

TOWN OF MILLVILLE

ANNUAL TOWN MEETING WARRANT

With Explanations and Recommendations



MONDAY, MAY 9, 2022

MILLVILLE ELEMENTARY SCHOOL

7:00 P.M.

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF MILLVILLE**

**WARRANT FOR ANNUAL TOWN MEETING
MONDAY, MAY 9, 2022 – 7:00 P.M.**

**TO ANY OF THE CONSTABLES OF THE TOWN OF MILLVILLE,
IN THE COUNTY OF WORCESTER,**

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of the Town of Millville who are qualified to vote in elections and in Town affairs, to meet at the Millville Elementary School (or alternative site as may be determined) on **Monday, May 9, 2022 at 7:00 P.M.**, then and there to act on the following Articles:

ARTICLE 1. MONETARY INCREASES.

To see if the Town will vote to authorize that any motion or amendment to increase any monetary articles or line items as recommended by the Finance Committee, presented at this Town Meeting, shall be Out of Order unless such motion or amendment states the source of funding as being from available free cash, or the line item, article, or other funding source that will be reduced by the same amount; or take any other action in relation thereto. *Submitted by: Finance Committee*

Explanation: This article requires that any individual making or amending a motion, which will increase any budget line item that has not been recommended by the Finance Committee, must also provide the source of funding for said increase.

Selectmen Recommend: 3-0

Finance Recommend: 4-0

ARTICLE 2. BILLS OF PRIOR FISCAL YEAR.

To see if the Town will vote pursuant to G.L. c.44, §64 to raise and appropriate and/or transfer from available funds such sums of money necessary for the purpose of paying outstanding bills from prior fiscal years, and/or take any other action relative thereto. *Submitted by: Town Accountant*

Explanation: This article seeks Town Meeting authorization to pay prior years bills; which is required pursuant to M.G.L. c.44, §64. Passage of this article requires a 4/5th's majority. At the time of this writing there are two outstanding bills, one from FY 20 for Assessor Software License \$6965 and another FY 20 for CMRPC Planning Board Services \$898.

Selectmen Recommend: 3-0

Finance Recommend: 4-0

ARTICLE 3. SNOW AND ICE DEFICIT.

To see if the Town will vote to transfer and appropriate a sum of monies from the Free Cash or available funds to fund deficits incurred with the Snow/Ice budget per M.G.L. Chapter 44; Section 31D; or take any other action in relation thereto. *Submitted by: Finance Committee & Highway Surveyor*

Explanation: This annual article seeks a transfer from Free Cash or other available funds, including General Stabilization funds, in order to pay the deficit in the Snow/Ice account, which can be lawfully overspent pursuant to MGL Chapter 44, Section 31D. At the time of this printing the amount is \$107,295.35.

Selectmen Recommend: 3-0

Finance Recommend: 4-0

ARTICLE 4. HIGHWAY DEPARTMENT – CHAPTER 90.

To see if the Town will vote to accept and expend such sum or sums of money allotted or to be allotted to the Town from the Commonwealth of Massachusetts under the provisions of M.G.L. Chapter 90 or under any other state roadway reimbursement programs for fiscal year 2023, and to authorize the Board of Selectmen to enter into a contract or contracts with the Massachusetts Department of Transportation Highway Division for such purposes; and, further, to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow in anticipation of 100% reimbursement of said amounts; or to take any other action relative thereto.

Submitted by: Highway Surveyor & Finance Committee

Explanation: This is an annual article, which allows the Town to raise and appropriate, borrow, or transfer funds in anticipation of reimbursement revenues from the Commonwealth of Massachusetts for road repair assistance under M.G.L. c.90, said funds not to exceed the Town's apportionment.

Selectmen Recommend: 3-0

Finance Recommend: 4-0

ARTICLE 5. CABLE LICENSE FEES.

To see if the Town will vote to transfer from the PEG Access and Cable Related Funds account the sum of **Seven Thousand Five Hundred and 00/100 Dollars (\$7,500.00)** to forward to the Superintendent of Schools of the Blackstone-Millville Regional School District for use by the Director of Library and Media Services to enhance the curriculum offerings that are available in the School District; or take any other action in relation thereto. *Submitted by: Board of Selectmen and Cable Advisory Committee*

Explanation: This is an annual article, which allows the Town to forward a certain sum of money from fees collected pursuant to the Town's Cable Franchise License Agreement with Charter Communications to the Blackstone-Millville Regional School District. A similar arrangement exists with the Town of Blackstone as well.

Selectmen Recommend: 3-0

Finance Recommend: 4-0

ARTICLE 6. FISCAL YEAR 2023 BUDGET.

