

CAPITAL NEEDS

Account #	AC_Location	Reas_Desc_L	SO_Type_Desc
4.02E+08	160 VILLAGE ST	FINB	FINAL READ
4.02E+08	14 ROSS AVE	GET MANUAL READ	MISCELLANEOUS SERVICE
3E+08	6 ALMA RD	FINB	FINAL READ
4.02E+08	35 MAIN STREET - MW	FINB	FINAL READ
1.02E+08	115 UNION ST	REMOTE REPLACEMENT	REPLACE METER
3.02E+08	333 VILLAGE ST	FINB	FINAL READ
3.22E+08	1 GREENWOOD DRIVE	WIRING ISSUE	MISCELLANEOUS SERVICE
2.21E+08	28 WALNUT ST	FINB	FINAL READ
4.22E+08	2 HERITAGE PATH	FINB	FINAL READ
3.22E+08	969 MAIN ST. 9	FINB	FINAL READ
3E+08	69 ACORN ST	FINB	FINAL READ
3.01E+08	174 PLEASANT ST	FINB	FINAL READ
3.01E+08	206 PLEASANT ST	GET MANUAL READ	REREAD/CHECK HIGH-LOW READ
1.21E+08	84 UNION ST	FINB	FINAL READ
1.21E+08	86 UNION ST	FINB	FINAL READ
30020900	53 ACORN ST	FINB	FINAL READ
2.01E+08	383 EXCHANGE ST	MALFUNCTION METER	MISCELLANEOUS SERVICE
4.01E+08	22 HILLTOP DR	FINB	FINAL READ
22147300	41 AUBURN RD	FINB	FINAL READ
2.21E+08	7 WALNUT HILL RD	FINB	FINAL READ
3.02E+08	293 VILLAGE ST	MALFUNCTION METER	MISCELLANEOUS SERVICE
4.22E+08	7 HERITAGE PATH	FINB	FINAL READ
2.21E+08	410 EXCHANGE ST - HOU	MALFUNCTION METER	MISCELLANEOUS SERVICE
4.02E+08	8 VILLAGE ST	MALFUNCTION METER	MISCELLANEOUS SERVICE
3.01E+08	211 PLEASANT ST	MALFUNCTION METER	MISCELLANEOUS SERVICE
1.01E+08	16 PARNELL ST	FINB	FINAL READ
4.02E+08	68 VILLAGE ST	MALFUNCTION METER	MISCELLANEOUS SERVICE
1E+08	147 DOVER RD	FINB	FINAL READ
3.02E+08	929 MAIN ST-RESTAURAI	MALFUNCTION METER	MISCELLANEOUS SERVICE
3.02E+08	314 VILLAGE ST	FINB	FINAL READ
22148100	42 AUBURN RD	FINB	FINAL READ
4.01E+08	590 MAIN ST	FINB	FINAL READ
2.02E+08	344 UNION ST	FINB	FINAL READ
2.22E+08	1 ROLLING MEADOW DR	FINB	FINAL READ
4.22E+08	20 HERITAGE PATH	GET MANUAL READ	MISCELLANEOUS SERVICE
1.22E+08	2 TUCKERDALE WAY	FINB	FINAL READ
4.02E+08	5 WOODLAWN DR	FINB	FINAL READ
1.02E+08	98 VAN KLEECK RD	FINB	FINAL READ
2.02E+08	414 UNION ST	FINB	FINAL READ
3.02E+08	333 VILLAGE ST	FINB	FINAL READ
4.22E+08	13 HERITAGE PATH	FINB	FINAL READ
3.22E+08	246 VILLAGE ST	FINB	FINAL READ
3.01E+08	47 PLEASANT ST	FINB	FINAL READ
1.01E+08	38 DOVER RD	FINB	FINAL READ
2.21E+08	24 WALNUT HILL RD	FINB	FINAL READ
1E+08	116 COTTAGE AVE	FINB	FINAL READ

