

TOWN OF MILLBURY
BOARD OF SELECTMEN MINUTES
MUNICIPAL OFFICE BUILDING- SELECTMEN'S MEETING ROOM

October 27, 2015

7:00 pm

15 NOV 12 AM 11:11

Present: Francis B. King, Sandy Cristo; Mary Krumsiek, William Borowski; Town Manager, Bob Spain, Board of Assessors, Jean Moroski, Katie Lavallee, School Committee, Superintendent Greg Meyers, Rick Bedard, Marion Friedman, Financial Management Planning Committee, Building Inspector, Bob Frederico, DPW Director, Rob McNeil, Scott Despres and other concerned citizens

Chairman King called the meeting to order

Tax Classification Hearing- Jude Cristo, Chairman of the Board of Assessors said that they his board voted to stay with a single classification rate.

Motion to stay with a single tax rate made by Selectman Borowski, seconded by Selectman Krumsiek. Motion carried unanimously.

School Committee- Jen Nietupski spoke asking for support on a new school for RE Shaw School; Mr. Meyers, Ms. Friedman and Mr. Bedard will all speak regarding reimbursement for the project. Mr. Meyers spoke regarding the deficiencies in the RE Shaw School; *See attached handouts*. Selectman Ashmankas asked if they have done a cost analysis of the repairs versus a new building. Mr. Meyers believes it is a smarter long term decision for a 40 year old building. Chairman King asked where they would put the new school. Mr. Meyers said that they are not sure, MSBA will advise them. Selectman Borowski asked how the shelf life is for schools. It depends on maintenance of the building. Mr. Meyers invited the selectmen to come to a tour of the school tomorrow night. The school will be holding a series of 'open houses' so that the public can see the building. Miriam Friedman, principal of Shaw Elementary, said she is most proud of the students and staff, the deficiencies are not a highlight for her. Lack of climate control in the building, humidity and moisture are problems, windows don't have screens, not enough office space for intimate conversations. Mr. Bedard spoke the MSBA statement of interest process. The MSBA will look at repairs vs. a new building. Selectman Cristo asked if the school can get natural gas fuel as it is cleaner and more efficient. Mr. Meyers said that it is in the road. The School Committee, Selectmen, Town Manager and Superintendent have to sign on to this statement of interest. This project is about 5 years down the road. Tour tomorrow night starts at 6:30 pm. Selectman Borowski and Selectman Ashmankas dueled about renovations vs. new school.

Selectman Borowski motioned that he is in support to start the MSBA process, seconded by Selectman Krumsiek.

Motion carried unanimously.

GC Friday's Boston, LLC- there will be no change of staff or location; just a corporate change with the Transfer of License.

Motion to close the public hearing made by Selectman Krumsiek, seconded by Selectman Borowski. Motion carried unanimously.

Motion to approve the Transfer of License made by Selectman Krumsiek, seconded by Selectman Borowski. Motion carried unanimously.

Rick Bedard- Financial Management Planning Committee- This committee was established in June of 2011 the purpose of the committee was to assist the town in future proposed capital projects/staffing projections; they have met with all department heads who have been very professional and helpful in this process; information will be on website and a public hearing will be held on November 16th at 7:00 pm. At some point we will do some surveys and hope to combine this with the master plan; our idea is to finalize our projections and give to the manager by December 1st. *See attached sheets. Mr. Spain added that this is a guide; he works out what needs to be done with each department and he and the superintendent can prioritize things accordingly.

Building Inspector-Bob Frederico *see attached paperwork- he wanted to provide fairness and consistency with the public. He has found inconsistencies in the projects submitted with the building valuations. Some permit fees by this new exercise are going up; some will go down. Selectman Borowski wanted to make sure this was a formula being use for everyone; Mr. Frederico assured him that it was. He would like a letter of support from the board that we are going with this process, a uniformed way to make this fair across the board. Motion to support the new fee process made by Selectman Borowski, seconded by Selectman Krumsiek. Motion carried unanimously.

Rob McNeil- DPW Director- He met with the folks at Gilbert Way and they have come to the decision to restore the cul-de-sac, finished grading the narrowing; working on West Main and with the postmaster; Wheelock Ave is complete; reminder that the Roadway Advisory Committee is meeting here tomorrow at 6:00 pm. Elmwood St. Pump station is ongoing; the fuel station is open-old tanks removed tomorrow; it went smoothly and he thanks everyone for their patience. Old Farmhouse has been taken down; West Main & 146 Bridge is beginning; our part is the sewer main; meeting here with the State regarding updates, 20 million expected to take 2 years; S. Main Street bridge; he has been working with the state with a 2 phase approach- horizontally drill and secure the piece that has dislodged at \$100,000 and phase 2 is improvement to barrier wall at \$200,000- not necessary to reopen both sides of bridge. This would buy a 20 year life. We are not a priority to MADot. DPW installed the bus shelter at Elm and Main across from 95 Elm; we are chasing a \$75,000 grant to study the Main St/Elm St intersection to deal with storm water issues and sewer issues. Some beautification committee efforts combined

with other improvements by the Bicentennial, Redevelopment, ADA ramps. Working with Chief of Police to relocate the firing range; we are hosting the fall mechanics workshop at the highway garage-we will be hosting 120 DPW mechanics – discussions on small engine repair and ma dot to talk about calibrating the salt; the lighting project is completed at Washington Park; project looks sharp and people are happy. Working with soil testing with property owners at McCracken Rd. Bridge. We held our fall tire collection day with the help of CMMC. Trends are still good at the transfer station; The PSA for the free sticker campaign is running and we have accepted one family-we would like ten. Meeting with Environmental Council to show them the stormwater table. We were awarded \$1million- \$500,000 grant money, \$500,000 low interest loan for the Ramshorn Dam repairs. Millbury was one of 9 recipients; he was very proud to get this; thank you to Senator Moore and Rep. Frost. Selectman Borowski thanked Mr. McNeil; Selectman Cristo acknowledged how time consuming and difficult grant writing is and thanked Mr. McNeil for getting this. Selectman Krumsiek asked what will happen with the money passed at town meeting. It is an up to amount; until we get the actual numbers we do not know how much of that up to \$2 million will be needed. Chairman King asked about Brierly Pond dam? The Town is not the owner; it is under the name of Windle. Mr. Spain explained that it is a very difficult undertaking as we believe MaDot owns part of it as well. Selectman Cristo said that she and Rob were on a different page as to the signs; she went with Rob and the cemetery commission on a tour of the cemeteries and they came up with signs that they want. Selectman Ashmankas thanked Rob for getting the Gilbert Way cul-de-sac done; he asked if Wedgewood was still going to be a cul-de-sac. Selectman Borowski said that this Board wants cul-de-sacs to stay in tack unless there is some reason it should not. Mr. McNeil said that the RAC will be meeting with the Planning Board to get these issues straightened out. Selectman Borowski asked what the cost of the fuel station project was; Mr. McNeil will get him that information.

Motion to accept grant in the amount of \$500,000.00 made by Selectman Borowski, seconded by Selectman Cristo.

Motion carried unanimously.

Approve & Sign Bond Anticipation Note for Ramshorn Dam Repair for \$100,000. Motion to approve made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

Planning Board Alternate application- As the candidate was not present the Chairman tabled the application.

