

**Town of Millis
Snow & Ice Expenses FY15**

<u>Salt & Sand</u>	<u>Date</u>	<u>Amount</u>	
Eastern Minerals Inc.	2/16/15	\$3,934.98	
Eastern Minerals Inc.	2/16/15	\$2,038.68	
Eastern Minerals Inc.	2/28/15	\$4,232.97	
Morton Salt Inc.	1/16/15	\$9,945.88	
Morton Salt Inc.	1/29/15	\$5,852.85	
Morton Salt Inc.	1/30/15	\$2,143.69	
Morton Salt Inc.	2/5/15	\$1,961.95	
Morton Salt Inc.	2/14/15	\$6,359.08	
Morton Salt Inc.	2/20/15	\$2,072.31	
Morton Salt Inc.	2/21/15	\$4,141.02	
Morton Salt Inc.	2/23/15	\$6,083.17	
Morton Salt Inc.	2/24/15	\$1,982.34	
Morton Salt Inc.	2/25/15	\$2,051.91	
Morton Salt Inc.	2/27/15	\$2,035.13	
Morton Salt Inc.	3/2/15	\$3,913.69	
<i>Morton Salt Inc. - Ordered/Not Billed</i>		\$29,990.00	500 Tons @ \$59.98 per ton
S.M. Lorusso & Sons	2/21/15	\$2,035.93	
S.M. Lorusso & Sons	2/28/15	\$1,078.03	
<i>S.M. Lorusso & Sons - Ordered/Not Billed</i>		\$1,080.00	(2) Loads of sand
Salt & Sand Expense		\$92,933.61	

Italics = Estimated; not yet billed

Plow Contractors: Including Library

Barrett Trucking	1/26/15	\$9,164.40	
Barrett Trucking	2/2/15	\$4,877.30	
Barrett Trucking	2/8/15	\$9,121.06	
Barrett Trucking	2/15/15	\$3,892.49	
D.P. & Sons	1/26/15	\$652.05	
D.P. & Sons	1/26/15	\$12,037.05	
D.P. & Sons	2/2/15 - 2/3/15	\$7,681.51	
D.P. & Sons	2/2/15	\$8,067.83	
D.P. & Sons	2/8/15	\$8,078.18	
D.P. & Sons	2/15/15.	\$7,348.50	
Domenic Tiberi	2/2/15	\$807.30	
Domenic Tiberi	Rate Adjustment	\$114.89	
Domenic Tiberi	2/9/15 - 2/15/15	\$2,543.00	
Philip Smith, Jr.	1/24/15 & 1/28/15	\$301.17	
Philip Smith, Jr.	1/26/15 & 1/27/15	\$1,069.75	
Philip Smith, Jr.	2/8/15 & 2/10/15	\$1,137.31	
Philip Smith, Jr.	2/14/15 & 2/15/15	\$669.94	
Philip Smith, Jr.	3/1/15 - 3/2/15	\$280.44	
Philip Smith, Jr.	3/3/15 - 3/4/15	\$218.12	
Podzka Landscape Inc.	1/26/15 - 2/10/15	\$14,189.55	
Podzka Landscape Inc.	2/15/15.	\$2,453.12	
Robert Duchaney	January 2015	\$373.90	
Robert Duchaney	1/29/15 & 2/5/15	\$199.92	
Robert Duchaney	2/5/15 & 2/11/15	\$295.99	
Robert Duchaney	February 2015	\$418.04	
Rossi Plowing & Sanding	1/26/15 - 1/28/15	\$8,561.42	
Rossi Plowing & Sanding	2/2/15 - 2/3/15	\$6,737.73	
Rossi Plowing & Sanding	2/8/15 - 2/9/15	\$9,256.23	
Rossi Plowing & Sanding	2/15/15.	\$3,614.82	
Start to Finish Landscape	1/26/15	\$4,283.60	
Start to Finish Landscape	2/2/15	\$3,387.04	
Start to Finish Landscape	2/8/15	\$5,404.77	
Start to Finish Landscape	2/15/15	\$934.61	
V.G. Howley	1/26/15	\$1,304.10	
V.G. Howley	Rate Adjustment	\$65.21	

**Town of Millis
Snow & Ice Expenses FY15**

V.G. Howley	2/2/15	\$1,173.69
V.G. Howley	2/8/15	\$1,825.74
V.G. Howley	2/15/15	\$652.05

Total Contractor Expenses **\$143,193.82**

Expenses to date:		\$52,818.27
Atlantic Broom Service Inc.	2/12/15	\$796.35
Atlantic Broom Service Inc.	2/13/15	\$1,700.00
Barrett's Truck and Auto Repair Inc.	2/14/15	\$4,705.15
Case of New England	2/16/15	\$465.63
Case of New England	2/23/15	\$167.31
Chadwick-BaRoss	2/11/15	\$946.98
Howard P. Fairfield, LLC	2/13/15	\$300.00
Imperial Chevrolet	2/5/15	\$182.88
Imperial Chevrolet	2/7/15	\$391.32
Imperial Chevrolet	2/12/15	\$177.89
Imperial Chevrolet	2/17/15	\$99.54
J.C. Madigan Inc	2/25/15	\$293.12
J.C. Madigan Inc	2/27/15	\$236.48
Medway Block Co., Inc.	2/20/15	\$983.04
<i>Mobile On The Run</i>	<i>Various</i>	<i>\$2,024.80</i>
Rocky's Ace Hardware	2/23/15	\$99.90
Rocky's Ace Hardware	3/7/15	\$49.98
Schmidt Equipment Inc.	2/3/15	\$1,239.32
Steve's Auto Parts	2/10/15	\$459.93
Steve's Auto Parts	2/23/15	\$185.71
Steve's Auto Parts	2/18/15	\$83.39
Tresca Brothers Sand & Gravel Inc.	2/16/15	\$330.00
Tresca Brothers Sand & Gravel Inc.	2/16/15	\$900.00
Tresca Brothers Sand & Gravel Inc.	2/24/15	\$720.00
WoodCo Machinery	2/13/15	\$111.54
WoodCo Machinery	2/24/15	\$226.94
<i>Estimated Mailbox Reimbursement</i>	<i>12 @ \$75.00</i>	<i>\$900.00</i>
<i>Estimated Police Department Details</i>		<i>\$1,020.00</i>

Total Vehicle Supply/Repair, Etc. Expenses **\$72,615.47**

Total Expenses **\$308,742.90**

Salaries:

Salaries to February 21, 2015:		\$76,360.78
Geoffrey Brooks	Thru 3/7/15	\$1,671.98
Francis Farricy	Thru 3/7/15	\$995.95
Michael Hillery	Thru 3/7/15	\$1,003.45
Kevin Kandola	Thru 3/7/15	\$2,535.93
Kevin Kandola	Thru 3/15/15	\$211.20
William MacInnes	Thru 3/7/15	\$1,045.69
James McKay	Stipend	\$3,182.40
Ron McKenney	Thru 3/7/15	\$2,525.54
Stephen Main	Thru 3/7/15	\$1,696.35
Stephen Main	Thru 3/15/15	\$185.28
Michael Perciaccante	Thru 3/7/15	\$1,426.02
Michael Perciaccante	Thru 3/15/15	\$212.56
David Rachmaciej	Thru 3/7/15	\$1,830.66
Frederick Souza	Thru 3/7/15	\$1,395.21
Jonathan Wanders	Thru 3/7/15	\$1,638.00
Jonathan Wanders	Thru 3/15/15	\$174.72

Total Salaries **\$98,091.72**

Comp Time Earned not included

Budgeted
Salaries

YTD

Deficit

% YTD

Town of Millis
Snow & Ice Expenses FY15

\$39,967.00	\$98,091.72	(\$58,124.72)	-145%
<u>Budgeted Expenses</u>	<u>YTD</u>	<u>Deficit</u>	<u>% YTD</u>
\$123,001.00	\$308,742.90	(\$185,741.90)	-151%
<u>Total Budgeted:</u>	<u>YTD</u>	<u>Deficit</u>	<u>% YTD</u>
\$162,968.00	\$406,834.62	(\$243,866.62)	-150%

**WARRANT ARTICLE LIST
MAY 11, 2015 ANNUAL TOWN MEETING**

Veterans Monument	\$25,000.00
Current Year Additional Expenses	
Snow & Ice Deficit	\$250,000.00
Current Year Additional Sewer Expenses	
Current Year Additional Water Expenses	
Fund Union Agreements	
Fire	
SEIU	
Amend Personnel Plan Schedule A & B	
Amend Personnel Plan Schedule C	
Social Network policy	
Non-Union wage increases	
OPEB Liability	
Audit	\$35,000.00
Unemployment Costs	
Budget	\$26,708,652
Fire ALS Initiative	\$46,000.00
Police Vehicle and Equipment	\$37,000.00
Town Building Improvements	\$18,200.00
DPW Equipment	
Truck	\$209,245.00
Sweeper	\$251,400.00
MS4 Stormwater	\$21,500.00
Field Maintenance	
Clyde Brown Field	\$134,929.00
Field Maintenance	\$42,000.00
Field rehab	\$82,050.00
Chapter 90 Highway Appropriation	\$413,182.00
Local Road Appropriation	\$50,000.00
Well Building Repairs	\$10,000.00
Water System Valve Improvement Program	TBD
Water Enterprise Fund	\$1,197,434
Sewer Enterprise Fund	\$1,326,346
Sewer Infiltration & Inflow	Sewer study comm 3/27 meeting
Sewer O & M plan	\$26,220.00
Cedar St. Water Main	
Ross Ave Water Main	\$230,100 + loop alternative
Purchase Streetlights	\$11,134.00
Install LED streetlights	\$120,000.00
Data processing equipment	\$7,000
Library Parking Lot Contamination	
Energy Manager Grant match	\$26,638.00
School Bus Lease or Contracted Services	\$79,000.00
Computer Lease	\$70,000.00
Medicaid	\$5,500.00
School Library Carpet	\$44,625.00
Special Needs Van	\$24,000.00
School Furniture	\$21,500.00



**Department of Veterans' Services
FY2014 War Memorial Grant Application**

SECTION I. Project Information

A. Project Name/Title: Town of Millis Veterans Memorial Renovation, Rehabilitation, and Enhancement Project

B. Project Address: 900 Main St.

City/Town: Millis, MA Zip: 02054

Applicant Information

C. Name of Applicant (Non-profit organization or municipality):

Town of Millis, Board of Selectmen

Applicant Address: 900 Main St.

City/Town: Millis, MA Zip: 02054

Phone: 508 376 7040 Email: caspinwall@millis.net

Website (if available): www.millis.net

D. Project Contact(s): Indicate contacts authorized to oversee procurement, enter into contracts, and administer and disburse funds for the proposed work (additional contacts can be listed in a separate attachment):

1. Name: Charles J. Aspinwall

Title/Role: Town Administrator

Phone: 508 376 7040 Email: caspinwall@millis.net

2. Name: _____

Title/Role: _____

Phone: _____ Email: _____

SECTION II. Project Proposal

A. In a separate attachment please include a detailed description of the object or site to be preserved through this grant request and a timeline of the proposed work to be completed. Include relevant information such as location description, ownership, condition, work to be performed, and historical and educational significance to the public. Attach any professional assessment or survey of the object which may have been conducted. Describe the proposed work to be done under this grant proposal and the expertise of persons who would be completing the proposed project.

B. Total cost of project: \$ 38,000

Grant amount requested: \$ 10,000

Total cash contributions secured to date: \$ 10,000

Total in kind contributions secured to date: \$ 18,000

(Attach any letters of commitment for matching funds and in kind services. You may attach in a separate document any additional description of the proposed project budget and sources of match funds.)

SECTION III. Attachments

- A. Letter of intent documenting and indicating all necessary approvals and permissions to complete the proposed project have been obtained
- B. Assessors map or legally recorded plot plans or surveys and/or photographs
- C. Letters of support
- D. Letters of commitment for matching funds and in kind services
- E. For non-profits, documentation of 501(c)(3) status
- F. Any other supporting materials (optional)

Please note that the Panel appointed by the Department of Veterans' Services may deem a project ineligible for failure to complete this document and provide all requested materials.

TOWN OF MILLIS
DEPARTMENT OF VETERANS SERVICES
VETERANS MEMORIAL RENOVATION, REHABILITATION AND
ENHANCEMENT PROJECT
MAY 2014

Section II Project Proposal:

A.) The Town of Millis has several Veterans Memorial locations. Major locations include:

1. Holbrook Square - the location of the Revolutionary War, Civil War and World War I Memorial,
2. Prospect Hill Cemetery - location of gravesites of two Medal of Honor recipients,
3. former Town Library property – the location of the Korean and Vietnam War Memorials,
4. Veterans Memorial Building – the location of the Town Hall and the World War II Memorial.

In addition to these sites 14 neighborhood Memorial Squares have been dedicated throughout town to Veterans who died in service of our country. Those sites include:

Lavender St. at Exchange St.
Pleasant St. at Village St.
Himmelfarb St. and Village St.
Exchange St. at Middlesex St.
(2) Waite's Mill Park
Main St. at Exchange St.
Orchard St. at Middlesex St.
Winter St. at Dale Ave.
Union St. at Exchange St.
Park St. at McCabe St.
Curve St. at Union St.
Farm St. at Village St.
Prospect Hill Cemetery

In 2013 the Town dedicated a POW/MIA Memorial Chair of Remembrance located at the entrance of the town offices at the Veterans Memorial Building. The entrance contains donated display material in honor of the 11 World War II Veterans who died while serving our country.

Last, a park and a town street were named after a Veteran, Harry Himmelfarb, who died serving in France during World War I.

