

Town of Millbury  
Minutes of  
**Sewer Commission Meeting**  
**February 9, 2016**

TOWN OF MILLBURY  
16 MAR -4 AM 9:31  
MILLBURY, MASS.

**ITEM ONE – CALL TO ORDER**

Chairman Nelson called the meeting to order at 5:00 p.m. Those in attendance are noted below:

Board Members

Gary Nelson  
Happy Erickson  
Lisa Allain

Staff/Other

Rob McNeil  
Andrea Paquette  
Angelo Tsetsos

**ITEM TWO – APPROVAL OF MINUTES**

Happy Erickson motioned to approve the minutes of the Jan. 26, 2016 meeting as submitted; Gary Nelson seconded; a unanimous vote of approval was obtained.

**ITEM THREE – FINANCE**

Warrants – Lisa Allain motioned to approve the following warrants; Happy Erickson seconded; a unanimous vote of approval was obtained:

Expense Vouchers Totaling	\$13,362.66
Monthly Pay Requisition/Elmwood St. Pump Station	\$75,725.99

Happy Erickson motioned to approve issuance of the Sewer Invoice For The Town of Sutton in the amount of \$59,990.85; Lisa Allain seconded; a unanimous vote of approval was obtained.

**ITEM FOUR – OPERATIONS**

- Angelo Tsetsos was present to discuss an automatic grease recovery system. Mr. Tsetsos explained he is leasing the business at 110 Elm St. (former space of Millbury House of Pizza) and due to site limitations cannot comply with the Commission's regulations (Article III §7) of an underground external grease trap. Thus, as an alternative, he is proposing (under sink) installation of a *Grease Guardian X25*. Mr. Tsetsos submitted detailed information about the system and explained its operation. Discussion ensued. Rob McNeil said that he had visited the site, observed the limitations for an underground grease trap and asked the proponent to consider an alternative. Mr. McNeil said he endorses the proposed grease trap system and asked the Commission to consider it for approval. Commission members voiced concerns. Gary Nelson asked if proponent had used this system elsewhere, concerned about performance/functionality. Mr. Tsetsos said, that according to a formula set forth by the company, calculations show that the model discussed would be adequate for his proposed operations. Lisa Allain raised concern that by allowing this installation the Commission sets a precedent and explained the importance of setting guidelines at a later date and continuing discussion about these systems. The Commission discussed the need to develop rules for such systems in the future. Gary Nelson motioned to approve the *Grease Guardian X25* alternative grease trap system at 110 Elm St.; Lisa Allain seconded; a unanimous vote of approval was obtained. The Commission also unanimously agreed to consider a comparable system, should the proponent find one and present its specifications before the Sewer Commission.
- The Commission was informed that the Town of Sutton Quarterly Bill & Reconciliation Bill have been paid. Information filed accordingly.
- The Commission reviewed the Proposed FY17 Sewer Dept. Budget. A copy of the Budget was also forwarded to Sutton, per the IMA. Chairman Nelson noted an increase in rates with regards to Upper Blackstone Water Abatement Facility. A brief discussion followed.
- Members reviewed a copy of the Annual Sewer Rate Report provided to them by the Finance Department.

**ITEM FIVE – ABATEMENTS**

No abatements at this time. Rob McNeil informed the Commission that he projects the billing date for Sewer Bills will be March 23, 2016.

**ITEM SIX- BETTERMENTS**

Regarding betterments, Mr. McNeil said we are shooting for July to issue betterments.

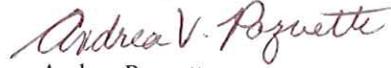
**ITEM SEVEN- FUTURE MEETING DATES**

02/23/16, 03/08/16, 03/22/16, 4/12/16

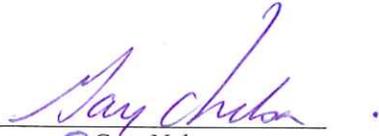
**ITEM EIGHT - ADJOURNMENT**

At 6:00 p.m. Happy Erickson motioned to adjourn the meeting, Lisa Allain seconded. Meeting adjourned.

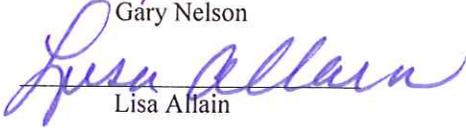
Respectfully submitted,



Andrea Paquette  
Head Clerk



Gary Nelson



Lisa Allain

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Happy Erickson

Inv. Date	PO No.	Vendor	Total	User	Group	Inv. Due Date
2/4/2016	113660	AMERICAN ALARM AND COMMUNICATIONS, INC.	\$133.00	apaquette	SEWER 2/12	2/12/2016
2/4/2016	113659	AMERICAN ALARM AND COMMUNICATIONS, INC.	\$552.32	apaquette	SEWER 2/12	2/12/2016
2/4/2016	113661	EJ USA, INC.	\$1,218.64	apaquette	SEWER 2/12	2/12/2016
2/4/2016	113687	ELM ELECTRICAL INC.	\$1,585.49	apaquette	SEWER 2/12	2/12/2016
2/4/2016	113663	FRANK STACHURA	\$62.50	apaquette	SEWER 2/12	2/12/2016
2/4/2016	113662	FRANK STACHURA	\$50.00	apaquette	SEWER 2/12	2/12/2016
2/4/2016	113665	HERITAGE RECREATION CENTER	\$280.50	apaquette	SEWER 2/12	2/12/2016
2/4/2016	113664	HERITAGE RECREATION CENTER	\$561.00	apaquette	SEWER 2/12	2/12/2016
2/4/2016	113666	NATIONAL GLASS WORKS, INC	\$4,184.00	apaquette	SEWER 2/12	2/12/2016
2/4/2016	113678	NATIONAL GRID	\$294.75	apaquette	SEWER 2/12	2/12/2016
2/4/2016	113677	NATIONAL GRID	\$185.61	apaquette	SEWER 2/12	2/12/2016
2/4/2016	113676	NATIONAL GRID	\$132.08	apaquette	SEWER 2/12	2/12/2016
2/4/2016	113675	NATIONAL GRID	\$304.37	apaquette	SEWER 2/12	2/12/2016
2/4/2016	113674	NATIONAL GRID	\$206.40	apaquette	SEWER 2/12	2/12/2016
2/4/2016	113673	NATIONAL GRID	\$345.55	apaquette	SEWER 2/12	2/12/2016
2/4/2016	113672	NATIONAL GRID	\$33.26	apaquette	SEWER 2/12	2/12/2016
2/4/2016	113670	NATIONAL GRID	\$235.94	apaquette	SEWER 2/12	2/12/2016
2/4/2016	113669	NATIONAL GRID	\$276.00	apaquette	SEWER 2/12	2/12/2016
2/4/2016	113668	NATIONAL GRID	\$255.74	apaquette	SEWER 2/12	2/12/2016
2/4/2016	113667	NATIONAL GRID	\$168.19	apaquette	SEWER 2/12	2/12/2016
2/4/2016	113680	PETERSON OIL SERVICE INC	\$639.00	apaquette	SEWER 2/12	2/12/2016
2/4/2016	113679	PETERSON OIL SERVICE INC	\$639.00	apaquette	SEWER 2/12	2/12/2016
2/4/2016	113682	U S A BLUE BOOK INC.	\$946.95	apaquette	SEWER 2/12	2/12/2016
2/4/2016	113681	UNIFIRST CORP	\$25.38	apaquette	SEWER 2/12	2/12/2016
2/4/2016	113684	W B MASON CO INC.	\$46.99	apaquette	SEWER 2/12	2/12/2016
			\$13,362.66			

**SEWER INVOICE FOR THE TOWN OF SUTTON**

**Force Main from Millbury to the Upper Blackstone Water Pollution Abatement Facility (UBWPA)**

**PERIOD October 1, 2015 through December 31, 2015**

**FLOWS for the PERIOD:**

Sutton Flow to Millbury	14,491,000
Millbury flow	80,258,000
Sutton + Millbury flow to UBWPA	94,749,000
Sutton % of Flow	<u>15.29%</u>

**BUDGET INFORMATION**

	ELECTED ADMIN CLERICAL SEWER WORKERS, OT LONGEVITY	SPENT	SUTTON ELIGIBLE
Salaries	\$ 254,898.00	\$ 69,113.18	\$ 68,139.71
Supplies & Materials	\$ 38,000.00	\$ 8,758.75	\$ 4,744.38
Purchased Services	\$ 292,189.00	\$ 40,961.31	\$ 18,372.93
Indirect Costs	\$ 320,679.00	\$ 80,169.75	\$ 80,169.75
UBWPAD Assessment	\$ 883,287.00	\$ 220,821.75	\$ 220,821.75
<b>TOTALS</b>	<u>\$ 1,789,053.00</u>	<u>\$ 419,824.74</u>	<u>\$ 392,248.52</u>
<b><u>Sutton Share of Millbury Budget:</u></b>	\$ 392,248.52	15.29%	\$ 59,990.85

**TOTAL SUTTON BILL FOR PERIOD**

\$ 59,990.85

Payable:

Town of Millbury  
DPW/Sewer Division  
127 Elm Street  
Millbury, MA 01527

Signed:

**MILLBURY SEWER COMMISSIONERS**

*[Handwritten signatures of three commissioners over three horizontal lines]*

## Schedule of Departmental Payments to Treasurer

No. 1 Department: **Sewer Department** Date **2/2/2016**

Acct#	From Whom	Source	Amount	Total
60-440-4730 00000-0000-430	Town of Sutton	Intergovernmental Receipts Quartly Billing Ck #2056027 Rcpt # 631224	54,451.90	54,451.90
		reconciliation bill Ck #2056027 Rcpt # 631224	204.47	204.47
<b>TOTAL</b>			<u>54,656.37</u>	<u>54,656.37</u>

No. 1 Date: **2/2/2016**

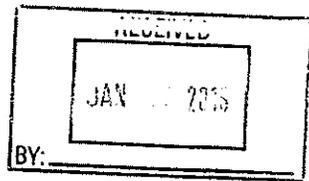
To the Departmental Officer making the Payment:

Received of Treasurer, the sum of

Fifty-four thousand, six-hundred, fifty-six and 37/100 Dollars,

for the period endir 2/2/2016 for collections as per schedule of this date,  
filed in my office.

