

## **Water Department Highlights**

January 11, 2012

**Major Duties:** This Department maintains, tests, and monitors the water and complete delivery system for the Town. The system is composed of six wells, four treatment facilities, two water tanks, water mains, hydrants, valves, and the Walnut Street booster pumps. The water that is delivered to all customers consistently meets or exceeds all D.E.P. standards. The Water Department reads all water meters four times a year. The Water Department also response to all water breaks 24 hours a day 7 days a week.

### **Level Funded from 2011 to 2012**

#### 2013 Issues:

##### Increases in:

- Wages \$10,537.42
- Stipend \$1,180.00
- Engineering \$5,000.00
- Police Details \$3,000.00
- Expenses \$15,000.00
- Propane \$2,000.00
- Equipment \$7,000.0

##### Decrease in:

- Electricity \$32,245.00
- Diesel Fuel \$2,000.00
- LTD Principal \$25,068.00
- LTD Interest \$8,630.00

##### Request Capital Improvements:

- Replace unit #52 with a E150 Econoline Cargo Van

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\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2012 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

PAGE 1

WATER FUND	FY 2010 ACTUAL EXPENDITURES	FY 2011 ACTUAL EXPENDITURES	FY 2012 REVISED ***BUDGET***	FY 2013 DEPARTMENT REQUEST
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WATER FUND SALARIES				
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SALARIES				
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6100051 510300 SALARIES CLERICAL	24,549.38	24,894.27	25,246.31	<u>26,828.11<sup>0</sup></u>
6100051 510350 SALARIES CLERICAL OVERTIME	49.01	690.33	3,000.00	<u>3,000.00</u>
6100051 510500 WAGES	161,930.23	180,811.03	187,470.61	<u>198,008.09</u> +10,537.42
6100051 510510 WAGES PART TIME	.00	.00	.00	<u>—</u>
6100051 510520 DPW LICENSE FEE	1,159.08	1,114.50	1,159.00	<u>1,229.67</u>
6100051 510550 WAGES OVERTIME	26,012.70	28,938.88	24,960.00	<u>24,960.00</u>
6100051 510600 LONGEVITY	1,494.50	1,128.00	2,299.50	<u>2,301.66</u>
6100051 510700 STIPENDS	241.00	.00	4,290.00	<u>5,470.00</u>
TOTAL SALARIES	215,435.90	237,577.01	248,425.42	<u>261,797.42</u>
TOTAL WATER FUND SALARIES	215,435.90	237,577.01	248,425.42	<u>                    </u>

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\*\*\*TOWN OF MILLIS\*\*\*  
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PAGE 2

WATER FUND	FY 2010 ACTUAL EXPENDITURES	FY 2011 ACTUAL EXPENDITURES	FY 2012 REVISED ***BUDGET***	FY 2013 DEPARTMENT REQUEST
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WATER FUND EXPENSES				
-----				
EXPENSES				
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6100052 520120 TESTING WATER	8,209.00	6,514.00	18,000.00	<u>18,000.00</u>
6100052 520180 SERVICES ENGINEERING	31,282.79	3,003.54	15,000.00	<u>20,000.00</u> + 5,000.00
6100052 520510 POLICE DETAILS	3,253.25	7,747.36	6,000.00	<u>9,000.00</u> + 3,000.00
6100052 520700 TRAINING	980.67	5,860.52	2,500.00	<u>2,500.00</u>
6100052 520840 INSPECTIONS	292.50	1,925.00	4,000.00	<u>4,000.00</u>
6100052 520900 EQUIPMENT HIRED	30,556.95	68,389.69	25,000.00	<u>25,000.00</u>
6100052 540400 SUPPLIES & EXPENSES	46,814.03	50,368.27	71,021.74	<u>86,021.74</u> + 15,000.00
6100052 540410 HEAT & FUEL	.00	.00	.00	<u>—</u>
6100052 540412 PROPANE GAS	5,526.77	5,743.76	5,330.60	<u>7,330.60</u> + 2,000.00
6100052 540430 TELEPHONE	7,663.26	8,012.48	6,462.00	<u>6,462.00</u>
6100052 540440 ELECTRICITY	98,347.28	113,299.39	118,458.00	<u>86,213.00</u>
6100052 540450 POSTAGE	3,255.65	3,842.30	3,450.00	<u>3,450.00</u>
6100052 540480 CLOTHING	2,739.94	2,992.81	2,825.00	<u>2,825.00</u>
6100052 540500 ADVERTISING	2,410.62	709.08	2,000.00	<u>2,000.00</u>
6100052 540710 MEETINGS	.00	.00	.00	<u>—</u>
6100052 540720 MEMBERSHIP	413.00	702.50	650.00	<u>650.00</u>
6100052 540800 EQUIPMENT	11,782.35	21,882.58	15,000.00	<u>22,000.00</u> + 7,000.00
6100052 540860 VEHICLE SUPPLY/REPAIR	4,091.89	4,636.94	15,000.00	<u>15,000.00</u>
6100052 540875 DIESEL FUEL	3,321.72	2,801.78	4,203.00	<u>2,203.00</u> - 2,000.00
6100052 540880 NATURAL GAS/OIL	.00	.00	.00	<u>—</u>