Recently there has been discussion in Millis about consolidating the monument located at the old Millis Library with the World War II monument site at the town hall property. Last year our Library moved to another site and the old Library site, which is the location of the Korean and Vietnam War Memorial, has been selected to be the site of a new Police Station. Development guidelines adopted by the town several years ago provide that new buildings in the downtown should be brought to the street with parking behind. Bringing the new Police Station front wall to the street line will take up the land now housing the Memorial. The confluence of these events provides the opportunity to bring the Korean and Vietnam War Veterans Memorial to the town's centerpiece of civic life, the Veterans Memorial Building Community Center and Town Offices.

The project will be conducted in two phases. The first phase will consist of the following:

PHASE I – FY15

1. Purchase and Installation of a new memorial stone in honor of Veterans who served in the Panamanian conflict, Grenada conflict, Desert Shield and Desert Storm, Iraq War, and in Afghanistan. This stone will be a twin of the existing Korean and Vietnam Veterans Memorial stone. The names of Veterans who served during these conflicts and wars will be inscribed on the new stone. The foundation for the stone will be built by the Millis DPW.
2. The move of the existing Korean and Vietnam Veterans Memorial from the old Library site to the Veterans Memorial Building site. This work would include the movement of the Memorial by crane and truck approximately 1200 feet from the old Library site to the Veterans Memorial Building site. The foundation for the stone will be built by the Millis DPW.
3. The two memorials will be placed flanking the existing World War II Veterans Memorial, one on either side. (see attached sketch & picture).

PHASE II – FY16

1. The existing sidewalk leading from Main St. to the existing World War II Veterans Memorial will be replaced by the Millis DPW with a new handicapped accessible sidewalk. The existing sidewalk leading to the monument is not handicapped accessible. Sidewalks will lead off this walkway to the two new memorial sites. These sidewalks also will be handicapped accessible.

2. Two benches will be provided for each memorial, one for each side of each memorial, for a total of four benches. (Benches already exist for the WWII Memorial).

3. Landscaping including plantings and lighting will be provided for each memorial. The location of all of the proposed work shall be on town owned property. The condition of the proposed site is flat and level, and already is the home to an existing veterans memorial. The grant will assist Millis in preserving the Korean and Vietnam Veterans Memorial by providing the memorial with a new home and will enhance the existing World War II Memorial. The location of the site is in the most prime downtown location in Millis at the very center of the community. The site is closer to Main St. than the old Library site and is therefore more accessible to pedestrian traffic. The sidewalks leading to each memorial will be handicapped accessible. There are parking spaces on Main St. directly in front of the site. While the new memorial area will be a tribute to those who served we also expect these improvements will provide more accessible information to the community about the depth of involvement and commitment shown by Veterans during these campaigns.

B. Costs

Phase I

1. New Stone - Iraq, Desert Storm etc.		
Stone	\$15,000	
Inscriptions/move/setting	\$5,000	
2. Foundations for monuments	\$3,000	
Subtotal		\$23,000

Phase II

3. Benches	\$2,000	
4. Sidewalks		
Concrete	\$6,000	
Labor	\$2,500	
Misc costs (excavation, framing, sub-base)	\$1,500	
5. Landscaping (lights, plantings)	<u>\$3,000</u>	
Subtotal		<u>\$15,000</u>
Total	<u>\$38,000</u>	<u>\$38,000</u>

Grant amount requested: \$10,000

Total cash contribution secured to date: \$10,000

Total In-Kind Contributions secured to date: \$18,000



TOWN OF MILLIS

BOARD OF SELECTMEN

Andrea J. Wagner, Chairman
Christopher J. Smith, Vice-Chairman
James G. Neville, Clerk

Charles J. Aspinwall, Town Administrator

Vanessa Desiato
Social Media and Special Projects Intern
MA Department of Veterans' Services
7th Floor, 600 Washington Street
Boston, MA 02116
(617) 812-5286

Dear Ms. Desiato:

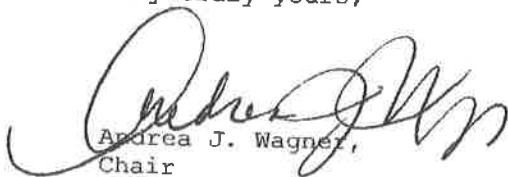
This letter is written in support of the Town of Millis' application for a grant in the amount of \$10,000 from the Department of Veteran Services for Millis' Veterans Memorial Renovation, Rehabilitation, and Enhancement Project.

The scope of work outlined in the grant application includes providing for a new location for Millis' Korean and Vietnam Veterans Memorial alongside our World War II Veterans Memorial. Additionally, a new memorial will be placed in the same location honoring those Millis Veterans who served in more recent wars and conflicts including Desert Shield and Desert Storm, Iraq and Afghanistan. Millis currently has no memorial for those veterans who served in these most recent conflicts.

Much of the work for the Memorial will be done by the Millis DPW which has long enjoyed its assignment to maintain our Veterans Memorials in honor of those who have served. This is to certify that all approvals necessary for the project are in place. Funds from the DPW budget and from other local sources are on hand as outlined in our proposal. In addition, fund raising will also occur, especially for materials for the project. Rest assured however, that there is funding on hand to complete the project with the local funds and the grant.

This application represents the collaboration of our Veterans Services Officer, the Millis DPW and local veterans organizations. We believe that this team approach makes the project more viable and stronger and we hope that DVS looks upon our request favorably.

Very truly yours,


Andrea J. Wagner,
Chair



AMERICAN LEGION

POST 208 BOX 22
MILLIS, MASSACHUSETTS
02054

30 May 30, 2014

Massachusetts Department of
Veterans' Services
600 Washington St., Suite 7
Boston, MA 02111

Dear Ms.Desaito;

The members of this post whole heartedly support and endorse the plan set forth by the Town of Millis to renovate, rehab and enhance the memorials to its' citizens who served the United States in time of war. The drawing and proposal will not only make the area more enjoyable for those veterans and family members visiting the memorials but will allow handicap access to them as well.

Thank you for your consideration.

Very Respectfully,

John Wypyszinski
Commander
American Legion Post 208

May 30, 2014

Vanessa Desiato
Social Media and Special Projects Intern
MA Department of Veterans' Services
7th Floor, 600 Washington Street
Boston, MA 02116
(617) 812-5286

Dear Ms. Desiato:

This letter is written in support of the Town of Millis application to the Department of Veterans Services for its Veterans Memorial Rehabilitation, Renovation and Enhancement Project.

We note that the project will provide a new home for the Korean/Vietnam Memorial, will provide a new memorial recognizing Veterans from the Iraq War, Desert Storm/Shield and Afghanistan. As an Iraq War Veteran I agree that it is time for the Town to recognize and honor with a memorial those who have served in more recent conflicts. The project will also make the entire memorial complex handicapped accessible. As a current DPW employee I look forward to contributing work to the project.

Amvets Post 495 respectfully requests your favorable consideration of Millis' request for a grant in the amount of \$10,000.

Very truly yours,



Jon Wanders, Commander
Amvets Post 495



The Commonwealth of Massachusetts

HOUSE OF REPRESENTATIVES
STATE HOUSE, BOSTON 02133-1064

DAVID PAUL LINSKY
REPRESENTATIVE
6TH MIDDLESEX DISTRICT
NATICK - SHERBORN - MILLIS

STATE HOUSE, ROOM 148
TEL. (617) 722-2575
FAX (617) 722-2238
David.Linsky@MAhouse.gov

Committees on:
Chairman, House Committee on
Post Audit & Oversight

May 29, 2014

Vanessa Desiato
Social Media and Special Projects Intern
MA Department of Veterans' Services
7th Floor, 600 Washington Street
Boston, MA 02116

Dear Ms. Desiato,

I write to express my strong support for the grant application filed by the town of Millis. The town is seeking a \$10,000 grant from the Department of Veteran's Services for the town's Veterans Memorial Renovation, Rehabilitation, and Enhancement Project.


The town of Millis is in the process of a major revitalization of its town center and town offices. Last year the Millis Library was relocated and the Police Station will be relocated in the near future to that same site, where the Korean and Veterans Memorial is located. This relocation of town buildings has presented the town with an opportunity to address the location of the current Veterans Memorials, while addressing the new development guidelines regarding new buildings in the downtown area. Millis is seeking this grant to assist them in relocating the Korean and Vietnam Veterans War Memorial to the Veteran's Memorial Building Community Center and Town Offices and the installation of a new memorial stone in honor of Veterans who served in the Panamanian conflict, Grenada conflict, Desert Shield and Desert Storm, Iraq War, and in Afghanistan. The grant will also assist Millis with the purchase of benches for the Memorials and making the area sidewalks handicapped accessible.

Veterans Memorials play a critical role in our communities; it is a place to honor and remember those who gave their lives so we can enjoy our freedoms. The men and women who serve in the armed forces deserve an appropriate place to be recognized. The town of Millis is now seeking this grant to make ensure that the town appropriately honors those who served their country.

As a State Representative for the town of Millis I am in support of the grant application filed by the town and I ask that the Department of Veterans Services act favorably on Millis application. Thank you in

advance for your time and attention to this matter. Please do not hesitate to contact me directly if you have any questions about the town of Millis' Veterans Memorial Renovation, Rehabilitation, and Enhancement Project.

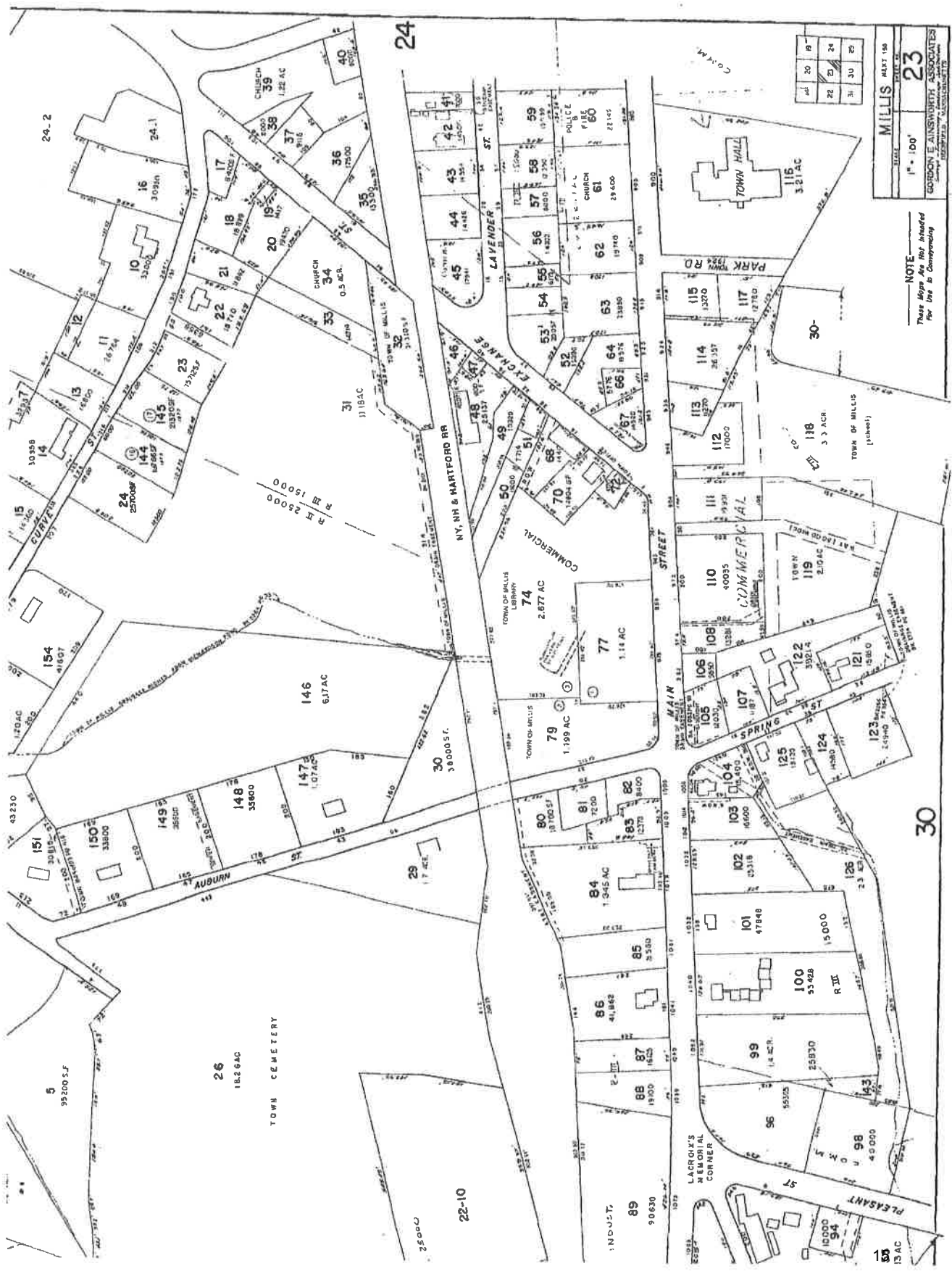
Sincerely,

A handwritten signature in black ink, appearing to read "David P. Linsky", with a long horizontal flourish extending to the right.