M F Dawley  
Treasurer



**SEWER INVOICE FOR THE TOWN OF SUTTON**

**Force Main from Millbury to the Upper Blackstone Water Pollution Abatement Facility (UBWPA)**

**PERIOD July 1, 2015 through September 30, 2015**

**FLOWS for the PERIOD:**

Sutton Flow to Millbury	13,044,000
Millbury flow	80,454,000
Sutton + Millbury flow to UBWPA	93,498,000
Sutton % of Flow	<u>13.95%</u>

**BUDGET INFORMATION**

	ELECTED ADMIN CLERICAL SEWER WORKERS, OT LONGEVITY	SPENT	SUTTON ELIGIBLE
Salaries	\$ 254,898.00	\$ 52,893.68	\$ 51,959.18
Supplies & Materials	\$ 38,000.00	\$ 5,130.39	\$ 5,130.39
Purchased Services	\$ 292,189.00	\$ 40,147.30	\$ 32,224.37
Indirect Costs	\$ 320,679.00	\$ 80,169.75	\$ 80,169.75
UBWPAD Assessment	\$ 883,287.00	\$ 220,821.75	\$ 220,821.75
<b>TOTALS</b>	<u>\$ 1,789,053.00</u>	<u>\$ 399,162.87</u>	<u>\$ 390,305.44</u>
<b>Sutton Share of Millbury Budget:</b>	\$ 390,305.44	13.95%	\$ 54,451.90

**TOTAL SUTTON BILL FOR PERIOD**

\$ 54,451.90

Payable:

Town of Millbury  
DPW/Sewer Division  
127 Elm Street  
Millbury, MA 01527

Signed:

MILLBURY SEWER COMMISSIONERS

*[Handwritten signatures: Guy Chubb, Rose Allain, Happy Eason]*

**APPROVED  
FOR PAYMENT**

Vendor #: 3899  
A/C # 7000441-52110  
Amount: \$54,451.90  
Auth: alp

**TOWN OF MILLBURY  
PERSONNEL SERVICES**

Fiscal Year: 2017

Department: 440

Account	FY15 Actual	FY16 Budget Approp	FY17 Request	FY17 Manager	FY17 Finance	Notes & Comments
5100 Personnel Services						
Elected	\$ 3,198	\$ 3,738	\$ 3,738	\$ -	\$ -	
Administrative Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	
Other Salaries and Wages	\$ 191,860	\$ 198,746	\$ 209,071	\$ -	\$ -	
Part-time/Seasonal Employees	\$ 6,029	\$ 6,600	\$ 7,200	\$ -	\$ -	
Overtime	\$ 21,050	\$ 36,950	\$ 36,950	\$ -	\$ -	
Fringe Benefits	\$ 1,878	\$ 8,864	\$ 8,864	\$ -	\$ -	
Total Salaries and Wages	\$ 224,015	\$ 254,898	\$ 265,823	\$ -	\$ -	
5200 Purchase of Services	\$ 266,689	\$ 292,189	\$ 292,189	\$ -	\$ -	
5400 Supplies	\$ 38,000	\$ 43,000	\$ 43,000	\$ -	\$ -	
5600 Intergovernmental Charges	\$ 817,300	\$ 883,287	\$ 932,143	\$ -	\$ -	
5700 Other Charges and Expenses	\$ 2,702	\$ 4,000	\$ 4,000	\$ -	\$ -	
5800 Capital Outlay	\$ 22,603	\$ 70,000	\$ 305,000	\$ -	\$ -	Rt. 146 sewer costs
5900 Capital Expense		\$ 50,000	\$ 50,000	\$ -	\$ -	
<b>TOTALS</b>	<b>\$ 1,371,309</b>	<b>\$ 1,597,374</b>	<b>\$ 1,892,155</b>	<b>\$ -</b>	<b>\$ -</b>	

Date:

APPROVAL:

Department Head

Elected and Administrative Employees

**TOWN OF MILLBURY  
PERSONNEL SERVICES**

Category	Description/Expense	FY16 Budget Approp	FY17 Request	FY17 Manager	FY17 Finance	Notes & Comments
<b>Elected Officials</b>						
	3 Commissioners	3,738.00	3,738.00		-	
Subtotal		3,738.00	3,738.00	-	-	
<b>Department Head</b>						
	Superintendent	-	-		-	
Subtotal		-	-	-	-	

Elected and Administrative Employees

**TOWN OF MILLBURY  
PERSONNEL SERVICES**

Category	Description/Expense	FY16 Budget Approp	FY17 Request	FY17 Manager	FY17 Finance	Notes & Comments
<b>Full Time Employees</b>	James Piscatelli	59,746.00	60,948.72			2% increase
	Frank Stachura	50,572.00	51,949.44			2% increase
	Eric LeClaire	49,898.00	51,260.40			2% increase
	Andrea Paquette	38,530.00	44,912.88			Step V1?
Subtotal		198,746.00	209,071.44	-	-	
<b>Part Time Employees (include Seasonal Employees)</b>						
	1 part time employee for 18 weeks at \$ 10 per hour					
Subtotal		6,600.00	7,200.00	-	-	match MA min. wage (\$10)
<b>Overtime</b>						
	ON CALL	10,950.00	10,950.00			contract
	Weekend Monitoring /Emergencies	26,000.00	26,000.00		-	
Subtotal		36,950.00	36,950.00	-	-	

Elected and Administrative Employees

**TOWN OF MILLBURY  
PERSONNEL SERVICES**

Category	Description/Expense	FY16 Budget Approp	FY17 Request	FY17 Manager	FY17 Finance	Notes & Comments
<b>Longevity/Additional Stipends</b>	<b>CDL</b>	6,264.00	6,264.00	-	-	
<b>Subtotal</b>		6,264.00	6,264.00	-	-	
<b>Clothing Allowance</b>						
	3 Employees clothing allowance	750.00	750.00		-	
	3 employees uniform cleaning	1,600.00	1,600.00			
	Miscellaneous clothing	250.00	250.00			
<b>Subtotal</b>		2,600.00	2,600.00	-	-	

Elected and Administrative Employees

**TOWN OF MILLBURY  
PERSONNEL SERVICES**

Category	Description/Expense	FY16 Budget Approp	FY17 Request	FY17 Manager	FY17 Finance	Notes & Comments
<b>Purchase of Service/Contractual Service</b>	Electricity	100,000.00	100,000.00		-	
	Heating	9,000.00	9,000.00		-	
	Telephone / Alarms	12,000.00	12,000.00		-	
	Water from Aquarion	5,000.00	5,000.00		-	
	Outside Maintenance	16,000.00	16,000.00		-	
	Pumps, Motors & Valves	15,000.00	15,000.00		-	
	Rental Equipment	5,000.00	5,000.00		-	
	Professional & Consulting	35,000.00	35,000.00		-	
	Existing Loans (Admin Fees)	34,059.00	34,059.00		-	Sewer GEM Model
	New Loan	-	-		-	
	Advertising	100.00	100.00		-	
	Aquarion Records I & I	1,030.00	1,030.00		-	
	Sewer Billing (Consultant)	20,000.00	20,000.00		-	
	Sewer Rules & Regulations Update and Rate Study	20,000.00	20,000.00		-	
CCTV - various locations	20,000.00	20,000.00		-	increase CCTV coverage	
<b>Subtotal</b>		<b>292,189.00</b>	<b>292,189.00</b>	<b>-</b>	<b>-</b>	

**TOWN OF MILLBURY  
PERSONNEL SERVICES**

Category	Description/Expense	FY16 Budget Approp	FY17 Request	FY17 Manager	FY17 Finance	Notes & Comments
<b>Supplies</b>	Office	1,500.00	1,500.00		-	
	Paint	500.00	500.00		-	
	Parts for Charts	1,000.00	1,000.00		-	
	Grease, seals, oil & Cleaning	2,500.00	2,500.00		-	
	Plant Parts/Maintenance	13,000.00	13,000.00		-	
	Truck & Car Maintenance	2,000.00	2,000.00		-	
	Construction Materials	2,000.00	2,000.00		-	
	Odor control chemicals	20,000.00	20,000.00		-	
	Lab Chemicals	500.00	500.00		-	chlorine usage up
	<b>Subtotal</b>		<b>43,000.00</b>	<b>43,000.00</b>	<b>-</b>	<b>-</b>