Transfer of Common Victualler License- TGI Friday's Millbury- New owner name-GC Friday's Boston, LLC.

Motion to approve the transfer made by Selectman Krumsiek, seconded by Selectman Borowski.

Motion carried unanimously.

One-Day Liquor License- The Bartending Service of New England – Asa Waters Mansion
November 12, 2015 3:00pm – 5:00 pm.

Motion to approve the one-day license made by Selectman Krumsiek, seconded by Selectman Cristo.

Motion carried unanimously

Selectman Krumsiek asked for the TIP’s certification requirement to be on the application.

Previous Minutes- October 13, 2015

Motion to approve the minutes of the October 13, 2015 meeting made by Selectman Borowski, seconded by Selectman Krumsiek.

Motion carried unanimously.

Town Manager Report

Updated the board on the hvac project and the weight issue; Mr. Spain read an email from the engineers who explained that the unit on the roof now was not structurally sound to begin with. Our building inspector cannot approve the project without the proper codes being met. Selectman Borowski wants the manager to push the issue that the engineers who did not do their due diligence and caused the underbid of the contractor.

The Architectural Access Board has demanded that the town put a handicap ramp on the Asa Waters Mansion Gazebo; the process is not just a ramp, you have to make an ADA accessible walkway from the parking lot to the gazebo; Mr. Spain filed for a variance and received it until September of 2016.

Selectman Krumsiek passed in 5 petitions for acceptance of streets in the Rayburn Drive area.

Selectman Borowski mentioned the fire tragedy at 95 Elm where a life was lost; our condolences to that family; many thanks to the responders who did a great job containing this fire to one apartment.

Selectman Cristo updated the board on Small Business Saturday on November 28th. We will be hanging our Shop Small banner. American Express named us Neighbor Champions which gives us promotional items. Come to town hall to pick up whatever they like. She would like to do a proclamation for it.

Selectman Borowski asked to bump the deadline of the manager’s contract until November 30, 2015.

Dates to Remember:

Thursday October 29th at 7 PM Millbury Historical Society presents "Legends and Lies" at the Mansion

Friday October 30th at Noon - Senior Center Halloween Costume Party

Saturday October 31st at 12 Noon --3rd Annual Halloween Parade and Costume Contest at the Butler Farm Bark Park

Sunday November 1st at 2 AM --Daylight Savings Time ends - Change Your Clocks, Change Your Batteries!

Friday November 6 at 6:30 PM --Millbury Women's Club presents "Laughing Out Loud - Ladies Night Out" with stand-up comic Mary Ellen Rinaldi at the VFW

Citizens Speak

Joe Fortuanto spoke to thank the Board and to Mr. McNeil for listening to the residents of Gilbert Way.

Mail

Ngrid alert that tomorrow there will be severe rain and wind into the evening which may cause power outages. Ngrid will mobilize additional resources for the town.

Letter from Laurie Connors regarding donations to the Millbury beautification project in the amount of \$600.00.

Motion to accept the donation made by Selectman Borowski seconded by Selectman Cristo. Motion carried unanimously.

Selectman Krumsiek read a Pancreatic Cancer Day Proclamation for November 13th.

Motion made by Selectman Borowski to adjourn at 9:30 p.m., seconded by Selectman Cristo. Approved by roll call vote.

Respectfully submitted,
Tish Hayes, Secretary

Francis B. King

Sandy J. Cristo

Mary Krumsiek

Brian Ashmankas

William Borowski

Francis B King
Sandy J Cristo
Mary Krumsiek
Brian Ashmankas
W B



TOWN OF MILLBURY

MUNICIPAL OFFICE BUILDING • 127 ELM STREET • MILLBURY, MA 01527-2632 • TEL. 508/865-0438 • FAX. 508/865-0857

Department of
Building & Inspections
Robert Frederico
Inspector of Buildings

TO: Millbury Selectmen
FROM: Robert Frederico, Building Inspector, Zoning Enforcement Officer
RE: Permit Valuations Outline
DATE: October 26, 2015

The following is a list of items of interest and timeline milestones.

*April 2015, Building Department receives different construction valuations on permit applications; begins spot checks for consistency. Building Inspector finds several instances of undervalued projects.

*Building Inspector is responsible for the final construction value listed on all permit applications (see 780CMR109.3 commercial, 780CMR R108.3 residential).

*The Town Authority (selectmen) sets the permit rates based on the valuation of the project supplied by the applicant and approved by the Building Official. This pricing schedule has been in effect since April 15, 2009, which remains unchanged.

*Building Department conducts research in the interest of making the valuations fair and consistent. Speaks with other building departments throughout the state. Vast majority of other towns utilize the ICC (International Code Council) Building Valuation Data Schedule. The ICC is the author of the base building code, and amended by the State of Massachusetts. The Building Valuation data schedule is a nationally published document used throughout the US. There is no evidence that a uniform valuation formula, such as the ICC, has been used in Millbury.

*Building Inspector institutes new ICC valuation as of July 1, 2015 (with 60 day notice posted at the Building Department). Implementation has been successful with minimal adverse correspondence.

*In a few circumstances, the final permit fee owed to the Town has increased. In others, the overall fee has decreased. This is the reason you are being made aware of this change.

Respectfully Submitted,

Robert J. Frederico
Building inspector
Zoning enforcement officer

1.00: continued

107.6.4 Project Representation. A project representative may be required by the *building official*. This representative shall keep daily records and submit reports as may be required by the *building official*. This project representation requirement shall be determined prior to the issuance of the *permit* and may be a prerequisite for *permit* issuance. Refusal by the applicant to provide such service if required by the *building official* shall result in the denial of the *permit*. All fees and costs related to the performance of project representation shall be borne by the *owner*. When applications for unusual designs or magnitude of construction are filed, or where reference standards require special architectural or engineering inspections, the *building official* may require that the project representative be a *registered design professional* in addition to those *registered design professionals* required elsewhere per Section 107.6.

107.6.5 Building Official Responsibility. Nothing contained in section 107.6 shall have the effect of waiving or limiting the *building official's* authority to enforce this code with respect to examination of the contract documents, including plans, computations and specifications, and field inspections.

SECTION 108 TEMPORARY STRUCTURES AND USES

108.1 General. The *building official* is authorized to issue a *permit* for temporary structures and temporary uses. Such *permits* shall be limited as to time of service, but shall not be *permitted* for more than 180 days. The *building official* is authorized to grant extensions for demonstrated cause.

108.2 Conformance. Temporary structures and uses shall conform to the structural strength, fire safety, means of egress, accessibility, light, ventilation and sanitary requirements of this code as necessary to ensure public health, safety and general welfare.

108.3 Fire Department Review. Temporary structures and uses must be *approved* by the *building official* in consultation with the head of the local fire department.

108.4 Termination of Approval. The *building official* is authorized to terminate for cause and with written notice such *permit* for a temporary structure or use and to order the temporary structure or use to be discontinued.

108.5 State of Emergency. Upon declaration by the Governor of a State of Emergency under St. 1950, c. 639, or of an emergency detrimental to the public health under M.G.L. c. 17, § 2A a building or space within a building may be used as a temporary emergency use for purposes of housing and/or caring for persons in accordance with procedures established for such purpose as contained in this code (also see Chapter 31: *Special Construction*).