David P. Linsky
State Representative

cc: Coleman Nee, Secretary of Veteran's Services

Site



18	19
22	24
31	30
30	29

MILLIS
 SCALE 1" = 100'
 SHEET 15A
 23
 GORDON E. AINSWORTH ASSOCIATES
 100 WASHINGTON STREET
 BOSTON, MASSACHUSETTS

NOTE
 These Maps Are Not Intended
 For Use In Conveyance

REVENUE SUMMARY

3/18/2015

FISCAL YR	STATE AID	LOCAL RECEIPTS	TRANS IN FROM SWR	TRANS IN FROM WTR	SEWER ENTERPRISE	WATER ENTERPRISE	CPA FUND	FREE CASH	OTH. AVAIL FUNDS	LEVY	AMOUNT AVAILABLE	TAXABLE VALUATION	TOTAL TAX RATE
ACT 2012	\$5,447,866.00	\$2,010,708.45	\$88,812.36	\$105,633.14	na		\$271,927.00	\$790,685.35	\$1,011,579.33	\$15,419,133.26	\$25,146,344.89	\$995,425,000.00	\$15.49
ACT 2013	\$5,813,422.00	\$2,336,046.07	\$83,252.98	\$121,777.81	\$2,070,916.51		\$391,217.00	\$661,284.40	\$799,555.51	\$16,328,337.33	\$28,615,809.61	\$999,286,250.00	\$16.34
ACT 2015	\$5,897,717.00	\$2,107,424.35	\$103,719.63	\$132,647.70	\$2,086,677.17		\$242,740.00	\$539,154.00	\$600,620.61	\$17,214,070.05	\$28,924,770.51	\$1,009,031,070.00	\$17.06
PROJ 2015	\$6,031,098.00	\$1,730,824.23	\$150,065.14	\$168,273.00	\$2,452,539.18		\$319,076.75	\$528,639.37	\$694,131.00	\$17,841,742.67	\$30,116,389.34	\$1,049,514,290.00	\$17.00
PROJ 2016	\$6,029,869.00	\$1,773,282.28	\$157,568.40	\$206,686.65	\$1,169,777.93	\$990,747.49	\$226,719.67	\$365,945.00	\$1,023,101.12	\$18,440,440.20	\$30,383,137.74	\$1,049,514,290.00	\$17.57

LEVY CALCULATION:

FY11 LEVY	14,234,728	FY12 LEVY	14,799,741	FY13 LEVY	\$15,432,613	FY14 LEVY	\$15,959,624	FY15 LEVY	\$16,569,052.15	FY16 LEVY	17,112,343	
	1,025		1,025		1,025	amend growth	\$4,540		1,025		1,025	
	14,590,596		15,169,735		\$15,818,428	subtotal	\$15,964,164		\$16,983,278.45		\$17,540,152.04	
GROWTH	209,145	GROWTH	262,878	GROWTH	\$141,196	GROWTH	\$205,784.00	GROWTH	\$129,065.00	GROWTH	150,000	
SUBTOTAL	14,799,741	SUBTOTAL	15,432,613	SUBTOTAL	\$15,959,624	SUBTOTAL	\$16,569,052	SUBTOTAL	\$17,112,343.45	SUBTOTAL	\$17,690,152.04	
DE/OVERRIDES: CAPITAL		DE/OVERRIDES: CAPITAL		DE/OVERRIDES: BOND PREMIUM		DE/OVERRIDES: BOND PREMIUM		DE/OVERRIDES: BOND PREMIUM		DE/OVERRIDES: BOND PREMIUM		
GEN OVERRIDE		GEN OVERRIDE		GEN-CAP OVERRIDE		GEN-CAP OVERRIDE		GEN-CAP OVERRIDE		GEN-CAP OVERRIDE		
DE/OVERRIDES: 550,266		DE/OVERRIDES: 182,551		DE/OVERRIDES: \$377,886		DE/OVERRIDES: BOND PREMIUM (\$37,642.00)		DE/OVERRIDES: GEN-CAP OVERRIDE		DE/OVERRIDES: GEN-CAP OVERRIDE		
FY11 LEVY	15,350,007	FY12 LEVY	15,615,164	FY13 LEVY	\$16,337,510	DE/OVERRIDES: BOND PREMIUM (\$37,642.00)		FY14 LEVY	\$17,843,217.74	FY15 LEVY	18,440,440	
						GEN-CAP OVERRIDE		excess levy	1,475.07			
						FY13 LEVY	\$17,254,064		17,841,742.67			
												597,222
												577,809

LOCAL RECEIPTS AND OTHER AVAILABLE FUNDS

	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	PROJ	PROJ
LOCAL RECEIPTS								
MOTOR VEHICLE EXCISE	\$957,858.95	\$904,538.98	\$926,977.61	\$877,756.32	\$965,744.00	\$1,080,815.06	\$951,992.65	\$974,771.79
MEALS TAX		\$21,334.01	\$69,570.16	\$84,441.68	\$92,383.00	\$91,759.21	\$88,412.34	\$92,071.11
PENALTY & INTEREST/TAX	\$68,878.33	\$101,083.74	\$92,050.35	\$88,811.25	\$98,929.00	\$106,395.26	\$93,263.53	\$98,045.17
PAY IN LIEU OF TAX	\$5,088.84	\$4,398.04	\$4,434.62	\$4,477.50	\$2,380.00	\$2,387.66	\$2,264.04	\$2,387.00
TRASH DISPOSAL	\$111,544.78	\$128,673.66	\$145,574.76	\$125,516.25	\$130,087.00	\$113,973.62	\$124,726.00	\$123,192.29
FEES	\$33,873.11	\$44,523.33	\$38,706.09	\$35,389.04	\$41,113.00	\$35,160.73	\$38,402.71	\$37,220.92
RENTALS	\$19,885.90	\$22,230.88	\$22,230.98	\$20,908.40	\$22,541.00	\$20,285.00	\$20,160.00	\$21,244.80
OTHER DEPT REV	\$78,026.10	\$62,470.94	\$59,376.45	\$66,742.98	\$49,476.00	\$24,113.96	\$24,000.00	\$46,777.65
LICENSES & PERMITS	\$132,326.50	\$174,255.30	\$225,578.50	\$220,900.44	\$204,236.00	\$200,380.32	\$139,691.96	\$175,000.00
FINES & FORFEITS	\$23,658.05	\$25,112.73	\$17,273.75	\$19,806.69	\$16,422.00	\$15,072.97	\$16,000.00	\$17,100.55
INVESTMENT INCOME	\$137,801.04	\$40,383.06	\$31,894.26	\$20,573.69	\$18,611.00	\$15,921.00	\$17,000.00	\$16,000.00
MEDICAID					\$639,384.00	\$41,109.42	\$33,903.00	
MISC RECUR REVENUE	\$293,006.82	\$103,722.33	\$218,141.75	\$261,812.21	\$200,768.80	\$200,768.80	\$181,008.00	\$169,471.00
MISC NON RECUR REV	\$20,941.91	\$199,985.58	\$101,322.45	\$183,572.00	\$55,141.00	\$159,281.34		
TOTAL	\$1,882,890.33	\$1,832,712.58	\$1,953,131.73	\$2,010,708.45	\$2,336,447.00	\$2,107,424.35	\$1,730,824.23	\$1,773,282.28

AVG LAST 3 YRS
 Avg last 2 yrs
 AVG LAST 3 YRS
 LAST YRS actual
 AVG LAST 3 YRS
 AVG LAST 3 YRS
 ACTUAL RENTS (12K + 8160)
 AVG LAST 3 YRS
 AVG LAST 3 YRS
 BASED ON FY 14
 FY14 actuals

2005 2006 2007 2008

2,117,848	2,056,882	2,012,706	1,907,638
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	FY2009	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	PROJ	PROJ
OTHER AVAILABLE FUNDS								
WATER SURPLUS	\$139,344.00							
SEWER SURPLUS	\$19,615.00							
SEWER BETTERMENT	\$288,547.20	\$280,143.00	\$186,000.00	\$155,000.00	\$235,000.00	\$250,000.00	\$265,000.00	\$265,000.00
AMBULANCE	\$220,000.00	\$185,983.60	\$1,000.00	\$1,200.00	\$1,000.00	\$1,000.00	\$344.00	\$350.00
PERPET CARE INTEREST	\$3,413.00	\$2,185.00	\$13,000.00	\$10,400.00	\$10,000.00	\$7,600.00	\$4,500.00	\$7,000.00
CEMETERY LOT SALES	\$16,600.00	\$11,500.00	\$108,000.00	\$60,349.41	\$80,636.33	\$20,000.00	\$34,261.00	
EXIST APPROP	\$356,538.00				\$5,838.01			
OVERLAY SURPLUS	\$0.00				\$35,000.00	\$38,610.66	\$34,150.00	\$33,400.00
CELL TOWER REVENUE	\$126,920.00	\$43,634.00	\$200,000.00	\$218,030.00			\$160,000.00	\$250,000.00
STABILIZATION						\$5,436.00	\$35,239.00	\$6,797.00
OTHER					\$85,739.00		\$7,821.00	\$10,724.12
SEPTIC BETTERMENTS	\$30,330.00	\$30,000.00	\$30,000.00	\$30,000.00			\$36,043.00	
DANIELS ST REVENUE			\$216,756.00	\$280,913.00	\$280,110.00	\$275,963.00	\$316,773.00	\$413,182.00
CH 90 HIGHWAY	\$213,940.00	\$211,216.00	\$27,000.00	\$200,468.94	\$64,029.00			
MISCELLANEOUS		\$620,829.61		\$29,217.98	\$2,203.17	\$2,010.95		\$36,648.00
BOND PREMIUM								
TOTAL	\$1,256,288.20	\$1,385,491.21	\$781,756.00	\$985,579.33	\$799,555.51	\$600,620.61	\$894,131.00	\$1,023,101.12

WATER ENTERPRISE FUND

	2011	2012	2013	2014	2015	2016
	ACT	ACT	ACT	ACT	PROJ	PROJ
WATER ENTERPRISE REVENUE						
WATER USER CHARGES	\$ 679,140.78	\$ 670,963.53	\$ 707,988.19	\$ 727,743.08	\$ 764,130.23	\$ 787,054.14
PRIOR YR USE CHARGES	\$ 50,514.03	\$ 55,887.85	\$ 67,728.61	\$ 58,195.36	\$ 58,043.50	\$ 55,887.00
CAP ASSESSMENT	\$ 262,724.84	\$ 254,460.80	\$ 245,965.83	\$ 279,114.21	\$ 278,699.82	\$ 316,123.43
PENALTIES/INTEREST	\$ 9,305.42	\$ 7,924.91	\$ 10,026.30	\$ 10,311.28	\$ 9,085.54	\$ 9,420.83
LIENS	\$ 52,169.45	\$ 49,371.77	\$ 52,509.53	\$ 53,370.79	\$ 51,350.25	\$ 51,750.70
ENTRANCE FEES	\$ 16,650.00	\$ 14,800.00	\$ 25,300.00	\$ 37,300.00	\$ 18,000.00	\$ 21,000.00
METER ON OFF	\$ 1,005.00	\$ 1,110.00	\$ 210.00	\$ 105.00	\$ 775.00	\$ 475.00
CROSS CONNECTIONS	\$ 5,050.00	\$ 5,700.00	\$ 7,200.00	\$ 6,300.00	\$ 5,983.33	\$ 6,400.00
INVESTMENT INCOME	\$ 1,811.02	\$ 1,789.33	\$ 1,858.24	\$ 1,435.15	\$ 1,000.00	\$ 1,694.24
MISC	\$ 7,048.49	\$ 5,932.69	\$ 4,585.25	\$ 8,451.29	\$ 5,855.48	\$ 6,323.08
SUBTOTAL	\$ 1,085,419.03	\$ 1,067,940.88	\$ 1,123,351.95	\$ 1,182,326.16	\$ 1,192,923.15	\$ 1,256,128.42
SURPLUS	\$ 60,000.00	\$ 238,816.00	\$ 138,506.25	\$ 62,157.67	\$ 296,687.00	
WATER REVENUE TOTAL	\$ 1,145,419.03	\$ 1,306,756.88	\$ 1,261,858.20	\$ 1,244,483.83	\$ 1,489,610.15	\$ 1,256,128.42

	2011	2012	2013	2014	2015	2016
	APPR	APPR	ACT	ACT	PROJ	PROJ
WATER ENTERPRISE COSTS						
WAGES	\$ 240,137.91	\$ 255,465.77	\$ 261,797.42	\$ 271,484.12	\$ 288,333.89	\$ 294,685.05
EXPENSES	\$ 342,902.73	\$ 343,837.47	\$ 341,613.00	\$ 341,141.10	\$ 349,153.00	\$ 363,300.93
DEBT	\$ 271,603.11	\$ 274,464.59	\$ 253,453.59	\$ 296,819.82	\$ 293,368.00	\$ 293,761.51
WAGE ARTICLE			\$ 1,234.24	\$ 10,004.00		\$ 990,747.49
CAPITAL OUTLAY/misc		\$ 238,816.00	\$ 150,949.25	\$ 75,780.67	\$ 296,687.00	\$ 696,062.44
RESERVE FUND						
OTHER	\$ 60,000.00					
HEALTH	\$ 14,987.65	\$ 15,737.03	\$ 16,523.88	\$ 17,350.08	\$ 43,443.00	\$ 45,615.15
PENSION	\$ 14,175.76	\$ 14,884.55	\$ 15,628.78	\$ 16,410.21	\$ 17,231.00	\$ 18,092.55
SHARED EMPLOYEES	\$ 12,499.76	\$ 13,124.75	\$ 13,780.99	\$ 14,470.03	\$ 30,937.00	\$ 32,483.85
ADDITIONAL W/S CLK HRS				\$ 11,406.15		\$ 30,000.00
AUTO LIAB/COMP	\$ 13,969.62	\$ 14,668.10	\$ 15,401.51	\$ 16,171.58	\$ 16,980.00	\$ 17,829.00
OTHER - ADMIN	\$ 44,970.20	\$ 47,218.71	\$ 48,579.65	\$ 56,839.63	\$ 59,682.00	\$ 62,666.10
WATER COSTS TOTAL	\$ 1,015,246.74	\$ 1,218,216.97	\$ 1,129,825.31	\$ 1,127,877.39	\$ 1,395,814.89	\$ 1,197,434.14
SURPLUS/DEFICIT					\$ 93,795.26	