**TOWN OF MILLBURY  
PERSONNEL SERVICES**

Category	Description/Expense	FY16 Budget Approp	FY17 Request	FY17 Manager	FY17 Finance	Notes & Comments
Upper Blackstone	Wastewater Treatment Charges from the Upper Blackstone Water Pollution Abatement Facility	883,287.00	932,143.00	-	-	UB DRAFT Budget
Subtotal		883,287.00	932,143.00	-	-	

This UBWPAD approved budget assumes 18% (\$430k) of certified free cash is applied to offset the rate, approved 1/28/16 with the remainder increase of (8.1%) = and to start funding a Debt Reserve Account in the Apportionment increase of (5.5%) amount of \$1.3M

**TOWN OF MILLBURY  
PERSONNEL SERVICES**

Category	Description/Expense	FY16 Budget Approp	FY17 Request	FY17 Manager	FY17 Finance	Notes & Comments
<b>Professional Development include Dues &amp; Memberships</b>						
	Wastewater Training	\$ 3,000	\$ 3,000	-	-	
	Continuing Education	\$ 1,000	\$ 1,000	-	-	
	License Renewal					
Subtotal		\$ 4,000	\$ 4,000	\$ -	\$ -	
<b>Mileage Reimbursement</b>						
	Training Mileage			-	-	
Subtotal		\$ -	\$ -	\$ -	\$ -	
<b>Other Expenses</b>						
Subtotal		\$ -	\$ -	\$ -	\$ -	

**TOWN OF MILLBURY  
PERSONNEL SERVICES**

Category	Description/Expense	FY16 Budget Approp	FY17 Request	FY17 Manager	FY17 Finance	Notes & Comments
<b>Capital Outlay</b>	Truck - 3rd year of 3 year lease	-			-	
	Replace 20 manhole frames & covers (annual program)	20,000.00	20,000.00			
	Route 146 Bridge Sewer Recon Engineering for CMOM - 1st phase (required by DEP by 2017)	20,000.00	40,000.00			MassDOT bid above estimate
	Sewer facility fence repairs	5,000.00	5,000.00			continue with CMOM effort
	Alarm System Conversion to wireless panels					
	146 Bridge Area Sewer Recon. Field Inspectional	25,000.00	25,000.00			
	Services/consulting services	70,000.00	305,000.00		-	
<b>Subtotal</b>						

**TOWN OF MILBURY  
PERSONNEL SERVICES**

Category	Description/Expense	FY16 Budget Approp	FY17 Request	FY17 Manager	FY17 Finance	Notes & Comments
<b>Capital Expense</b>	Capital assessment	50,000.00	50,000.00		-	
	Capital Replacement Reserve				-	
<b>Subtotal</b>		50,000.00	50,000.00	-	-	



Office Of The  
**FINANCE DEPARTMENT**

MUNICIPAL OFFICE BUILDING • 127 Elm Street • MILLBURY, MA 01527-0632  
Tel. 508-865-9132 • Fax: 508-865-0857

Katie Lavallee *Finance Director*  
Sherri Brousseau *Assistant Town Accountant*

E-mail: klavallee@townofmillbury.net  
E-mail: sbrousseau@townofmillbury.net

October 8, 2015

Mr. Andrew Nelson  
Division of Local Services  
67 Millbrook St  
Worcester, MA 01606

(Not submitted)

Dear Andrew,

For FY16 the sewer rate has decreased due to the amount of retained earnings used to help reduce the rate. The amount of certified retained earnings was higher from FY14 due to projects that closed or expired. This allowed for a higher than normal use of retained earnings. If the same amount of retained earnings was used in FY16 as was used in FY15, the sewer rate would've increased by \$.56. The increase would be as a result of the amount needed to cover expenses less anticipated revenues. The difference of expected expenditures over anticipated revenues is our amount needed to be raised. This amount is divided by estimated usage to create the sewer rate. Usage is estimated to increase about 1% per year. This would be attributed to new connections to the sewer system, as people may be required to do so upon the sale of a property. New homes would also add to the usage. The usage figures are obtained from the sewer department and are based on water consumption. The water usage is given to the sewer department by the local water department. A separate calculation for well users is added to the usage figure.

Our regular and anticipated revenues consist of connection fees, interest, intergovernmental receipts and other. Generally connection revenues have been higher than anticipated as people pay off future betterment charges through refinancing or selling their property. This creates receipts that are better than expected, but may impact the rate in the future as future betterments are paid down. Intergovernmental receipts have been on the rise with the FY15 estimate at \$140,00 with actual revenues of \$149,310. This would be higher if we received the 4<sup>th</sup> quarterly payment in FY15, but the final FY15 payment was received on July 9-2015. The intergovernmental receipts are cost and usage based, so increases in both have contributed to the increased revenues. Other departmental revenue is mainly committed interest, permits and penalties and remains fairly steady.

We also include Articles, reserve for debt service and retained earnings to the revenue. Generally, the Articles are added as a direct project offset. Other retained earnings are used to offset the rate or for a specific project

In a brief look-back of actual sewer revenues (including user fees which are rate driven), we have consistently collected more than we needed to raise plus expected revenue (please see attached). Additional retained earnings have been transferred to a stabilization fund. This stabilization fund may be needed for future system upgrades.

Please let me know if you require anything additional. Should you have any questions please do not hesitate to contact me.

Regards,

Katie Lavallee,  
Finance Director

Budget	2007 Rate	2008 Rate	2009 Rate	2010 Rate	2011 Rate	2012 Rate	FY2013 Rate	2014 Rate	2015 Rate	2016 Rate
Revenues (to be Raised)										
PENALTY & INTEREST	\$ 3,500.00	\$ 4,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00
COMMITTED INTEREST	\$ 30,000.00	\$ 15,000.00	\$ 35,000.00	\$ 60,000.00	\$ 77,163.00	\$ 107,198.00	\$ 102,408.00	\$ 86,171.00	\$ 76,209.00	\$ 68,883.00
UNAPPORTIONED BETTERMENTS	\$ 115,000.00	\$ 35,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00
APPORT BETTERMENTS	\$ 62,000.00	\$ 65,000.00	\$ 65,000.00	\$ 115,000.00	\$ 118,191.00	\$ 165,525.00	\$ 165,525.00	\$ 143,122.00	\$ 129,929.00	\$ 115,000.00
SEWER INTEREST INCOME	\$ 60,000.00	\$ 10,000.00	\$ 45,000.00	\$ 35,000.00	\$ 30,000.00	\$ 30,000.00	\$ 25,000.00	\$ 25,000.00	\$ 12,500.00	\$ 8,000.00
PERMITS & OTHER MISC	\$ 2,500.00	\$ 2,500.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Intergovernmental Receipts	\$ 131,840.00	\$ 100,000.00	\$ 80,000.00	\$ 80,000.00	\$ 85,000.00	\$ 95,000.00	\$ 95,000.00	\$ 100,000.00	\$ 140,000.00	\$ 170,000.00
Anticipated Receipts	\$ 404,840.00	\$ 231,500.00	\$ 283,000.00	\$ 348,000.00	\$ 368,354.00	\$ 455,723.00	\$ 462,933.00	\$ 429,293.00	\$ 433,638.00	\$ 436,883.00
Reserve Debt Service	\$ 22,111.43	\$ -	\$ 1,101.00	\$ 7,068.00	\$ 6,654.00	\$ 6,240.00	\$ 5,826.00	\$ 5,092.00	\$ 4,350.00	\$ 4,570.00
Retained Earnings - Articles	\$ 151,000.00	\$ 562,433.00	\$ -	\$ 395,000.00	\$ 615,000.00	\$ 350,000.00	\$ 50,000.00	\$ 50,000.00	\$ 450,000.00	\$ 750,000.00
Retained Earnings - Rate	\$ -	\$ 165,624.00	\$ -	\$ -	\$ -	\$ -	\$ 300,000.00	\$ 350,000.00	\$ 75,000.00	\$ 425,000.00
Sewer Stabilization Fund	\$ 173,111.43	\$ 728,057.00	\$ 1,101.00	\$ 402,068.00	\$ 621,654.00	\$ 300,000.00	\$ -	\$ -	\$ -	\$ -
Other Financing Sources	\$ 577,951.43	\$ 959,557.00	\$ 284,101.00	\$ 750,068.00	\$ 990,008.00	\$ 1,111,963.00	\$ 818,759.00	\$ 834,385.00	\$ 962,988.00	\$ 1,616,453.00
Subtotal Revenues	\$ 1,671,226.57	\$ 1,382,854.00	\$ 1,669,634.59	\$ 1,744,536.00	\$ 1,713,040.00	\$ 1,821,817.00	\$ 1,919,534.00	\$ 2,037,226.00	\$ 2,222,451.00	\$ 2,002,400.00
Amount to be raised	\$ 2,249,178.00	\$ 2,342,411.00	\$ 1,953,735.59	\$ 2,494,604.00	\$ 2,703,048.00	\$ 2,933,780.00	\$ 2,738,293.00	\$ 2,871,611.00	\$ 3,185,439.00	\$ 3,618,853.00
Grand Total	\$ 119,042,000	\$ 105,021	\$ 105,021	\$ 107,437.00	\$ 107,450.00	\$ 106,530.00	\$ 106,892.00	\$ 106,892.00	\$ 114,076.00	\$ 116,093.00
Usage Base 7/1-12/31	\$ 98,076,000	\$ 113,611	\$ 114,611	\$ 121,117.00	\$ 116,000.00	\$ 120,988.00	\$ 119,272.00	\$ 120,782.00	\$ 115,632.00	\$ 113,531.00
1/1-6/30	\$ 217,118,000	\$ 218,632	\$ 219,632	\$ 228,554	\$ 223,450	\$ 227,518	\$ 226,164	\$ 227,674	\$ 229,708	\$ 229,624
Total Gallions Estimated***	\$ 7.70	\$ 6.33	\$ 7.60	\$ 7.63	\$ 7.67	\$ 8.01	\$ 8.49	\$ 8.95	\$ 9.68	\$ 8.72
Sewer Rate										