SECTION 109 FEES

109.1 Payment of Fees. A *permit* shall not be valid until the fees prescribed by law have been paid, nor shall an amendment to a *permit* be released until the additional fee, if any, has been paid in the amount established by the applicable governing authority.

109.2 Schedule of Permit Fees. For state building *permit* fees, see 801 CMR 4.02: *Rates*. For municipal building *permit* fees, refer to the municipality.

109.3 Building Permit Valuations. The applicant for a *permit* shall provide an estimated value of project cost at time of application. If, in the opinion of the *building official*, the valuation is underestimated on the application, the *permit* shall be denied, unless the applicant can show detailed estimates to meet the approval of the *building official*. Final building *permit* valuation shall be set by the *building official*.

109.4 Work Commencing Before Building Permit Issued. Any person who commences any work on a building or structure governed by this code before obtaining the necessary building *permit* shall be in violation of this code and subject to penalties. See Section 114.

109.5 Related Fees. Payment of the building *permit* fee shall not relieve the applicant or holder of the *permit* from the payment of other fees that are prescribed by law.



The Commonwealth of Massachusetts

Department of Public Safety

Massachusetts State Building Code (780 CMR)

Building Permit Application for any Building other than a One- or Two-Family Dwelling

(This Section For Official Use Only)

Building Permit Number: _____ Date Applied: _____ Building Official: _____

SECTION 1: LOCATION

No. and Street _____ City /Town _____ Zip Code _____ Name of Building (if applicable) _____

Assessors Map # _____ Block # and/or Lot # _____

SECTION 2: PROPOSED WORK

Edition of MA State Code used _____ If New Construction check here or check all that apply in the two rows below

Existing Building Repair Alteration Addition Demolition (Please fill out and submit Appendix 2)

Change of Use Change of Occupancy Other Specify: _____

Are building plans and/or construction documents being supplied as part of this permit application? Yes No

Is an Independent Structural Engineering Peer Review required? Yes No

Brief Description of Proposed Work: _____

SECTION 3: COMPLETE THIS SECTION IF EXISTING BUILDING UNDERGOING RENOVATION, ADDITION, OR CHANGE IN USE OR OCCUPANCY

Check here if an Existing Building Investigation and Evaluation is enclosed (See 780 CMR 34)

Existing Use Group(s): _____ Proposed Use Group(s): _____

SECTION 4: BUILDING HEIGHT AND AREA

	Existing	Proposed
No. of Floors/Stories (include basement levels) & Area Per Floor (sq. ft.)		
Total Area (sq. ft.) and Total Height (ft.)		

SECTION 5: USE GROUP (Check as applicable)

A: Assembly A-1 A-2 Nightclub A-3 A-4 A-5 B: Business E: Educational

F: Factory F-1 F2 H: High Hazard H-1 H-2 H-3 H-4 H-5

I: Institutional I-1 I-2 I-3 I-4 M: Mercantile R: Residential R-1 R-2 R-3 R-4

S: Storage S-1 S-2 U: Utility Special Use and please describe below:

Special Use Description: _____

SECTION 6: CONSTRUCTION TYPE (Check as applicable)

IA IB IIA IIB IIIA IIIB IV VA VB

SECTION 7: SITE INFORMATION (refer to 780 CMR 105.3 for details on each item)

Water Supply: Public <input type="checkbox"/> Private <input type="checkbox"/>	Flood Zone Information: Check if outside Flood Zone <input type="checkbox"/> or identify Zone: _____	Sewage Disposal: Indicate municipal <input type="checkbox"/> or on site system <input type="checkbox"/>	Trench Permit: A trench will not be required <input type="checkbox"/> or trench permit is enclosed <input type="checkbox"/>	Debris Removal: Licensed Disposal Site <input type="checkbox"/> or specify: _____
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Railroad right-of-way: Not Applicable <input type="checkbox"/> or Consent to Build enclosed <input type="checkbox"/>	Hazards to Air Navigation: Is Structure within airport approach area? Yes <input type="checkbox"/> or No <input type="checkbox"/>	MA Historic Commission Review Process: Is their review completed? Yes <input type="checkbox"/> No <input type="checkbox"/>
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SECTION 8: CONTENT OF CERTIFICATE OF OCCUPANCY

Edition of Code: _____ Use Group(s): _____ Type of Construction: _____
Does the building contain an Sprinkler System?: _____ Special Stipulations: _____
Design Occupant Load per Floor and Assembly space: _____

SECTION 9: PROPERTY OWNER AUTHORIZATION

Name and Address of Property Owner

Name (Print) _____ No. and Street _____ City/Town _____ Zip _____

Property Owner Contact Information:

Title _____ Telephone No. (business) _____ Telephone No. (cell) _____ e-mail address _____

If applicable, the property owner hereby authorizes:

_____ Name _____ Street Address _____ City/Town _____ State _____ Zip _____
to apply for and act on the property owner's behalf, in all matters relative to work authorized by this building permit application.

SECTION 10: CONSTRUCTION CONTROL (Please fill out Appendix 1)

If a building is less than 35,000 cu. ft. of enclosed space and/or not under Construction Control then check here .

Otherwise provide [construction control forms](#) (see section 107 in the code) as required.

10.1 Registered Professional Responsible for Construction Control (the professional coordinating document submittals)

Name (Registrant) _____	Telephone No. _____	e-mail address _____	Registration Number _____
Street Address _____	City/Town _____	State _____ Zip _____	Discipline _____ Expiration Date _____

10.2 General Contractor

Company Name _____

Name of Person Responsible for Construction _____ License No. and Type if Applicable _____

Street Address _____ City/Town _____ State _____ Zip _____

Telephone No. (business) _____ Telephone No. (cell) _____ e-mail address _____

SECTION 11: WORKERS' COMPENSATION INSURANCE AFFIDAVIT (M.G.L. c. 152, § 25C(6))

A Workers' Compensation Insurance Affidavit from the MA Department of Industrial Accidents must be completed and submitted with this application. Failure to provide this affidavit will result in the denial of the issuance of the building permit.

Is a signed Affidavit submitted with this application? Yes No

SECTION 12: CONSTRUCTION COSTS AND PERMIT FEE

Item	Estimated Costs: (Labor and Materials)	
1. Building	\$ _____	Total Construction Cost (from Item 6) = \$ _____ Building Permit Fee = Total Construction Cost x _____ (Insert here appropriate municipal factor) = \$ _____. Note: Minimum fee = \$ _____ (contact municipality) Enclose check payable to _____ (contact municipality) and write check number here _____
2. Electrical	\$ _____	
3. Plumbing	\$ _____	
4. Mechanical (HVAC)	\$ _____	
5. Mechanical (Other)	\$ _____	
6. Total Cost	\$ _____	

SECTION 13: SIGNATURE OF BUILDING PERMIT APPLICANT

By entering my name below I hereby attest under the pains and penalties of perjury that all of the information contained in this application is true and accurate to the best of my knowledge and understanding.

Please print and sign name _____ Title _____ Telephone No. _____ Date _____

Street Address _____ City/Town _____ State _____ Zip _____ Email Address _____

Municipal Inspector to fill out this section upon application approval: _____ Name _____ Date _____

51.00: continued

R107.3 Replace as follows:

R107.3 Temporary Power. See 527 CMR 12.00: *Massachusetts Electrical Code (Amendments)*.