3E+08	258 -260 PLEASANT ST	FINB	FINAL READ
3.22E+08	8 PINE HOUSE RD	FINB	FINAL READ
1.22E+08	1 TUCKERDALE WAY	FINB	FINAL READ
1.01E+08	69 RAILROAD AVE	FINB	FINAL READ
1.22E+08	50 TIMBERLINE RD	FINB	FINAL READ
3E+08	26 BALTIMORE ST	MALFUNCTION METER	MISCELLANEOUS SERVICE
3.02E+08	28 SPENCER ST	FINB	FINAL READ
30022500	49 ACORN ST	FINB	FINAL READ
3.01E+08	1006 MAIN ST	FINB	FINAL READ
4.02E+08	130 B FOREST RD-IRRIGA	HIGH READS	REREAD/CHECK HIGH-LOW READ
4.21E+08	27 VILLAGE ST	HIGH READS	REREAD/CHECK HIGH-LOW READ
1.01E+08	15 IRONWOOD LN	FINB	FINAL READ
2.02E+08	29 WALNUT ST	FINB	FINAL READ
4.02E+08	3 STONEY BROOK DR	MALFUNCTION METER	MISCELLANEOUS SERVICE
2E+08	178 ORCHARD ST	MALFUNCTION METER	MISCELLANEOUS SERVICE
1.01E+08	81 IRVING ST	GET REMOTE RADIO READ	REREAD/CHECK HIGH-LOW READ
3.22E+08	258 VILLAGE ST	FINB	FINAL READ
3.02E+08	30 SPENCER ST	FINB	FINAL READ
2.01E+08	91 MIDDLESEX ST	FINB	FINAL READ
3E+08	6 ALMA RD	MALFUNCTION METER	MISCELLANEOUS SERVICE
3.01E+08	23 PLEASANT ST	FINB	FINAL READ
4.22E+08	30 HERITAGE PATH	FINB	FINAL READ
3.01E+08	253 PLEASANT ST	FINB	FINAL READ
3E+08	11 CEDAR ST	FINB	FINAL READ
4.02E+08	42 VILLAGE ST	FINB	FINAL READ
2.02E+08	39 WALNUT ST	FINB	FINAL READ
4.22E+08	77 FOREST RD	FINB	FINAL READ
3.02E+08	15 TICONDEROGA LN	FINB	FINAL READ
4.02E+08	55 VILLAGE ST	FINB	FINAL READ
1.02E+08	7 HIGH ST	FINB	FINAL READ
3.01E+08	167 FARM ST	FINB	FINAL READ
2.01E+08	180 ORCHARD ST	FINB	FINAL READ
4.01E+08	19 FOREST RD	FINAL READ REQUEST	FINAL READ
3.01E+08	155 PLEASANT ST	FINAL READ REQUEST	FINAL READ
30021700	57 ACORN ST	FINB	FINAL READ
1.01E+08	49 MORSE AVE	FINB	FINAL READ
1.02E+08	44 VAN KLEECK RD	FINAL READ REQUEST	FINAL READ
1.22E+08	2 PARTRIDGE LN	FINB	FINAL READ
3.01E+08	208 PLEASANT ST	FINB	FINAL READ
3.02E+08	285 VILLAGE ST	FINB	FINAL READ
1.01E+08	43 DOVER RD	FINB	FINAL READ
3E+08	17 HIMELFARB ST	FINB	FINAL READ
3.02E+08	255 VILLAGE ST	FINB	FINAL READ
3.01E+08	167 FARM ST	METER SERIAL VERIFICATI	MISCELLANEOUS SERVICE
3.22E+08	7 WINDCREST LN	FINB	FINAL READ
3.01E+08	3 LEXINGTON LN	FINB	FINAL READ
2.01E+08	91 MIDDLESEX ST	FINAL READ REQUEST	FINAL READ

4.22E+08	27 HERITAGE PATH	FINB	FINAL READ
3.22E+08	5 SANDSTONE LN	FINB	FINAL READ
3E+08	7 HIMELFARB ST	FINAL READ REQUEST	FINAL READ
2.01E+08	127 ORCHARD ST	ZERO USAGE MULTIPLE Q	REREAD/CHECK HIGH-LOW READ
3E+08	9 CEDAR ST	FINB	FINAL READ
4.22E+08	25 ROCKVILLE MEADOW	FINB	FINAL READ
1.22E+08	17 TIMBERLINE RD	FINB	FINAL READ
2E+08	30 BROOKVIEW RD	FINB	FINAL READ
2.21E+08	12 CLARK RD	FINAL READ REQUEST	FINAL READ
2.01E+08	163 EXCHANGE ST	FINB	FINAL READ
1E+08	37 COLE AVE	FINB	FINAL READ
3.22E+08	7 PINE HOUSE RD	FINB	FINAL READ
3.22E+08	9 EVERGREEN TERR	FINB	FINAL READ
2.21E+08	11 WALNUT HILL RD	FINB	FINAL READ
4.22E+08	28 ROCKVILLE MEADOW	FINB	FINAL READ
2.01E+08	142 RIDGE ST	FINB	FINAL READ
3.2E+08	70 SPENCER ST	FINB	FINAL READ
4.22E+08	22 ROCKVILLE MEADOW	FINB	FINAL READ
1.01E+08	6 IRONWOOD LN	FINB	FINAL READ
4.02E+08	34 VILLAGE ST	FINB	FINAL READ
4.02E+08	160 VILLAGE ST	FINB	FINAL READ
2E+08	30 BULLARD LN	MALFUNCTION METER	MISCELLANEOUS SERVICE
4.01E+08	22 HILLTOP DR	FINB	FINAL READ
2.01E+08	15 LAVENDER ST	FINB	FINAL READ
2.01E+08	35 POLLARD DR	WIRING ISSUE	MISCELLANEOUS SERVICE
1.02E+08	244 UNION ST	FINB	FINAL READ
3.01E+08	878 MAIN ST	FINB	FINAL READ
3.02E+08	23 SPENCER ST	FINB	FINAL READ
1E+08	23 CRESTVIEW DR	FINB	FINAL READ
3E+08	142 ACORN ST	FINB	FINAL READ
3E+08	22 BALTIMORE ST	FINB	FINAL READ
3.02E+08	969 -975 MAIN ST- QUAL	FINB	FINAL READ
1E+08	128 CURVE ST	FINB	FINAL READ
2.22E+08	33 FRONTIER LANE	FINB	FINAL READ
2.01E+08	372 EXCHANGE ST	FINB	FINAL READ
4E+08	37 BOW ST	FINB	FINAL READ
1E+08	103 CURVE ST	FINB	FINAL READ
1.01E+08	3 IRONWOOD LN	FINB	FINAL READ
1.22E+08	29 BEECH ST	FINB	FINAL READ
2.01E+08	219 ORCHARD ST	FINB	FINAL READ
3.22E+08	969 MAIN ST. 11	FINB	FINAL READ
4.22E+08	29 ROCKVILLE MEADOW	FINB	FINAL READ
4.21E+08	6 MILLISTON ROAD-ROCI	GET MANUAL READ	REREAD/CHECK HIGH-LOW READ
4.01E+08	9 HILLTOP DR	FINB	FINAL READ
1E+08	30 ADAMS ST	FINB	FINAL READ
1.02E+08	36 UNION ST	FINB	FINAL READ
4.02E+08	170 VILLAGE ST	MALFUNCTION METER	MISCELLANEOUS SERVICE

