FINANCE COMMITTEE REPORT

FISCAL PERIOD JULY 1, 2026 THROUGH JUNE 30, 2027 ANNUAL FALL TOWN MEETING
CONTAINING THE RECOMMENDATIONS OF THE FINANCE COMMITTEE

PLEASE BRING THIS REPORT WITH YOU TO THE ANNUAL FALL TOWN MEETING

ANNUAL FALL TOWN MEETING – MONDAY, NOVEMBER 9, 2026 AT 7:30 PM
MIDDLE/HIGH SCHOOL AUDITORIUM
THE MEETING WILL BE BROADCAST LIVE ON MILLIS COMMUNITY MEDIA CHANNELS

The Millis Finance Committee (FINCOM) consists of 9 volunteer members appointed to 3-year terms by the Town Moderator. Current members during this budget cycle and preparation for the 2026 Fall Annual Town Meeting are:

Michael Krone, Chairperson

Eric Marthinsen, Vice Chairman

Joyce Boiardi, Clerk

Brett Hausler

Heidi Gilmore

Mark Johnson

Peter Berube

Jackie Smith

Rob McCracken

The FINCOM held 5 public meetings to discuss and consider Warrant Articles contained in this booklet. We received input from not only the Town Administrator and Finance Director but the Select Board, DPW Director, Warrant Petitioners and others in attendance at our meetings. The Fincom voted and made final recommendations for each Warrant Article at our October 14th meeting. We will present these recommendations at the Fall Annual Town Meeting on Monday, November 9, 2026 at 7:30 PM at the Millis High School Auditorium. They are also contained in this booklet below each Warrant Article.

Articles 1 and 2 are pro forma articles necessary to pay bills received after the past fiscal year expired and to cover grant deficits. Article 3 covers capital items that the Capital Planning Committee deemed necessary and prudent at this time. Article 4 regards the Town purchasing sewer capacity from the Town of Franklin and Article 5 involves spending on a continuing effort to identify lead pipes in our water system.

Article 6 involves allowing the sale of parcels of land owned by the Town. Article 7 is a house-cleaning measure to eliminate the authority to further borrow for the construction of the Clyde Brown School when such borrowing is no longer necessary. Article 8 is again a house-cleaning measure to correct a deficiency in a previously approved zoning map.

Article 9 involves a political statement that petitioners submitted. Finally, Article 10 was submitted by petitioners to limit future use of the so called “Cassidy Field” which the Town owns.

We thank you for your consideration of all the Articles in this Warrant and encourage you to attend the Fall Annual Town Meeting on November 9th to discuss and vote on each one.

Respectfully submitted,

Michael Krone, Chairman
Millis Finance Committee

WARRANT

2026

FALL 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 ninth day of November, AD 2026 at 7:30 p.m. in the Middle-Senior High School auditorium located at 245 Plain Street in said Millis:

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

FALL 2026 TOWN MEETING ARTICLE LIST

1. Unpaid Bills

2. Funding Grant Deficits

3. Capital Items

4. Purchase of Sewer Capacity

5. Lead Service Line Inventory

6. Sale of Town Owned Land

7. Rescind Borrowing Authorization - Clyde F. Brown

8. Amendments to Zoning Bylaws – Flood Hazard District Map

9. Article By Petition

10. Article By Petition

TOWN OF MILLIS
NOVEMBER 9, 2026, FALL ANNUAL TOWN MEETING WARRANT

ARTICLE 1. To see if the Town will vote to transfer from Free Cash the sum of $17,344.13, transfer the sum of $8,123.74 from Sewer Enterprise Retained Earnings, transfer the sum of $3,541.24 from Water Enterprise Retained Earnings, transfer the sum of $10,031.24 from Stormwater Enterprise Retained Earnings, for a total sum of **$39,040.35 for unpaid bills** from a prior fiscal year, or to take any other action relating thereto.