To see if the Town will vote to raise and appropriate, to borrow, or to transfer from available funds such sums of money as may be deemed necessary to defray Town expenses for all departments, including debt and interest and compensation for Town Officers, and to provide for the Reserve Fund for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023; or take any other action in relation thereto. ***Submitted by: Town Administrator, Town Accountant & Finance Committee***

Explanation: This annual article provides for all tax-supported Town operations and activities including the operating budgets of the schools and general government. Please see the Fiscal Year 2023 Budget Document.

Selectmen Recommend: 3-0

Finance Recommend: 4-0

ARTICLE 7. PURCHASE OF ST. AUGUSTINE CHURCH PROPERTY.

To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise the fee or lesser interest in all or part of the land and improvements thereon known as the St. Augustine Church located at 13 Lincoln Street, Millville, further identified as Assessor's Parcel #120-20-0, including temporary and permanent easements, for general municipal purposes; and to raise and appropriate, borrow, or transfer from available funds for the acquisition and all incidental and related costs thereof; and to authorize the Board of Selectmen to execute all documents and instruments related thereto upon such terms and conditions as the Board of Selectmen deems appropriate, or take any other action in relation thereto. ***Submitted by: Board of Selectmen***

Explanation: This article allows for the potential purchase of the St. Augustine Church Property recently under discussions between Church leadership and the Town. The facility is believed to provide significant opportunity and advantage as a potential site for Town Hall operations and possibly other facility needs. The actual purchase decision, related amount, and source of funding is yet to be determined and may be dependent upon other facility options and directions being contemplated by Town leadership.

Selectmen No Action: 3-0

Finance No Action: N/A

Capital No Action: 5-0

At the time of this printing sufficient information was not available to decide favorably on this article so no action was recommended as noted.

ARTICLE 8. FUND OTHER POST-EMPLOYMENT BENEFITS (OPEB).

To see if the Town will vote to raise and appropriate or transfer from any available funds a sum of money to the OPEB Liability Trust Fund for the purpose of reducing the unfunded actuarial liability of health care and other post-employment benefits of retired employees; or take any other action in relation thereto. *Submitted by: Town Administrator & Finance Committee*

Explanation: This article authorizes the Town to partially fund in FY23 the existing OPEB Liability Trust Fund to address the Town's unfunded liability for employee retirement benefits. The liability at June 30, 2021 was approximately \$695,000 and the Trust Fund had a balance of approximately \$143,000. If the account is not funded, the Town's financial statement may be negatively impacted, possibly affecting the Town's bond rating and future ability to borrow. In addition, absent funding, future taxpayers will suffer the cost burden of OPEB liabilities being created from employee services currently enjoyed by today's taxpayers.

Selectmen Recommend: 3-0

Finance Recommend: 3-0-1

ARTICLE 9. CAPITAL STABILIZATION FUND.

To see if the Town will vote to transfer from any available funds a sum of money to the Capital Stabilization Fund; or take any other action relative thereto. *Submitted by: Finance Committee & Town Administrator*

Explanation: This article allows for future strategic funding of Capital Projects which have previously have been funded out of the operational budget and is part of the Town's and its Capital Program Committee's continuing goal to manage a Capital Plan in order to address the numerous capital improvement projects and equipment, which exceed the operating budget.

Selectmen Recommend: 3-0

Finance Recommend: 3-0-1

Capital Recommend: 5-0

ARTICLE 10. GENERAL STABILIZATION FUND.

To see if the Town will vote to transfer from any available funds a sum of money to be placed in the Stabilization Fund; or take any other action in relation thereto. *Submitted by: Town Administrator & Finance Committee*

Explanation: This annual article allows for transferring funds into the Stabilization Fund as part of the Town's ongoing goal to build up the Town's financial reserves. The Stabilization Fund is a reserve fund which can be used for catastrophic or emergency events, or when revenue sources are below prior year levels. A majority vote of Town Meeting voters is required to appropriate funds into the Stabilization Fund.

Selectmen Recommend: 3-0

Finance Recommend: 3-0-1

Capital Recommend: 5-0

ARTICLE 11. BMR OTHER POST EMPLOYMENT BENEFITS

To see if the Town will vote to authorize the total payment of \$100,000 to be deposited into the OPEB Trust Fund of the Blackstone Millville Regional School District. Said funds may only be removed to pay some portion of health benefits for retirees from the Blackstone Millville Regional School District.

This payment will be split according to the following percentages and amounts:

75.66% or \$75,660 to be paid by the town of Blackstone.

