

# **Water Department Highlights**

January 31, 2013

**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 FY14**

### **FY14 Issues:**

- A grant for \$8,500.00 from the Massachusetts Department of Energy (DOER) was awarded to the Millis Water Department to conduct a comprehensive energy audit and to provide recommendations for all of the Towns Treatment Facilities.
- The Water and Sewer Department received a \$10,000.00 grant from MIIA Insurance Co. The MIIA grant is to be used to identify and GPS all water mains, water gate boxes, water house connections, sewer mains, sewer manhole covers, drainage lines, drainage manhole covers, catch basins so that they can be added to a new GIS system. The new system will be up and running in late 2013 early 2014

### **Increases in:**

- Water LTD Principal \$16,610.00
- Water LTD Interest \$16,234.98
- Water STD Principal \$47,466..87
- Water STD Interest \$1,423.02

### **Decrease in:**

- Wages \$164.00
- Longevity \$58.16

### **Request Capital Improvements:**

- Replace unit #18 with a 2012 or 2013 new 1-ton dump truck

# FY 2014

Employee	Water Clerical Wages	Water Wages	Water Longevity	Water Stipends	Water License Fees	Water Clerical O/T	Water Overtime
McKay, James		\$36,734.88	\$105.00		\$1,229.67		
Gilmore, Deirdre	\$21,867.30		\$125.00				
Smith, Kathy	\$4,960.80		\$125.00				
Percaccante, Michael		\$22,303.01	\$399.00				
McColl, Kenneth		\$26,395.20	\$475.00				
Dale Olmsted		\$22,418.86					
Main, Stephen							
Farricy, Francis		\$24,263.20	\$475.00				
Souza, Frederick							
Wanders, Johnathin							
Kandola, Kevin		\$17,420.83	\$214.50				
McKenney, Ron		\$26,052.00	\$325.00				
David Rachmaciej		\$22,256.00					
Beeper Fee - Standby				\$5,470.00			
Overtime - Includes Standby						\$3,000.00	\$24,960.00

\$26,828.10	\$197,843.98	\$2,243.50	\$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	\$197,843.98
6100051-510600 Longevity	\$2,243.50
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>\$261,575.25</b>
	<b>Water</b>

**6100051 Water Department  
Budget #33**

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January 31, 2013

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### **Increases in:**

- Water LTD Principal \$16,610.00
- Water LTD Interest \$16,234.98
- Water STD Principal \$47,466..87
- Water STD Interest \$1,423.02

### **Decrease in:**

- Wages \$164.00
- Longevity \$58.16

### **Request Capital Improvements:**

- Replace unit #18 with a 2012 or 2013 new 1-ton dump truck

## Form 1

TOWN OF MILLIS FISCAL YEAR 2014 BUDGET			FORM #1 DEPARTMENT SUMMARY		
DEPARTMENT: DPW WATER					
	FY11 ACTUAL	FY12 ACTUAL	FY13 BUDGET	FY14 REQUEST	TA RECMD
SALARIES	\$237,577.01	\$247,010.40	\$261,797.42	\$261,575.25	
EXPENSES	\$595,621.76	\$559,636.01	\$595,066.59	\$660,567.16	
TOTALS	\$833,198.77	\$806,646.41	\$856,864.01	\$922,142.41	
BUDGET COMMENTS:					
510500 - Decrease water wages - \$164.11					
510600 - Decrease water longevity - \$58.16					
571030 - Increase water LTD principal - \$16,610.00.					
575030 - Increase water LTD interest - \$16,234.98.					
571120 - Increase water STD principal - \$47,466.87					
575120 - Increase water STD interest - \$1,423.02					