(Submitted by Select Board) **4/5ths Vote**

DEPARTMENT	VENDOR		AMOUNT
Select Board	Amazon	$	239.54
Select Board	Verizon	$	54.64
Select Board	Eversource	$	457.73
Select Board	Eversource	$	4,823.08
Select Board	AD Print	$	584.00
IT	Amazon	$	151.04
IT	Amazon	$	25.83
IT	Amazon	$	116.97
IT	Amazon	$	122.20
IT	Amazon	$	30.87
IT	NBM	$	28.00
Town Clerk	Amazon	$	410.51
Town Clerk	K. Smith	$	198.00
Town Buildings	Green Street Power	$	1,737.57
Town Buildings	F&W Pest control	$	84.00
Town Buildings	Rocky's Ace Hardware	$	9.59
Police	EZ Pass	$	4.00
Fire	Comm. Of Mass	$	7.50
Fire	Eversource	$	455.35
Fire	Retro Pay	$	6,881.91
Building Dept	Amazon	$	49.98
Veterans Agent	Amazon	$	106.02
Veterans Agent	Amazon	$	251.24
Veterans Agent	Amazon	$	41.32
DPW	PCA Landscaping	$	400.00
DPW	Denico	$	73.24
TOTAL GENERAL FUND UNPAID BILLS		**$**	**17,344.13**

DEPARTMENT	VENDOR		AMOUNT
DPW	Denico	$	73.24
DPW	Tighe & Bond	$	313.00
DPW	Tighe & Bond	$	3,155.00
DPW	GCG Associates	$	4,582.50
TOTAL SEWER ENTERPRISE UNPAID BILLS		**$**	**8,123.74**

DEPARTMENT	VENDOR		AMOUNT
DPW	Denico	$	73.24
DPW	Tighe & Bond	$	313.00
DPW	Tighe & Bond	$	3,155.00
TOTAL WATER ENTERPRISE UNPAID BILLS		**$**	**3,541.24**

DEPARTMENT	VENDOR		AMOUNT
DPW	Denico	$	73.24
DPW	Tighe & Bond	$	314.00
DPW	Tighe & Bond	$	3,155.00
DPW	Kleinfelder	$	6,489.00
TOTAL STORM WATER ENTERPRISE UNPAID BILLS		**$**	**10,031.24**

TOTAL ALL UNPAID BILLS	**$**	**39,040.35**

Article 1 FinCom Recommendation

This Article is a pro forma article that covers the payment of bills for services or goods rendered during FY 2026 but for which the bills were not received until FY 2027. These bills are paid through the departments and accounts listed in the Article.

The Finance Committee recommends a **YES VOTE** for this article, 9-0.

ARTICLE 2. To see if the Town will vote to transfer from Free Cash the sum of **$12,525** to cover grant deficits not reimbursable by the granting authority, or take any other action related thereto.
(Submitted by Select Board) **Majority Vote**

Article 2 FinCom Recommendation

This article would transfer $12,525 from Free Cash to cover costs under a grant that the granting authority will no longer reimburse due to the governor's actions to reduce state spending when tax revenues fall short of projections, a step that lets the Commonwealth balance its budget without legislative action. The transfer would close out the grant without leaving the shortfall unfunded.

The Finance Committee recommends a **YES VOTE** for this article, 9-0.

ARTICLE 3. To see if the Town will vote to transfer from Free Cash the sum of **$159,625**, and transfer the sum of **$71,125** from Sewer Enterprise Retained Earnings, and transfer the sum of **$71,125** from Water Enterprise Retained Earnings, and transfer the sum of **$71,125** from Stormwater Enterprise Retained Earnings, for a total sum of **$373,000** to fund the following Capital items:

#	Department	Item	Cost
1.	Fire	SCBA 6 Air Packs & 12 Bottles	**$73,500**
2.	DPW	Freightliner Dump truck with plow/sander	**$284,500**
3.	DPW	Cardboard Compactor	**$15,000**
		Total	**$373,000**

Or take any other action related thereto.
(Submitted by Select Board) **Majority Vote**

Article 3 FinCom Recommendation

This Article requests $373,000 for three capital items. These items include mandated equipment for the Fire Department, a replacement dump truck for the DPW, and a cardboard compactor for the town transfer station. The Capital Planning Committee reviewed and prioritized these departmental requests as part of the annual budget process.

The Finance Committee recommends a **YES VOTE** for this article, 9-0.