R108.3 Replace as follows:

R108.3 Building Permit Valuations. The applicant for a *permit* shall provide an estimated *permit* value at time of application. If, in the opinion of the *building official* the valuation is underestimated on the application, the *permit* shall be denied, unless the applicant can provide detailed estimates acceptable to the *building official*. Final building *permit* valuation shall be set by the *building official*.

108.5 Delete this subsection.

108.6 Replace as follows:

108.6 Work Commencing Before Building Permit Issued. Any person who commences any work on a building or structure governed by this code before obtaining the necessary building *permit* shall be in violation of this code and subject to penalties. See Section 114.

R109.1 At the end of this subsection add the following:

It shall be the duty of the *permit* holder to provide access to and means for inspections of work required by this code. The *building official* may require the *permit* holder or his representative to attend these inspections.

R109.1.2 At the end of the sentence add the following and delete the exception:

'and as otherwise required by the *specialized codes*'.

R109.1.3 After the word "flooding" add "and coastal dunes".

R109.1.5 Add a second sentence as follows:

The *building official* shall inform the applicant of the required points of inspection at the time of the *permit* application.

R110.1 Add a last sentence as follows:

Conformance is required to all applicable *specialized codes* and when applicable, 310 CMR 7.00: *Air Pollution*, 310 CMR 15.00: *The State Environmental Code, Title 5: Standard Requirements for the Siting, Construction, Inspection, Upgrade and Expansion of On-site Sewage Treatment and Disposal Systems and for the Transport and Disposal of Septage*, 310 CMR 22.00: *Drinking Water* or 310 CMR 30.000: *Hazardous Waste*, prior to the issuance of the certificate of occupancy.

R110.2 Replace as follows:

R110.2 Altered Buildings or Structures. A building or structure, in whole or in part, altered to change from one use group to another; to a different use within the same use group; the maximum live load capacity; or the occupancy load capacity shall not be occupied or used until a certificate has been issued certifying that the work has been completed in accordance with the provisions of the approved *permits* and applicable codes.

R110.2.1 Add subsection:

R110.2.1 Massachusetts' Licensed Care Facilities. Certificate of Occupancy inspections for Massachusetts licensed care facilities, including inspection of special building features required by the licensing agency, shall be limited to verifying compliance with the provisions of this code.



The Commonwealth of Massachusetts
Board of Building Regulations and Standards
Massachusetts State Building Code, 780 CMR

Building Permit Application To Construct, Repair, Renovate Or Demolish a
One- or Two-Family Dwelling

FOR
MUNICIPALITY
USE
Revised Mar 2011

This Section For Official Use Only

Building Permit Number: _____ Date Applied: _____

Building Official (Print Name) _____ Signature _____ Date _____

SECTION 1: SITE INFORMATION

1.1 Property Address: _____
1.1a Is this an accepted street? yes _____ no _____

1.2 Assessors Map & Parcel Numbers
Map Number _____ Parcel Number _____

1.3 Zoning Information: Zoning District _____ Proposed Use _____

1.4 Property Dimensions: Lot Area (sq ft) _____ Frontage (ft) _____

1.5 Building Setbacks (ft)

Front Yard		Side Yards		Rear Yard	
Required	Provided	Required	Provided	Required	Provided

1.6 Water Supply: (M.G.L c. 40, § 54)
Public Private

1.7 Flood Zone Information:
Zone: _____ Outside Flood Zone?
Check if yes

1.8 Sewage Disposal System:
Municipal On site disposal system

SECTION 2: PROPERTY OWNERSHIP¹

2.1 Owner¹ of Record:

Name (Print) _____ City, State, ZIP _____

No. and Street _____ Telephone _____ Email Address _____

SECTION 3: DESCRIPTION OF PROPOSED WORK² (check all that apply)

New Construction Existing Building Owner-Occupied Repairs(s) Alteration(s) Addition

Demolition Accessory Bldg. Number of Units _____ Other Specify: _____

Brief Description of Proposed Work²: _____

SECTION 4: ESTIMATED CONSTRUCTION COSTS

Item	Estimated Costs: (Labor and Materials)	Official Use Only
1. Building	\$ _____	1. Building Permit Fee: \$ _____ Indicate how fee is determined: <input type="checkbox"/> Standard City/Town Application Fee <input type="checkbox"/> Total Project Cost ³ (Item 6) x multiplier _____ x _____ 2. Other Fees: \$ _____ List: _____ _____ Total All Fees: \$ _____ Check No. _____ Check Amount: _____ Cash Amount: _____ <input type="checkbox"/> Paid in Full <input type="checkbox"/> Outstanding Balance Due: _____
2. Electrical	\$ _____	
3. Plumbing	\$ _____	
4. Mechanical (HVAC)	\$ _____	
5. Mechanical (Fire Suppression)	\$ _____	
6. Total Project Cost:	\$ _____	

R

SECTION 5: CONSTRUCTION SERVICES

5.1 Construction Supervisor License (CSL)

Name of CSL Holder _____

No. and Street _____

City/Town, State, ZIP _____

Telephone _____

Email address _____

License Number _____

Expiration Date _____

List CSL Type (see below) _____

Type	Description
U	Unrestricted (Buildings up to 35,000 cu. ft.)
R	Restricted 1&2 Family Dwelling
M	Masonry
RC	Roofing Covering
WS	Window and Siding
SF	Solid Fuel Burning Appliances
I	Insulation
D	Demolition

5.2 Registered Home Improvement Contractor (HIC)

HIC Company Name or HIC Registrant Name _____

No. and Street _____

City/Town, State, ZIP _____

Telephone _____

HIC Registration Number _____

Expiration Date _____

Email address _____

SECTION 6: WORKERS' COMPENSATION INSURANCE AFFIDAVIT (M.G.L. c. 152. § 25C(6))

Workers Compensation Insurance affidavit must be completed and submitted with this application. Failure to provide this affidavit will result in the denial of the Issuance of the building permit.

Signed Affidavit Attached? Yes No

SECTION 7a: OWNER AUTHORIZATION TO BE COMPLETED WHEN OWNER'S AGENT OR CONTRACTOR APPLIES FOR BUILDING PERMIT

I, as Owner of the subject property, hereby authorize _____
to act on my behalf, in all matters relative to work authorized by this building permit application.

Print Owner's Name (Electronic Signature) _____

_____ Date

SECTION 7b: OWNER¹ OR AUTHORIZED AGENT DECLARATION

By entering my name below, I hereby attest under the pains and penalties of perjury that all of the information contained in this application is true and accurate to the best of my knowledge and understanding.