1.22E+08	10 SOUTHWOODS CIR	WIRING ISSUE	MISCELLANEOUS SERVICE
1.22E+08	10 BEECH ST	FINB	FINAL READ
3.01E+08	211 PLEASANT ST	FINB	FINAL READ
1.01E+08	3 IRONWOOD LN	FINB	FINAL READ
2.01E+08	250 ORCHARD ST	FINB	FINAL READ
3.01E+08	1006 MAIN ST	FINB	FINAL READ
1E+08	19 COTTAGE AVE	FINB	FINAL READ
3.02E+08	70 SPRING ST	METER SERIAL VERIFICATI	NEW ACCOUNT
3.02E+08	68 SPRING ST	METER SERIAL VERIFICATI	NEW ACCOUNT
1.02E+08	252 UNION ST	FINB	FINAL READ
3.01E+08	45 PLEASANT ST	FINB	FINAL READ
1.01E+08	21 IRVING ST	FINB	FINAL READ
3.02E+08	10 TICONDEROGA LN	FINB	FINAL READ
4.01E+08	692 MAIN ST	FINB	FINAL READ
3E+08	4 ALMA RD	FINB	FINAL READ
3.01E+08	182 FARM ST	FINB	FINAL READ
3E+08	67 ACORN ST	FINB	FINAL READ
3E+08	67 ACORN ST	METER SERIAL VERIFICATI	CONNECT METER
4.21E+08	6 MILLISTON ROAD-ROCI	GET MANUAL READ	REREAD/CHECK HIGH-LOW READ
4.02E+08	160 VILLAGE ST	FINB	FINAL READ
3.21E+08	149 ACORN ST	FINB	FINAL READ
3E+08	61 ACORN ST	MALFUNCTION METER	REPLACE METER

Millis

Mowing List

- 1 – Town Park (Band Stand, **Playground**)
- 2 – Clyde Brown Field
- 3 – Oak Grove
- 4 – Centennial Parking Area (railroad tracks)
- 5 – Library**
- 6 – Police Station**
- 7 – Fire Station
- 8 – Municipal Parking Lot Island**
- 9 – Island @ Exchange Street & Curve Street
- 10 – Island @ Main Street & Village Street
- 11 – Island @ Main Street & Union Street*
- 12 – Village Street & Plain Street
- 13 – Village Street & Pleasant Street (both sides)*
- 14 – Village Street & Himelfarb Street*
- 15 – Island @ Myrtle Street & Himelfarb Street
- 16 – Myrtle Street @ Pleasant Street (Rockville Park)*
- 17 – Richardson Pond
- 18 – Exchange Street & Union Street (Island)*
- 19 – Middlesex Street & Orchard Street (Island)*
- 20 – McCabe Street & Park Road*
- 21 – In front of G.A.F
- 22 – Union Street & Water Street
- 23 – Curve Street & Union Street*
- 24 – Memorial Building*
- 25 – DPW Garage

26 – Exchange Street & Lavender Street*

27 – Main Street & Exchange Street*

28 – Cemetery *

29 – Old Town Garage (Beside railroad tracks and across the Street)

Water and Sewer Mowing

1 – Farm Street Tank, Farm Street

2 – Walnut Street Tank, Walnut Street

3 – Well 1&2 Treatment Building, Water Street

4 – Well #1 Pump Building, Water Street

5 – Well #2 Pump Building, Water Street

6 – Well #3 Pump and Treatment Building, Birch Street

7 – Well #4 Pump and Treatment Buildings, Orchard Street

8 – Well 5&6 Treatment Building, Norfolk Road

9 – Well #5 Pump Building, Village Street

10 – Well #6 Pump Building, Village Street

11 – Dover Road & Main Street (sewer station and across)

12 – Village Street & Norfolk Road (sewer station)

13 – Village Street & Farm Street (sewer meter & across)*

14 – Timberline Road (sewer station)

15 – Middlesex Street (sewer station)