ARTICLE 4. To see if the Town will appropriate **$1,575,000** to fund the **purchase of 150,000 gallons per day of capacity from the Town of Franklin at the Charles River Pollution Control District,** to determine whether this amount shall be raised by borrowing or otherwise, or take any other action related thereto.
(Submitted by Select Board) **2/3rds Vote**

Article 4 FinCom Recommendation

This Article would authorize the Town to purchase 150,000 gallons per day of additional sewer capacity from the Town of Franklin through the Charles River Pollution Control District. Millis is already using more than 90% of its current capacity, and the added capacity is needed to support new and anticipated development. The agreement's cost would ultimately be funded by sewer hookup fees paid by new developments.

The Finance Committee recommends a **YES VOTE** for this article, 9-0.

ARTICLE 5. To see if the Town will vote to transfer **the sum of $165,000** from Water Enterprise Retained Earnings to fund a Lead Service Line Inventory of the water system in Millis, or take any other action related thereto.
(Submitted by Select Board) **Majority Vote**

Article 5 FinCom Recommendation

This Article requests $165,000 from Water Enterprise Retained Earnings to continue the Town's efforts to identify and ultimately eliminate lead in the water service lines throughout Millis, as required by the Massachusetts Department of Environmental Protection. If approved, the funding provided for in this article will pay for the next phase of an engineering study conducted by Kleinfelder, our service provider. This study involves inspecting and documenting the remaining water service lines across Millis.

The Finance Committee recommends a **YES VOTE** for this article, 9-0.

ARTICLE 6. To see if the Town will vote to **transfer the care, custody, management, and control of the following listed Town owned properties** from the Select Board for general municipal purposes, to the Select Board for disposition:

Map	Parcel	Street	Assessed Value	Total Lot Size (acres)
34	051	MILLIS HEIGHTS	$ 2,000	0.06
40	037	MILLIS HEIGHTS	$ 2,000	0.06
41	041	BRANDYWINE TERRACE	$68,500	2.25

or take any other action related thereto.
(Submitted by Select Board) **2/3rds Vote**

Article 6 FinCom Recommendation

This Article would authorize the Select Board to accept bids for the sale of Town-owned land that the Town cannot use. The listed parcels were omitted from an earlier Town Meeting Warrant Article approved for the same purpose.

The Finance Committee recommends a **YES VOTE** for this article, 9-0.

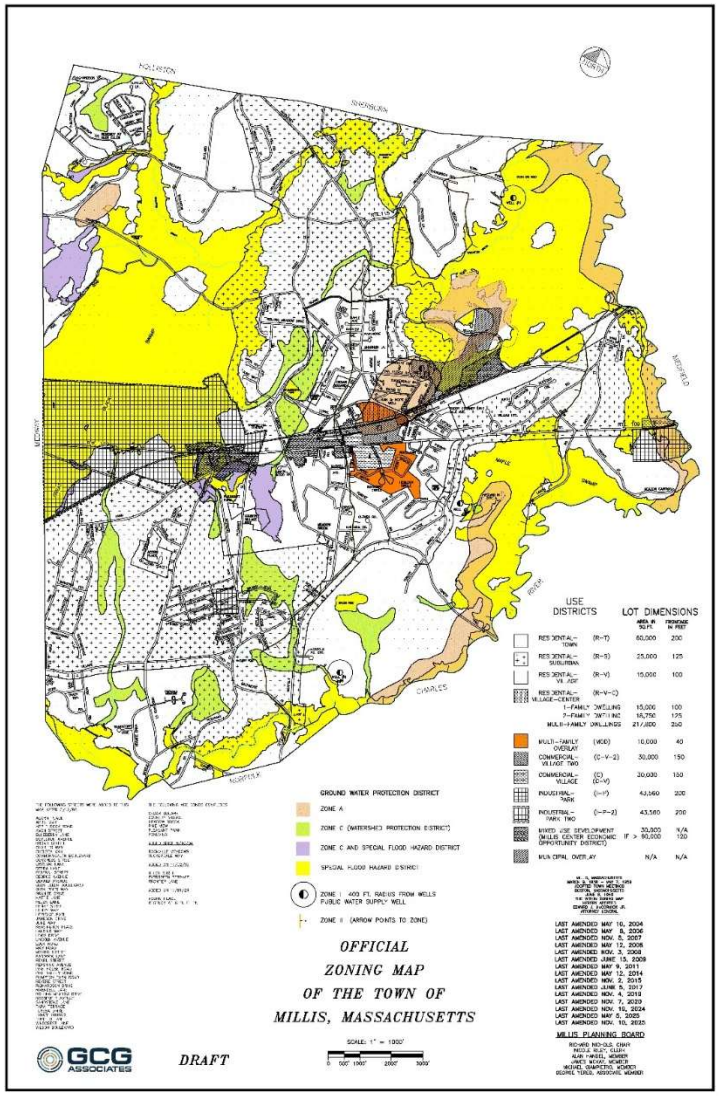
ARTICLE 7. To see if the Town will vote to rescind the remaining **$2,134,180 in authorized, but unissued borrowing authority,** previously approved for the **Clyde F. Brown Elementary School Project**, which amount is no longer needed to complete that project, thereby closing out the remaining borrowing authorization for the project, or take any other action related thereto.
(Submitted by Select Board) **Majority Vote**