SUB TOTAL TRANSFERS TO GENERAL FUND	\$	\$	\$	\$	\$	\$
NET WATER ENTERPRISE COSTS	\$	\$	\$	\$	\$	\$
TOTAL ENTERPRISE COSTS	\$	\$	\$	\$	\$	\$

NOTE: BORROWING AUTHORIZATION

SEWER ENTERPRISE FUND

	2011	2012	2013	2014	2015	2016
	ACT	ACT	ACT	ACT	PROJ	PROJ
SEWER ENTERPRISE REVENUE						
SEWER USER CHARGES	\$ 663,462.46	\$ 681,864.74	\$ 759,015.37	\$ 767,294.40	\$ 765,768.06	\$ 911,263.99
PRIOR YEAR SEWER CHARGES	\$ 64,521.28	\$ 52,514.21	\$ 66,191.39	\$ 65,967.78	\$ 57,487.00	\$ 61,557.79
INTEREST	\$ 1,106.35	\$ 920.83	\$ 248.88	\$ 744.03		
PENALTIES	\$ 6,486.90	\$ 6,818.39	\$ 9,006.33	\$ 8,503.72	\$ 7,117.96	\$ 8,109.48
LIENS	\$ 37,933.99	\$ 36,634.41	\$ 61,382.18	\$ 48,557.11	\$ 41,728.00	\$ 48,857.90
ENTRANCE FEES	\$ 36,000.00	\$ 17,500.00	\$ 25,000.00	\$ 34,000.00	\$ 25,000.00	\$ 33,000.00
OTHER REVENUE	\$ 300.00	\$ 300.00	\$ 150.00	\$ 2,400.00		\$ 48,245.00
SUBTOTAL	\$ 809,810.98	\$ 796,552.58	\$ 920,994.15	\$ 927,467.04	\$ 897,101.02	\$ 1,111,034.16
BETTERMENTS	\$ 340,267.00	\$ 317,807.50	\$ 310,387.50	\$ 299,117.00	\$ 282,997.00	\$ 275,787.50
SURPLUS	\$ 108,156.00	\$ 184,945.60	\$ 54,300.00	\$ 57,211.99	\$ 228,116.00	
TOTAL SEWER ENTERPRISE REVENUE	\$ 1,258,233.98	\$ 1,299,305.68	\$ 1,285,681.65	\$ 1,283,796.03	\$ 1,408,214.02	\$ 1,386,821.66

	2011	2012	2013	2014	2015	2016
	APPR	APPR	APPR	ACT	PROJ	PROJ
SEWER ENTERPRISE COSTS						
WAGES	\$ 230,338.31	\$ 203,587.99	\$ 209,418.74	\$ 202,160.38	\$ 217,154.68	\$ 222,834.16
EXPENSES	\$ 461,664.12	\$ 351,394.42	\$ 453,225.63	\$ 439,909.46	\$ 460,581.77	\$ 579,151.52
DEBT	\$ 360,239.37	\$ 415,925.00	\$ 330,743.89	\$ 385,197.60	\$ 319,144.84	\$ 366,792.25
WAGE INC+unpaid bill			\$ 995.36	\$ 5,430.00		\$ 945,943.77
CAPITAL OUTLAY(RESERVE)	\$ 40,576.00	\$ 112,316.00	\$ 67,300.00	\$ 68,137.99	\$ 228,116.00	
RESERVE FUND						
unpaid bill			\$ 185.40			
HEALTH	\$ 12,262.63	\$ 12,875.76	\$ 13,519.55	\$ 14,195.53	\$ 40,321.25	\$ 42,337.31
PENSION	\$ 11,598.35	\$ 12,178.27	\$ 12,787.18	\$ 13,426.54	\$ 14,097.87	\$ 14,802.76
SHARED EMPLOYEES	\$ 12,499.76	\$ 13,124.75	\$ 13,780.99	\$ 14,470.03	\$ 30,937.13	\$ 32,483.98
OTH - AUTO LIAB/COMP	\$ 11,429.69	\$ 12,001.17	\$ 12,601.23	\$ 13,231.29	\$ 13,892.85	\$ 14,587.50
OTH - ADMIN	\$ 36,792.77	\$ 38,632.41	\$ 40,564.03	\$ 48,396.23	\$ 50,816.04	\$ 53,356.84
SEWER COSTS TOTAL	\$ 1,177,401.00	\$ 1,172,035.77	\$ 1,155,122.00	\$ 1,204,555.05	\$ 1,375,062.43	\$ 1,326,346.33
SURPLUS					\$ 33,151.59	\$ 60,475.34
SUB TOTAL TRANSFERS TO GENERAL FUND	\$	\$ 88,812.36	\$ 93,252.98	\$ 103,719.62	\$ 150,065.14	\$ 157,568.40
NET SEWER ENTERPRISE COSTS	\$	\$ 1,083,223.41	\$ 1,061,869.02	\$ 1,100,835.43	\$ 1,224,997.29	\$ 1,168,777.93
TOTAL ENTERPRISE COSTS	\$	\$ 1,172,035.77	\$ 1,155,122.00	\$ 1,204,555.05	\$ 1,375,062.43	\$ 1,326,346.33

EXPENDITURE SUMMARY

FISCAL YR	BUDGET OPERATING EXPENSE	BENEFITS & TC		WATER		SEWER		MISC.		NET CAPITAL BUDGET		OTHER AMOUNTS TO RAISE		ALLOW ABATE EXEMPT		STATE & COUNTY CHARGES	CPA FUND	TOTAL AMT TO BE RAISED
		TX RAT DEBT	INSURANCE	ENTERPRISE BUDGET/CAPITAL	ENTERPRISE BUDGET/CAPITAL	ENTERPRISE BUDGET/CAPITAL	ARTICLES	BUDGET	TO RAISE	ABATE	EXEMPT	CPA	FUND					
ACT 2014	\$19,232,028.97	\$5,106,510.84	\$5,986,429.06	\$1,100,248.11	\$546,437.85	\$629,435.00	\$393,187.00	\$106,107.01	\$318,217.00	\$213,110.00	\$28,631,710.44							
PROJ 2015	\$19,852,308.00	\$5,307,920.09	\$1,227,541.89	\$1,224,997.29	\$822,192.37	\$822,703.00	\$435,607.00	\$83,252.83	\$320,596.00	\$309,330.75	\$30,116,389.32							
PROJ 2016	\$20,254,281.73	\$5,986,821.92	\$950,747.49	\$1,168,777.93	\$316,638.00	\$847,626.00	\$379,075.00	\$100,000.00	\$312,440.00	\$226,719.67	\$30,383,137.74							
		\$26,241,113.65																
	budgets can be	\$20,254,292	\$19,513,862.38	\$740,429														
	budgets are	\$20,721,630																
	surplus/deficit	(\$467,338)																

MISCELLANEOUS ARTICLES	FY15 REQ		FY15 REC		FY16 REQ		FY16 REC		FY14 OTH AMTS RAISE		TOTAL
AUDIT/FEEB	\$35,000	\$35,000			\$35,000	\$35,000			LIBRARY OFFSETS	\$7,461	
REVALUATION	\$15,000	\$117,849							CPA plug	\$29,630	
POLICEDISPATCH SETTLEMENT 2yrs)	\$116,424	\$20,000							SCHOOL LUNCH	\$5,191	
NON UNION WAGE INCREASES	\$20,000	\$109,000							CHOICE RECV TUITION	\$350,905	
STABILIZATION FUND	\$160,000	\$13,461.37			\$250,000	\$250,000			TOTAL	\$393,187	
SNOW & ICE DEFICIT	\$3,370	\$5,000							FY15 OTH AMTS RAISE	\$10,147	
SCHOOL MEDICAID REIMBRS	\$3,370	\$5,000							LIBRARY OFFSETS	\$9,746	
UNEMPLOYMENT	\$40,000	\$40,000							CPA plug	\$5,285	
FIELD MAINTENANCE									SCHOOL LUNCH	\$5,285	
UNFUNDED CY BUDGETS									CHOICE RECV TUITION	\$410,329	
UNFUNDED HEALTH LIABILITY									TOTAL	\$435,507	
ENERGY MGR	\$20,142	\$20,142			\$26,638	\$26,638			FY16 OTH AMTS RAISE	\$10,758	
ACTUARIAL STUDY		\$1,750							LIBRARY OFFSETS	\$9,746	
SNOW & ICE SUPPLEMENTAL APPROPRIATION	\$0	\$0							CPA plug	\$0	
SWIFTREACH	\$414,936	\$522,192.37			\$440,638	\$316,638			SCHOOL LUNCH	\$358,571	
TOTAL									CHOICE RECV TUITION	\$379,075	
									TOTAL	\$379,075	

cpa projects	FY15		FY16	
magara	\$97,000			
ellice school	\$12,500			
glazing		\$5,000		
reservations/budget				
budget	\$8,381			
DEBT	\$61,166.75			
open space	\$16,761.00			
historic	\$16,421			
housing	\$16,761.00			
budgeted	\$80,000.00			
sum	\$309,330.75		\$226,720	

\$0

Massachusetts Department of Revenue
 Division of Local Services
 Municipal Databank/Local Aid Section
 Cherry Sheet Budget Reports: Municipalities

1. Where present, uncheck NULL boxes and enter values (no commas) to set min and max data ranges.
2. Report will always include all data, but will display only communities within set ranges.
3. Click "View Report" and scroll down to check report status.
4. To view or sort data, export to Excel.

[Close](#)

Municipality (type municipality name): Fiscal Year (must be greater than 2010)

1 of 2 Export

FY2016 Local Aid Estimates

Mills

	FY2015 Cherry Sheet Estimate	FY2016 Governor's Budget Proposal	FY2016 House Budget Proposal	FY2016 Senate Budget Proposal	FY2016 Conference Committee
Education:					
Chapter 70	4,625,472	4,651,012			
School Transportation	0	0			
Charter Tuition Reimbursement	893	5,388			
Smart Growth School Reimbursement	0	0			
Offset Receipts:					
School Choice Receiving Tuition		410,329	358,571		
Sub-total, All Education Items:	5,036,694	5,014,971			
General Government:					
Unrestricted Gen Gov't Aid		931,622	965,160		
Local Sh of Racing Taxes		0	0		
Regional Public Libraries		0	0		
Urban Revitalization		0	0		
Veterans Benefits		22,965	12,299		
State Owned Land		0	0		
Exemp: VBS and Elderly		24,385	26,681		
Offset Receipts:					
Public Libraries		10,147	10,758		
Sub-Total, All General Government	989,119	1,014,898			

Total Estimated

Receipts 6,025,813 **6,029,869**

Although the School Lunch program is funded in both the FY2015 final budget and the FY2016 Governor's budget proposal, we have removed the estimate from the cherry sheet as this program is an education offset that has no impact on the tax rate setting process.

Massachusetts Department of Revenue
 Division of Local Services
 Municipal Databank/Local Aid Section
 Cherry Sheet Budget Reports: Municipalities

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3. Click "View Report" and scroll down to check report status.
4. To view or sort data, export to Excel.

[Close](#)

Municipality (type municipality name): Fiscal Year (must be greater than 2010)

Navigation icons: 2 of 2 | Select a format | Export

	Cherry Sheet Estimate	Governor's Budget Proposal	House Budget Proposal	Senate Budget Proposal	2016 Conference Committee
County Assessments:					
County Tax	51,347	51,602			
Suffolk County Retirement	0	0			
Essex County Reg Comm Center	0	0			
Sub-Total,	51,347	51,602			
County Assessments:					
State Assessments and Charges:					
Retired Employees Health Insurance		0	0		
Retired Teachers Health Insurance		0	0		
Mosquito Control Projects	33,013		33,924		
Air Pollution Districts	2,383		2,421		
Metropolitan Area Planning Council	3,998		3,981		
Old Colony Planning Council		0	0		
RMV Non-Renewal Surcharge	6,840		6,840		
Sub-Total, State Assessments:		46,234	47,166		
Transportation Authorities:					
MBTA	42,794		29,499		
Boston Metro. Transit District	0		0		
Regional Transit	0		0		
Sub-Total, Transp Authorities:	42,794		29,499		
Annual Charges Against Receipts:					
Multi-Year Repayment Program		0	0		
Special Education	11,949		0		
STRAP Repayments	0		0		
Sub-Total, Annual Charges:	11,949		0		
Tuition Assessments:					
School Choice Sending Tuition	157,310		167,460		
Charter School Sending Tuition	10,962		16,713		
Sub-Total, Tuition Assessments:	168,272		184,173		
Total Estimated Charges:	320,596		312,440		



Millis, Massachusetts Ross Avenue Infrastructure Improvements Construction/Budget Estimate 4-Mar-15

Description	Unit	Unit Cost	Quantity	Cost
<u>Water System</u>				
8" DI Main	L.F.	\$80.00	750	\$60,000.00
1" Copper Service	L.F.	\$45.00	125	\$5,625.00
Hydrant	EA	\$5,400.00	1	\$5,400.00
8" Gate Valve	EA	\$1,400.00	2	\$2,800.00
			Water Total	\$73,825.00
<u>Road</u>				
Reclamation	S.Y.	\$5.00	1670	\$8,350.00
Gravel Borrow	C.Y.	\$20.00	180	\$3,600.00
Earth Excavation	C.Y.	\$20.00	200	\$4,000.00
Fine Grading	S.Y.	\$1.00	2100	\$2,100.00
1 1/2" Top Course Paving	TONS	\$110.00	180	\$19,800.00
2 1/2" Binder Course Paving	TONS	\$110.00	300	\$33,000.00
Hand Paving	TONS	\$170.00	50	\$8,500.00
			Road Total	\$79,350.00
<u>Misc. Items</u>				
Rock Excavation*	C.Y.	\$80.00	100	\$8,000.00
Police	M.H.	\$45.00	160	\$7,200.00
Loam/Seed	S.Y.	\$5.00	1500	\$7,500.00
Misc. Work	L.S.	\$4,000.00	1	\$4,000.00
Erosion Control	L.F.	\$10.00	750	\$7,500.00
			Misc. Total	\$34,200.00
CONSTRUCTION COST SUBTOTAL				\$187,375.00
10% CONST. CONTINGENCIES				\$18,737.50
ENGINEERING DESIGN				\$12,000.00
CONSTRUCTION ADMINISTRATION				\$12,000.00
TOTAL ESTIMATED COST				\$230,112.50

* Indeterminate quantity assumed for comparison

Phone: (978) 657-9714
Fax: (978) 657-7915

March 16, 2015

Mr. Charles Aspinwall
Town Administrator
Memorial Building
900 Main Street
Millis, MA 02054

RE: Millis, Massachusetts
Proposal for Engineering Services
Operation and Maintenance Plan – Sewer System
NPDES Permit NO. MA0102598

Dear Mr. Aspinwall,

We are pleased to present our proposal for engineering services for development of an Operation and Plan of the Towns sewer system as required by NPDES Permit No. MA0102598. The plan will be developed as outlined in Part C, 4 and 5 of the permit.