Print Owner's or Authorized Agent's Name (Electronic Signature) _____

_____ Date

NOTES:

1. An Owner who obtains a building permit to do his/her own work, or an owner who hires an unregistered contractor (not registered in the Home Improvement Contractor (HIC) Program), will not have access to the arbitration program or guaranty fund under M.G.L. c. 142A. Other important information on the HIC Program can be found at www.mass.gov/oca Information on the Construction Supervisor License can be found at www.mass.gov/dps

2. When substantial work is planned, provide the information below:

Total floor area (sq. ft.) _____	(including garage, finished basement/attics, decks or porch)
Gross living area (sq. ft.) _____	Habitable room count _____
Number of fireplaces _____	Number of bedrooms _____
Number of bathrooms _____	Number of half/baths _____
Type of heating system _____	Number of decks/ porches _____
Type of cooling system _____	Enclosed _____ Open _____

3. "Total Project Square Footage" may be substituted for "Total Project Cost"

R



Department of
Building & Inspections
Robert J. Frederico
Inspector of Buildings

TOWN OF MILLBURY

MUNICIPAL OFFICE BUILDING • 127 ELM STREET • MILLBURY, MA 01527-2632 • TEL. 508 / 865-0438 • FAX. 508 / 865-0857

Office hours are Monday-Friday 8:30 to 4:30

BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL *COMMERCIAL *INDUSTRIAL

<u>1&2 FAMILY DWELLINGS *ADDITIONS:</u>	\$8 per \$1,000 of estimated cost as shown on contract
<u>RENOVATIONS * DECKS * PORCHES *</u> <u>DETACHED GARAGES * ROOFING *</u> <u>SIDING * REPLACEMENT WINDOWS*</u> <u>SOLAR INSTALLATION</u>	\$8 per \$1,000 of estimated cost as shown on contract \$50 dollar minimum
<u>SHEET METAL/RESIDENTIAL</u>	\$8 per \$1,000 of estimated cost as shown on contract \$50 dollar minimum
<u>INGROUND POOLS:</u>	\$75
<u>ABOVEGROUND POOLS:</u>	\$50
<u>SHEDS:</u>	\$8 per \$1,000 of estimated cost as shown on contract \$40 minimum
<u>SIGNS - TEMPORARY:</u>	\$40
<u>SIGNS - PERMANENT:</u>	\$75
<u>TRAILER TEMPORARY:</u>	\$100
<u>STOVES: (pellet, wood, coal)</u>	\$40
<u>DEMOLITION: (res., comm.)</u>	\$8 per \$1,000 of estimated cost as shown on contract \$50 minimum
<u>COMMERCIAL/INDUSTRIAL</u> <u>SHEET METAL/ COMMERCIAL</u>	\$10 per \$1,000 of estimated cost as shown on contract \$250 minimum
<u>TENTS:</u>	\$50
<u>REINSPECTION FEE:</u>	\$40

**Estimated cost subject to building commissioners approval*

**Fees approved by Town of Millbury Board of Selectmen: April 14, 2009 – Effective April 15, 2009*

**Projects started without a permit are subject to double permit fees.*

Building Validation Data – February 2015

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in August 2015. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the “average” construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2012 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are “average” costs based on typical construction methods for each occupancy group and type of construction. The average costs include foundation work, structural and nonstructural

building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

Permit Fee Multiplier

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.
- 3.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget} \times (\%)}{\text{Total Annual Construction Value}}$$

Example

The building department operates on a \$300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is \$30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300,000 \times 75\%}{\$30,000,000} = 0.0075$$

Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

Example

Type of Construction: IIB

Area: 1st story = 8,000 sq. ft.

2nd story = 8,000 sq. ft.

Height: 2 stories

Permit Fee Multiplier = 0.0075

Use Group: B

1. Gross area:
Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:
B/IIB = \$161.88/sq. ft. Permit Fee:
Business = 16,000 sq. ft. x \$161.88/sq. ft x 0.0075
= \$19,426

Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.
- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).
- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

Square Foot Construction Costs ^{a, b, c, d}

Group (2012 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	229.03	221.51	216.10	207.06	194.68	189.07	200.10	177.95	171.21
A-1 Assembly, theaters, without stage	209.87	202.35	196.94	187.90	175.62	170.01	180.94	158.89	152.15
A-2 Assembly, nightclubs	177.89	172.85	168.07	161.49	151.98	147.78	155.80	137.68	132.99
A-2 Assembly, restaurants, bars, banquet halls	176.89	171.85	166.07	160.49	149.98	146.78	154.80	135.68	131.99
A-3 Assembly, churches	211.95	204.43	199.02	189.98	177.95	172.34	183.02	161.22	154.48
A-3 Assembly, general, community halls, libraries, museums	176.88	169.36	162.95	154.91	141.73	137.12	147.95	125.00	119.26
A-4 Assembly, arenas	208.87	201.35	194.94	186.90	173.62	169.01	179.94	156.89	151.15
B Business	182.89	176.17	170.32	161.88	147.55	142.00	155.49	129.49	123.76
E Educational	195.85	189.10	183.56	175.25	163.21	154.58	169.21	142.63	137.99
F-1 Factory and industrial, moderate hazard	108.98	103.99	97.83	94.17	84.37	80.56	90.16	69.50	65.44
F-2 Factory and industrial, low hazard	107.98	102.99	97.83	93.17	84.37	79.56	89.16	69.50	64.44
H-1 High Hazard, explosives	102.01	97.02	91.86	87.20	78.60	73.79	83.19	63.73	N.P.
H234 High Hazard	102.01	97.02	91.86	87.20	78.60	73.79	83.19	63.73	58.67
H-5 HPM	182.89	176.17	170.32	161.88	147.55	142.00	155.49	129.49	123.76
I-1 Institutional, supervised environment	180.72	174.14	169.28	161.12	149.06	145.04	161.12	133.69	129.43
I-2 Institutional, hospitals	308.50	301.79	295.93	287.50	272.14	N.P.	281.10	254.09	N.P.
I-2 Institutional, nursing homes	213.56	206.85	200.99	192.56	179.22	N.P.	186.16	161.17	N.P.
I-3 Institutional, restrained	208.37	201.66	195.80	187.37	174.54	167.98	180.97	156.48	148.74
I-4 Institutional, day care facilities	180.72	174.14	169.28	161.12	149.06	145.04	161.12	133.69	129.43
M Mercantile	132.61	127.57	121.79	116.21	106.35	103.15	110.52	92.05	88.36
R-1 Residential, hotels	182.28	175.70	170.83	162.68	150.87	146.84	162.68	135.49	131.23
R-2 Residential, multiple family	152.86	146.27	141.41	133.25	122.04	118.01	133.25	106.66	102.41
R-3 Residential, one- and two-family	143.93	139.97	136.51	132.83	127.95	124.61	130.57	119.73	112.65
R-4 Residential, care/assisted living facilities	180.72	174.14	169.28	161.12	149.06	145.04	161.12	133.69	129.43
S-1 Storage, moderate hazard	101.01	96.02	89.86	86.20	76.60	72.79	82.19	61.73	57.67
S-2 Storage, low hazard	100.01	95.02	89.86	85.20	76.60	71.79	81.19	61.73	56.67
U Utility, miscellaneous	77.10	72.64	68.12	64.64	58.13	54.28	61.62	45.49	43.33

- Private Garages use Utility, miscellaneous
- Unfinished basements (all use group) = \$15.00 per sq. ft.
- For shell only buildings deduct 20 percent
- N.P. = not permitted



TOWN OF MILLBURY

MUNICIPAL OFFICE BUILDING • 127 ELM STREET • MILLBURY, MA 01527-2632 • TEL. 508/865-0438 • FAX. 508/865-0857

Department of
Building & Inspections
Robert Frederico
Inspector of Buildings

EFFECTIVE JULY 1, 2015

This applies to all new construction which includes a new foundation, deck, floor, or finished basement.