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\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2012 BUDGET REQUESTS  
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PAGE 3

WATER FUND	FY 2010 ACTUAL EXPENDITURES	FY 2011 ACTUAL EXPENDITURES	FY 2012 REVISED ***BUDGET***	FY 2013 DEPARTMENT REQUEST
6100052 540900 ADMINISTRATIVE EXPENSE	100,603.00	.00	.00	
6100052 540990 MISC EXPENSE (CHEMICALS)	21,220.19	14,970.81	28,936.58	28,936.58
6100052 571030 WATER LTD PRINCIPAL	237,000.00	197,000.00	209,283.00	184,215.00
6100052 571120 WATER STD PRINCIPAL	.00	.00	.00	
6100052 575030 WATER LTD INTEREST	82,766.91	75,218.95	65,182.00	56,552.00
6100052 575120 WATER STD INTEREST	.00	.00	.00	
TOTAL EXPENSES	702,531.77	595,621.76	618,301.92	582,380.00
TOTAL WATER FUND EXPENSES	702,531.77	595,621.76	618,301.92	
TOTAL WATER FUND	917,967.67	833,198.77	866,727.34	

# FY 2013

Employee	Water Clerical Wages	Water Wages	Water Longevity	Water Stipends	Water License Fees	Water Clerical O/T	Water Overtime
McKay, James		\$28,863.12	\$83.33		\$1,229.67		
Gilmore, Deirdre	\$21,867.30		\$125.00				
Smith, Kathy	\$4,960.80						
Percaccante, Michael		\$17,523.79	\$316.66				
McColl, Kenneth		\$26,395.20	\$475.00				
Dale Olmsted		\$21,861.63					
Main, Stephen							
Farricy, Francis		\$38,821.12	\$760.00				
Souza, Frederick							
Shea, Walter							
Kandola, Kevin		\$17,420.83	\$216.67				
McKenney, Ron		\$25,417.60	\$325.00				
David Rachmaciej		\$21,704.80					
Beeper Fee - Standby				\$5,470.00			
Overtime - Includes Standby						\$3,000.00	\$24,960.00

\$26,828.10	\$198,008.09	\$2,301.66	\$5,470.00	\$1,229.67	\$3,000.00	\$24,960.00
6100051-510300	510500	510600	510700	510520	510350	510500

6100051-510300 Clerical	\$26,828.10
6100051-510500 Wages	\$198,008.09
6100051-510600 Longevity	\$2,301.66
6100051-510700 Stipends	\$5,470.00
6100051-510520 License Fee	\$1,229.67
6100051-510350 Clerical/OT	\$3,000.00
6100051-510550 Overtime	\$24,960.00
<b>Total</b>	<b>\$261,797.52</b>
	<b>Water</b>