SCOPE OF SERVICES

The following items of work will be completed.

1. Collection System Mapping: A map of the sewer collection system shall be developed using existing maps and information. The map shall be a street map of the community, with sufficient detail and at a scale to allow easy interpretation. The collection system information shown on the map shall be based on current conditions. The map shall include, but not be limited to the following:
 - a. All sanitary sewer lines and related manholes;
 - b. All combined sewer lines, related manholes, and catch basins;
 - c. All combined sewer regulators and any known or suspected connections between the sanitary sewer and storm drain systems (e.g. combination manholes) ;
 - d. All outfalls; including stormwater outfalls that are connected to combination manholes;
 - e. All pump stations and force mains;
 - f. The wastewater treatment facility;
 - g. All surface waters (labeled);
 - h. Other major appurtenances such as inverted siphons and air release valves;
 - i. A numbering system which identifies manholes, catch basins, overflow points, regulators and outfalls;

- j. The scale and a north arrow; and
- k. The pipe diameter, date of installation, type of material, distance between manholes, and the direction of flow. These will be provided if the information is available.

2. Collection System Operation and Maintenance Plan

- a. GCG will develop a Collection System Operation and Maintenance Plan for the collection system with the assistance of the Town. The plan will include; a description of the collection system management goals, staffing, information management, and legal authorities; a description of the collection system and the overall condition of the collection system including a list of all pump stations and a description of recent studies and construction activities; and a schedule for the development and implementation of the full Collection System O & M Plan including the elements in paragraphs below.
- b. The Plan shall include:
 - (1) A preventive maintenance and monitoring program for the collection system;
 - (2) Description of sufficient staffing necessary to properly operate and maintain the sanitary sewer collection system and how the operation and maintenance program is staffed;
 - (3) Description of funding, the source(s) of funding and provisions for funding sufficient for implementing the plan ;
 - (4) Identification of known and suspected overflows and back-ups, including manholes. A description of the cause of the identified overflows and back-ups, corrective actions taken, and a plan for addressing the overflows and back-ups consistent with the requirements of this permit;
 - (5) A description of programs for preventing I/I related effluent violations and all unauthorized discharges of wastewater, including overflows and by-passes and the ongoing program to identify and remove sources of I/I. The program shall include an inflow identification and control program that focuses on the disconnection and redirection of illegal sump pumps and roof down spouts; and
 - (6) An educational public outreach program for all aspects of I/I control, particularly private inflow.
 - (7) An Overflow Emergency Response Plan to protect public health from overflows and unanticipated bypasses or upsets that exceed any effluent limitation in the permit.

Time Schedule

The draft of the plan would be completed within 60 days of notice to proceed.

Fee schedule

The not to exceed fee for providing the above scope of services would be \$26,220. See attached breakdown of man-hours for estimated cost.

The total fees for the above listed Scope of Services will not be exceeded without formal agreement between the parties of this agreement. A change in the Scope of Services will be

considered cause to modify this agreement. Changes, other than minor revisions, requested by the Owners, or any review boards; will be considered as a change in the Scope of Services.

If you have any questions or require additional information, please call.

Sincerely,
GCG ASSOCIATES, INC.

Michael J. Carter

Michael J. Carter, P.E.
President

GCG Associates, Inc.
 84 Main Street
 Wilmington, MA 01887
 (978) 657-9714

Estimated Fee

3/16/2015

Town: Millis, MA

Project: O&M Plan Sewer System

Phase	Project		Hours				GPS	Survey	Reim- bursibles	Total
	Manager	Engineer	Project Engineer	Staff Engineer	Staff Engineer	Staff Engineer				
	\$110.00	\$85.00		\$75.00	\$65.00	\$110.00				
Task 1 System Mapping	4	0	80		120	0			\$14,240.00	
Task 2 Draft O&M Plan	2	120	0		0	0			\$10,420.00	
Task 3 - Final Plan and Meetings	8	8	0		0	0			\$1,560.00	
					Total Fee				\$26,220.00	

Survey time is to locate catch basins

**MILLIS COMMUNITY PRESERVATION COMMITTEE
MINUTES**

MARCH 5, 2015

Room 104 Veterans Memorial Building, 900 Main St., Millis, MA

The meeting was called to order at 7:30 p.m. by Mr. Nathan Maltinsky, Chair.

Members present: Nathan Maltinsky, Chair
 John Northgraves, Treasurer
 David Baker
 Pamela Rheaume-Mustard
 Raymond Normandin
 Anne Rich

Members absent: Catherine MacInnes
 Wendy Barry
 Andrea Wagner

Also present:

**CPC Annual Housekeeping Warrant Article
CPC Revenues/Debt**

Article ___: To see if the Town will vote to appropriate a sum of money, or reserve a sum of money from the **Community Preservation Fund**, for the Historic Resources Reserve, the Community Housing Reserve, the Open Space Reserve, or the Budgeted Reserve, from annual revenues in the amounts recommended by the Community Preservation Committee, for committee administrative expenses, community preservation projects and/or other expenses in fiscal year 2015, with each item to be considered a separate appropriation; or act in any manner relating thereto.

On a motion made by Mr. John Northgraves, seconded by Ms. Anne Rich, it was voted unanimously (6-0) to make the following appropriations and transfers from the Community Preservation Fund as follows:

Appropriations:

From 2016 estimated revenues for Committee Administrative Expenses	\$8,211.00
From Undesignated Fund Balance for Short Term Debt	\$81,250.00
From Undesignated Fund Balance for Short Term Debt Interest	\$2,995.67

Reserves:

From FY2016 estimated revenues for Historic Resources Reserve	\$16,421.00
From FY2016 estimated revenues for Community Housing Reserve	\$16,421.00
From FY2016 estimated revenues for Open Space Reserve	\$16,421.00
From FY2016 estimated revenues for Budgeted Reserve	\$80,000.00

The Community Preservation Committee **recommends approval** of the above article at the Town Meeting to be held on Monday, May 11, 2015.

Phone: (978) 657-9714
Fax: (978) 657-7915

December 10, 2014

Mr. Charles Aspinwall
Town Administrator
Memorial Building
900 Main Street
Millis, MA 02054

RE: Millis, Massachusetts
Proposal for Engineering Services
Cedar and Farm Street Sewer Extension Project

Dear Mr. Aspinwall,

We are pleased to present our Proposal for engineering services for the Cedar and Farm Street Sewer Extension Project. This proposal is for the design and bidding services for the extension of the proposed sewer on Cedar and Farm Street.

SCOPE OF SERVICES

The following Scope of Services includes the design, permitting, bid tabulation and bid process coordination, and contract documentation preparation for approximately 1100 feet of sewer on Cedar Street and approximately 650 linear feet of sewer on Farm Street from Cedar to house number 64. These services also include coordination of these activities with the Millis Town Administrator.

• **General**

The engineer shall provide all engineering, calculations, and other work as appropriate to develop final plans, specifications and contract document for:

- a. Design of sewer force mains to service existing homes.
- b. Coordination of work with Town Officials.

• **Data Collection, Survey and Preliminary Design**

1. **Design Criteria:** Confer with the DPW Director and Town Officials, for the purposes of establishing the design criteria for the project..
2. **Data Collection:** Obtain information pertaining to the immediate project areas, and other existing utilities. Review available maps from relevant Town Departments, and collect all existing utility information, and add this information in sufficient detail to base maps which are to be used during the engineering design.
3. **Field Surveying:** Perform a detailed field survey of street requiring sewer extension. A complete field survey will include developing base plans, rims and inverts of existing structures. The field survey shall also establish sufficient horizontal and vertical control along the length of the project to allow the Contractor to control the work and the Engineer to check the work.

4. Preliminary Design: GCG Associates will create preliminary base drawings at a scale of 1" = 40'. Preliminary design plans will be prepared and incorporate the information obtained through the field surveys. The drawings will show all existing information, the proposed location force mains and valves.

GCG Associates will meet with Town Officials to review the details of the preliminary design including the locations of the sewer system extension, project scheduling, funding, and permits. We will prepare a list of any permits required for the project prior to meeting with the Town.

- **Final Design**

1. Final Design Plans and Specifications: Prepare plans at a scale of 1" equal 40', showing the proposed improvements, profiles and pertinent information. Show all underground utilities and structures, curbing, sidewalk, etc., within the right-of-way. A set of plans shall be provided to the Town upon approval of the design. Prepare contract documents / specifications in the CSI format for the project. The documents shall contain boiler plate requirements, bid sections and technical specifications, which shall be approved by the Town.
2. Estimate: Itemized estimates of probable construction cost will be prepared based on the final designs and will reflect the latest pricing information for the project area. Pricing shall be provided as required.
3. Meetings, Permits and Applications: Concurrent with the design work, GCG Associates will file for and obtain all permits - environmental or otherwise required, with all required information, and attend all meetings with state & town boards, officials and personnel as required.
4. Alternate 1- GCG would include the design of a new water main on these two streets in addition to the proposed sewer.

- **Bid Process**

1. GCG Associates will coordinate the preparation of the final contract documents with the Millis Town Administrator.
2. GCG Associates will provide thirty (30) complete sets of final plans, specifications and contract documents for use during the project bid process and construction phase of the project.
3. GCG Associates will assist the Millis Town Administrator on the preparation of a bid notice and advertisement.
4. GCG Associates will be available to provide technical assistance, as appropriate to all prospective bidders.
5. GCG Associates will work with the Millis Town Administrator to coordinate all phases of the bid process, including:
 - (a) Bid opening
 - (b) Bid reference and qualifications check
 - (c) Bid recommendations

Time Schedule

The design of the project would be completed within 60 days of notice to proceed.

Fee schedule

The estimated fee for providing the above scope of services is as follows.

Sewer:

Design:

- | | |
|----------------------|---------------|
| • Survey | \$ 4,780 |
| • Preliminary Design | \$ 2,520 |
| • Design/Permitting | \$ 3,650 |
| • Bidding | <u>\$ 820</u> |

Total Estimated Fee Design

\$11,770

Alternate Water Design

\$ 2,630

We appreciate the opportunity to submit our proposal.

Sincerely,

GCG ASSOCIATES, INC.

Michael J. Carter

Michael J. Carter, P.E.
President

COST PROPOSAL FOR CEDAR AND FARM STREET - SEWER DESIGN
ESTIMATED MANHOURLY BREAKDOWN & FEE SCHEDULE

DESIGN/ BIDDING SERVICES									
Project Task	Estimated Manhour Effort								
	Project Manager	Senior Project Eng	Project Engineer	Survey Crew	CAD Tech	Resident Engineer	Subcontract	Estimated Fees	
Hourly Rates	\$110	\$95	\$80	\$110	\$70	\$88			
SURVEY									
1. Project Coordination	2			24					
2. Field Survey			24						
3. Develop Plans	2	0	24	24	0	0	\$0.00		\$4,780.00
SUBTOTAL									
PRELIMINARY DESIGN									
1. Preliminary Design	2	0	24						
2. Estimates		4	0						
SUBTOTAL	2	4	24	0	0	0	\$0.00		\$2,520.00
FINAL DESIGN									
a. Final Design			16						
1. Sewer Design	2		16						
2. Contract Documents	2		2						
4. Estimates	1								
5. Permits/Hearings	2		2						
- Sewer Extension	7	0	36		0		\$0.00		\$3,650.00
SUBTOTAL									
BIDDING SERVICE									
a. Coordinate Bidding	2	2							
b. Bid evaluation	2	2					\$0.00		\$820.00
SUBTOTAL	4	4							
							Total Estimated Fee		\$11,770.00

650'x24'-Farm Street - From Cedar St to #64 1100'x18'-Cedar St - From Farm St to #28-End				Engineers Estimate	
Item	Descript.	Units	Quan.	Unit Cost (\$)	Total Cost (\$)
	4' Diameter - Precast Concrete Cleanout Manhole	E.A.	1	3,500.00	3,500.00
	2" SDR 21 PVC Low Pressure Sewer Main	L.F.	1750	40.00	70,000.00
	1 1/4" SDR21 PVC Low Pressure Sewer Service	EA	20	2,500.00	50,000.00
	Unclassified Excavation	C.Y.	50	25.00	1,250.00
	Gravel Borrow Fill	C.Y.	50	25.00	1,250.00
	Reclaim	S.Y.	3940	6.5	25,610.00
	Monolithic Bit. Cape Cod Berm - Both Sides	L.F.	1400	3.00	4,200.00
	Base Course (Machine)	TON	590	90.00	53,100.00
	Top Course (Machine)	TON	360	90.00	32,400.00
	Hand Mix(Aprons/Transitions)	TON	75	150.00	11,250.00
	Loam and Seeding	S.Y.	750	10.00	7,500.00
	Mobilization	L.S.	1	10,000.00	10,000.00
	Misc. Work and Clean-up	L.S.	1	5,000.00	5,000.00
	Traffic Control	L.S.	1	3,000.00	3,000.00
	Drainage Improvements-structures, piping, etc.	L.S.	1	20,000.00	20,000.00
	Construction Cost				\$298,060.00
	10% Contingencies			10%	\$29,806.00
	Total Construction Cost				\$327,866.00
	Uniformed Police - 30dx2eax9hr	MH	540	48.00	25,920.00
	Engineering - Survey, design/permitting				12,000.00
	Construction Administration and Inspection				25,000.00
	Total Project Cost				390,786.00



February 19, 2015

Mr. Charles J. Aspinwall, Town Administrator
Town of Millis
900 Main Street
Millis, MA 02054

RE: Proposal - NPDES MS4 Program Assistance
Kleinfelder Reference No.: MG151050.001P

Dear Mr. Aspinwall:

Kleinfelder, Inc., (hereinafter "Kleinfelder") is pleased to submit this Proposal to the Town of Millis ("Client") for Professional Engineering Services related to support for the Town's National Pollutant Discharge Elimination System (NPDES) Small Municipal Separate Storm Sewer Systems (MS4) Program. We propose to provide the professional services set forth in detail under SECTION 1 below. When this Proposal is executed and returned to Kleinfelder by the duly authorized Client representative, it will constitute a notice to proceed with the specific Project.