Permit valuation and pricing will be in accordance with both the International Code Council and the Millbury permit pricing structure. The International Code Council publishes pricing guidelines which provides updated construction square foot values according to building type.

The formula is such:

RESIDENTIAL	GROSS FLOOR AREA X SQ FT CONSTRUCTION COST X .008 Minimum fee \$50.00
COMMERCIAL	GROSS FLOOR AREA X SQ FT CONSTRUCTION COST X .010 Minimum fee \$250.00

The permit values shall include the *total value* of the project, including:
materials (including free, reused, and donated) and
labor (including free, homeowner supplied, or volunteered)

MA state building code 780 CMR 8th edition (with MA amendments):

R108.3 “The applicant for a permit shall provide an estimated permit value at time of application. If, in the opinion of the building official the valuation is underestimated on the application, the permit shall be denied, unless the applicant can provide detailed estimates *acceptable* to the building official.

Final building permit valuation shall be set by the building official.”

Please refer to the ICC document for more information.

Robert J. Frederico
Building inspector
Zoning enforcement officer
508-865-0438

R.E. Shaw Elementary School

School Building Deficiencies

Built 1975

40 years old, past it's useful life

Heating, Ventilation and Air Conditioning (HVAC) Issues:

- Old, original 40 yr. old HVAC system
- No centrally located, automated temperature control
- Heating is not consistent throughout the school
- No central air conditioning, a/c has been needed for student
- #2 heating fuel instead of natural gas (more expensive, not as clean)
- Has presented some Indoor Air Quality (IAQ) issues, such as proper ventilation
- Has underground oil storage tank, potential liability

Health, Safety and Security Issues:

- Old, original **back-up electric generator** that is inside the building, constantly needing repairs and is very smoky when running, cannot occupy the building for long periods of time under emergency power, not adequately pumping oil from underground tank properly
- No fire suppression **sprinkler system**
- **Asbestos tile** throughout the school, tiles are becoming worn and broken
- Minimal building **Security System**
- Old building construction code, i.e. potential **issue of snow load on the roof**
- Moisture on floors posing a safety hazard
- No public address system in kitchen and locker rooms

Technology Issues:

- Electrical System is old and obsolete. We are having issues adding more electrical load to the internal wiring, full capacity
- Telephone system has poor reception during certain weather conditions, internal system is inefficient
- Playground's proximity to the wooded area has caused **tick issues**

American Disabilities Act (ADA) Compliance Issues, includes proper smooth grade egress out of the school and nonADA compliant door and lavatory handles

Windows, no screens on windows

Café and Gym Ceiling needs painting, café ceiling in particular is chipping and the chips have evidence of **lead paint**

Several office spaces without windows, including the nurse's office

Memo

To: Gregory B. Myers, Superintendent of Schools
From: Rick Bedard, School Business Manager
CC: School Committee
Date: April 3, 2015
Re: Mass. School Building Authority's (MSBA) Statement Of Interest (SOI)

At the last School Committee meeting we had a discussion regarding a new R.E. Shaw Elementary School and the MSBA Statement of Interest process. I recently contacted the MSBA's office and researched their website to gather some additional information.

Each year in January the MSBA starts accepting SOI applications for new construction and the accelerated repair program. The deadline for applications is usually in April. The Statement of Interest is an invitation. The major part of the application is to define the deficiencies of the school. The MSBA notifies applicants in the Fall as to whether their SOI has been accepted for the next step.

There is no cost to the Statement of Interest. However, you can see below from the MSBA's FAQ that it requires a commitment from the Superintendent of Schools, Town Manager, School Committee and Selectboard. In addition, the MSBA representative emphasized that the community would need to be ready to commit to the design and architect costs within nine (9) months from being accepted into the program. That would mean the Annual Town Meeting design/architect appropriation would need to come the year after the SOI submittal. MSBA emphasized to me that the community must be ready for this commitment.

After the project is accepted, the MSBA and the local community will ascertain whether we need renovations, a new school or something else. The MSBA accepts proposals based upon urgency and need. In the past three years they have accepted between 16-19 projects per year. Last year, they accepted 19 projects from the 108 Statement of Interests they received.

The typical timeline from the acceptance into the MSBA program to the end of construction is about five (5) years. The five years is comprised of assessment, community involvement, design and architect, bidding and construction.

MSBA receives their funding from 1 cent on the sales tax. MSBA reimburses between 31-80% depending upon the socio-economic standards of the community. The reimbursement rate I have

heard from some of our neighboring districts has been between 50-60%. MSBA said that a school with construction costs total 22 million dollars could have a design and architect cost of \$750,000. The design and architect funding would be needed within nine (9) months of the project's acceptance.

Finally, there were some questions from School Committee members regarding athletic fields. MSBA stated that nonbuilding construction work, such as site work and athletic fields is either ineligible or capped. Most of those restrictions are defined under their policies.

I have copied and pasted below the MSBA's SOI FAQ. I have underlined certain sections for emphasis.

I have also attached a sampling of completed elementary school projects with the enrollment, gross square footage, total cost and cost per square foot. The sampling is a spreadsheet I compiled from construction data on the MSBA website. This will help determine what a project like this might cost. It is not intended to be an estimate. I have listed R.E. Shaw Elementary School's enrollment and square footage at the bottom of the spreadsheet.

MSBA's Statement of Interest Frequently Asked Questions: FY2015

Q: What is a Statement of Interest (SOI)?

A: An SOI is a form that can be completed by cities, towns, and regional school districts ("Districts") that are seeking funding from the MSBA. Submitting an SOI is the first step in the Massachusetts School Building Authority ("MSBA") program for school building construction, addition/renovation, and repair grants. The SOI asks the District to state what it believes are the deficiencies in a school building and how those deficiencies fit the statutory priorities established in MGL c.70B.

Q: Should the SOI propose a solution to the deficiencies cited?

A: The purpose of the SOI is for the District to identify perceived deficiencies within a school facility. The MSBA and the District would then work in partnership to identify possible solutions if/when the District is invited by the MSBA Board of Directors into the Capital Pipeline or Accelerated Repair Program. If a District is invited into either the Capital Pipeline or Accelerated Repair Program, the MSBA and the District will begin collaboration to determine the most educationally-appropriate and cost-effective solution to the deficiencies in a building. A District should indicate in the drop-down menu in the SOI the type of project it believes is appropriate: potential new school, addition/renovation, repair project (including major repair to a facility or accelerated repair to a roof, window, or boiler). In the SOI section titled "District Goal for School," the District should also provide information about what the District

feels is a potential solution to the facilities issues that have been identified in the SOI. *Please note, if applicable, Districts may express the need for multiple accelerated repair projects (generally projects for the repair and/or replacement of windows, roofs, and/or boilers).*

Q: How many SOIs can a District submit?

A: We do not limit the number of SOIs that a District can submit; however, an SOI should only be filed for a facility where a District has the ability to gain the proper local approvals and fund a project in the next two years. A District is only allowed to submit one SOI per school facility and should detail all of the facility's deficiencies in that one SOI. If a District submits SOIs for more than one facility, it will be required to select one SOI as the "district priority SOI" for consideration and due diligence efforts by the MSBA. With each FY2015 SOI online submission, the District will need to designate its "district priority SOI" in the online SOI System among the schools in the District. If the District already has an SOI in our Capital Pipeline, that SOI is the District's priority for FY2015 and will continue to be considered the District's priority SOI until the time of project completion.