Form 4

TOWN OF MILLIS FISCAL YEAR 2014 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL
DEPARTMENT: WATER		BUDGET # 6100051 / 6100052
CODE	DESCRIPTION	BUDGET REQUEST
<b>6100051</b>	<b>WATER FUND SALARIES</b>	
510300	Clerical - One half of full time position at 17.5 hours and one half 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. <i>(decrease \$164.11 reallocation of employees)</i>	\$197,843.98
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 <i>(decrease \$58.16 reallocation of employees).</i>	\$2,243.50
510700	Stipend - Beeper fee for on call person.	\$5,470.00
	<b>TOTAL</b>	<b>\$261,575.25</b>
<b>6100052</b>	<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.	\$20,000.00
520510	Police Details - Protection for workers with the right of way.	\$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.	\$86,021.74
540412	Propane - Fuels the generators at the wells and heats the well buildings.	\$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 2014 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL
DEPARTMENT: WATER		BUDGET # 6100051 / 6100052
CODE	DESCRIPTION	BUDGET REQUEST
6100052 cont'd	<b>WATER FUND EXPENSES</b>	
540440	Electricity - To pump the water, heat water buildings etc.	\$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.	\$22,000.00
540860	Vehicle Supplies & Repairs - Maintains the division vehicles.	\$15,000.00
540875	Diesel - Fuel for division vehicles and equipment.	\$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 (increase \$16,610.00).	\$200,825.00
575030	Water LTD Interest- Interest on capital improvements (decrease \$16,234.98).	\$56,552.00
571120	Water STD Principal - Short term improvements (increase \$47,466.87).	\$59,466.87
575120	Water STD Interest - Interest short term loans (increase \$1,423.02).	\$2,110.00
	<b>TOTAL</b>	<b>\$660,567.16</b>
	<b>TOTAL # 6100051 AND #6100052</b>	<b>\$922,142.41</b>

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\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2014 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

PAGE 1

WATER FUND	FY 2011 ACTUAL EXPENDITURES	FY 2012 ACTUAL EXPENDITURES	FY 2013 REVISED ***BUDGET***	FY 2014 DEPARTMENT REQUEST
-----				
WATER FUND SALARIES				
-----				
SALARIES				
-----				
6100051 510300 SALARIES CLERICAL	24,894.27	27,007.44	26,828.00	<u>26,828.00</u>
6100051 510350 SALARIES CLERICAL OVERTIME	690.33	301.54	3,000.00	<u>3,000.00</u>
6100051 510500 WAGES	180,811.03	193,483.07	198,008.09	<u>197,843.98 - 164.11</u>
6100051 510510 WAGES PART TIME	.00	.00	.00	<u>-</u>
6100051 510520 DPW LICENSE FEE	1,114.50	1,258.36	1,229.67	<u>1,229.67</u>
6100051 510550 WAGES OVERTIME	28,938.88	22,842.50	24,960.00	<u>24,960.00</u>
6100051 510600 LONGEVITY	1,128.00	2,117.49	2,301.66	<u>2,301.66 - 58.16</u>
6100051 510700 STIPENDS	.00	.00	5,470.00	<u>5,470.00</u>
TOTAL WATER FUND SALARIES	237,577.01	247,010.40	261,797.42	<u>261,575.25</u>

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\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2014 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

WATER FUND	FY 2011 ACTUAL EXPENDITURES	FY 2012 ACTUAL EXPENDITURES	FY 2013 REVISED ***BUDGET***	FY 2014 DEPARTMENT REQUEST
-----				
WATER FUND EXPENSES				
-----				
EXPENSES				
-----				
6100052 520120 TESTING WATER	6,514.00	5,500.00	18,000.00	18,000.00
6100052 520180 SERVICES ENGINEERING	3,003.54	15,342.46	20,000.00	20,000.00
6100052 520510 POLICE DETAILS	7,747.36	3,951.46	9,000.00	9,000.00
6100052 520700 TRAINING	5,860.52	1,427.52	2,500.00	2,500.00
6100052 520840 INSPECTIONS	1,925.00	.00	4,000.00	4,000.00
6100052 520900 EQUIPMENT HIRED	68,389.69	46,462.33	25,000.00	25,000.00
6100052 540400 SUPPLIES & EXPENSES	50,368.27	51,308.70	86,021.74	86,021.74
6100052 540410 HEAT & FUEL	.00	.00	.00	-
6100052 540412 PROPANE GAS	5,743.76	8,867.30	7,330.60	7,330.60
6100052 540430 TELEPHONE	8,012.48	7,346.06	6,462.00	6,462.00
6100052 540440 ELECTRICITY	113,299.39	101,656.16	86,213.00	86,213.00
6100052 540450 POSTAGE	3,842.30	3,406.16	3,450.00	3,450.00
6100052 540480 CLOTHING	2,992.81	2,432.46	2,825.00	2,825.00
6100052 540500 ADVERTISING	709.08	840.58	2,000.00	2,000.00
6100052 540710 MEETINGS	.00	.00	.00	-
6100052 540720 MEMBERSHIP	702.50	728.00	650.00	650.00
6100052 540800 EQUIPMENT	21,882.58	6,270.39	22,000.00	22,000.00
6100052 540860 VEHICLE SUPPLY/REPAIR	4,636.94	8,546.53	15,000.00	15,000.00
6100052 540875 DIESEL FUEL	2,801.78	5,651.53	2,203.00	2,203.00
6100052 540880 NATURAL GAS/OIL	.00	.00	.00	-