BACKGROUND AND PROJECT UNDERSTANDING

For over a decade, the Town of Millis has successfully been implementing a stormwater management program in conformance with their 2003 NPDES MS4 permit for drainage system discharges. Jointly with the Town of Medway, the Town recently submitted comments to U.S. EPA Region 1 outlining questions and concerns regarding the Draft 2014 Small MS4 General Permit proposed for Massachusetts. The Draft MS4 General Permit contains significantly more stringent conditions than the existing permit, with prescriptive program requirements that are not currently incorporated into the Town's program. Consistent with the Town's pro-active approach to stormwater management planning under the NPDES Program, the Town is seeking to clarify the following:

- The current level of effort (cost) expended across all Town Departments to comply with the program and maintain the infrastructure level of service expected by residents and other stakeholders;
- The estimated level of effort to comply with future obligations of the program as detailed in the proposed 2014 Draft General Permit;
- Actions that can be taken in the immediate or near future to better position the Town for a smooth transition to the elevated level of effort demanded by the 2014 Draft MS4 General Permit's enhanced terms and conditions.

SECTION 1. – Scope of Services

Kleinfelder will assist the Town to achieve these objectives through the proposed scope of services presented below.

Task 1 – Stormwater Management Program Current Cost Analysis

A. Review & Summarize Existing Stormwater Program (problems, cost, needs and goals):

Kleinfelder will work with DPW and other Town staff to identify initial needs, costs, issues and goals related to the Stormwater Program. This subtask will include one (1) meeting with Town staff. The results of these efforts will be incorporated into a Technical Memorandum to include results of Task 1(B) as well.

B. Description of Future Municipal Stormwater Program:

Kleinfelder will develop a Cost of Service Analysis to present anticipated future costs to meet regulatory objectives (e.g., MS4 permit, TMDLs) and infrastructure needs, based on available existing information. At this point, no planning level cost for implementing a stormwater utility will be included in the total projected cost of the future program, as the Town has not yet determined a preferred funding mechanism for the program. Potential program funding sources will be discussed and compared qualitatively. Results of this task will be incorporated into the Technical Memorandum.

Deliverable:

- 1) Draft and Final Technical Memorandum detailing current and projected future program goals, needs, costs, and challenges. Costs will be presented in a manner to facilitate Town Warrant preparation, specifically starting with FY 17 anticipated program costs.

Task 2 – Program Documentation Framework

Based on anticipated recordkeeping and documentation requirements of the proposed 2014 Draft MS4 permit, an organizational framework that provides streamlined access (in terms of retrieval and archiving) of monitoring data, condition assessment information, inspection reports and similar program documentation is essential. Kleinfelder will assess the Town's current recordkeeping and reporting systems in relation to stormwater management and provide a framework that will:

- Direct staff to a centralized portal document for links to existing standard operating procedures (SOP), inspection checklists and monitoring data report templates for specified regulatory tasks;
- Provide a recommended archive structure consistent with program administration requirements for document retention and maintenance;

- Identify categories or areas of documentation not currently existing that will become necessary in the next permit term (e.g. inventory of Town property assets and suitability for stormwater retrofit opportunities).

This task will incorporate checklists or SOPs already in use by the Town in addition to recommended and compiled publicly accessible resources (e.g. Stormwater Collaborative, Central MA Stormwater Coalition, etc.) suitable for use by the Town. Development of customized SOPs, and updating of any existing regulatory planning documents (such as the Stormwater Management Plan) can be provided at request of the client, with a scope and fee to be approved by the client.

Deliverable:

- 1) Archive Framework to include available reporting templates and placeholders for recommended documentation folders.
- 2) Draft and Final Master Stormwater Planning document to serve as "portal" document. This document will not serve as the permit-required SWMP, however, it will work in tandem with that document.

Task 3 – Phosphorus Control Plan (PCP) Template

Kleinfelder will provide a draft PCP in an outline form, including Table of Contents, and standard plan features that can be incorporated immediately based upon available information or previously completed tasks performed by the Town, Kleinfelder, or other sources made available to Kleinfelder through the Town. The PCP will include guidance regarding required elements going forward and anticipated level of effort to prepare those components.

Deliverable:

- 1) Draft and Final PCP proto-type document.

SECTION 2. – Schedule

KLEINFELDER agrees to commence work under this Agreement immediately upon receipt of Client's written acknowledgment of KLEINFELDER's Letter of Understanding for this specific task assignment. KLEINFELDER shall put forth its best professional effort to perform all services under this Proposal as expeditiously as is consistent with professional skill and care and the orderly progress of the work. The work described in Tasks 1 – 3 is expected to be provided within three (3) months of your Notice to Proceed, with an assumption of receipt of Town Comments on Draft Deliverables within 5 business days.

SECTION 3. – Compensation

For Tasks 1 - 3, the Client agrees to pay, and Kleinfelder agrees to receive as full compensation for professional services under this Agreement, a lump sum fee per Task as follows:

Task Number	Fee
Tasks 1(A) & 1(B)	\$11,300.00
Task 2	\$3,100.00
Task 3	\$5,100.00
Total	\$19,500.00

The overall total cost shall be due and payable to Kleinfelder upon completion of the scope of work herein stated in this Proposal, subject to all terms of the Agreement. Interim payments will be made on a monthly basis in accordance with monthly invoices detailing percent completion and status of work.

We look forward to working with you on this project. Please feel free to contact me if you have any questions related to the proposed services.

Sincerely,

KLEINFELDER



Betsy Frederick, LEED ap
Client Account Manager

cc: Kirsten Ryan, Kleinfelder
Rita Fordiani, Kleinfelder
File



25 February 2015

Mr. Charles J. Aspinwall
Town Administrator
Town of Millis
900 Main Street
Millis, MA 02054

Re: Roof Leakage Investigation, Department of the Works Building, 7 Water Street,
Millis, MA

Dear Mr. Aspinwall:

This letter presents our proposal to investigate the sources of roof leakage at the above-named building, write a report on our findings, and provide repair recommendations.

1. BACKGROUND

You informed us that the Department of the Works building at 7 Water Street in Millis, Massachusetts, has leakage issues after large snow events. Prior investigation and repair attempts made, in approximately 2012, to correct this leakage have not been successful. The roof is currently leaking and causing damage to the interior office spaces from the recent major snow events.

We visited the building on 30 January 2015 and provided a summary letter documenting our observations and recommending further investigation. You requested a proposal to perform the investigation and develop repair recommendations.

2. SCOPE OF WORK

We will perform the following tasks as part of our investigation:

- Perform water testing of the metal roof with a nozzle or a spray rack to recreate conditions experienced during windblown rain.
- Perform flood testing at the metal roof eave and transverse joint to recreate conditions experienced during ice dams.
- Witness removal of a representative section of the metal roof panels to review the existing construction and identify any deficiencies.
- Witness interior openings at the interior side of the metal roof panels to review the existing construction and identify any deficiencies.

- Provide a summary of our observations and remedial repair recommendations.
- We assume two days of water testing included with the time of investigation.

We recommend performing the exploratory work when safe access measures have been provided or installed and when temperatures are 40° or higher for water testing with no snow on the roof.

We recommend contractor assistance for safe access (e.g., tie-offs, roof guards, aerial lift) to roof areas, making and repairing openings, and building roof dams as needed. We recommend that you hire the contractor for this work; we can provide recommendations if needed.

3. FEE

We propose to perform the services described above for this project on a time-and-expense basis with an upset limit of \$11,000, including expenses. Our fees for the above services are computed on an hourly basis as shown on the attached Fee Schedule and Payment Terms.

Our fees do not include contractor assistance.

4. TERMS AND CONDITIONS

The terms and conditions from our contract dated 29 January 2015 will remain in effect for this work.

Sincerely yours,
SIMPSON GUMPERTZ & HEGER INC.



Peter M. Babaian, P.E.
Associate Principal
MA License No. 46239



Edward S. Farrington
Staff III – Building Technology

Accepted: TOWN OF MILLIS

Signature: _____

Printed Name: _____

Title: _____

Date: _____

PMB/rbc (022515/BO15-0000444-PMB) 0101C15 CP-2
Encls.

**SIMPSON GUMPERTZ & HEGER INC.
FEE SCHEDULE AND PAYMENT TERMS**

<u>Personnel Category</u>	<u>Hourly Billing Rate</u>
Senior Principal	\$305
Principal	\$285
Associate Principal	\$270
Staff Consultant	\$240 – \$265
Senior Project Manager	\$220 – \$235
Senior Project Supervisor	\$190 – \$235
Senior Staff II	\$175 – \$205
Senior Staff I	\$150 – \$175
Staff IV	\$195 – \$220
Staff III	\$170
Staff II	\$130 – \$140
Staff I	\$125
Technical Aide	\$80
Senior Laboratory Technician	\$110 – \$140
Laboratory Technician	\$95
Senior Graphics Specialist	\$210
Graphics Specialist II	\$140
Graphics Specialist	\$105
Senior Project Drafter	\$140
Senior Drafter	\$125
Drafter	\$105
Non-Technical	\$85 – \$95

Individuals performing services are billed at the applicable rate(s) stated above. Where ranges of hourly rates are shown for a single title they reflect the varying rates of the particular individuals with that title. SGH will provide specific hourly rates for individuals assigned to the project if requested. An annual rate adjustment, based upon salary increases, will apply on 1 January each year.

Invoices will be submitted showing labor (hours worked) by labor category and total expenses.

SIMPSON GUMPERTZ & HEGER INC. (SGH)
CONTRACT PROVISIONS

CLIENT: Town of Millis

1. **CONTRACT** – These Contract Provisions and the accompanying Proposal and Fee Schedule constitute the entire Agreement of the parties, and supersede all prior negotiations, agreements, and understandings with respect to the subject matter of this Agreement. These Contract Provisions shall take precedence over any inconsistency or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document. The parties may only amend this Agreement by a written document duly executed by both parties.
2. **RIGHT OF ENTRY** – When entry to property is required by the work, the Client agrees to obtain legal right-of-entry on the property.
3. **DOCUMENTS** – All reports, notes, drawings, specifications, data, calculations, and other documents prepared by SGH are instruments of SGH's service that shall remain SGH's property. The Client agrees not to use SGH-generated documents for marketing purposes or for projects other than the project for which the documents were prepared by SGH without SGH's prior written permission.

Any reuse or disbursement to third parties without such express written permission or project-specific adaptation by SGH will be at the Client's sole risk and without liability to SGH or its subsidiaries, independent professional associates, subconsultants, and subcontractors. Accordingly, the Client shall, to the fullest extent permitted by law, defend, indemnify, and hold harmless SGH from and against any and all costs, expenses, fees, losses, claims, demands, liabilities, suits, actions, and damages whatsoever arising out of or resulting from such unauthorized reuse or disbursement. Any release or project-specific adaptation by SGH will entitle SGH to further compensation at rates to be agreed upon by the Client and SGH.

4. **DISPOSAL OF SAMPLES** – SGH will discard samples upon completion of the work covered under this Agreement, unless the Client instructs otherwise in writing.
5. **HAZARDOUS MATERIALS** – The scope of SGH's services for this Agreement does not include any responsibility for detection, remediation, accidental release, or services relating to waste, oil, asbestos, lead, or other hazardous materials, as defined by Federal, State, and local laws or regulations.
6. **CONSTRUCTION SERVICES** – When construction-phase services are included in the Agreement, SGH will provide personnel to evaluate whether construction is in general accordance with the construction contract, but not to perform detailed observations or inspections of the work.

SGH is not a guarantor or insurer of the contractor's work; the contractor is solely responsible for the accuracy and adequacy of construction and for all other activities performed by the contractor, including the means and methods of construction; supervision of personnel and construction; control of machinery; false work, scaffolding, and other temporary construction aids; safety in, on, and about the job site; and compliance with OSHA and all other applicable regulations. SGH's evaluation of the contractor's performance will not include review or observation of the adequacy of the contractor's safety measures or of safety conditions on the project site nor of Contractor's means or methods of construction.