Article 7 FinCom Recommendation

This Article would rescind the remaining $2,134,180 in authorized but unnecessary and unissued borrowing for the New Clyde F. Brown Elementary School Project, which was completed under budget, eliminating the need for the remaining funds.

The Finance Committee recommends a **YES VOTE** for this article, 9-0.

ARTICLE 8. To see if the Town will vote to amend the Town of Millis Zoning Bylaw, Section III C, Establishment of Zoning District, Zoning Map of the Town of Millis, Massachusetts, dated March 9, 1959, as amended, in order to add the missing Zone C Watershed Protection District and to add the Zone C and Special Flood Hazard District,or take any other action related thereto.
(Submitted by Planning Board) **2/3rds Vote**



Article 8 FinCom Recommendation

This Article would correct a previous zoning bylaw Warrant Article by adding the omitted Zone C Watershed Protection District and the Zone C and Special Flood Hazard District.

The Finance Committee recommends a **YES VOTE** for this article, 9-0.

ARTICLE 9. To see if the Town will adopt a resolution urging the President and Both House of Congress to uphold the Constitution of the United States and to denounce bigotry, abusive language and to set an example by returning to common courtesy and respect.
(Submitted by Petition) **Majority Vote**

Article 9 FinCom Recommendation

This is an Article brought by Petitioners. As it contains a political message the Finance Committee voted to take no action and recommends a **VOTE OF INDEFINITE POSTPONEMENT**, 9-0.

ARTICLE 10. To see if the Town will vote to authorize the Select Board to dedicate, and permanently preserve the remaining town-owned municipal parcel(s) of the property historically known as **Cassidy Field (or Cassidy Farm)** located on Exchange Street, identified as Millis Assessors Map 11, Parcel 11-026-001, being that portion of the property retained for the purposes under Article 17 of the May 11,1998 Millis Annual Town Meeting, following any prior division or carving out of conservation land from the original tract, for permanent open space preservation, passive recreation, and natural resource conservation purposes, or take any other action related there.
(Submitted by Petition) **2/3rds Vote**

Article 10 FinCom Recommendation

This is an Article brought by Petitioners. If passed, this Article would authorize the Select Board to remove Cassidy Field's municipal-use designation and permanently restrict the property to conservation use.

The Town purchased Cassidy Field in 1998 for $800,000 for both general municipal purposes and open-space preservation. The property was intended to remain open space while still being available for future municipal needs.

Cassidy Field is one of only two Town-owned properties reserved for possible municipal use. Passing this Article would authorize the Select Board to remove that option and further limit the Town's ability to meet future needs.

The property could no longer support public buildings, community services, public safety facilities, playing fields, or other municipal purposes. Finding suitable replacement land may be difficult and could impose substantial costs on future taxpayers.

According to the Town of Millis Open Space and Recreation Plan dated June 26, 2019, conservation and open space already account for 32.8% of the Town's land. Maintaining the original intent of the 1998 Cassidy Field purchase would preserve the Town's flexibility to address future needs.

The Finance Committee recommends a **NO VOTE** for this Article, 8-1.

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 19th day of October in the year two thousand and twenty-six.

TOWN OF MILLIS
SELECT BOARD

Craig W. Schultze, Chair

Ellen Rosenfeld, Vice-Chair

James McKay, Clerk

A True Copy, Attest

Kathleen E. Smith, Town Clerk

10/22/26

Nathan Maltinsky, Constable
Town of Millis

Capital Planning Committee Report November 2026

The Capital Planning Committee (CPC) is pleased to present the Town with our capital planning report for November 2026. The committee was established by bylaw in May of 2017 with the mandate of creating a long-term capital plan for the Town of Millis which could help citizens attain a more complete understanding of expenditures that the Town may need to undertake in coming years. The CPC has worked with the Select Board, Town Administrator, Finance Director, School Department, Department of Public Works, Fire and Council on Aging to compile the information provided in this report.