ACTUAL Revenues (see form A-2) 2,092,564.85 2,122,995.00 2,670,859.04 \$ 2,208,299.00 \$ 2,644,311.00 \$ 2,292,895.00 \$ 2,421,565.00 \$ 2,546,056.00 \$ 2,682,028.00

**BUREAU OF ACCOUNTS  
SCHEDULE A-2  
ENTERPRISE FUNDS CH. 44 S.53 F1/2 et al**

Fiscal Year 2016

MILLBURY

City / Town / District

A-2(1ST)

Type of enterprise fund/statutory reference

Fund Description : SEWER

	(a) FY 2015 Actual Revenues	(b) FY 2016 Estimated Revenues	
1. Enterprise revenues & available funds			
User charges	\$2,110,934.00	\$2,003,232.00	*
Connection Fees	\$243,241.00	\$180,000.00	*
Other departmental revenue	\$316,282.00	\$248,883.00	*
Investment income	\$11,571.00	\$8,000.00	*
Total revenues	\$2,682,028.00	\$2,440,115.00	
Retained earnings appropriated **	\$0.00	\$1,175,000.00	
Other enterprise available funds	\$0.00	\$0.00	
Specify	\$0.00	\$0.00	
Total current year revenues and available funds	\$2,682,028.00	\$3,615,115.00	
Retained earnings appropriated for PY costs **	\$0.00	\$0.00	
Other enterprise available funds for PY costs	\$0.00	\$0.00	
Total revenues and available funds for PY costs	\$0.00	\$0.00	To Recap pg 2
Total revenues and available funds	\$2,682,028.00	\$3,615,115.00	Part IIIB, line 3

\* Written documentation should be submitted to support increases/decreases of estimated to actual revenues.

\*\* Retained earnings should be certified by the Director of Accounts prior to appropriation by town meeting / city council.

**NOTE : The information was Approved on 11/04/2015.**

I hereby certify that the amount of retained earnings reported in Part 1 column (b) correctly reflects the votes of town meeting/city council.

Jayne M. Davolio, Town Clerk, Millbury, 508-865-9110  
(Clerk)

10/28/2015 2:34 PM  
(Date)

I hereby certify that the actual revenues as shown in Part 1 column (a) are to the best of my knowledge correct and complete.

Katie Lavallee, Finance Director, Millbury, 508-865-9132  
(Accounting Officer)

10/8/2015 10:44 AM  
(Date)

We hereby attest that the revenues itemized above have not been used as a revenue source elsewhere in the Tax Rate or Pro Forma Recap.

Jean Moroski, Asst. Assessor, Millbury, 508-865-4732  
(Board of Assessors)

10/28/2015 1:58 PM  
(Date)

Authorized to sign on behalf of the Board of Assessors. Board member signatures are on file  
(Comments)

MILLBURY  
City or Town

A-2(1ST)  
Types of Enterprise Fund

SEWER  
Fund Description

2. Total costs appropriated

a. Costs appropriated in the enterprise fund

SAL & WAGES

\$254,898.00

EXPENSES

\$2,017,476.00

CAPITAL OUTLAY

\$70,000.00

RESERVE FUND

\$0.00

OTHER APPROP IN ENT. FUND

\$0.00

PY costs approp from retained earnings or other enterp available funds

\$0.00

(Must equal total part 1b)

Total costs appropriated in enterprise fund

\$2,342,374.00 2a

b. Costs appropriated in the general fund

HEALTH INSURANCE

\$55,653.00

PENSION

\$58,948.00

SHARED EMPLOYEES

\$67,006.00

SHARED FACILITY

\$0.00

OTHER2

Indirect Costs

\$139,072.00

OTHER3

Debt Service

\$952,062.00

Total costs appropriated in general fund

\$1,272,741.00 2b

Total costs

\$3,615,115.00 2a+2b

3. Calculation of subsidy (see instructions)

Revenue and available funds

\$3,615,115.00 (Part 1 col b)

Less : Total costs

\$3,615,115.00 (Part 2)

Less : Prior year deficit

\$0.00 (To Recap Pg 2)

(Negative represents subsidy)

\$0.00

4. Sources of funding for costs appropriated in the enterprise fund

a. Revenue and available funds

\$2,342,374.00 (To Recap Pg 4 col e)

b. Taxation

\$0.00

c. Free Cash

\$0.00

d. Non-enterprise Available Funds

\$0.00

Total sources of funding for costs appropriated in the enterprise fund.

\$2,342,374.00 (Must equal total part 2a)

**NOTE : The information was Approved on 11/04/2015.**

**TOWN OF MILLBURY**

**SEWER ENTERPRISE FUND For the Period 07/01/2014 through 06/30/2015**

Fiscal Year: 2014-2015

	07/01/2014 - 06/30/2015	Year To Date	Budget	Budget Balance	
<b>INCOME</b>					
Current Revenues					
SEWER USE (+)	\$2,110,934.23	\$2,110,934.23	\$0.00	(\$2,110,934.23)	0.0%
60.440.4240.00000.2014.413 SEWER USE - 2014	\$59,635.04	\$59,635.04	\$0.00	(\$59,635.04)	
60.440.4240.00000.2015.413 SEWER USE - 2015	\$1,855,671.28	\$1,855,671.28	\$0.00	(\$1,855,671.28)	
60.440.4242.00000.2012.413 SEWER USE ON REAL ESTATE - 2012	\$90.81	\$90.81	\$0.00	(\$90.81)	
60.440.4242.00000.2013.413 SEWER USE ON REAL ESTATE - 2013	\$76.09	\$76.09	\$0.00	(\$76.09)	
60.440.4242.00000.2014.413 SEWER USE ON REAL ESTATE - 2014	\$10,684.99	\$10,684.99	\$0.00	(\$10,684.99)	
60.440.4242.00000.2015.413 SEWER USE ON REAL ESTATE - 2015	\$184,776.02	\$184,776.02	\$0.00	(\$184,776.02)	
BETTERMENTS (+)	\$243,241.30	\$243,241.30	\$0.00	(\$243,241.30)	0.0%
60.440.4245.00000.0000.413 UNAPPORTIONED BETTERMENTS	\$103,052.50	\$103,052.50	\$0.00	(\$103,052.50)	
60.440.4245.00000.2014.413 APPORTION BETTERMENTS - 2014	\$2,970.89	\$2,970.89	\$0.00	(\$2,970.89)	
60.440.4245.00000.2015.413 APPORTION BETTERMENTS - 2015	\$137,217.91	\$137,217.91	\$0.00	(\$137,217.91)	
COMMITTED INTEREST (+)	\$80,219.95	\$80,219.95	\$0.00	(\$80,219.95)	0.0%
60.440.4170.00000.2014.413 COMMITTED INTEREST - 2014	\$2,061.05	\$2,061.05	\$0.00	(\$2,061.05)	
60.440.4170.00000.2015.413 COMMITTED INTEREST - 2015	\$78,158.90	\$78,158.90	\$0.00	(\$78,158.90)	
INTERGOVERNMENTAL (+)	\$149,309.91	\$149,309.91	\$0.00	(\$149,309.91)	0.0%
60.440.4730.00000.0000.430 INTERGOVERNMENTAL RECEIP	\$149,309.91	\$149,309.91	\$0.00	(\$149,309.91)	
MISCELLANEOUS (+)	\$81,662.18	\$81,662.18	\$0.00	(\$81,662.18)	0.0%
60.440.4145.00000.0000.442 TAX FORECLOSURES	\$504.00	\$504.00	\$0.00	(\$504.00)	
60.440.4142.00000.0000.465 TAX LIENS REDEEMED	\$58,446.82	\$58,446.82	\$0.00	(\$58,446.82)	
60.440.4820.00000.0000.481 SEWER INTEREST INCOME	\$8,517.77	\$8,517.77	\$0.00	(\$8,517.77)	
60.440.4840.00000.0000.490 PERMITS & OTHER MISC REVENUE	\$14,193.59	\$14,193.59	\$0.00	(\$14,193.59)	
PENALTY & INTEREST (+)	\$11,571.05	\$11,571.05	\$0.00	(\$11,571.05)	0.0%
60.440.4170.00000.0000.466 PENALTY & INTEREST	\$11,571.05	\$11,571.05	\$0.00	(\$11,571.05)	
Sub-total : Current Revenues	\$2,676,938.62	\$2,676,938.62	\$0.00	(\$2,676,938.62)	0.0%
<b>Total : INCOME</b>	\$2,676,938.62	\$2,676,938.62	\$0.00	(\$2,676,938.62)	0.0%
<b>NET ADDITION/(DEFICIT)</b>	\$2,676,938.62	\$2,676,938.62	\$0.00	(\$2,676,938.62)	0.0%