10/30/2012  
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\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2014 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

WATER FUND	FY 2011 ACTUAL EXPENDITURES	FY 2012 ACTUAL EXPENDITURES	FY 2013 REVISED ***BUDGET***	FY 2014 DEPARTMENT REQUEST
6100052 540900 ADMINISTRATIVE EXPENSE	.00	.00	.00	—
6100052 540990 MISC EXPENSE (CHEMICALS)	14,970.81	15,434.76	28,957.66	<u>28,957.66</u>
6100052 571030 WATER LTD PRINCIPAL	197,000.00	200,282.00	184,215.00	<u>200,825.00</u> + 16,610.00
6100052 571120 WATER STD PRINCIPAL	.00	9,000.00	12,000.00	<u>59,466.87</u> + 47,466.87
6100052 575030 WATER LTD INTEREST	75,218.95	63,831.61	56,551.61	<u>72,786.59</u> + 16,234.98
6100052 575120 WATER STD INTEREST	.00	1,350.00	686.98	<u>2,110.00</u> + 1,423.02
TOTAL WATER FUND EXPENSES	595,621.76	559,636.01	595,066.59	<u>660,567.16</u>
TOTAL WATER FUND	833,198.77	806,646.41	856,864.01	<u>922,142.41</u>

<b>TOWN OF MILLIS</b> <b>FISCAL YEAR 2014 BUDGET</b> <b>FALL TOWN MEETING</b>	<b>FORM #7</b> <b>CAPITAL BUDGET AND MISCELLANEOUS REQUESTS</b>
DEPARTMENT: DIVISION: REQUEST PRIORITY #:	<b>Millis Department of Public Works</b> <b>Water Sewer</b> <b>1</b>
PROJECT TITLE:  LOCATION: JUSTIFICATION FOR PROJECT <b>(please attach copies of reports, master plans, or supporting documentation).</b>  <b>Purchase a new 2012-13 1-ton dump truck (see attachment) cost: \$41,811.00</b>  <b>Unit #18</b> 2004 Chevy K-3500 1 ton 6 wheel dump truck has <b>84,500 miles</b> on the odometer and <b>198.5 hours</b> . Unit #18 is in need of front-end work, the cost of a new front-end would be approximately \$1,000.00 to \$2,500.00 and transmission work at a cost of \$1,000.00. The unit will be traded in and that money will come off the overall cost.  <u><b>Vehicle will be a 50% split between water and sewer enterprise funds.</b></u>	
PROJECTED START DATE: ESTIMATED USEFUL LIFE: COST: <ul style="list-style-type: none"> <li>A. DESIGN</li> <li>B. LAND ACQUISITION</li> <li>C. CONSTRUCTION</li> <li>D. INSPECTION</li> <li><input checked="" type="checkbox"/> E. EQUIPMENT</li> <li>TOTAL <b>\$41,811.00</b></li> </ul>	
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>NO</b>	
EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS <b>No</b>	
WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST? <b>NO</b>	



# Liberty Chevrolet

January 15, 2013

Town of Millis  
Department of Public Works  
Attn: Jim McKay  
7 Water Street  
Millis, MA 02254

Dear Sir,

Liberty Chevrolet has a contract number 12/13/14 with the Plymouth County Commissioners for various vehicles.

2012-23	13.200 GVW Silverado 3500 Cab & Chassis	\$22,001.00
1.01	All Terrain Tires DRW 4WD	\$400.00
1.03	Locking Rear Differential	\$315.00
1.05	Four Wheel Drive 3500 Series	\$3,967.00
1.11	Snow Plow Prep Package	\$410.00
1.19	Skid Plate Package	\$128.00
1.43	Electronic Trailer Brake Controller	\$200.00
2.09	Whelen Mini Liberty 20" LED Light Bar	\$900.00
2.21	Warn Model Back Up Alarm	\$179.00
3.11	Fisher 9' Snow Plow Package	\$5,176.00
3.19	Cutting Edge	\$255.00

### Dump Body Options

4.02	2/3 Yard Dump Body with Electric Hydraulic Drive	\$6,500.00
4.10	Asphalt Canvas Cover Manual Retraction	\$350.00
10.18	Reinforced Plate Mounted Ball & Pintle Hook	\$650.00
10.23	Aftermarket Running Boards	\$380.00

**Total \$41,811.00**

If you have any questions, please don't hesitate to contact me directly.

Sincerely,

Wayne Wardwell  
General Fleet Manager