7. **STANDARD OF CARE** – SGH and its subsidiaries, independent professional associates, subconsultants, and subcontractors will exercise that degree of care and skill ordinarily practiced under similar circumstances by engineers and architects providing similar services. The Client agrees that services provided by SGH will be rendered without any warranty, express or implied.

SGH shall exercise usual and customary professional care in its efforts to comply with codes, regulations, laws rules, ordinances, and such other requirements in effect as of the date of execution of this Agreement.

The Client agrees that SGH has been engaged to provide technical professional services only, and that SGH does not owe a fiduciary responsibility to the Client.

8. **OPINION OF PROBABLE COSTS** – When required as part of our work, SGH will furnish opinions of probable cost but does not guarantee the accuracy of such estimates. Opinions of probable cost, financial evaluations, feasibility studies, economic analyses of alternate solutions, and utilitarian considerations of operations and maintenance costs prepared by SGH hereunder will be made on the basis of SGH's experience and qualifications and will represent SGH's judgment as an experienced and qualified design professional. SGH does not have control over the cost of labor, material, equipment, or services furnished by others or over market conditions or contractors' methods of determining prices or performing the work.

9. **SUSPENSION OF WORK** – The Client may, at any time, by written notice, suspend further work by SGH. The Client shall remain liable for, and shall promptly pay SGH for all services rendered to the date of suspension of services plus suspension charges. Suspension charges shall include the cost of assembling documents, personnel and equipment rescheduling or reassignment, and commitments made to others on the Client's behalf. If after ninety (90) days the Client resumes SGH's work on the Project, SGH and the Client shall renegotiate SGH's fee.

If payment of invoices by the Client is not maintained current, SGH may, upon written notice to the Client, suspend further work until payments are brought current. The Client agrees to indemnify and hold SGH harmless from any claim or liability resulting from such suspension.

10. **TERMINATION** – The Client or SGH may terminate this Agreement for cause, except only the Client may terminate for convenience. The party initiating termination shall so notify the other party. The Client shall compensate SGH for services performed prior to termination and for prior authorized commitments made by SGH on the Client's behalf.

11. **CHANGES OR DELAYS** – Unless the accompanying Proposal provides otherwise, the proposed fees constitute SGH's estimate to perform the services required to complete the Project. Required services often are not fully definable in the initial planning; accordingly, developments may dictate a change in the scope of services to be performed. Where this occurs, changes in the Agreement shall be negotiated and an equitable adjustment shall be made. In addition, costs and schedule commitments shall be subject to renegotiation for unreasonable delays caused by the Client's failure to provide specified facilities, direction, or information.

12. **FORCE MAJEURE** – SGH will not be liable to the Client for delays in performing its Services or for direct or indirect costs resulting from such delays that may result from labor strikes, riots, war, acts of governmental authorities, extraordinary weather conditions or other natural catastrophes, or any other cause beyond the reasonable control or contemplation of either party.

13. **LIABILITY** – SGH will furnish appropriate insurance certificates for general and professional liability upon request. The Client agrees that SGH's total liability to the Client and the total liability to the Client of SGH's principals, officers, agents, and employees, for any and all injuries, claims, losses, expenses, or damages whatsoever, including attorney's fees, arising out of or in any way related to the Project or this Contract from any cause or causes, including, but not limited to, SGH's negligence, errors, omissions, strict liability, breach of contract, or breach of warranty shall not exceed SGH's total fee under this Agreement or \$50,000, whichever is greater. In no event shall SGH be liable to Client for any indirect, incidental, special or consequential damages whatsoever (including but not limited to lost profits or interruption of business) arising out of or related to the services provided under the Agreement.

14. **CONFLICTS OF INTEREST** – This assignment may presently or in the future involve parties with potentially adverse interests to those of SGH's existing or future clients ("Affected Parties" or "Affected Party"). Prior to SGH's acceptance of this assignment, SGH will make reasonable attempts to identify any Affected Parties based on information SGH has in its possession from the Client and any Affected Parties and SGH's search of its project and proposal databases. To the extent that SGH identifies a relationship with an Affected Party, SGH will inform the Client as to the identity of such parties. Client agrees to allow SGH to release to any Affected Parties the fact of SGH's engagement by the Client and any other information required to evaluate any potential conflict.

SGH's ability to inform the Client of a relationship with an Affected Party is limited by the thoroughness and accuracy of the information provided to SGH by the Client and any Affected Parties, and by SGH's limitations in reasonably and diligently discovering all relationships with Affected Parties. Regardless of SGH's relationship with an Affected Party, and, provided such relationship with an Affected Party does not arise from SGH's willful disregard of a relationship with the Affected Party, SGH shall be entitled to payment for all services rendered to the date of discovery or notice, whichever occurs first, of a relationship between SGH and an Affected Party. SGH does not guarantee that a relationship between the Client and an Affected Party, which may be perceived by the Client as a conflict, will not arise during the course of an assignment or thereafter. SGH disclaims responsibility for such occurrences and to the fullest extent permitted by law, the Client agrees to waive any claim against SGH arising out of any such actual or potential conflict-related occurrences. Subsequent to the date of this Agreement, SGH will not be in a position to guaranty that it can advise the Client of any future Affected Parties or perceived or actual conflict circumstances that may arise, but will endeavor to notify Client of such situations.

15. **INDEMNIFICATION** – SGH shall, subject to the limitation of liability contained in Section 13, indemnify the Client for any loss or damage caused solely by the professional negligence of SGH in performance of the services under this Agreement.

16. MISCELLANEOUS

Governing Law: The laws of the state in which the Project is located shall govern the validity and interpretation of this Agreement.

Invalid Terms: If any of these Contract Provisions shall be finally determined to be invalid or unenforceable in whole or in part, the remaining provisions hereof shall remain in full force and effect and be binding upon the parties. The parties agree to reform the contract between them to replace any such invalid or unenforceable provision with a valid and enforceable provision that comes as close as possible to the intention of the stricken provision.

SGH Reliance: Unless otherwise specifically indicated in writing, SGH shall be entitled to rely, without liability, on the accuracy and completeness of information provided by the Client, the Client's consultants and contractors, and information from public records, without the need for independent verification.

Copyright Infringement Indemnification: To the fullest extent permitted by law, the Client agrees to defend, indemnify, and hold harmless SGH from any and all claims, damages, suits, causes of action, liabilities or costs, including reasonable attorneys' fees and costs of defense, arising out of or in any way connected with SGH's use of documents or designs prepared by the Client's consultants, that may be asserted against or incurred by SGH.

Certifications: SGH shall not be required to sign any documents, no matter by whom requested, that would result in SGH's having to certify, guaranty, or warrant the existence of conditions that SGH cannot ascertain.

Payment: Invoices will be submitted periodically, and are due and payable upon receipt. Unpaid balances shall be subject to an additional charge at the rate of 1-1/2% per month from the date of invoice if the unpaid balance is not paid within thirty (30) days. The Client shall reimburse SGH for all attorney's fees and costs related to collection of overdue payments.

Litigation: All costs and labor associated with compliance with any subpoena or other official request for documents, for testimony in a court of law (other than in connection with expert witness services), or for any other purpose relating to work performed by SGH, in connection with work performed for the Client, shall be paid by the Client as a direct expense (actual cost plus 10%).

Taxes: Client shall, in addition to the other amounts payable under this Agreement, pay, on a timely basis, all sales, use, value added or other taxes, federal, state or otherwise, however designated (hereinafter "Taxes"), which are levied or imposed by reason of the transactions contemplated by this Agreement or any of the Services, except for taxes on SGH's net income. Client shall promptly pay SGH for any Taxes actually paid by SGH on behalf of Client, or which are required to be collected or paid by SGH. SGH may bill Client separately for such Taxes.



12 February 2015

Engineering of Structures
and Building Enclosures

Mr. Charles Aspinwall
Town Administrator
Town of Millis
900 Main Street
Millis, MA 02054

Project 150119 – Leakage Pre-Investigation at the Department of the Works Building,
7 Water Street, Millis, MA

Dear Mr. Aspinwall:

At your request, we visited the Department of Works (DPW) building at 7 Water Street in Millis, Massachusetts, to review reports of water leakage. This letter report summarizes our observations, provides discussion on likely causes of the water leakage, and makes recommendations for an investigation to confirm the causes and develop remedial repairs.

1. BACKGROUND

You informed us that the Department of the Works (DPW) building at 7 Water Street in Millis, Massachusetts, has leakage issues after large snow events in the past 3 yrs. Prior investigation and repair attempts made in 2012 to correct this leakage were unsuccessful. The roof is currently leaking and causing damage to the interior office spaces from the recent major snow event on 27 January 2015.

The DPW building is a prefabricated metal building with a 4 ft high exposed concrete foundation wall (Photo 1). Original construction date and documents were not available to us.

1.1 Information from Others

We received the following information during our site visit from both Jim McKay, the Assistant Director of the DPW, and workers at the facility:

- The building was constructed during the 1970s.
- The finished office space has been repaired multiple times (2009, 2012, and 2013) because of leakage.
- A large amount of water came through the HVAC duct and the smoke detector hole in the ceiling of the office on 27 January 2015 (Photos 2 – 4).
- The building leaks mainly during large snow events but only during some wind-blown rain events.
- Leakage came out from an HVAC duct and behind the furred out column cover at the column in the machine room on 27 January 2015 (Photo 5).

- A section of vinyl-faced roof insulation detached above the mechanics cage at the northwest corner of the building and dispersed a large amount of water on 27 January 2015 (Photo 6).

1.2 Drawing Review

You provided us with drawings dated 27 March 2002 by KBA Architects. The drawings show the following scope of work to the roofing and wall system:

- Removal and replacement of the exterior metal panels with new metal panels and continuous insulation on walls and roof.
- Lapped corrugated metal roof and wall panels, face fastened, with continuous beads of sealant in the lapping metal panel ribs.
- Foam channel ends at terminations of the metal roof and wall panels.
- 2 in. rigid insulation on the interior face of the roof and wall panels.
- Continuous metal liner panel on the interior face of the insulation, with an alternate to delete the continuous metal liner and install vinyl-lined insulation.

2. OBSERVATIONS

When we arrived on site, it was snowing outside with an ambient temperature of 34°. The Town of Millis provided a boom truck for our investigation. We were unable to access the metal roof directly because of snow cover and lack of safe access and safety tie-offs.

2.1 Interior Observations

- The electricity to the office space has been shut off because of leakage into the finished walls and ceiling.
- Damp areas at the floor in the office and the mechanics office where leakage was reported from above (Photo 2).
- Water stains at HVAC duct where leakage was reported (Photo 3).
- Water stains at the smoke detector where leakage was reported (Photo 4).
- Damp insulation and water-stained ceiling tiles in the mechanics office (Photo 5).
- Detached insulation above the mechanics equipment storage area (Photo 6).
- The loft storage area above the finished spaces has water stains and damp plywood located above the leakage reported below (Photos 7 and 8).
- The exposed vinyl-faced fiberglass insulation is damaged and has open seams in multiple locations (Photo 9).

- The metal panels and insulation above and behind the damaged or open seam areas of insulation is wet and frozen (Photo 10).
- Daylight is visible at the roof-to-wall intersection in multiple areas (Photo 11).
- Equipment and tools leaning on the wall insulation causing damage to the vinyl insulation liner.

2.2 Exterior Observations

- The roof is face-fastened overlapping corrugated metal sheets with a transverse joint at the roof slope midpoint. The eave channels are closed with foam insulation (Photos 12 – 14).
- The visible fasteners are coated with sealant (Photo 15).
- The existing building fastener spacing does not reflect the spacing shown in the drawings.
- The snow on the roof is approximately 6 in. deep.
- The metal roof is visible at melted areas above and adjacent to damaged insulation and open laps in the insulation directly below (Photo 16).
- Ice dams are approximately 2 in. thick and extend 2 ft or more from the roof eave toward the roof ridge (Photo 17).
- The internal purlins transmit heat through the roof, and their locations are visible from melted areas of snow (Photo 18).
- After removing icicles at the end of a few corrugated ribs, water began flowing off the eave from below the ice dams (Photo 19).

3. DISCUSSION

The 2002 construction documents provided to us do not have specific information regarding the installed metal roofing system. We determined that the type of metal roofing system called for in the drawings appears to be installed on the building. Face-fastened lapped corrugated metal panel roofing is a difficult system to maintain watertight. The system depends on seals at all fastener penetrations and lap seams. In addition, fastening patterns are not uniform as they are dependent on the panel shape so unsealed fasteners may exist if they are located in nontypical locations. Snow buildup can cause the laps in the metal panels to flex and open under the increased surface load, stressing seals at lap seams and providing a direct path for water infiltration.

The insulation facer is intended to work as a vapor barrier. Damage to the insulation facer and gaps in the insulation allow warm moist air to reach the face of the metal wall and roof panels, where it can condense. As a result, condensation may exacerbate the water leakage problems.

Insufficient insulation and insulation gaps cause snow to melt on the roof, creating liquid water to form ice dams. Ice dams form when melting snow (warmed from the building interior) refreezes at the edge of a roof damming water drainage off the roof. The water collects and freezes, increasing the ice dam and the reservoir of water on the roof. Ice dams can allow water to build up and completely submerge the metal ribs and face fasteners, putting added pressure on fastener and lap seam seals.

4. FURTHER INVESTIGATION

In order to fully determine the causes of water leakage, we recommend a further in-depth investigation utilizing the following methods:

- Water testing the roof above leakage areas using spray rack and flooding joints in the roofing
- Removal of insulation on the interior to view the underside of the roof and wall panels
- Removal of roof panels to verify the roofing construction including verification of sealant joints

We recommend performing the investigation when the roof is safely accessible and temperatures allow for water testing (35° and rising). We also recommend performing the investigation when removal of roofing panels will not adversely affect the use of the building.