End of Report

+ 5,089.87 Reserve for debt service  
\$2,682,028.49

Sewer Enterprise Fund	
Budgeted Expenditure FY 2016 (Excludes Debt Service)	1,592,374
Total General Fund Operating Budget 2015/2016	37,766,963

4.22%

Departments	Budget	% of General Fund	Amount
Dept xxx: Town Manager	170,400	0.451%	7,184.60
Dept xxx: Municipal Office Building	47,079	0.125%	1,985.00
Medicaid - Payroll Tax	217,479	1.450%	132.96
Dept xxx: Finance Director	126,750	0.336%	5,344.18
Dept xxx: Finance Committee	900	0.002%	37.95
Dept xxx: Assessors	113,559	0.301%	4,788.00
Dept xxx: Treasurer/Collector	171,748	0.455%	7,241.44
Dept xxx: Town Audit	27,500	0.073%	1,159.49
Dept xxx: Town Hall Computer Ops	125,390	0.332%	5,286.84
Medicaid - Payroll Tax	412,957	1.450%	252.47
Dept xxx: Board of Health	45,449	0.120%	1,916.27
Medicaid - Payroll Tax	45,449	1.450%	27.79
Dept xxx: Public Works Director	95,350	35.000%	33,372.50
Dept xxx: Operations Manager	74,740	45.000%	33,633.00
Dept xxx: Gasoline & Diesel Fuel	157,000	5.000%	7,850.00
Medicaid - Payroll Tax	170,090	1.450%	971.58
Dept xxx: Snow and Ice	350,000	0.927%	14,757.10
Dept xxx: Legal	130,000	0.500%	7,961.87
Dept xxx: General and Liability Ins	395,000	10.000%	39,500.00
Dept xxx: Workers Comp Insurance	325,000	0.861%	13,703.02
Dept xxx: Unemployment Insurance	40,000	0.106%	1,686.53
Dept xxx: Health Insurance Admin/Inpatient Trust	10,000	0.026%	421.63
Dept xxx: Worcester Regional Retirement Assesment	1,398,084	3.702%	58,947.62
Dept xxx: Health Insurance DPW (Director & OPS Manager)	32,919	40.000%	13,167.64
Total Indirect Costs			261,329.47
<b>Sewer Department Costs in General Fund</b>			
Dept xxx:Health Insurance for Enterprise Fund Employees	55,653	100.00%	55,653.31
Dept xxx: Medicaid Costs for Enterprise Fund Employees	254,896	1.45%	3,695.99
Dept xxx: Life Insurance for Enterprise Fund Employees		100.00%	-
Total Sewer Dept Costs			59,349.30
Total Department Costs (line 50) and Sewer Costs (line 58)			320,679

Budget	FY2015 Rate	FY2016 Rate
<b>Expenditures</b>		
Salaries		
Professionals	\$0.00	\$0.00
All Others	\$249,190.00	\$254,898.00
General Expenses	\$307,439.00	\$334,189.00
Capital Outlay	\$25,000.00	\$70,000.00
Capital Assessment	\$50,000.00	\$50,000.00
UPWPAD	\$827,412.00	\$883,287.00
<b>Operating Budget</b>	<b>\$ 1,462,779.00</b>	<b>\$ 1,596,112.00</b>
Sewer Stbilization	\$ 50,000.00	\$ 50,000.00
Sewer Project Rte 146 upgrade	\$ 400,000.00	\$ -
Elmwwod St. Pump Station		\$ 700,000.00
Capital Improvements/Articles	\$ 450,000.00	\$ 750,000.00
Debt Service	\$122,601.00	\$122,887.00
Debt Service-New Project	\$829,176.00	\$829,175.00
Indirect Costs	\$320,883.00	\$320,679.00
<b>Subtotal Indirect Costs</b>	<b>\$ 1,272,660.00</b>	<b>\$ 1,272,741.00</b>
<b>Grand Total-Expenditures</b>	<b>\$ 3,185,439.00</b>	<b>\$ 3,618,853.00</b>
<b>Revenues (to be Raised)</b>		
PENALTY & INTEREST	\$ 7,500.00	\$ 7,500.00
COMMITTED INTEREST 2015	\$ 76,209.00	\$ -
COMMITTED INTEREST 2016		\$ 68,883.00
UNAPPORTIONED BETTERMENTS	\$ 65,000.00	\$ 65,000.00
APPORT BETTERMENTS - 2015	\$ 129,929.00	\$ -
APPORT BETTERMENTS - 2016		\$ 115,000.00
SEWER INTEREST INCOME	\$ 12,500.00	\$ 8,000.00
PERMITS & OTHER MISC	\$ 2,500.00	\$ 2,500.00
Intergovernmental Receipts	\$ 140,000.00	\$ 170,000.00
<b>Anticipated Receipts</b>	<b>\$ 433,638.00</b>	<b>\$ 436,883.00</b>
Reserve Debt Service	\$ 4,350.00	\$ 4,570.00
Retained Earnings - Articles	\$ 450,000.00	\$ 750,000.00
Retained Earnings - Rate	\$ 75,000.00	\$ 425,000.00
Sewer Stabilization Fund	\$ -	\$ -
<b>Other Financing Sources</b>	<b>\$ 529,350.00</b>	<b>\$ 1,179,570.00</b>
<b>Subtotal Revenues</b>	<b>\$ 962,988.00</b>	<b>\$ 1,616,453.00</b>
<b>Amount to be raised</b>	<b>\$ 2,222,451.00</b>	<b>\$ 2,002,400.00</b>
<b>Grand Total</b>	<b>\$ 3,185,439.00</b>	<b>\$ 3,618,853.00</b>
Usage Base 7/1-12/31	114,076.00	116,093.00
1/1-6/30	115,632.00	113,531.00
Total Gallons Estimated***	229,708	229,624
Sewer Rate	\$ 9.68	\$ 8.72
Value Increase	\$ 0.73	\$ (0.95)
Percentage Increase	8.126%	-9.868%

MISSING COMMISSION \$37,38

a  
b  
c  
d  
180,000  
a+b+c+d = 248,883

## Request for Debt Exclusion Information

### Sewer Debt Excluded

Date Bonds Issued:	September 30, 2007		Date Bonds Mature:
Total Premium	\$ 9,660.49		Net Premium
* Less Costs, if app.			\$ 9,660.49
Net Premium	\$ 9,660.49		Interest Costs
			\$ 181,807.89
			Interest %
			5.31%

If Regional School debt, did Regional School District reduce capital assessment to its members? (Yes or No)

Date	Principal Payment	Interest Payment	Total Payment	DE-1 Reduction
FY2005			\$ -	\$ -
FY2006			\$ -	\$ -
FY2007			\$ -	\$ -
FY2008			\$ -	\$ -
FY2009	\$ 60,796.12	\$ 20,721.39	\$ 81,517.51	\$ 1,101.05
FY2010	\$ 62,021.60	\$ 19,607.87	\$ 81,629.47	\$ 1,041.88
FY2011	\$ 63,287.47	\$ 18,458.18	\$ 81,745.65	\$ 980.79
FY2012	\$ 63,807.46	\$ 18,056.11	\$ 81,863.57	\$ 959.42
FY2013	\$ 65,129.06	\$ 16,854.84	\$ 81,983.90	\$ 895.59
FY2014	\$ 66,598.21	\$ 15,510.86	\$ 82,109.07	\$ 824.18
FY2015	\$ 68,118.79	\$ 14,119.75	\$ 82,238.53	\$ 750.26
FY2016	\$ 69,765.29	\$ 12,678.66	\$ 82,443.95	\$ 673.69
FY2017	\$ 71,899.54	\$ 11,178.76	\$ 83,078.30	\$ 593.99
FY2018	\$ 73,974.98	\$ 9,620.04	\$ 83,595.02	\$ 511.17
FY2019	\$ 74,203.93	\$ 8,152.58	\$ 82,356.50	\$ 433.19
FY2020	\$ 76,311.84	\$ 6,630.76	\$ 82,942.60	\$ 352.33
FY2021	\$ 78,365.33	\$ 5,054.60	\$ 83,419.92	\$ 268.58
FY2022	\$ 80,364.50	\$ 3,424.08	\$ 83,788.58	\$ 181.94
FY2023	\$ 82,309.32	\$ 1,739.22	\$ 84,048.54	\$ 92.41
FY2024	\$ 84,199.80	\$ -	\$ 84,199.80	\$ -
FY2025	\$ 84,248.25	\$ -	\$ 84,248.25	\$ -
FY2026			\$ -	\$ -
FY2027			\$ -	\$ -
FY2028			\$ -	\$ -
FY2029			\$ -	\$ -
FY2030			\$ -	\$ -
FY2031			\$ -	\$ -
FY2032			\$ -	\$ -
FY2033			\$ -	\$ -
FY2034			\$ -	\$ -
FY2035			\$ -	\$ -
<b>Total</b>	\$ 1,225,401.47	\$ 181,807.69	\$ 1,407,209.16	\$ 9,660.48

\* Use a net premium when the premium was used to pay the cost of issuance

## Request for Debt Exclusion Information

### Sewer Debt Excluded

Date Bonds Issued:	September 25, 2008		Date Bonds Mature:
Total Premium	\$ 49,508.76		Net Premium
* Less Costs, if app.			\$ 49,508.76
Net Premium	\$ 49,508.76		Interest Costs
			\$ 161,086.30
			Interest %
			30.73%

