$ 8,947
Flood Proof Dover Pump Station	3941	5/12/2011	19	\$ 48,666
Replace VMB Boiler	3956	11/4/2013	9	\$ 5,235
DPW Vehicles/Equipment	3963	11/2/2015	25	\$ 2,955
<b>Funds Available Projects Complete</b>				<b>\$ 84,331</b>

Transfer from the Water Enterprise Fund the sum of \$86,685 and transfer from the Overlay Reserve Account the sum of \$37,098, for a total sum of **\$329,050.00** to fund the capital items as listed in the warrant.

## Majority Vote

**ARTICLE 13.** To see if the Town will vote to **appropriate a sum of money for the construction, renovation, and remodeling of the town Department of Public Works' Facility**, such project to consist of the construction of office space or the acquisition and installation of a modular or prefabricated building for office space, the construction or installation of a mechanics bay and truck wash, and the renovation and remodeling of the existing building for storage and any other DPW purposes, and such project to include all necessary architectural and engineering services, planning, design, sitework, drainage, landscaping, paving and all other costs incidental or related thereto; to determine whether this appropriation shall be raised by borrowing or otherwise; or to take any other action relative thereto.

(Submitted by Board of Selectmen)

### **MOTION**

Move that **\$3,900,000** is appropriated for the construction, renovation, and remodeling of the town DPW Facility, such project to consist of the construction of office space or the acquisition and installation of a modular or prefabricated building for office space, the construction or installation of a mechanics bay and truck wash, and the renovation and remodeling of the existing building for storage and any other DPW purposes, and such project to include all necessary architectural and engineering services, planning, design, site work, drainage, landscaping, paving and all other costs incidental or related thereto;; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow \$3,900,000 under G.L. c.44, §7(1) or any other enabling authority; 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 by this vote in accordance with G.L. c.44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; and that the Board of Selectmen is authorized to take any other action necessary to carry out this project. While the borrowing authorized by this vote will constitute a general obligation of the Town, it is anticipated that annual debt service on the amount or amounts borrowed under this vote shall be paid, in the first instance, in **equal parts from the General Fund, the Water Enterprise Fund, and the Sewer Enterprise Fund.**

**2/3rds Vote**

**ARTICLE 14.** To see if the Town will vote to raise and appropriate **a sum of money for the installation and rental of temporary Department of Public Works' trailers** and appurtenances related thereto; Or take any other action in relation thereto  
(Submitted by the Board of Selectmen)

## **Motion**

I move that the Town vote to transfer from the following DPW repair Articles:

- Article 9. (11/5/12 annual Fall Town meeting) DPW HVAC repairs - **The remaining balance of \$6,943.85**
- Article 24. (11/2/15 annual Fall Town meeting) Design of repairs to the DPW garage roof. **The remaining balance of \$6,471.40**
- Article 30. (5/9/16 annual spring Town meeting) Repairs to the DPW garage. **The remaining balance of \$121,000.00**

for a total sum of **\$134,415.25 for the installation and rental of temporary Department of Public Works' trailers** and appurtenances related thereto.

## **Majority Vote**

**ARTICLE 15.** 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 2020, with each item to be considered a separate appropriation or act in any manner in relation thereto.

Appropriations:

From 2020 estimated revenues for Committee Administrative Expenses (To be divided equally: \$4,582.50 CPC Salary Account: \$4,582.50	\$9,165.00 CPC Expenses)
From Undesignated Fund Balance for Long Term Debt- Principal	\$25,000.00
From Undesignated Fund Balance for Long Term Debt- Interest	\$12,200.00

Reserves:

From FY2020 estimated revenues for Historic Resources Reserve	\$18,330.00
From FY2020 estimated revenues for Community Housing Reserve	\$18,330.00
From FY2020 estimated revenues for Open Space Reserve	\$18,330.00
From FY2020 estimated revenues for Budgeted Reserve	\$80,000.00

(Submitted by the Community Preservation Committee)

## Motion

I move that the Town vote to appropriate and reserve from the **Community Preservation Fund** 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 2020, with each item to be considered a separate appropriation as follows:

Appropriations:

From 2020 estimated revenues for Committee Administrative Expenses (To be divided equally: \$4,582.50 CPC Salary Account: \$4,582.50	\$9,165.00 CPC Expenses)
From Undesignated Fund Balance for Long Term Debt- Principal	\$25,000.00
From Undesignated Fund Balance for Long Term Debt- Interest	\$12,200.00

Reserves:

From FY2020 estimated revenues for Historic Resources Reserve	\$18,330.00
From FY2020 estimated revenues for Community Housing Reserve	\$18,330.00
From FY2020 estimated revenues for Open Space Reserve	\$18,330.00
From FY2020 estimated revenues for Budgeted Reserve	\$80,000.00

## Majority Vote

**ARTICLE 16.** To see if the Town will vote to appropriate a sum of money **from the Community Preservation Historic Resource Reserve Fund for the purpose of completing the renovations to the historic Niagara Hall Firehouse Restoration Project Phase IV**, including but not limited to completion of fire alarm system, additional lighting requirements, building materials or supplies, and other work as appropriate, or act in any manner relating thereto.  
(Submitted by the Community Preservation Committee)