At the conclusion of our investigation, we will provide you with repair options to address the water leakage. These may range from the most economical and least durable (adding sealant) to the most invasive and most durable (replace the roofing). We will discuss the costs of each in relation to the expected service life of the repairs to allow you to make an informed decision about which to implement.

We would be glad to provide you with a proposal to perform the investigation and provide a report with repair recommendations. We will require contractor assistance for access and making openings during the investigation.

Thank you for the opportunity to continue to be of service to the Town of Millis. We look forward to assisting you on the next phase of this project.

Sincerely yours,



Peter M. Babaian
Associate Principal

I:\BOS\Projects\2015\150119.00-WORK\WP\001PMBabaian-L-150119.00.rbc.docx



Edward S. Farrington
Staff III – Building Technology

Encls.



Photo 1
7 Water Street.



Photo 2
Office leakage area.



Photo 3
HVAC vent where leakage came through.



Photo 4

Smoke detector where leakage came through.



Photo 5

Mechanics area leakage at HVAC duct.



Photo 6

Detached insulation above mechanics tool storage area.



Photo 7

Loft area above mechanics work area.



Photo 8

Wet loft area floor above office area.



Photo 9

Open insulation at leak area above mechanics room.



Photo 10

Wet metal panel and insulation.

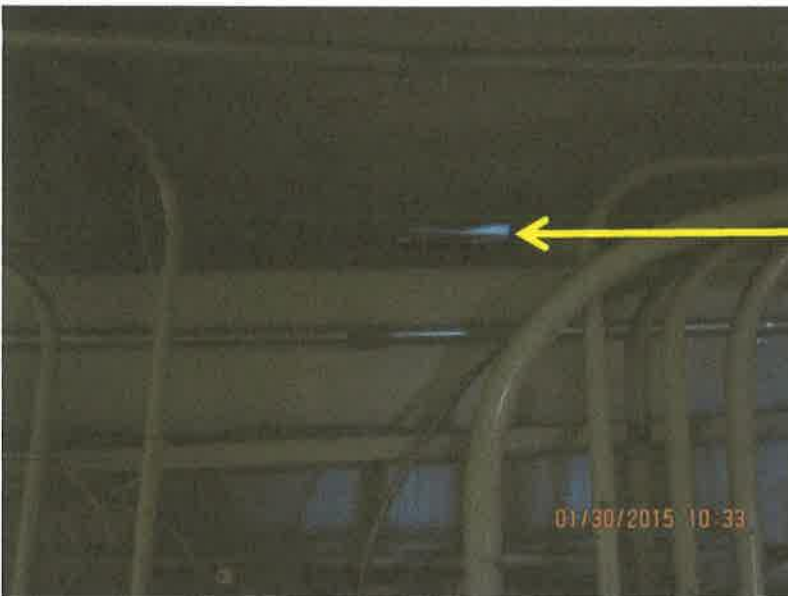


Photo 11

Daylight visible at wall-to-roof transition.



Photo 12

Transverse lap in corrugated metal roofing.



Photo 13

Corrugated metal roofing lap.



Photo 14

Insulation end cap at channel.



Photo 15

Face fasteners at corrugated metal roofing. Insulation below is open.



Photo 16

Melted snow above insulation gap.



Photo 17

Ice dam at eave edge.



Photo 18

Perlin spacing transmitting through snow.



Photo 19

Water draining from ice dam.



TECTA AMERICA®

Roofing Redefined

March 10, 2015

Charles Aspinwall
Town of Millis
900 Main St.
Millis, MA 02054

Re: 7 Water St. Water Testing

We propose to furnish all labor, materials and equipment necessary to complete roofing repairs on referenced project per our proposal only, for the sum of: **\$5,600.00**

Five Thousand Six Hundred

Scope of Work:

1. Provide a 2-man crew for two (2) days to assist with water testing and leak repairs.
2. Provide a 60' Boom Lift for access.
3. Assume owner to provide access to Tecta America's equipment and personnel.
4. Includes 6.25% MA sales tax.
5. Price good until 6/10/2015, and then subject to review.

Alternate:

1. Provide a 2-man crew for a third day.

ADD: \$1,600.00

Exclusions:

1. Exclude building permits.
2. Exclude all water, snow and ice removal.

Please feel free to call me with any questions concerning these matters.

Sincerely,

Eric Peterson
Business Development Sales Rep
Tecta America
508.726.4474

Owner/Customer:

Accepted By: _____

Signature: _____

**MILLIS COMMUNITY PRESERVATION COMMITTEE
MINUTES**

MARCH 5, 2015

Room 104 Veterans Memorial Building, 900 Main St., Millis, MA

The meeting was called to order at 7:30 p.m. by Mr. Nathan Maltinsky, Chair.

Members present: Nathan Maltinsky, Chair
 John Northgraves, Treasurer
 David Baker
 Pamela Rheaume-Mustard
 Raymond Normandin
 Anne Rich

Members absent: Catherine MacInnes
 Wendy Barry
 Andrea Wagner

Also present:

**CPC Annual Housekeeping Warrant Article
CPC Revenues/Debt**

Article ___: To see if the Town will vote to appropriate a sum of money, or reserve a sum of money from the **Community Preservation Fund**, for the Historic Resources Reserve, the Community Housing Reserve, the Open Space Reserve, or the Budgeted Reserve, from annual revenues in the amounts recommended by the Community Preservation Committee, for committee administrative expenses, community preservation projects and/or other expenses in fiscal year 2015, with each item to be considered a separate appropriation; or act in any manner relating thereto.

On a motion made by Mr. John Northgraves, seconded by Ms. Anne Rich, it was voted unanimously (6-0) to make the following appropriations and transfers from the Community Preservation Fund as follows:

Appropriations:

From 2016 estimated revenues for Committee Administrative Expenses	\$8,211.00
From Undesignated Fund Balance for Short Term Debt	\$81,250.00
From Undesignated Fund Balance for Short Term Debt Interest	\$2,995.67

Reserves:

From FY2016 estimated revenues for Historic Resources Reserve	\$16,421.00
From FY2016 estimated revenues for Community Housing Reserve	\$16,421.00
From FY2016 estimated revenues for Open Space Reserve	\$16,421.00
From FY2016 estimated revenues for Budgeted Reserve	\$80,000.00

The Community Preservation Committee **recommends approval** of the above article at the Town Meeting to be held on Monday, May 11, 2015.

**MILLIS COMMUNITY PRESERVATION COMMITTEE
MINUTES**

MARCH 5, 2015

Room 104 Veterans Memorial Building, 900 Main St., Millis, MA

Other Business:

Minutes

On a motion made by Mr. Baker, seconded by Ms. Rich, it was voted unanimously to approve the minutes of January 15, 2015, as written.

Adjourn

There being no further discussion and on a motion made by Mr. Baker, seconded by Ms. Mustard, and voted unanimously, the meeting was adjourned at 8:05 p.m.

Respectfully submitted,

Camille Standley
Department Assistant

**TOWN OF MILLIS
TOWN MEETING
UNPAID BILLS**

AS OF 3/18/2015
2:09 PM

DEPARTMENT	VENDOR	AMOUNT	COMMENT
Selectmen	Patricia Volpicelli	\$ 629.40	Med-B-2013 Refund
Selectmen	American Legion Post 208	\$ 280.80	2014 Expenses

\$ 910.20 TOTAL GENERAL FUND UNPAID BILLS

\$ - TOTAL SEWER ENTERPRISE UNPAID BILLS

\$ - TOTAL WATER ENTERPRISE UNPAID BILLS

\$ - TOTAL AMBULANCE UNPAID BILLS

TOTAL UNPAID BILLS \$ 910.20

**ANNUAL TOWN MEETING
05/2015
ARTICLE #**

FORM SSA-1099 - SOCIAL SECURITY BENEFIT STATEMENT

2013 : PART OF YOUR SOCIAL SECURITY BENEFITS SHOWN IN BOX 5 MAY BE TAXABLE INCOME. SEE THE REVERSE FOR MORE INFORMATION.

Box 1. Name PATRICIA A VOLPICELLI (739)		Box 2. Beneficiary's Social Security Number [REDACTED]	
Box 3. Benefits Paid in 2013 \$11,182.80	Box 4. Benefits Repaid to SSA in 2013 NONE	Box 5. Net Benefits for 2013 (Box 3 minus Box 4) \$11,182.80	Box 6. Voluntary Federal Income Tax Withheld NONE
DESCRIPTION OF AMOUNT IN BOX 3 Paid by check or direct deposit \$9,924.00 Medicare Part B premiums deducted \$1,258.80 from your benefits \$11,182.80 Total Additions \$11,182.80 Benefits for 2013 \$11,182.80		DESCRIPTION OF AMOUNT IN BOX 4 NONE	
Box 7. Address PATRICIA A VOLPICELLI 32 SPENCER ST MILLIS MA 02054-1436		Box 8. Claim Number (Use this number if you need to contact SSA.) 031-26-0221A	

1/2 = 629.40

DO NOT RETURN THIS FORM TO SSA OR IRS

**TOWN OF MILLIS
SCHEDULE OF DEPARTMENTAL BILLS PAYABLE**

TO THE TOWN ACCOUNTANT:

THE FOLLOWING BILLS OF THE SELECTMENS OFFICE AMOUNTING TO AN AGGREGATE OF
\$ 3,935.00 HAS BEEN APPROVED AND YOU ARE REQUESTED TO PLACE THEM ON A
WARRANT FOR PAYMENT.

DATE: June 13, 2014

MTC
Archie J. A.

LINE ITEM NUMBER	AMOUNT	VENDOR ID	INVOICE NUMBER	INVOICE DATE	PAY TO	ACCT USE ONLY
0158152 540625	\$ 280.80	11462	030714-1	03/07/14	Jerry's Flag Co. (Hope Stores Inc.)	009350
0158152 540625	\$ 3,654.20	1315	040314-1	06/13/14	American Legion Post 208	009351
					(Reimbursement limited to available budget)	
					<i>unpaid bill</i>	
					<i>Due to American Legion Post 208</i>	
Total of Bills	\$ 3,935.00					

7
JUN 17 2014
AK

3935.00



TOWN OF MILLIS ENERGY USE 2015

What have we learned?

ELECTRICITY USE

- TOWN USES 2,268,565 KILOWATT HOURS
- TOWN:
 - KWH 1,504,836
 - COSTS \$172,436.00
- SCHOOL
 - KWH SOLAR 191,930
 - KWH NSTAR 571,799
 - COSTS \$100,654.00

NATURAL GAS USE

- TOWN USES 15,415.1 DEKATHERMS
- TOWN:
 - DEKATHERM 3,466
 - COSTS \$18,504.00
- SCHOOL
 - DEKATHERM COLUMBIA GAS 11,1949.1
 - COSTS \$43,246.00

DIESEL & GASOLINE

- TOWN:
 - DIESEL GALLONS 12,319
 - COSTS \$44,018.00
 - GASOLINE GALLONS 24,790
 - COSTS \$80,168.00
- SCHOOL
 - DIESEL GALLONS 9948
 - COSTS \$35,137.00
 - GASOLINE GALLONS 17,496
 - COSTS \$56,417

WHAT CAN WE DO TO IMPROVE?

ADOPTING GREEN COMMUNITIES DESIGNATION

- **GRANT FUNDING AVAILABLE FOR ENERGY SAVING PROJECTS**
- **SET ASIDE IN TRUST FUNDS FROM UTILITY RATES**
- **MEDWAY GRANTS TOTAL: \$364,375 SINCE 2010**

FIVE CRITERIA

- ADDRESSING 5 CRITERIA LEADS TO 20% REDUCTION IN ENERGY COSTS
 1. ADOPT ENERGY REDUCTION PLAN
 2. EXPEDITED PERMITTING FOR LARGE SCALE SOLAR FACILITIES
 3. PURCHASE ENERGY EFFICIENT VEHICLES (EXEMPTIONS)
 4. ADOPT STRETCH BUILDING CODE
 5. ALLOW BY RIGHT ZONING FOR SOLAR FACILITIES

POTENTIAL PROJECTS

- PURCHASE & REHAB STREETS LIGHTS WITH LED LIGHTING
- HVAC CONTROLS IN VETERANS MEMORIAL BUILDING
- POWER PURCHASE AGREEMENTS –SOLAR ON TOWN BUILDINGS
- NET METERING – BUY SOLAR FROM ANOTHER FACILITY
- MUNICIPAL AGGREGATION PROJECTS - AUDITS
- COMMUNITY AGGREGATION
- REGIONAL AGGREGATION APPROACH

VALUE OF ENERGY MANAGER POSITION

- CENTRALIZES INFORMATION ON ENERGY USE
- PREPARES GRANT APPLICATIONS
- PROVIDES OUTREACH TO COMMUNITY AND STAKEHOLDERS SUCH AS BUILDERS AND ENERGY PRODUCERS
- PRODUCE ENERGY REDUCTION PLAN (20%)
- IN ADDITION TO FINANCIAL INCENTIVES TOWN WILL REDUCE ITS ENVIRONMENTAL IMPRINT

POSSIBLE SAVINGS BY YEAR 5

- **FY 14 ELECTRICITY COSTS \$272,692**
 - \$54,500 PER YEAR
- **FY 14 NATURAL GAS COSTS \$61,749**
 - \$12,350 PER YEAR

ENERGY MANAGER POSITION BUDGET

	YR1	YR2	YR3
GRANT	\$50,000	\$35,000	\$ 0
MILLIS	\$20,142	\$26,638	\$36,530
MEDWAY	\$20,142	\$26,638	\$36,530
- INSUR COSTS	<u>(\$13,710)</u>	<u>0</u>	<u>\$ 0</u>
TOTAL	\$76,574	\$88,276	\$73,060
MILLIS SHARE	\$20,142	\$26,638	\$36,530