If Regional School debt, did Regional School District reduce capital assessment to its members? (Yes or No)

Date	Principal Payment	Interest Payment	Total Payment	DE-1 Reduction
FY2005			\$ -	\$ -
FY2006			\$ -	\$ -
FY2007			\$ -	\$ -
FY2008			\$ -	\$ -
FY2009			\$ -	\$ -
FY2010	\$ 62,021.60	\$ 19,607.87	\$ 81,629.47	\$ 6,026.34
FY2011	\$ 63,287.47	\$ 18,458.18	\$ 81,745.65	\$ 5,673.00
FY2012	\$ 63,807.46	\$ 18,056.11	\$ 81,863.57	\$ 5,549.42
FY2013	\$ 65,129.06	\$ 16,854.84	\$ 81,983.90	\$ 5,180.22
FY2014	\$ 66,598.21	\$ 15,510.86	\$ 82,109.07	\$ 4,767.15
FY2015	\$ 68,118.79	\$ 14,119.75	\$ 82,238.53	\$ 4,339.61
FY2016	\$ 69,765.29	\$ 12,678.66	\$ 82,443.95	\$ 3,896.70
FY2017	\$ 71,899.54	\$ 11,178.76	\$ 83,078.30	\$ 3,435.72
FY2018	\$ 73,974.98	\$ 9,620.04	\$ 83,595.02	\$ 2,956.65
FY2019	\$ 74,203.93	\$ 8,152.58	\$ 82,356.50	\$ 2,505.64
FY2020	\$ 76,311.84	\$ 6,630.76	\$ 82,942.60	\$ 2,037.92
FY2021	\$ 78,365.33	\$ 5,054.60	\$ 83,419.92	\$ 1,553.50
FY2022	\$ 80,364.50	\$ 3,424.08	\$ 83,788.58	\$ 1,052.37
FY2023	\$ 82,309.32	\$ 1,739.22	\$ 84,048.54	\$ 534.54
FY2024	\$ 84,199.80	\$ -	\$ 84,199.80	\$ -
FY2025	\$ 84,248.25	\$ -	\$ 84,248.25	\$ -
FY2026			\$ -	\$ -
FY2027			\$ -	\$ -
FY2028			\$ -	\$ -
FY2029			\$ -	\$ -
FY2030			\$ -	\$ -
FY2031			\$ -	\$ -
FY2032			\$ -	\$ -
FY2033			\$ -	\$ -
FY2034			\$ -	\$ -
FY2035			\$ -	\$ -
<b>Total</b>	\$ 1,164,605.35	\$ 161,086.30	\$ 1,325,691.65	\$ 49,508.76

\* Use a net premium when the premium was used to pay the cost of issuance

# Grease Guardian<sup>®</sup>

## X Range

*"Grease Guardian outperforms any passive grease trap"*

THOMAS MILLER  
CHEF



### UNDER SINK INSTALLATION

Automatically separates & removes FOG (fats oils and grease), from kitchen waste water

Solids filtration as standard

Solid stainless steel construction

Reduces pump out requirements

Easy to install & maintain

Collected waste can be recycled

Programmable logic control

Approved under PDI and ASME

Full customer support

3 year warranty



PDI G101-2010



C US  
ASME A112.14.3  
ASME A112.14.4  
CSA B481



C US  
UL499  
CSA C22.2 No. 88  
E113378



www.greaseguardianusa.com



### THREE-STAGE OPERATION SYSTEM

#### STAGE 1 Solids Collection

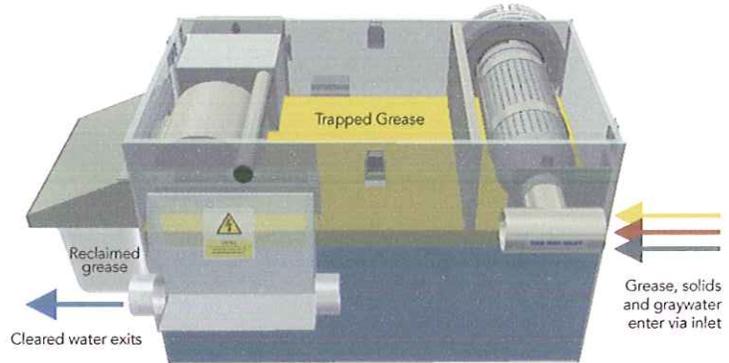
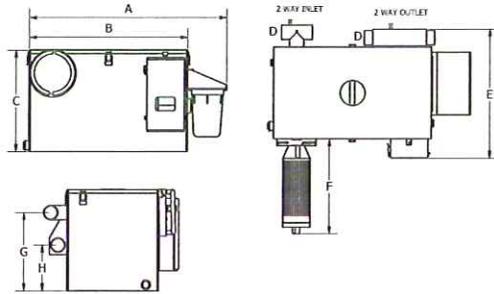
Wastewater from the kitchen is directed through the inlet of the **Grease Guardian**® where a removable strainer basket collects any solid debris.

#### STAGE 2 Grease & Oil Separation

Grease in the wastewater floats to the surface and is trapped while the clear water leaves the unit and enters the drainage system.

#### STAGE 3 Self Cleaning & Grease Removal

The PLC programmed heating element is activated to liquefy grease, which is then removed by the skimming wheel and deposited into a portable container for recycling. Can be connected to: pot wash sinks, pre-rinse sinks, combi ovens, Asian woks and floor drains.



Model	Length (A) INCLUDES CONTAINER	Length (B) TANK ONLY	Height Inlet/Outlet (C)	Height Inlet/Outlet (D)	Width (E) INCLUDES PANEL	Basket (F) CLEARANCE NEEDED	Inlet Height (G) INLET	Outlet Height (H) OUTLET	Max Flow
X15	31	24.5	13.4	2	22	15.8	9.6	4.5	15 gpm
X25	32.5	25.9	16.6	2	22	15.8	12.8	7.5	25gpm
X35	40.9	34.5	16.6	3	24	15.8	12.8	9	35gpm
X50	-	39.4	19.8	3	24.2	16	15	11	50gpm
X75	-	43.4	21.3	4	24.2	16.1	16.5	12.5	75gpm
X125	-	55.1	22.8	4	24.2	16.2	18.1	14.1	125gpm

ALL DIMENSIONS IN INCHES

**Specification:** Automatic grease trap (AGRU) with built in automatic grease removal and dry, front-loading solids strainer. 16 Gauge 304 Bright Finish Stainless Steel. Sealed, Stainless Steel Top. 25 Watt, 110v; 60Hz Motor. 600-Watt Heater with Thermal Cut Out. User friendly Logic Controller with Backlit Display. Skimming Drum is capable of skimming 1.5 gallons per hour. Can be connected to pot wash sinks, pre-rinse sinks, combi ovens, Asian woks, floor drains and most grease producing kitchen appliances. UL, PDI, CSA, and ASME certified. Please note dimensions are subject to change without notice.

GGXUSREV-1



#### United States

Grease Guardian LLC  
96 Onondaga Street  
Yonkers NY 10704  
T: 914 375 0902  
M: 914 316 5671

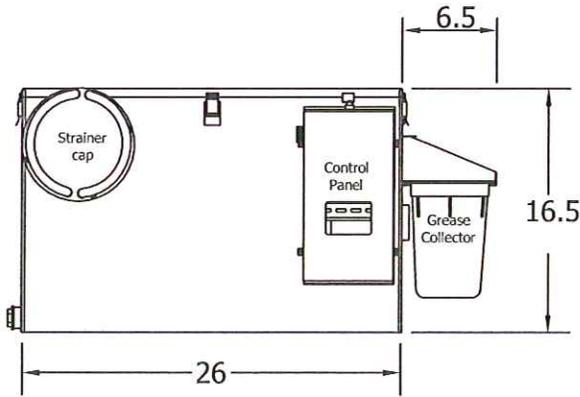
E: [des@greaseguardian.com](mailto:des@greaseguardian.com)

[www.greaseguardianusa.com](http://www.greaseguardianusa.com)