Q: Should a District seek professional assistance to complete an SOI?

A: No. Districts should not seek professional assistance to complete an SOI. The SOI affords a District the opportunity to articulate its thoughts about problems that may exist in a local school facility. We expect that the SOI can be completed at no cost to the District. Districts will **NOT** be reimbursed for any expenses that may be incurred in connection with the completion and submission of an SOI. The process of completing and submitting an SOI will require dedicated time from the District. We recommend that the District plan ahead and allocate sufficient time to answer the questions posed in the SOI, secure the appropriate signatures, and take the required votes.

Q: Who files an SOI?

A: The Superintendent of Schools files the SOI after having been authorized to do so by the city, town, or regional school district school committee and, except in the case of a regional school district, by the local governing body (e.g., City Council/Aldermen/Board of Selectmen).

Q: Why is it necessary to have votes authorizing submission of an SOI?

A: In order to show the support of the local officials for the submission of an SOI, we require votes from the local school committee and, except in the case of a regional school district, the local governing body (e.g., City Council/Aldermen/Board of Selectmen) authorizing the Superintendent of Schools to submit an SOI.

Q: Is there a required text for the votes authorizing an SOI?

A: Yes. The votes of the local governing body and the school committee must use substantially the same wording that is set forth in the Form of Vote that is detailed in the SOI. The text of the motions voted must reference the school name and the deficiencies that have been identified in the SOI. The deficiencies can be listed in the text of the vote as the numerical priorities and the descriptions that were selected on the second page of the SOI by the District. For the vote of the City Council/Aldermen/Board of Selectmen, a copy of the text of the vote must be submitted with a certification of the City/Town Clerk that the vote was duly taken and recorded, and the date of the vote must be provided. For the vote of the School Committee, minutes of the School Committee meeting at which the vote was taken must be submitted with the original signature of the Committee Chairperson. The School Committee minutes should contain the text of the motion that was voted.

Q: If my district is ready to take the required local votes to submit an SOI and we do not yet know the SOI date (the date the SOI will be submitted online) to use in the vote language, what should I do?

A: If a district does not know the date the SOI will be submitted online (the SOI date) but is ready to take the required local votes to submit the SOI, the district should reference the SOI "that will be submitted to the MSBA by no later than April 10, 2015 for consideration in FY2015" in the text of the votes. The district must have current votes to submit an SOI for consideration in FY2015 and should not re-submit a vote taken to submit an SOI in a previous fiscal year.

Q: How does a District file an SOI?

A: The Superintendent obtains the District Access Form and follows the instructions to submit it to the MSBA." **The deadline for submitting an SOI for consideration in FY2015 is April 10, 2015.**

Q: Who signs off on the SOI submittal?

A: In addition to the vote requirements noted above, once the SOI has been submitted online, the District must print out the hard copy SOI document and obtain the signatures of the following local officials: the Superintendent of Schools, the District's School Committee Chair, and the Local Chief Executive Officer of the District. In some Districts two of the required signatures may be that of the same person. If this is the case, please have that person sign the SOI in both locations. Please do not leave any of the signatures blank as it will result in an incomplete submittal.

Q: Who is the Local Chief Executive Officer?

A: In a city or town with a manager form of government, the manager of the municipality is the Local Chief Executive Officer. In other cities, the Mayor is the Local Chief Executive Officer, and in other towns, the Board of Selectmen is the Local Chief Executive Officer unless, in a city or town, some other municipal office is designated as the chief executive office under the provisions of a local charter.

Q: Does the District need to submit student enrollment information along with its SOI?

A: No. In the past, Districts were required to submit limited enrollment-related information when submitting an SOI based on enrollment factors (statutory priorities 2, 4, and 6). Due to our redesigned Enrollment Projection System, Districts are no longer required to submit enrollment information at the point of filing an SOI. However, we will engage in enrollment discussions with the District prior to invitation into the Capital Pipeline. Specifically, much of the enrollment projection collaboration now occurs when the District is invited into our Eligibility Period.

Q: What happens after the MSBA receives the SOI?

A: The information provided in the SOI will play an important role in helping us understand the needs at a particular school facility and to decide whether to move forward with a District for further assessment of a facility. Once an SOI has been submitted and reviewed, we will be working with Districts to validate the problem(s) identified in the SOI and, if appropriate, collaborate on potential solutions. We will then notify Districts about the next steps.

Q: How long will the MSBA approval process take?

A: That depends on several factors, including: the extent and urgency of the problems described in the SOI; the extent and urgency of the problems relative to other SOIs that have been filed; the number of potential solutions that may need to be explored with a District; the amount of time required for the MSBA and the District to agree upon an educationally and financially sound solution; the ability of the District to fund its portion of the agreed-upon solution; and many other factors that all could impact timing.

We remain committed to working as diligently as possible to review all SOI submissions and to collaborating with Districts that are invited to move forward in our process through all phases of project approval, design, and construction.

Q: Does the MSBA work with Districts on a “first come, first served” basis?

A: No. Our grant program is based on urgency and need, consistent with the eight statutory criteria, and not the time of the SOI submission.

**FORM A
TOWN OF MILLBURY
CAPITAL BUDGET REQUEST FORM**

DEPARTMENT: ALL TOWN DEPARTMENTS

DRAFT

FISCAL YEAR: FY 2017

Please list each capital request on this form with a dollar amount and in the appropriate year.
Then complete Form B for each request appearing on this sheet.

School Dept.	ITEM REQUESTED	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
1	Elmwood: ADA Playground-Back				30,000	
2	Elmwood: Additional Video Surveillance	24,000				
3	Elmwood: Boilers	175,000				
4	Shaw: Locker Replacement			55,000		
5	Shaw: Additional Video Surveillance	21,000				
6	Shaw: Replace tile flooring				120,000	
7	Shaw: Resurface gymnasium floor			28,000		
8	Shaw: School Building Replacement				26,000,000	
9	MHS: Re-coat outdoor athletic track		45,000			
10	MHS: Exterior Bleachers	75,000	75,000			
11	MHS: Athletic Field Concession Stand		50,000			
12	MHS: Additional Video Surveillance			40,000		
13	MHS: Marching Band Uniforms					38,000
14	MHS: Partial Roof Replacement					TBD
15	MHS: Gale Assts. Field Improvements	5,583,250				
16	Technology: Telephone/Clock Upgrades			89,000		

**FORM A
TOWN OF MILLBURY
CAPITAL BUDGET REQUEST FORM**

DEPARTMENT: ALL TOWN DEPARTMENTS

DRAFT

FISCAL YEAR: FY 2017

Please list each capital request on this form with a dollar amount and in the appropriate year. Then complete Form B for each request appearing on this sheet.

17	Technology: Interactive Display Devices					252,000	
18	Technology: Classroom/Lab Computers	114,000	114,000		114,000		
19	Technology: Mobile/Portable Labs	70,000	70,000				
20	Curriculum: D/W Science Textbooks		50,000				
21	Maintenance: Replace Large Tractor	20,000					
22	Maintenance: Replace Van					30,000	
23	Maintenance: Replace Pick-up Truck						30,000
24	Windle Field Improvements					TBD	
YEARLY TOTALS	Total School Department	6,082,250	404,000	326,000	26,546,000	68,000	

Notes: Items 10-12 will not be needed with the capital outlay for Item 16.