*** Veterans Markers**

Town Of Millis - DPW
Capital Budget Replacement Schedule

<u>Unit #:</u>	<u>Year:</u>	<u>Make:</u>	<u>Model:</u>	<u>Condition</u>	<u>Replacement Year:</u>	<u>Original Price</u>	<u>Replacement Cost:</u>
1	2008	Ford	Explorer	Fair	2018	\$35,000.00	\$40,000.00
2	2012	Chevy 3500	Dump Truck	Good	2022	\$41,120.00	\$52,000.00
3	2005	International	Dump Truck	Good	2025	\$90,000.00	\$125,000.00
4	1995	International	Dump Truck	Poor	2015	\$62,000.00	\$115,000.00
5	1999	Volvo	Dump Truck	Fair	2019	\$85,000.00	\$120,000.00
6	2005	Volvo L70E	Front End Loader	Good	2035	\$130,000.00	\$155,000.00
8	2008	John Deere	Skidsteer	Good	2038	\$35,000.00	\$45,000.00
9	1994	John Deere	410D Backhoe	Fair	2024	\$65,000.00	\$120,000.00
10	1998	Johnston	Street Sweeper	Poor	2018	\$84,000.00	\$238,000.00
11	2013	Chevy 3500	Utility Truck	Good	2024	\$64,387.00	\$70,000.00
13	2012	Chevy 2500	Pickup	Good	2022	\$33,050.00	\$35,000.00
14	2007	Chevy 3500	Dump Truck	Poor	2017	\$32,000.00	\$42,000.00
17	1978	Ford 2600	Farm Tractor	Poor	2014	?	\$52,000.00
18	2013	Chevy 3500	Dump Truck	Good	2023	\$43,661.00	\$52,000.00
20	1989	Caterpillar	926 Front End Loader	Poor	2017	\$99,000.00	\$155,000.00
24	2014	Case	Backhoe	Good	2034	\$115,000.00	\$130,000.00
27	1994	Mack RD	Tractor	Poor	2019	\$93,250.00	\$215,000.00
29	2011	Holder 9700	Multi-use	Good	2031	\$126,500.00	\$140,000.00
30	2007	Chevy 2500	Pickup	Poor	2017	\$32,000.00	\$35,000.00
31	2002	Bobcat	Skidsteer	Good	2032	\$16,500.00	\$35,600.00
50	2010	Freightliner	Roll-off	Good	2021	\$146,500.00	\$160,000.00
52	2011	Chevy Van	Express Van	Good	2026	\$23,500.00	\$25,000.00
	1992	Compressor		Fair	2015	\$8,500.00	\$11,000.00
	2012	Trailer	Utility Trailer	Good	2037	\$8,500.00	\$10,000.00
53	2002	Ford		Fair	2015	gift from millis fire	\$30,000.00
	2015	Skid Steer 326E	Multi-use	Good		\$62,000.00	\$72,000.00

TOWN OF MILLIS FISCAL YEAR 2017 BUDGET FALL TOWN MEETING	FORM #7 CAPITAL BUDGET AND MISCELLANEOUS REQUESTS																																										
DEPARTMENT: Millis Department of Public Works DIVISION: General road maintenance. REQUEST PRIORITY #: 1																																											
PROJECT TITLE: LOCATION: JUSTIFICATION FOR PROJECT The new street sweeper would replace the 18 year old Johnson Sweeper. With new Storm Water Management guidelines all Town excepted roadways must be cleaned a minimum of once a year. The Town has looked at the MAPC contract agreement for public workes sevices, Bid Item #8 "Street Sweeping", the following is the cost for services $\$360.00 \times 58 \text{ lane miles} = \$20,880.00 \times 2 = \$41,760.00$ (each side of roadway) $\text{Minimum } 4 \text{ lane miles} \times 2 = 8 \times \$360.00 = \$2,880.00$ Town Bid results : Plymouth Country Commissioners Procurement Specification contract #15,16,17,18,19, 1 New 2016 Elgin Pelican NP dual street sweeper with a/c. (see attached proposal) <p style="text-align: center;">PLEASE SEE THE ATTACHED QUOTATION FOR ALL PRICES.</p>																																											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">PROJECTED START DATE:</td> <td style="width: 30%;">7/1/2016</td> <td style="width: 30%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>ESTIMATED USEFUL LIFE:</td> <td>20 years</td> <td>2016 Elgin Pelican Sweeper</td> <td style="text-align: right;">\$205,800.00</td> </tr> <tr> <td rowspan="2">COST:</td> <td rowspan="2">\$216,800.00</td> <td>5-year warranty-parts and labor</td> <td style="text-align: right;">\$9,800.00</td> </tr> <tr> <td>Lower roller washout</td> <td style="text-align: right;">\$1,200.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: center;">=</td> <td style="text-align: right;">\$216,800.00</td> </tr> <tr> <td>A. DESIGN</td> <td></td> <td></td> <td></td> </tr> <tr> <td>B. LAND ACQUISITION</td> <td></td> <td></td> <td></td> </tr> <tr> <td>C. CONSTRUCTION</td> <td></td> <td></td> <td></td> </tr> <tr> <td>D. INSPECTION</td> <td></td> <td></td> <td></td> </tr> <tr> <td>X E. EQUIPMENT</td> <td></td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td style="border-top: 1px solid black;">\$216,800.00</td> <td></td> <td></td> </tr> </table>		PROJECTED START DATE:	7/1/2016			ESTIMATED USEFUL LIFE:	20 years	2016 Elgin Pelican Sweeper	\$205,800.00	COST:	\$216,800.00	5-year warranty-parts and labor	\$9,800.00	Lower roller washout	\$1,200.00			=	\$216,800.00	A. DESIGN				B. LAND ACQUISITION				C. CONSTRUCTION				D. INSPECTION				X E. EQUIPMENT				TOTAL	\$216,800.00		
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TOTAL	\$216,800.00																																										
ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT? Not known at this time																																											
IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT? NO																																											
EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS No																																											
WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST? NO																																											



MUNICIPAL AND CONTRACTORS' EQUIPMENT

200 Merrimac St
Woburn MA 01801

PROPOSAL

Tel. (781) 935 1919
Fax. (781) 937 9809

To:

Town of Millis
Department of public works
900 Main St
Millis, MA 02054
ATTN: James McKay Deputy Chief of Operations

December 22, 2015

C. N. Wood is pleased to offer the following **budget** proposal through MHQ and Plymouth County Commissioners Procurement Specification contract number 15, 16, 17, 18, 19, 1 New 2016 Elgin Pelican NP dual street sweeper with a/c, sprung guide wheel, autolube, Color reverse camera, auto reverse broom pick up, Sliding window curb side, am/fm/cd radio, air ride seat, painted **white**, 1 year standard warranty, and all other standard equipment.