For those items considered, the CPC went through a process to rank the priorities for the various projects, which accounted for such factors as public safety, integration with broader projects, and overall benefit to the Town. Based on this ranking, the committee then grouped the various capital items into three categories 1) highest priorities 2) medium priorities and 3) lower priorities. It should be noted that the CPC does not choose projects for consideration at Town Meeting based on availability of funding. The Select Board selects projects for inclusion in the Warrant, and the Finance Committee makes its recommendation for action at Town Meeting.

The department requests that the CPC considered are shown in the table below:

Priorities	# of Projects	Total Estimated Cost
Highest	4	$442,743
Medium	1	$30,000
Lower	0	$0
Total	**5**	**$472,743**

Highest priorities include Self Contained Breathing Apparatus (SCBA) for the Fire Department, renovations to the Senior Center bathroom, and a new dump truck and skid steer for the DPW. We are pleased to note that as part of this capital planning cycle, the DPW and School Department worked together on the skid steer proposal that will include the transfer of an existing piece of equipment to the School Department which will meet their needs for snow removal in the winter. Medium priorities include a new cardboard compactor for the Transfer Station.

Typically, this report includes a schedule that summarizes the Town's known long-term capital needs for the next 10 years and beyond that have been identified by the various departments for them to service the needs of the community. The intent of the Committee is to provide the citizens of Millis with as much transparency as possible to the evolving future capital needs of the town.

The Committee is excited to report that the Town's Finance Director has been working on a project to do a comprehensive assessment of the Town's capital needs and enter that information into new software (ClearGov) that was recently purchased by the Town. This will help better track and plan for capital needs, and report those needs to the Town. As of the writing of this report, the project is well underway, and we expect to deliver more details regarding the long-range capital plan prior to the spring town meeting.

Since the Committee first compiled information on the Town's capital needs, we have refined the prioritization process. However, we recognize that there are areas that will need to be further

developed within the capital planning process, and as such, the Committee expects that the long term capital plan and the annual recommendation process will evolve over time to meet the needs of the Select Board, other relevant committees, department heads, and most importantly, the citizens of the Town of Millis.

The members of the Committee have regularly scheduled meetings where the public is welcome to attend and ask any questions regarding this report. We look forward to working with all interested parties on this important initiative.

Respectfully submitted,

Town of Millis Capital Planning Committee

Jonathan Barry – Chair

Eric Marthinsen (Finance Committee representative)

Peter Jurmain

Jim McCaffrey

Wayne Klocko

Sean Powers (School Committee representative)

Craig Schultze (Select Board representative)

Capital Planning Committee Priorities for November 2026 Town Warrant

Department	Description	Estimated Cost
Highest Priorities		
Fire	SCBA Equipment	$73,500
DPW	Dump Truck	284,500
DPW	Skid Steer	66,743
COA	Senior Center Bathroom Renovation	18,000
Subtotal		**$442,743**
Medium Priorities		
DPW	Cardboard Compactor	$30,000
Subtotal		**$30,000**
Total		**$472,743**

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.

ARPA Funds (American Rescue Plan Act)
On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law and provided $350 billion of funding to states, territories, tribal and local governments to respond to the COVID-19 public health emergency and its economic impacts. Eligible uses of the funds are water and sewer infrastructure, broadband infrastructure, public sector revenue loss, premium pay for essential workers, assistance to impacted workers, families, and businesses, and to support public health responses to COVID-19. Millis was allocated $869,795.68 in ARPA funds from the Federal government and $1,614,120 from Norfolk County.

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 (all defined herein).

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. Bond Anticipation Notes (BANs) are executed by the Select Board. 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.

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.

CARES Act Funds (FY20 and FY21)
The federal Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act") provided federal funding to cities and towns to be directed towards helping alleviate pressure from COVID-19 related costs, including funding for first responders, PPE procurement, social distance learning, field hospitals, food assistance, and other related costs. Eligible Uses were for costs incurred on or after March 1, 2020, up to December 30, 2020.