## **Motion**

I move that the Town vote to appropriate the sum of \$20,000 **from the Community Preservation Historic Resource Reserve Fund for the purpose of completing the renovations to the historic Niagara Hall Firehouse Restoration Project Phase IV**, including but not limited to completion of fire alarm system, additional lighting requirements, building materials or supplies, and other work as appropriate

## **Majority Vote**

**ARTICLE 17.** 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, the sum of \$15,560.00 for **Fiscal Year 2020 Personal Property interim year inspections and Real Estate interim year revaluations**, or act in any manner relating thereto.  
(Submitted by Board of Assessors)

## **Motion**

I move that the Town vote to transfer from Free Cash the sum of **\$15,560.00** for **Fiscal Year 2020 Personal Property interim year inspections and Real Estate interim year revaluations**

## **Majority Vote**

**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 **previously approved lease/purchase(s) for School buses**, or take any other action in relation thereto.

(Submitted by the School Committee)

## **Motion**

I move that the Town vote to transfer from Free Cash the sum of \$89,999 for new and previously approved **lease/purchase(s) of School buses.**

## **2/3rds Vote**

**ARTICLE 19.** 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 **new and previously approved lease/purchase(s) for School computers**, or take any other action in relation thereto.  
(Submitted by the School Committee)

## **Motion**

I move that the Town vote to transfer from Free Cash the sum of \$69,900 for a **new and previously approved lease/purchase(s) for School computers**

## **2/3rds Vote**

**ARTICLE 20.** 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 Police Cruisers**, or take any other action in relation thereto.

(Submitted by the Board of Selectmen)

## **Motion**

I move that the Town vote to transfer from Free Cash the sum of \$65,172.96 for **previously approved lease/purchase(s) for Police Cruisers.**

## **Majority Vote**

**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 **Medicare/Medicaid Reimbursement Services**, or take any other action in relation thereto. (Submitted by the School Committee)

## **Motion**

I move that the Town vote to transfer from Free Cash the sum of \$5,000 for **Medicare/Medicaid Reimbursement Services**

## **Majority Vote**

**ARTICLE 22.** To see if the Town will vote to raise and appropriate or transfer from available funds, **a sum of \$150,000.00 for the Unemployment Insurance Fund**, or take any other action in relation thereto.  
(Submitted by Board of Selectmen)

## **Motion**

I move that the Town vote to transfer from Free Cash the **sum of \$150,000.00 for the Unemployment Insurance Fund.**

## **Majority Vote**

**ARTICLE 23.** To see if the Town will vote to raise and appropriate or transfer from available funds, **a sum of money for the Other Post-Employment Benefits (OPEB) fund**, or take any other action in relation thereto.  
(Submitted by Board of Selectmen)

## **Motion**

I move that the Town vote to dismiss Article 23.

## **Majority Vote**

**ARTICLE 24.** 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)

## **Motion**

I move that the Town vote to dismiss Article 24.

## **Majority Vote**

**ARTICLE 25.** To see if the Town will vote to amend the Zoning Bylaws, as most recently amended, by adding a new section as follows:

## Section XXII – Municipal Overlay

Purpose; definitions; special requirements for Municipal Facilities.

### A. Purpose.

- (1) To provide greater flexibility for municipal uses and structures on a municipally owned property, where existing oversight provides adequate review and safeguards.
- (2) To exempt Municipal Facilities from the zoning bylaws in locations specified herein.

### B. Applicability & Definitions

- (1) This Article applies to Municipal Facilities, defined as public buildings, structures and premises owned or leased by the Town of Millis for any municipal or related use, including any allowable accessory uses; or other uses expressly allowed elsewhere within this By-Law, or M.G.L. Chapter 40A, and which may also include uses such as passive and active recreational areas.

### C. Eligible Locations - Municipal Facilities Exempt Overlay District

- (1) The Municipal Facilities Exempt Overlay District is herein established as an Overlay District which includes the parcels identified as Assessor's Map 52, Lots 9, 10, 11, 12, 14, 15, 17, and 19 and Assessor's Map 17, Lot 6, also known as 7 Water Street, Millis, Massachusetts.
- (2) Municipal facilities and uses in other locations shall not be subject to this Section and shall be subject to applicable zoning bylaws.

### D. Use Regulations within the Overlay District

- (1) The Millis Zoning Bylaw shall not apply to Municipal Facilities within the overlay district which shall be exempt therefrom and allowed by right in the overlay district.
- (2) Municipal Facilities within the overlay district shall not be subject to any dimensional requirements in this bylaw.
- (3) Municipal Facilities within the overlay district shall not be subject to any special permit, or any other process, permit or limitation of this Bylaw, except site plan review.

E. All uses and structures not contemplated herein shall remain subject to the requirements for the underlying zoning district.

or to take any other action related thereto.

(Submitted by Board of Selectmen)

## **Motion**

I move that the Town vote to amend the Zoning Bylaws, as most recently amended, by adding a new Section XXII – Municipal Overlay as written in the Warrant.

## **2/3rds Vote**