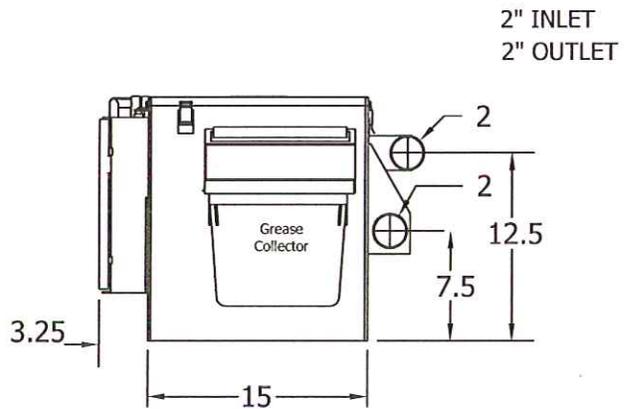




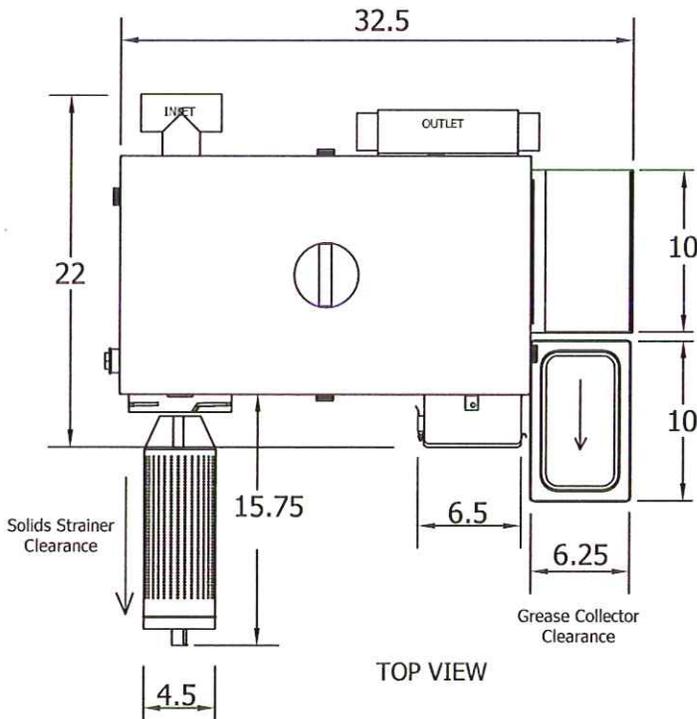
# GGX25 Grease Guardian Standard Specification



FRONT VIEW



END VIEW



TOP VIEW

## GREASE GUARDIAN STANDARD FEATURES:

- 3 Year Guarantee
- Fully Automatic Grease Removal Unit (AGRU)
- 16 gauge stainless steel welded tank
- Fully sealed air tight lid
- Universal flow direction
- PLC/HMI automatic controller
- Audible alerts
- Energy saving mode
- Long life skimmer blade
- Dry basket solids strainer
- Concealed plumbing & electrical connections
- No internal tank user maintenance required
- Grease Guardian World asset management

## APPROVED SYSTEM



**Product Acceptance Codes**  
Massachusetts Board of State Examiners  
of Plumbers and Gas Fitters P1-0713-530

## TECHNICAL DATA

Weight \_\_\_\_\_ 84 pounds  
 Material \_\_\_\_\_ 16 Gauge Stainless Steel  
 Interior \_\_\_\_\_ Stainless Steel & Acetal Plastic Components  
 Maximum Flow Rate \_\_\_\_\_ 25 gallons per minute  
 Tank Grease Retention Capacity \_\_\_\_\_ 57.4 pounds (NSF Verified)  
 Solids Strainer Capacity \_\_\_\_\_ 6.6 Pounds  
 Skimming Rate \_\_\_\_\_ 11 pounds per hour  
 Programming/Control \_\_\_\_\_ 7 day, 24hr Multifunctional  
 Electrical Load \_\_\_\_\_ 110VAC 625watts 5.7A



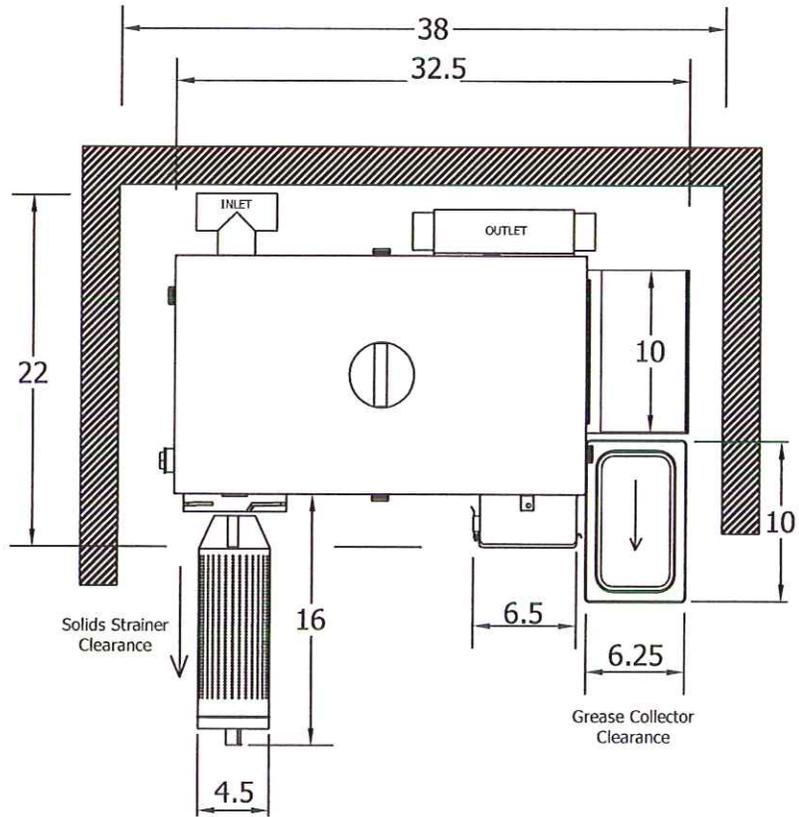
# GGX25 Grease Guardian Installation Details

## KEY INSTALLATION NOTES:

- Allow for the minimum clearances shown
- For tank base allow at least 38.5" length x 22" width clearance.
- Allow adequate access to slide-in strainer & slide-in grease collector from front.
- Inlet port is both single/dual entry
- Outlet port is both single/dual entry.
- Keep outlet piping at  $\frac{1}{8}$ " per foot fall or more.
- User rubber adjustable pipe connectors as supplied.
- Only switch on after filling system with water to static level.
- Refer to long manual for full installation.

## Pre start up checks:

- Ensure unit is positioned on a level surface and is plumbed in securely.
- Ensure electrical outlet is fitted with dedicated ground fault circuit breaker.
- Ensure that the unit is filled with water to the correct level
- Ensure strainer basket is fully closed
- Set controller date and time as detailed in the manual
- Ensure that collection receptacle is empty and securely in place



MINIMUM FLOOR SPACE RECOMMENDATION

## Specification

Install \_\_\_ Grease Guardian Model GGX25, self cleaning automatic grease removal unit, 16 gauge fully welded 304 stainless steel tank, stainless steel internal baffle plate, fully sealed air tight stainless steel lid and robust stainless steel clamps, above water heavy duty stainless steel dry solids strainer basket, uni-directional inlet and outlet flow connections with easy fit pipe couplings, concealed plumbing and electrical connections, 25 gallons per minute flowrate, 57.4 pounds grease retention capacity, and skimming rate of 11 pounds per hour. The GGX is supplied with stainless steel rotating grease skimming drum, integral gas trap, totally enclosed geared drive unit, 600 watt immersion heater with self regulating safety control, programmable controller with interface, energy saving mode and audible alerts. The GGX is suitable for floor and shelf type mounting. The GGX is electrically tested and approved to UL499 and CSA C22-2 88-1952 standards. 3 year warranty is standard.

## Electrical Details

GGX25 110vac, 625watts, 5.7A

## Grease Guardian World

Grease Guardian World is an interactive online register of all Grease Guardian branded products uploaded and managed by Grease Guardian, distributors and end users.

Grease Guardian World allows us to:

- Upload and manage individual sites
- Monitor specification, service history, supplier details for each Grease Guardian installed
- Upload and view installation photographs
- Upload and view Operation & Maintenance manuals
- Upload and view service engineer reports
- Locate sites using Google Maps linking
- Automatically remind distributors, customers and end users when service is due and warranties expire.
- Access and manage accounts on-line
- Manage recycled FOG



Grease Guardian LLC 96 Onondaga Street Yonkers, NY 10704

[www.greaseguardianUSA.com](http://www.greaseguardianUSA.com)

**SIZING FOR GREASE GUARDIAN AUTOMATIC GREASE RECOVERY SYSTEM**

MIKE FLEMING  
DIVERSIFIED SALES COMPANY  
24 RED CEDAR LANE  
MIDDLETOWN, CT. 06457  
PHONE: 860-347-0272  
FAX: 860-347-0272 (PLEASE CALL FIRST)  
E-MAIL [jfleming59@comcast.net](mailto:jfleming59@comcast.net)

POT SINKS - MEASURE THE LENGTH X THE WIDTH X THE DEPTH X THE NUMBER OF SINKS.

DIVIDE THIS VOLUME FIGURE X 231 TO GET THE GALLONS.

MULTIPLY BY .75 AS THE SINKS ARE USUALLY 3/4 FULL.

THEN DIVIDE BY TWO FOR A TWO-MINUTE DRAIN DOWNTIME.

THIS WILL BE THE GPM FLOW RATE FOR THE UNIT.

ALSO CONSIDER OTHER EQUIPMENT DRAINING INTO THE UNIT SUCH AS PRERINSE, KETTLES, FLOOR DRAINS, ETC.