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 (definition follows).

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 as certified by the Massachusetts Highway Department (MHD), local employment level derived the Department of Employment and Training (DET), and population estimates 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.

Millis Municipal Finance / Budget Glossary

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

Consent Agenda
Articles on the Consent Agenda are exceptions to the general process of Town Meeting. In every Town Meeting warrant the Select Board, in consultation with Town Counsel, the Moderator and the Finance Committee, identify those articles they feel should generate no controversy and can be properly voted without debate. These articles are put on the Consent Agenda to allow motions under these articles to be acted upon as one unit and to be passed without debate. Use of the Consent Agenda process makes the Town Meeting more efficient by speeding up the handling of what are typically non-controversial items.

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

Debt Service
The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any outstanding bonds payable by the Town of Millis and its departments.

DESE (Massachusetts Dept. of Elementary and Secondary Education)
Often pronounced as "Desi," this state agency governs strategic policy, professional licensing, Ch. 70 state funding, standardized testing and quality standards for public school education. In a fiscal budget context, DESE's compliance requirements and budgetary decisions greatly impact the Millis School District and decisions brought to Town Meeting by the Millis School Committee.

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 three Enterprise Funds: Water, Sewer and Stormwater.

School Building Committee (SBC)
The Massachusetts School Building Authority (MSBA) as our State school funding partner, requires all districts in the funding pipeline for a new or renovated school to form a School Building Committee. The Millis School Building Committee (SBC) includes all member of the Permanent Building Committee (PBC), representatives from the School Committee, Board of Selectmen (or Select Board), Finance Committee, school officials, and one community member with a building construction background.

Fiscal Year (FY)
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, payroll taxes, insurance, and debt service.

Foundation Budget
The local town 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 fiscal year. Unpaid property taxes reduce the amount that can be certified as free cash. Free cash must be certified by the State Bureau of Accounts and is not available for

appropriation (use) until this is complete and communicated to the town. Free cash is offset by property tax receivables and certain deficits, and thus can be a negative number.

GAAP (Generally Accept Accounting Principles)
These describe financial reporting practices that provide accountability between a government and its citizens, legislative, auditing, creditor and oversight bodies.

GASB (Governmental Accounting Standards Board)
This is an independent organization establishes accounting and financial reporting standards that are recognized as authoritative and state and local governments. These standards are intended to provide transparent, useful financial reporting information to taxpayers, public officials and lenders.

The HERO Act
Signed by Governor Maura Healey in November 2023, an Act Honoring, Empowering, and Recognizing Our Servicemembers and Veterans (The HERO Act) proposed the following 17 spending and policy initiatives, tax credits, and statute changes organized into three buckets:

- Benefit Expansion
- Commitment to Inclusivity and
- Greater Representation Modernization of Veterans Services

Level Funded Budget
A "level funded" fiscal budget appropriates the same amount of money to each municipal department as the prior fiscal year. This is tantamount to a budget cut from the prior year due to increases in mandated annual fixed costs that are subject to inflation or contract negotiations (health insurance, special education, union/executive contracts with increases). A level funded budget usually results in cuts in personnel and services as well as cuts to the general municipal operating budget.

Levy
The amount a municipal government raises through the property tax. The new levy cannot exceed an annual increase of 2.5% in order to comply with "Prop 2 ½" (definition follows).

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 tax, 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 (Municipal Separate Storm Sewer Systems)
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 (Massachusetts School Building Authority)
This 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.

MUNIS Software
Munis is an Enterprise Resource Planning (ERP) software system designed to handle public sector needs. The software is designed to integrate different areas of administrating Town departments and resources and is used by government agencies and schools. The MUNIS system manages financials, procurement, human resources, payroll, and revenues.

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 DESE.

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 Post-Employment 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 post-employment benefits is a pension. Post-employment 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 over $30 million. 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. In order for the Town to increase the tax levy beyond the allowable limits under Proposition 2 ½, it is necessary for voters to approve an override question, which appears on the ballot at the Town election, and before Town Meeting voters. If a majority of voters vote yes, the override question is approved.

Overrides can be used to allow increases in the operating budget (general or operational override) and to exclude debt service costs (debt exclusion) or capital project costs (capital outlay expenditure exclusion). 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.