Items 4-8 will not be needed with the capital outlay for Item 9.

Town Manager	ITEM REQUESTED	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
1	ADA compliant ramp and access for bandstand at Asa Waters Mansion.	50,000				
YEARLY TOTALS	Total Town Manager	50,000	-	-	-	-

FORM A
TOWN OF MILLBURY
CAPITAL BUDGET REQUEST FORM

DEPARTMENT: ALL TOWN DEPARTMENTS FISCAL YEAR: FY 2017

DRAFT

Please list each capital request on this form with a dollar amount and in the appropriate year. Then complete Form B for each request appearing on this sheet.

Council on Aging	ITEM REQUESTED	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
1	Replace Carpeting			20,000		
2	Painting Outside of Building	15,000				
3	Paving the Parking Lot			25,000		
4	Floor Tile for the Main Function Room				10,000	
5	Replacement Tables and Chairs		7,500			
YEARLY TOTALS	Total Council on Aging	15,000	7,500	45,000	10,000	-

Library	ITEM REQUESTED	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
1	Paving Parking Lot and Sidewalk	75,000				
2	New Carpeting			47,000		
3	Internal Security Gate				10,000	
YEARLY TOTALS	Total Library	75,000	-	47,000	10,000	-

FORM A
TOWN OF MILLBURY
CAPITAL BUDGET REQUEST FORM

DEPARTMENT: ALL TOWN DEPARTMENTS FISCAL YEAR: FY 2017

DRAFT

Please list each capital request on this form with a dollar amount and in the appropriate year. Then complete Form B for each request appearing on this sheet.

Town Clerk	ITEM REQUESTED	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
1	Voting Booths	22,000				
2	Codification of General/Zoning By-Laws	-	40,000			
YEARLY TOTALS	Total Town Clerk	22,000	40,000	-	-	-

Fire Department	ITEM REQUESTED	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
1	Repairs to Wall at Fire HQ		80,000			
2	Station 2 Addition		TBD			
3	New Fire Station		TBD			
4	Protective Clothing	12,000	12,000	12,000	12,000	12,000
5	Chief's Vehicle SUV 4x4		50,000			
6	Replacement of Engine 3			800,000		
7	Bucket Truck				20,000	
YEARLY TOTALS	Total Fire Department	12,000	142,000	812,000	32,000	12,000

Note: Items 1 & 2 will not be needed with the capital outlay for Item 3.

FORM A
TOWN OF MILLBURY
CAPITAL BUDGET REQUEST FORM

DEPARTMENT: ALL TOWN DEPARTMENTS FISCAL YEAR: FY 2017

DRAFT

Please list each capital request on this form with a dollar amount and in the appropriate year. Then complete Form B for each request appearing on this sheet.

Treasurer/Collector	ITEM REQUESTED	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
1	None					
YEARLY TOTALS	Total Treasure/Collector	-	-	-	-	-

DPW	ITEM REQUESTED	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
1	Sewer Main Replacement Project					
2	DPW Farm House Demolition Project	110,000				
3	Cemetery Road System Project	440,000				
4	DPW Undrgrnd. Storage Tank Replacemnt.					
5	Town-wide Culvert Replacement Project	125,000				
6	Stowe Road Drainage Project					
7	Townwide Culvert Project		125,000			
8	Townwide Drainage Capacity Project		125,000			
9	ADA Sidewalk Improvements		125,000	Completed?		
10	Recycling Center Compactors & Site Improvement			400,000		
11	NEW EPA Stormwater Requirements (MS4)			250,000		
12	Ramshorn Pond Dam Replacement Project					

Completed Summer 2014
Funded May 2015 Town Meeting
Borrowing authorization approved at Town Meetings

**FORM A
TOWN OF MILLBURY
CAPITAL BUDGET REQUEST FORM**

DEPARTMENT: ALL TOWN DEPARTMENTS

DRAFT

FISCAL YEAR: FY 2017

Please list each capital request on this form with a dollar amount and in the appropriate year. Then complete Form B for each request appearing on this sheet.

13	Round Pond Improvement Project					600,000	
14	DPW Buildings Assessment					5,000	
15	Jaques Park Redevelopment					30,000	
YEARLY TOTALS	Total DPW	675,000	375,000	650,000	635,000	-	

Assessing	ITEM REQUESTED	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
1	3 Year Revaluation	49,000			50,000	
2	10 Year Cyclical (Full Measure and List)	155,000				
YEARLY TOTALS	Total Assessing	204,000	-	-	50,000	-

Note: Items 1 & 2 may be distributed over more than one year.

Police	ITEM REQUESTED	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
1	Bullet Resistant Glass	50,000				
4	New Cruisers (2 per year)	80,000	80,000	80,000	80,000	80,000
YEARLY TOTALS	Total Police	130,000	80,000	80,000	80,000	80,000

FORM A
TOWN OF MILLBURY
CAPITAL BUDGET REQUEST FORM

DEPARTMENT: ALL TOWN DEPARTMENTS

DRAFT

FISCAL YEAR: FY 2017

Please list each capital request on this form with a dollar amount and in the appropriate year. Then complete Form B for each request appearing on this sheet.

Info Technology	ITEM REQUESTED	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
1	Annual Computer Program Replacement	20,000	20,000	20,000	20,000	20,000
2	Town Hall Network Server Replacements		50,000			
YEARLY TOTALS	Total Info Technology	20,000	70,000	20,000	20,000	20,000

Planning Dept.	ITEM REQUESTED	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
1	Master Plan (Phase I)	50,000				
2	Master Plan (Phase II)		50,000			
YEARLY TOTALS	Total Planning Department	50,000	50,000	-	-	-

TOTAL: ALL DEPARTMENTS 7,335,250 1,168,500 1,980,000 27,383,000 180,000

FIVE YEAR TOTAL **38,046,750**

Cost To Be Determined. Cost Estimates are for Planning Purposes ONLY.
 Town Public Safety Building 21,000,000
 Station 2 Addition

Fire/Police Dept.
Fire Dept.

FORM C

TOWN OF MILLBURY

STAFFING PROJECTIONS & NON CAPITAL EXPENDITURES

6/15/2015

Yellow "xx" signifies change.

Millbury Public Schools
(continued)

	FY-22	FY-23	FY-24	FY-25	FY-26
	Count	Count	Count	Count	Count
	F.T.E.	F.T.E.	F.T.E.	F.T.E.	F.T.E.
Administrators	11	11	11	11	11
Human Resource Director (1/2 school, 1/2 town)	1	1	1	1	1
School Resource Officer	1	1	1	1	1
Network Administrators & Computer Specialists	4	4	4	4	4
Teachers (included Guidance, Psychologists, etc.)	165.5	165.5	165.5	166.5	165.3
Nurses	5	5	5	5	5
Instructional Assistants	66	66	67	67	67
Secretaries and Clerical Workers	19	19	19	19	19
Custodians/Maintenance/Grounds	19	19	19	19	19
Cafeteria Workers	19	19	19	19	19
Total	310.5	310.5	312.5	312.5	312.5
Total Current					
Town/School Positions	401				
Total Town/School Changes Per Year	FY17	FY18	FY19	FY20	
	9.5	9	6	3	