GREASE GUARDIAN WEB: [www.greaseguardianusa.com](http://www.greaseguardianusa.com)

$$\begin{array}{ccccccc} & L & & W & & D & \\ & 17 & \times & 21 & \times & 14 & = 4998 \times 3 = 14,994 \end{array}$$

$$14,994 \div 231 = 64.90 \times .75 = 48.68$$

$$48.68 \div 2 = 24.34$$

GPM Flow Rate 24.34

**MSS**  
**MID STATE SEWERAGE, INC.**  
237 RIVERLIN STREET ~ MILLBURY, MA 01527  
Phone 508-865-6989 ~ Fax 508-865-6668

**January 28, 2016**

**Angelo Tsetsos**  
**110 Elm Street Unit #2**  
**Millbury, MA 01527**  
**(508) 450-5549 email: [tsetsos@charter.net](mailto:tsetsos@charter.net)**

**RE: GREASE TRAP INSTALLATION @ 110 Elm Street**

**Dear Angelo,**

**After our site visit with you and going over the various options on a location to install an outside grease trap it became clear that this could not be done. The site has several hardships. First being the property lines and underground utilities in the narrow ally will not allow you to install the grease trap there. Second there is not enough room in the front of the building between the building and sidewalk either.**

**Therefore we would recommend installing an inside grease trap. This could prove to be difficult also because**

**there is no basement and the building is on a concrete slab.**

**If you have any questions please feel free to call me.**

**Peter Casey / Project Manager**

**APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702**

TO OWNER: TOWN OF MILLBURY BOARD OF SEWER COMM. ARCHITECT:  
 127 Elm Street  
 Millbury, MA 01527

FROM CONTRACTOR:  
 RICCIARDI BROS., INC.  
 20 Envelope Terrace  
 Worcester, MA 01604

CONTRACT FOR: Elmwood Street Pump Station

ENGINEER: ONSITE ENGINEERING  
 279 East Central Street  
 Franklin, MA 02038

APPLICATION NO: 4 DISTRIBUTION TO: TOWN  
 PERIOD TO: 2/5/2016 OWNER  
 ENGINEER NO: 01216-1 ENGINEER  
 RBI PROJECT NO: 1515 CONTRACTOR  
 CONTRACT DATE: 6/10/2015 RBI

**CONTRACTOR'S APPLICATION FOR PAYMENT**

1 ORIGINAL CONTRACT SUM	\$	595,400.00
2 NET CHANGE BY CHANGE ORDERS	\$	4,011.57
3 CONTRACT SUM TO DATE (Line 1 + 2)	\$	599,411.57
4 TOTAL COMPLETED AND STORED TO DATE	\$	500,561.57
5 RETAINAGE		
A. 5% of Completed Work	\$	25,028.08
B. 5% of Stored Material	\$	0
TOTAL EARNED LESS RETAINAGE	\$	25,028.08
6 TOTAL EARNED LESS RETAINAGE	\$	475,533.49
Line 4 Less Line 5 Total		
7 LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	399,807.50
8 CURRENT PAYMENT DUE	\$	75,725.99
9 BALANCE TO FINISH (Line 3 less Line 6)	\$	123,878.08

CHANGE ORDER SUMMARY

Total changes approved in previous months by Owner	ADDITIONS	DEDUCTIONS
	\$ 0	0
Total approved this application	\$ 4,011.57	
TOTALS	\$ 4,011.57	0
Net changes by change order	\$ 4,011.57	

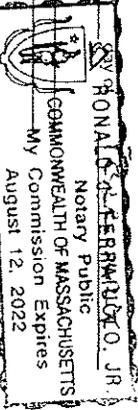
*Raymond Willis*  
 \_\_\_\_\_  
 Notary Public  
 My Commission Expires 8/12/2022

*James M. Ricciardi*  
 \_\_\_\_\_  
 President/Clerk

*James M. Ricciardi*  
 \_\_\_\_\_  
 President/Clerk

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by the Application for payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner, and the current payment shown herein is now due.

CONTRACTOR: Ricciardi Bros., Inc.  
 By: *James M. Ricciardi* Date: *2/8/16*  
 James M. Ricciardi, President/Clerk

State of MASSACHUSETTS  
 County of WORCESTER  
 Subscribed and sworn to before me on this *5<sup>TH</sup>*  
 Notary Public: *Raymond Willis*  
 My Commission expires: *8/12/2022*  


CERTIFICATE FOR PAYMENT  
 In accordance with the Contract Documents, based on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

ENGINEER: OnSite Engineering  
 By: *Raymond Willis* Date: *2/8/2016*  
 AMOUNT CERTIFIED \$ *75,725.99*  
 OWNER: Town Of Millbury, Board Of Sewer Commissioners  
 By: \_\_\_\_\_ Date: \_\_\_\_\_

37,440,5800,37008,0000,570

*DR 2/8/2016*  
*INV # 020816*  
*PO # 113834*  
*AMT. \$ 75,725.99*  
*Workout 2/12/16*

**APPLICATION AND CERTIFICATE FOR PAYMENT - CONTINUATION SHEET**

TO: TOWN OF MILLBURY - BOARD OF SEWER COMMISSIONERS

PROJECT: ELMWOOD ST PUMP STATION

APPLICATION NO: 4

Distribution to:

TOWN OF MILLBURY  
127 Elm Street  
Millbury, MA 01527  
RICCIARDI BROS., INC.  
20 Envelope Terrace  
Worcester, MA 01604

Elmwood St. School  
Millbury MA

ENGINEER: ONSITE ENGINEERING

279 East Central St  
Franklin, MA 02038

PERIOD FROM: 12/4/2016  
PERIOD TO: 2/5/2016  
ON SITE NO: 012416-1  
RBI PROJECT NO: 1515  
CONTRACT DATE: 6/9/2015  
APP. DATE: 2/5/2016

OWNER  
 ENGINEER  
 CONTRACTOR

ITEM #	DESCRIPTION	QTY	UNITS	UNIT PRICE	Contract Amount	Quantity	Previous Work Amount	Quantity	Work This Period Amount	Quantity	Work to Date Amount	Percent Complete	Balance to Finish
1	Mobilization	1	LS	\$28,000.00	\$28,000.00	1.00	\$28,000.00		\$0.00	1.00	\$28,000.00	100.00%	\$0.00
2	Site Preparation, Erosion Control	1	LS	\$13,000.00	\$13,000.00	1.00	\$13,000.00		\$0.00	1.00	\$13,000.00	100.00%	\$0.00
3	S&I Work Well	1	LS	\$32,000.00	\$32,000.00	1.00	\$32,000.00		\$0.00	1.00	\$32,000.00	100.00%	\$0.00
4	S&I Valve Vault	1	LS	\$24,000.00	\$24,000.00	1.00	\$24,000.00		\$0.00	1.00	\$24,000.00	100.00%	\$0.00
5	Pipe Work Well	1	LS	\$8,500.00	\$8,500.00	1.00	\$8,500.00		\$0.00	1.00	\$8,500.00	100.00%	\$0.00
6	Pipe Valve Vault	1	LS	\$38,000.00	\$38,000.00	1.00	\$38,000.00		\$0.00	1.00	\$38,000.00	100.00%	\$0.00
7	S&I Concrete Pads	1	LS	\$10,000.00	\$10,000.00	1.00	\$10,000.00		\$0.00	1.00	\$10,000.00	100.00%	\$0.00
8	S&I Pumps, Ralls, Pump Panel	1	LS	\$78,000.00	\$78,000.00	0.45	\$70,200.00	0.10	\$7,800.00	0.85	\$123,250.00	85.00%	\$21,750.00
9	Electrical Work (Main, Generator, Conduits)	1	LS	\$145,000.00	\$145,000.00	1.00	\$65,250.00	0.40	\$79,000.00	1.00	\$144,250.00	100.00%	\$0.00
10	S&I Force Main	1	LS	\$95,000.00	\$95,000.00	1.00	\$95,000.00		\$0.00	1.00	\$95,000.00	100.00%	\$0.00
11	S&I Asphalt Patch for Force Main	1	LS	\$11,000.00	\$11,000.00	1.00	\$14,000.00		\$0.00	1.00	\$14,000.00	100.00%	\$0.00
12	R&R Drain Poles	1	LS	\$16,600.00	\$16,600.00	1.00	\$16,600.00		\$0.00	1.00	\$16,600.00	100.00%	\$0.00
13	Flow Change Over and Detention Existing	1	LS	\$25,000.00	\$25,000.00	0.25	\$0.00	0.45	\$25,000.00	0.70	\$15,400.00	0.00%	\$25,000.00
14	Misc Site Improvements	1	LS	\$65,500.00	\$65,500.00	0.00	\$0.00	0.00	\$0.00	0.00	\$0.00	0.00%	\$65,500.00
15	Mt #1 - Fuel and Oil Storage per Attachment	4	CY	\$190.00	\$760.00	14.00	\$1,400.00		\$0.00	14.00	\$1,400.00	100.00%	\$0.00
CONTRACT TOTALS					\$589,411.57		\$470,850.00		\$79,711.57		\$550,561.57	83.40%	\$98,850.00
CHANGE ORDERS					\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
CO#1 Time Extension					\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
CO#2 Add Pipe Insulation, Add French paving, Removal of AC Drain Line					\$4,011.57		\$0.00		\$4,011.57		\$4,011.57	100.00%	\$0.00
CO#3 Time Extension					\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Change Order Total					\$4,011.57		\$0.00		\$4,011.57		\$4,011.57		\$0.00
CONTRACT TOTALS INCLUDING CHANGE ORDERS					\$593,423.14		\$470,850.00		\$83,723.14		\$554,573.14		\$98,850.00
LESS RETAINAGE (5%)													
AMOUNT DUE THIS ESTIMATE					\$593,423.14		\$470,850.00		\$83,723.14		\$554,573.14		\$98,850.00