Debt exclusions, capital outlay expenditure exclusions and overrides are all often referred to as "overrides" and enable a community either to permanently increase its levy limit or temporarily levy above its levy limit or levy ceiling. There is a distinction between an override and a debt or capital outlay expenditure exclusion, because there is a significant difference in the impact of each on a community's levy limit. An override enables a community to permanently increase its levy limit, while an exclusion only allows for a temporary increase in taxes over a community's levy limit.

PILOT (Payment in Lieu of Taxes)
A contract between a municipality and a property owner or developer, allowing fixed annual payments instead of traditional property taxes.

Prop 2½ (Proposition 2 ½, MGL Ch. 59 §21C)
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 when compared to the prior fiscal year.

- 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 increased 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.

Quorum
The Millis Town Charter, effectively the constitution of our town, establishes that a quorum, or a percentage of registered resident voters, is required to conduct town business as Town Meeting. These percentages for a Quorum and required voting percentages for approval of Articles are defined in the Town By-Laws.

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.

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

Revolving Fund
This is analogous to having separate savings accounts to collect inbound revenue in order that it be earmarked and/or reinvested by the sponsor committee or department, without the need for formal appropriation proceedings. For departmental revolving funds, MGL Ch. 44 §53E½ stipulates that each fund must be reauthorized each year at annual town meeting. The State establishes balance and spending restrictions.

Special Town Meeting
When an important decision must be brought to the voters, a Special Town Meeting may be called by the Select Board, by a signed petition by two hundred registered voters, or as otherwise provided by MGL. All prevailing open meeting laws apply for advance notification. According to Millis Town By-Laws, 4% of then legal resident voters shall constitute a quorum for any business at Special Town Meeting, except that a number less than that may adjourn.

Special Education Stabilization Fund
MGL Chapter 40 Section 13E provides the legal basis for the establishment of a Special Education Stabilization fund. The law enables towns to establish a reserve fund that can be used in future years for unanticipated or unbudgeted costs of special education, out of district tuition, transportation and recovery high school tuition. Once the fund is established, the school committee may include a separate line item in their annual budget request to appropriate monies into the stabilization fund. The balance in the reserve fund cannot exceed two percent (2%) of the annual net school spending of the school district. Funds in the reserve fund can only be expended or transferred out after a majority vote of both the School Committee and Select Board.

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.

Stormwater Utility
In November 2017, Millis approved the creation of a stormwater utility fee in order to help the town pay for compliance with EPA and MassDEP clean water regulations. Like water and sewer utility fees, the stormwater fee pays into a separate stormwater enterprise fund. The funding in the stormwater enterprise fund may only be used for stormwater programs and administration. The Stormwater Utility Fee rates are assessed by square footage of impervious area on each property in Millis.

Surplus Revenue
The total amount of cash, accounts receivable, and other assets that exceed liabilities and reserves, computed at the end of a fiscal year.

Town Meeting
This is both an event and an entity. As an event, attending "the Town Meeting" is to join a scheduled gathering of our town's eligible registered voters. When assembled, as "Town Meeting," these voters serve as the town's legislative authority to act upon, deliberate and vote on financial and bylaw decisions as the corporate decision stewards of the town. The State offers a downloadable handbook, *The Citizen's Guide to Town Meetings,* via the Secretary of State's web page: http://www.sec.state.ma.us/cis/cispdf/Guide_to_Town_Meetings.pdf

Voting
Open Town Meeting empowers *each* eligible voter to have an *equal* vote for each Warrant Article. These votes occur as directed by the Moderator and as described in *Town Meeting Time: A Handbook of Parliamentary Law*. The majority as renders each decision varies between: a) simple majority (budgeted spending); b) 2/3 majority (bylaws, borrowing, zoning, etc.); and c) 4/5 majority to authorize the payment of any bills unpaid from prior periods.

Warrant
An authorization for an action. A Town Meeting Warrant establishes the matters that may be acted on by that Town Meeting, the legislative branch of the town.

Annual Fall Town Meeting
Middle/High School Auditorium
Monday, November 9, 2026 at 7:30 PM

Presort – Standard
U.S. Postage Paid
Permit 5
Millis, MA 02054

Millis Select Board
Craig Schultze, Chair
Ellen Rosenfeld, Vice Chair
James McKay, Clerk

To: Postal Customer
Millis, MA 02054