SELLING PRICE	\$205,800.00
OPTIONS:	
5 Year Warranty - parts and labor	\$9,800.00
Lower roller washout	\$1,200.00
TOTAL SELLING PRICE	\$216,800.00
SPARE TIRE OPTION	
Front spare tire and rim front and rear	\$3,500.00

NOTE: Purchase order for this contract should be issued to MHQ 401 Elm St Marlborough MA, 01752

C. N. Wood Co, Inc. is looking forward to providing the Town of Millis with the Elgin premium product and first class service. Please do not hesitate to contact me if you have any question or need further information.

Best Regards,

Stephen M. Russell
Sales Representative

No warranties are made other than those extended by the manufacturer of the equipment, and in the event of alleged breach of warranty, expressed or implied, the liability of C. N. Wood Co., Inc., shall be limited to the liability of the manufacturer to it, and shall be subject to all limitations and conditions imposed by the manufacturer.

Seller shall not be liable for any default or delay in delivery, as a result of shipping delays, strikes, fires, lockouts, or inability to procure materials.

FORM 7

TOWN OF MILLIS FISCAL YEAR 2017 BUDGET FALL TOWN MEETING	FORM #7 CAPITAL BUDGET AND MISCELLANEOUS REQUESTS
DEPARTMENT: Millis Department of Public Works DIVISION: Highway / Cemetery / Parks REQUEST PRIORITY #: 1	
PROJECT TITLE: LOCATION: JUSTIFICATION FOR PROJECT (please attach copies of reports, master plans, or supporting documentation). Purchase a new 2012-23 1-ton dump truck (see attachment) cost: \$46,720.00 Unit #14 is a front line vehicle used year round for plowing, cemetery needs, road repairs, water main breaks and towing landscaping trailers. The vehicle was purchased in 2006 it has 120,000 miles on the odometer. Unit #14 is need of front-end and rear-end work approximate cost \$2,500.00 each.	
PROJECTED START DATE: ESTIMATED USEFUL LIFE: COST: A. DESIGN B. LAND ACQUISITION C. CONSTRUCTION D. INSPECTION X E. EQUIPMENT TOTAL \$46,720.00	
ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT? NO	
IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT? NO	
EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS No	
WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST? NO	



Liberty Chevrolet

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

December 10, 2015

Dear Sir,

Liberty Chevrolet has a contract number 15/16/17/18/19 with the Plymouth County Commissioners for various vehicles.

2012-23	13.200 GVW Silverado 3500 Cab & Chassis	\$24,520.00
1.01	All Terrain Tires DRW 4WD	\$176.00
1.03	Locking Rear Differential	\$449.00
1.05	Four Wheel Drive 3500 Series	\$3,244.00
1.11	Snow Plow Prep Package	\$485.00
1.19	Skid Plate Package	\$232.00
1.43	Electronic Trailer Brake Controller	\$295.00
2.09	Whelen Mini Liberty 20" LED Light Bar	\$1,075.00
2.21	Warn Model Back Up Alarm	\$179.00
3.11	Fisher 9' Snow Plow Package	\$5,400.00
3.19	Cutting Edge	\$250.00

Dump Body Options

4.02	2/3 Yard Dump Body with Electric Hydraulic Drive Painted Orange	\$6,800.00
4.10	Asphalt Canvas Cover Manual Retraction	\$475.00
10.18	Reinforced Plate Mounted Ball & Pintle Hook	\$695.00
10.23	Aftermarket Running Boards	\$595.00
No. 1	Back Up Cameras	\$1,100.00
No. 2	Front & Rear LED Lights	\$750.00

Total \$46,720.00

Trades Accepted

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

Sincerely,

Wayne Wardwell
General Fleet Manager



TOWN OF MILLIS FISCAL YEAR 2017 BUDGET	FORM #7 CAPITAL BUDGET AND MISCELLANEOUS REQUESTS
DEPARTMENT: DIVISION: REQUEST PRIORITY #:	Millis Department of Public Works Highway / Water / Sewer 1
PROJECT TITLE: LOCATION: JUSTIFICATION FOR PROJECT (please attach copies of reports, master plans, or supporting documentation). Purchase a new 2016 Yukon Cargo trailer (see attachment) cost: Tandem axle 2-3500#cap Electric brakes with breakaway system 6'6" Inside Height 7' Inside Width 16' Floor Length Rear ramp with fold out extension Right front access door Inside lighting 12 volt All led lighting Radial tires <p style="text-align: right;">Total : \$7,495.00</p>	
PROJECTED START DATE: 7/1/2016 ESTIMATED USEFUL LIFE: COST: A. DESIGN B. LAND ACQUISITION C. CONSTRUCTION D. INSPECTION X E. EQUIPMENT TOTAL \$7,495.00	
ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT? NO	
IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT? NO	
EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS No	
WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST? NO	



11 WEST MILL STREET
 MEDFIELD, MA 02052
 (508) 359-7300

quote

Model No. Stealth
 Date 12/10/15

Customer Town of Millis Source Of Inquiry npw
 Address npw Order Date _____
 City, State Mass Street Date To Be Completed _____
 Phone millis, MA 02054 Exterior Color _____

QUAN.	DESCRIPTION	PRICE
	Stealth / Quality Mfg Yukon commercial model 7x16 x 6'6" wedge V-nose Extended Tongue Adjustable Coupler/pin Roof vent Ramp @ extension Features included	
	STD Features GADEM axle 2-3500# cap ELEC BRAKES @ Breakaway system 6'6" inside height 7' inside width 16' Floor Rear Ramp @ Fold out extension Right front access door Inside Lighting 12VOLT All LED outside lighting Radial tires	
		total 7495 includes freight prep

PRICES SUBJECT TO CHANGE WITHOUT NOTICE.