24.34% or \$24,340 to be paid by the town of Millville.

Said payments shall be separate and apart from payments made toward the Operating and Capital Budgets of the District. *Submitted by: Blackstone Millville Regional District School Committee*

Explanation: This article provides for a direct contribution by each town to make a funding contribution to BMR's nearly \$42 Million unfunded liability for health and other retiree benefits earned already by BMR employees but not yet funded. This liability is in addition to other defined BMR employee retirement obligations – approximately \$8 Million to non-teachers directly payable by BMR and approximately \$40 Million for BMR teachers under the Mass Teacher Retirement System paid through State taxes. This article may not be necessary if the omnibus budget Article 6 passes which includes \$24,340 in funding for Millville's share of the \$100,000 contribution to the BMR OPEB Trust Fund.

Selectmen Recommend: 3-0 (if needed)

Finance Recommend: 4-0

ARTICLE 12. BMR SCHOOL COMMITTEE STIPENDS

To see if the Town will vote to authorize the members of the Blackstone Millville Regional District School Committee to be compensated for their services as such members and to set the annual amount of said compensation at \$1500.00 per member and \$1800.00 for the Chairman, or take any other action in relation thereto. *Submitted by: Blackstone Millville Regional District School Committee*

Explanation from BMR District School Committee: This article seeks to accept the compensation, as defined, to be provided to members of the Regional School District Committee.

Selectmen Recommend: 1-2

Finance Recommend: 3-1

ARTICLE 13. TOWN BYLAW – COUNCIL ON AGING MEETING DATES

To see if the Town will vote to amend the Town Bylaw, Chapter 5, §5-4. G. (1). Meetings as follows, with deleted terms indicated as strike through and new terms underlined, or take any action relative thereto:

G. Meetings.

(1) Monthly. The regular ~~monthly~~ meetings of the Millville Council on Aging shall be held ~~on the second Wednesday of the month at 6:30~~ no less than monthly at dates and times mutually convenient to the members of the Council on Aging at the Millville Senior Center. This meeting schedule may be modified at the discretion of the Council after proper posting. *Submitted by: Council on Aging*

Explanation: This article alters the existing By-Law to reflect current meeting practice and to provide more flexibility as to Council on Aging meeting dates and times.

Selectmen Recommend: 3-0

ARTICLE 14. CABLE APPROPRIATIONS

To see if the town will vote to appropriate \$25,000 from the Peg Access and Cable Fund available fund balance to fund the cable operation for FY2023, starting July 1, 2022 through June 30, 2023 under the direction of the Cable Coordinator said funds to be spent on professional wages in the amount of \$8,000, part time wages \$12,000 and expenses \$5,000. *Submitted by: Town Accountant and Cable Advisory Committee*

Explanation: This article appropriates sufficient amounts to fund the operations of the Cable Coordinator and team from funds collected in the Peg Access and Cable Fund pursuant to the Town's Cable Franchise License Agreement with Charter Communications.

Selectmen Recommend: 3-0

Finance Recommend: 4-0

ARTICLE 15. Amend Town of Millville Bylaws, Chapter 20 - Personnel.

To see if the Town will vote to rescind in its entirety Chapter 20 – 'Personnel' of the Town By-Laws as adopted at the May 2013 Annual Town Meeting, and revised by Town Meeting actions through 2019, and insert the following new by-law provided, however, that the current provisions of Chapter 20 shall remain in effect until a Town Personnel Policy has been adopted in accordance with the requirements in the new Chapter 20:

Chapter 20. Personnel

20.1 Purpose: The Town Administrator shall develop and recommend a Town Personnel Policy to be approved by the Board of Selectmen and administered by the Town Administrator, which shall establish benefits for Town personnel, including a compensation and wage schedule. At least annually, upon the recommendation of the Town Administrator, and as approved by the Selectmen at a public meeting, the Personnel Policy may be updated and/or amended to update benefits, compensation, and other terms and conditions of employment for Town personnel.