**6100051 Water Department  
Budget #33**



## Form 1

TOWN OF MILLIS FISCAL YEAR 2013 BUDGET			FORM #1 DEPARTMENT SUMMARY		
DEPARTMENT: DPW WATER					
	FY10 ACTUAL	FY11 ACTUAL	FY12 BUDGET	FY13 REQUEST	TA RECMD
SALARIES	\$215,435.90	\$240,137.91	\$248,425.42	\$261,797.42	
EXPENSES	\$702,531.77	\$614,505.84	\$622,951.23	\$582,380.00	
TOTALS	\$917,967.67	\$854,643.75	\$871,376.65	\$844,177.52	
BUDGET COMMENTS:					
510500 - Increase wages - \$10,537.42.					
510700 - Increase stipend - \$1,180.00.					
520180 - Increase engineering - \$5,000.00.					
520510 - Increase police details - \$3,000.00.					
540400 - Increase expenses - \$15,000.00.					
540412 - Increase propane - \$2,000.00.					
540440 - Decrease electricity - \$32,245.00.					
540800 - Increase equipment - \$7,000.00.					
540875 - Decrease diesel fuel - \$2,000.00.					
571030 - Decrease water LTD principal - \$25,068.00.					
575030 - Decrease water LTD interest - \$8,630.00.					

TOWN OF MILLIS FISCAL YEAR 2013 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL	
DEPARTMENT: WATER		BUDGET # 6100051 / 6100052	
CODE	DESCRIPTION	BUDGET REQUEST	
6100051	<b>WATER FUND SALARIES</b>		
510300	Clerical - One half of full time position at 17.5 hours and one hlaf of par time 5.5 hours.	\$26,828.10	
510350	Clerical OT - Provides a minimal amount of staffing for emergencies.	\$3,000.00	
510500	Wages - 1-1/2 full time position foreman, 2-1/2 full time HEO/Laborer, 14/40 HEO /Laborer, 32/40 HEO/Laborer. 1/3 Town Mechanic, 1/3 Assistant Director. (increase 2% AFSCME)	\$198,008.09	
510520	License Fee - This line pays for contractual license fee to Asst. Director.	\$1,229.67	
510550	Wages OT - Provides for standby coverage and for emergencies.	\$24,960.00	
510600	Longevity - Contractual.	\$2,301.66	
510700	Stipend - Beeper fee for on call person (increase \$1,180.00).	\$5,470.00	
	<b>TOTAL</b>	\$261,797.42	
6100052	<b>WATER FUND EXPENSES</b>		
520120	Water Testing - Mandated sampling of the potable water system.	\$18,000.00	
520180	Engineering - Funds for incidental or unscheduled projects(increase \$5,000.00).	\$20,000.00	
520510	Police Details - Protection for workers with the right of way(increase \$3,000.00).	\$9,000.00	
520700	Training - Covers the cost of maintaining licenses and other protective training.	\$2,500.00	
520840	Inspectional Services - Funds contractor inspections and services necessary for the operation of the wells, generators and booster station.	\$4,000.00	
520900	Hired Equipment - Outside contract labor and equipment used for system repairs and improvements.	\$25,000.00	
540400	Expenses - Various pipe, fittings, meter & parts, charts, etc. are charged here. Increasing amounts of equipment increases the demand for parts, therefore this line is increased to meet the necessary spending trend. (increase \$15,000.00)	\$86,021.74	
540412	Propane - Fuels the generators at the wells and heats the well buildings(increase 2,000.00).	\$7,330.60	
540430	Telephone - This covers the costs associated with the telemetry system used to operate the water system for 1 active DPW line and for communication equipment.	\$6,462.00	