Town of Millis - DPW
Payroll Percentages FY17

	<u>Transfer Station</u>	<u>Sewer</u>	<u>Water</u>	<u>DPW/General</u>
Gilmore, Deirdre		37%	50%	13%
Smith, Kathleen		50%	50%	
McKay, James		24%	41%	35%
Farricy, Francis	40%		50%	10%
Hillery, Michael		50%	50%	
Kandola, Kevin		33%	33%	34%
MacInnes, William		50%	50%	
McDonald, Shawn		33%	33%	34%
McKenney, Ron		50%	50%	
Main, Stephen				100%
Perciaccante, Michael		24%	42%	34%
Rachmaciej, David		50%	50%	
Souza, Frederick				100%
Wanders, Jonathan				100%

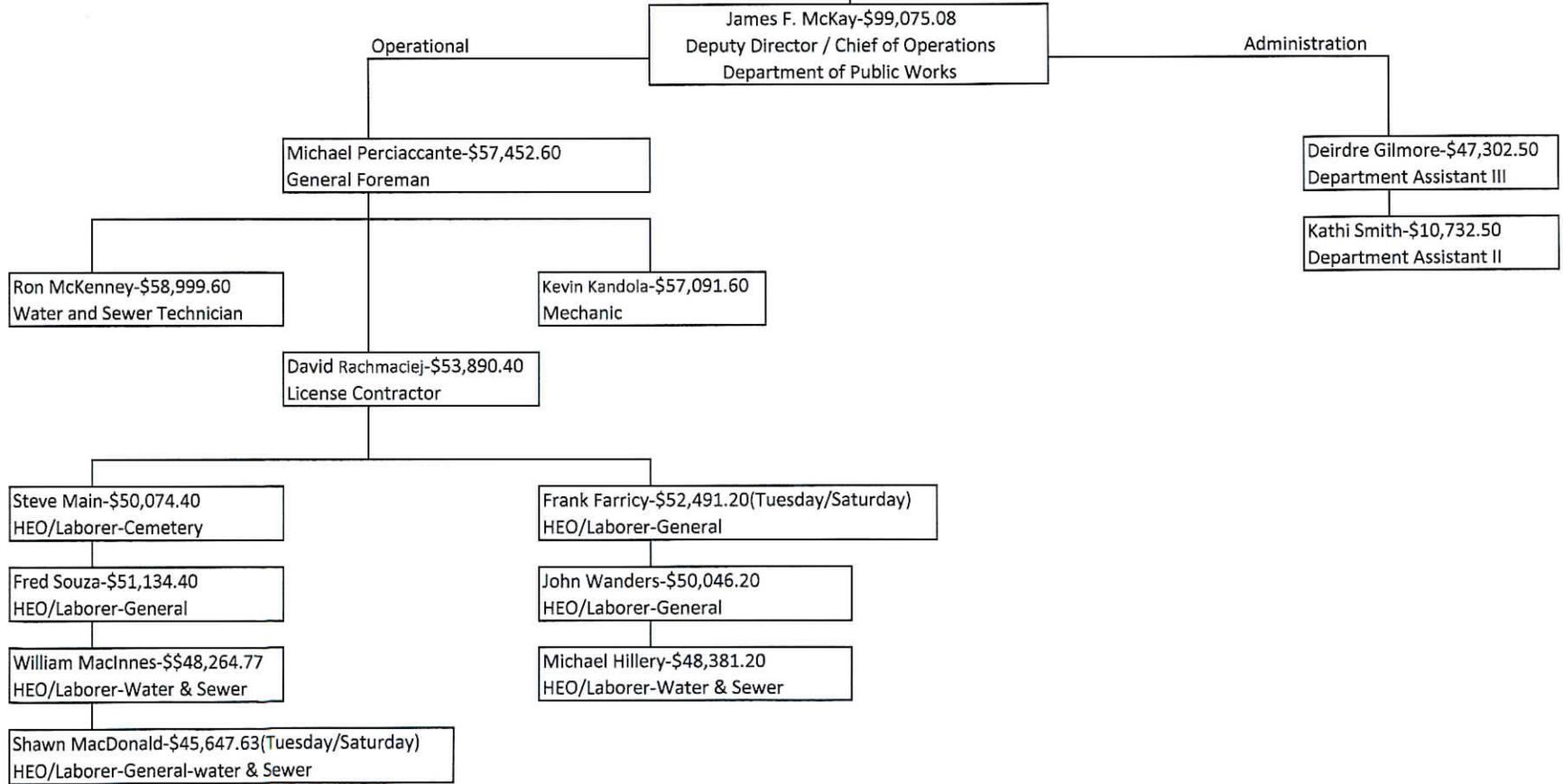
Main Office

900 Main Street
Millis, MA 02054
Tel: 508-376-5424
Fax: 508-376-2442
Room 204/201

**MILLIS DEPARTMENT
OF
PUBLIC WORKS**

Garage

7 Water Street
Millis, MA 02054
Tel: 508-376-5424
Fax: 508-376-6286



Total Department of Public Works \$730,583.33

HIGHWAY DEPARTMENT

GENERAL FUND

**Town of Millis - DPW
General FY17**

Employee	General Clerical Wages	General Wages	General Longevity	General Summer Help	General Overtime	General Snow & Ice Overtime
Gilmore, Deirdre	\$6,149.33		\$58.50			
Smith, Kathy						
McKay, James		\$34,676.28	\$262.50			\$3,277.87
Farricy, Francis		\$5,249.12	\$100.00			
Hillery, Michael						
Kandola, Kevin		\$19,411.14	\$272.00			
MacInnes, William						
McDonald, Shawn		\$15,520.19				
McKenney, Ron						
Main, Stephen		\$50,074.40	\$1,000.00			
Percaccante, Michael		\$19,533.68	\$340.00			
David Rachmaciej						
Souza, Frederick		\$51,134.40	\$900.00			
Wanders, Jonathan		\$50,046.20	\$700.00			
Summer Help				\$12,000.00		
Overtime					\$25,501.35	\$36,966.84