20.2 Personnel Policy: The Town Personnel Policy shall encompass modern personnel practices, provide for equitable and fair treatment of town employees, reflect the Town's commitment to equal employment opportunity and affirmative action, and provide for a merit-based

performance evaluation system. At a minimum, the policy shall consist of the following components:

- a) Applicability to different classes of employees
- b) Recruitment and selection of employees
- c) Rules of Conduct and Hours of Work
- d) Employee Benefits
- e) Leaves of Absence
- f) Maintenance of Personnel Records
- g) Classification and Compensation Plan

20.3 Policy Adoption and Changes: Upon receipt from the Town Administrator of a proposed Personnel Policy and subsequent amendments to the policy, the Board of Selectmen will conduct a duly advertised public hearing to provide an opportunity for interested parties to comment on the proposed changes. At the conclusion of the public hearing, the Board of Selectmen may accept, reject, or amend the proposal of the Town Administrator. The Town Administrator shall be responsible for administration and enforcement of the Personnel Policy. Previous provisions of the Town of Millville Personnel Bylaw shall remain in effect until a Town Personnel Policy has been adopted in accordance with this section. ***Submitted by: Board of Selectmen***

Explanation: This article as drafted by the Town's compensation consultant, changes the current Personnel Bylaw to reflect current municipal best practices related to Personnel Policies and related compensation structures. No changes to the existing Personnel Bylaw will be made unless and until the process as noted in Section 20.3 Policy Adoption and Changes is followed. The changes will allow for timelier and better often-time complex budgetary and regulatory decisions needing to be made leading up to ATM while also allowing the Town to have greater flexibility in responding to changing labor regulations and labor market conditions. This requires a 2/3rd's vote.

As per their recommendation: *"From an operational perspective, it is recommended the Town of Millville significantly modify its Personnel Bylaw and adopt a comprehensive Personnel Policy that includes a 'Classification and Compensation Plan'. This would allow the Town's administration the ability to implement essential changes (at times consistent with statute), as well as make the necessary adjustments to salary compensation to both retain and attract qualified personnel. It would also ensure all personnel are aware of the administrative provisions governing conditions of employment with the Town."* Community Paradigm Associates, August 2021

Selectmen Recommend: 3-0

Finance Recommend: 2-2

ARTICLE 16. Amend Town of Millville Bylaws, Chapter 20 - Personnel.

To see if the Town will vote to amend the Town Bylaw, Chapter 20, §20-8. D. Compensation System by replacing the existing Classification and Compensation Plan Effective July 1, 2016 with the following Classification and Compensation Plan Effective July 1, 2022 as follows, or take any action relative thereto:

CLASSIFICATION and COMPENSATION PLAN
Effective July 1, 2022

<u>POSITIONS</u>	<u>GRADE</u>	<u>MINIMUM</u>	<u>MEDIUM</u>	<u>MAXIMUM</u>
Highway Laborer Library Assistant Clerical Worker Janitor Camera Operator Van Driver	1	\$14.25/hr (\$15.00/hr Min Jan 2023)	\$14.76/hr	\$15.60/hr
Outreach Worker Custodian Cable Access Coordinator	2	\$14.73/hr (\$15.00/hr Min Jan 2023)	\$16.73/hr	\$18.95/hr
Secretary * Assistant Town Clerk Highway Assistant	3	\$15.60/hr	\$18.95/hr	\$22.30/hr
Assistant Collector Assistant Assessor Town Planner Librarian Senior Center Director Deputy Fire Chief (non-bargaining unit employees only)	4	\$17.84/hr	\$21.19/hr	\$24.52/hr
Building Inspector - PT	5	\$30.00/hr.	\$35.00/hr.	\$40.00/hr.
Fire Chief - PT (Salary – 12 hrs/wk)	5	\$13,379/yr	\$17,839/yr	\$22,298/yr
Town Accountant - FT (Salary – 30 hrs/wk)	6	\$38,000/yr	\$45,000/yr	\$52,000/yr
Treasurer/Collector - FT (Salary - 30 hrs/wk)	7	\$42,000/yr	\$48,000/yr	\$55,000/yr
Town Administrator - (Employment Contract)				
Police Chief - (Employment Contract)				

* Business Office, Board of Health, Town Hall, Communications

Explanation: This article provides for By Law updates to the existing Classification and Compensation Plan needed regardless of whether or not Article 15 passes. The updates reflect the most recent Plan amounts adjusted for subsequent annual increases and/or budgeted amounts appropriated.

Selectmen Recommend: 3-0

Finance Recommend: 2-2

And you are hereby directed to serve this Warrant by posting true and attested copies thereof at the Millville Town Hall (290 Main Street), Millville Post Office, Millville Library, Millville Senior Center and George's Variety Store, all in the Town of Millville, fourteen (14) days at least before the day fixed for said meeting.

Hereof fail not and make due return of this Warrant with your doings thereon to the Town Clerk at or before the time of said meeting.

Given under our hands this 21st day of April in the year 2022.

Jennifer Gill

Richard Bremilst

Andrew Alward

RETURN OF SERVICE

I hereby certify that I served the foregoing Warrant by posting true and attested copies as herein directed.

Constable

Date