## Form 4

TOWN OF MILLIS FISCAL YEAR 2013 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL	
DEPARTMENT: WATER		BUDGET # 6100051 / 6100052	
CODE	DESCRIPTION	BUDGET REQUEST	
6100052 cont'd	WATER FUND EXPENSES		
540440	Electricity - To pump the water, heat water buildings etc(decrease \$32,245.00).	\$86,213.00	
540450	Postage - Pays for half the W&S billing costs, other misc. mailings and the CCR	\$3,450.00	
540480	Clothing - covers the cost for employee uniforms and chemical resistant protective gear.	\$2,825.00	
540500	Advertising - Pays for occasional notices for hydrant flushing, customer notices, annual ccr report job and notices, etc.	\$2,000.00	
540720	Membership - trade association membership fees.	\$650.00	
540800	Equipment - Purchases various equipment such as small pumps, jack hammer supplies, pH monitoring supplies, probes, etc. necessary for the operation of the system(increase \$7,000.00).	\$22,000.00	
540860	Vehicle Supplies & Repairs - Maintains the division vehicles.	\$15,000.00	
540875	Diesel - Fuel for division vehicles and equipment(decrease \$2,000.00).	\$2,203.00	
540900	Administrative Expense - Payment to general fund for insurance, pension ect.		
540990	Misc. Expenses Chemicals - This line pays for water treatment for the Towns six wells	\$28,957.95	
571030	Water LTD Principal- Capital improvements (decrease \$25,068.00).	\$184,215.00	
575030	Water LTD Interest- Interest on capital improvements (decrease \$8,630.00).	\$56,552.00	
	TOTAL	\$582,380.00	
	TOTAL # 6100051 AND #6100052	\$844,177.52	



## FORM 7

<b>TOWN OF MILLIS</b>		<b>FORM #7</b>	
<b>FISCAL YEAR 2013 BUDGET</b>		<b>CAPITAL BUDGET AND MISCELLANEOUS REQUESTS</b>	
DEPARTMENT:		<b>Millis Department of Public Works</b>	
DIVISION:		<b>Water and Sewer</b>	
REQUEST PRIORITY #:		<b>1</b>	
PROJECT TITLE:			
LOCATION:			
JUSTIFICATION FOR PROJECT (please attach copies of reports, master plans, or supporting documentation).			
<p><b>Replace: 2004 Crown Victoria Used Police Vehicle with a 2012 E150 Econoline Cargo Van. Unit is assigned to the water and sewer division for meter reading, mark-outs and general use for DPW staff.</b></p>			
PROJECTED START DATE:			
ESTIMATED USEFUL LIFE:			
COST:			
	A. DESIGN		
	B. LAND ACQUISITION		
	C. CONSTRUCTION		
	D. INSPECTION		
<b>X</b>	E. EQUIPMENT		
	TOTAL		<b>\$25,550.00</b>
ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT?			
<b>NO</b>			
IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT?			
<b>yes - vehicle will be billed to water and sewer.</b>			
EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS			
WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST?			
<b>NO</b>			



December 16, 2011  
Millis DPW  
Attn: James McKay

508-376-5424 ph  
fax  
[jmckay@millis.net](mailto:jmckay@millis.net) email

Please find below a quote for a E150 Econoline Van per the Plymouth County Commissioners Cooperative Contract#PCC121314. M.G.L. c.30B applies to the procurement of all commodities quoted. PPC contract items have been collectively purchased pursuant to M.G.L. c.30B sec. 1c and M.G.L. c.7 sec 22B. The governmental body is responsible to determine the applicability of M.G.L. c.30B to off contract items, including but not limited to, off contract items that have already been properly procured under M.G.L. c.30B sec. 1c and M.G.L. c.7 sec. 22A (purchases from a vendor on contract with the Commonwealth), other contracts procured under M.G.L. c.30B sec. 1c and M.G.L. c.7 sec. 22B or any M.G.L. c. 30B contract between the vendor and the jurisdiction. All off contract items must be procured under M.G.L. c. 30B.

Pg#	Item#		
	,12-23	2012E150 Econoline Van 8500GVW	18,895.00
		4.6L V8 FFV gas engine	included
		Automatic Transmission	included
		Five All Season Tires	included
		AM/FM radio and digital clock	included
		Heavy Duty Vinyl Front Bucket Seats	included
		Factory Air Conditioning	included
		Dual Hinged Side Cargo Doors	included
	L1.17	Class III Trailer towing package	395.00
	L3.02	Interior racks & bins shelving pkg#2260	\$ 1,895.00
	L4.32C	Two stage paint-base coat, clearcoat	3,095.00
	C1.10	Whelen mini Liberty with 4LED modules Amber	895.00
	C3.04	Whelen(4)LED hideaway systems Amber	575.00
		Delete Equipment Transfer	(100.00)
		Delete Lettering	\$ (100.00)

**Total Contract Price:**

**\$ 25,550.00**

Sincerely,

*Anthony Mancuso*