\$6,149.33	\$245,645.41	\$3,633.00	\$12,000.00	\$25,501.35	\$40,244.71
0142251-510300	0142251-510500	510600	510566	510550	510555

0142251-510300	Clerical Wages	\$6,149.33
0142251-510500	Wages	\$245,645.41
0142251-510600	Longevity	\$3,633.00
0142251-510566	Summer Help	\$12,000.00
0142251-510550	Overtime	\$25,501.35
0142251-510555	Snow & Ice O/T	\$40,244.71
Total		\$333,173.80
		General

**0142251 General
Budget #31**

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TOWN OF MILLIS
FISCAL YEAR 2017 BUDGET REQUESTS
FORM 3

GENERAL FUND	FY 2014 ACTUAL EXPENDITURES	FY 2015 ACTUAL EXPENDITURES	FY 2016 REVISED ***BUDGET***	FY 2017 DEPARTMENT REQUEST

DPW SALARY				

SALARIES				

0142251 510220 SALARY DEPARTMENT HEAD	.00	.00	32,847.36	<u>34,676.28</u> +1,828.92
0142251 510300 SALARIES CLERICAL	5,915.03	6,091.50	6,149.33	<u>6,149.33</u>
0142251 510350 SALARIES CLERICAL OVERTIME	.00	.00	.00	<u>—</u>
0142251 510500 WAGES	190,403.10	230,695.11	212,596.50	<u>210,969.13</u> -1,627.37
0142251 510510 WAGES PART TIME	.00	.00	.00	<u>—</u>
0142251 510550 WAGES OVERTIME	26,609.04	21,457.24	25,501.35	<u>25,501.35</u>
0142251 510555 WAGE SNOW/ICE OVERTIME	67,315.68	99,374.30	40,149.24	<u>40,244.71</u> + 95.47
0142251 510566 SUMMER HELP	11,663.48	12,021.37	12,000.00	<u>12,000.00</u>
0142251 510600 LONGEVITY	2,459.50	2,121.00	2,786.50	<u>3,633.00</u> +846.50
TOTAL DPW SALARY	304,365.83	371,760.52	332,030.28	<u>333,173.80</u> +1,143.52

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TOWN OF MILLIS
FISCAL YEAR 2017 BUDGET REQUESTS
FORM 3

GENERAL FUND	FY 2014 ACTUAL EXPENDITURES	FY 2015 ACTUAL EXPENDITURES	FY 2016 REVISED ***BUDGET***	FY 2017 DEPARTMENT REQUEST	

DPW EXPENSE					

EXPENSES					

0142252 520180 SERVICES ENGINEERING	26,073.48	2,816.76	6,000.00	<u>6,000.00</u>	
0142252 520300 PHYSICAL EXAMS	630.00	410.00	2,000.00	<u>2,000.00</u>	
0142252 520510 POLICE DETAILS	7,540.58	19,382.94	16,000.00	<u>16,000.00</u>	
0142252 520805 OFFICE CLEANING	2,288.00	3,502.00	3,588.00	<u>3,588.00</u>	
0142252 520900 EQUIPMENT HIRED	11,943.64	26,235.54	8,000.00	<u>8,000.00</u>	
0142252 520905 CATCH BASIN CLEANING	13,992.50	13,856.00	16,406.00	<u>16,406.00</u>	
0142252 520910 TREE CARE	4,120.00	12,380.00	25,578.00	<u>25,578.00</u>	
0142252 520915 TRAFFIC LINES	26,919.60	25,882.04	28,311.97	<u>28,311.97</u>	
0142252 540005 SNOW ICE REMOVAL	249,845.69	332,361.44	123,000.62	<u>123,000.62</u>	
0142252 540050 SUPPLIES ROAD MAINTENANCE	9,585.88	15,817.56	18,867.83	<u>18,867.83</u>	
0142252 540052 ASPHALT PRODUCTS	11,675.72	27,464.82	20,000.00	<u>28,000.00</u>	+8,000.00
0142252 540054 GRAVEL SAND	4,828.24	3,029.99	4,000.00	<u>4,000.00</u>	
0142252 540056 STREET SIGNS	4,266.45	5,663.81	5,000.00	<u>5,000.00</u>	
0142252 540058 SUPPLIES SHOP	10,768.51	11,446.77	10,000.00	<u>10,000.00</u>	
0142252 540400 SUPPLIES & EXPENSES	19,179.69	17,286.85	20,132.00	<u>20,132.00</u>	
0142252 540410 HEAT & FUEL	6,355.37	6,193.75	10,000.00	<u>10,000.00</u>	
0142252 540412 PROPANE GAS	.00	.00	.00	<u>—</u>	
0142252 540430 TELEPHONE	1,020.13	1,021.20	3,716.00	<u>3,716.00</u>	
0142252 540440 ELECTRICITY	16,579.30	7,888.94	15,215.65	<u>15,215.65</u>	
0142252 540450 POSTAGE	133.53	121.49	250.00	<u>250.00</u>	

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TOWN OF MILLIS
FISCAL YEAR 2017 BUDGET REQUESTS
FORM 3

GENERAL FUND	FY 2014 ACTUAL EXPENDITURES	FY 2015 ACTUAL EXPENDITURES	FY 2016 REVISED ***BUDGET***	FY 2017 DEPARTMENT REQUEST	
0142252 540466 MEAL ALLOWANCE	3,160.00	4,160.00	2,250.00	<u>3,000.00</u>	+ 750.00
0142252 540480 CLOTHING	2,501.09	3,014.89	4,757.00	<u>4,757.00</u>	
0142252 540494 PARK EXPENSES	38,090.97	30,806.11	28,750.00	<u>28,750.00</u>	
0142252 540496 CEMETERY EXPENSES	8,608.37	6,986.79	19,500.00	<u>19,500.00</u>	
0142252 540500 ADVERTISING	635.49	.00	1,000.00	<u>1,000.00</u>	
0142252 540850 EQUIPMENT REPAIRS & SUPPLIES	17,171.56	19,409.61	10,000.00	<u>15,000.00</u>	+ 5,000.00
0142252 540860 VEHICLE SUPPLY/REPAIR	15,560.30	20,940.41	18,000.00	<u>18,000.00</u>	
0142252 540870 GASOLINE/OIL	57,003.79	47,637.54	51,000.00	<u>51,000.00</u>	
0142252 540875 DIESEL FUEL	.00	2,575.02	.00		
0142252 540880 NATURAL GAS/OIL	.00	.00	.00		
TOTAL DPW EXPENSE	570,477.88	668,292.27	471,323.07	<u>485,073.07</u>	+ 13,750.00

TOWN OF MILLIS FISCAL YEAR 2017 BUDGET			FORM #1 DEPARTMENT SUMMARY		
DEPARTMENT: DPW HIGHWAY					
	FY14 ACTUAL	FY15 ACTUAL	FY16 BUDGET	FY17 REQUEST	TA RECMD
SALARIES	\$304,365.83	\$371,760.52	\$332,030.28	\$333,173.80	
EXPENSES	\$570,477.88	\$668,292.27	\$471,323.07	\$485,073.07	
TOTALS	\$874,843.71	\$1,040,052.79	\$803,353.35	\$818,246.87	
BUDGET COMMENTS:					
510220 - Increase Salary Department Head - \$1,828.92					
510500 - Decrease Wages - \$1,627.37					
510555 - Increase Snow / Ice Overtime -\$95.47					
510600 - Increase Longevity - \$846.50					
540052 - Increase Asphalt Products - \$8,000.00					
540466 - Increase Meal allowance - \$750.00					
540850 - Increase Equipment Repairs & Supplies - \$5,000.00					

FORM 4

TOWN OF MILLIS FISCAL YEAR 2017 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL
DEPARTMENT: HIGHWAY		BUDGET # 145221 / 142252
CODE	DESCRIPTION	BUDGET REQUEST
510220	Salary Department Head - Personal Plan (increase \$1,828.92).	\$34,676.28
510300	Salaries Clerical - Contractual item.	\$6,149.33
510500	Wages - Contractual item (decrease \$1,627.37 new employee).	\$210,969.13
510550	Wages OT- These funds provide for emergency services for coverage during street maintenance, fallen trees, street sweeping ect.	\$25,501.35
510555	Wage snow/ice overtime - These funds provide payment during snow emergencies (increase \$95.47).	\$40,244.71
510566	Summer Help - These funds provide payment for seasonal help.	\$12,000.00
510600	Longevity - Contractual item payment for years of service (increase \$846.50).	\$3,633.00
	TOTAL	\$333,173.80
142252		
520180	Services Engineering - Allows for minor engineering studies for drainage, road work, bridge and culvert repairs.	\$6,000.00
520300	Physical Exams - Provides payment for pre-employment exams, random CDL drug and alcohol testing.	\$2,000.00
520510	Police Details - Covers police details while crews work in the public ways	\$16,000.00
520805	Office Cleaning - The Department contracts cleaning of the office and restrooms.	\$3,588.00
520900	Equipment Hired - Provides payment for hired contractors / equipment rentals for road grading, concrete cutting, material screening and fencing.	\$8,000.00
520905	Catch Basin Cleaning - Funds the annual cleaning of all Town Catch Basins and emergency cleaning of Basins during heavy rains.	\$16,406.00
520910	Tree Care - To remove trees that may cause harm to the Public. A portion of this item will be used for the Towns tree nursery.	\$25,578.00
520915	Traffic Lines - Funds the annual painting of street lines and crosswalks due to wear and tear from traffic and sanding.	\$28,311.97
540005	Snow - This is an estimated annual amount to provide for snow and ice removal within the Town .	\$123,000.62
540050	Supplies Road Maintenance - Materials and tools for routine road maintenance and small drainage projects.	\$18,867.83

FORM 4

TOWN OF MILLIS FISCAL YEAR 2017 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL
DEPARTMENT: HIGHWAY		BUDGET # 145221 / 142252
CODE	DESCRIPTION	BUDGET REQUEST
540052	Asphalt Products - Portions of this item are used to repair badly deteriorated road surfaces, install berms and patch over trench work(increase \$8,000.00).	\$28,000.00
540054	Gravel/Sand - The Department annually maintains dirt roads throughout the Town and Cemetery. Stone and gravel are also purchased from this item for road patching and drainage projects.	\$4,000.00
540056	Street Signs - Old faded signs are being replaced throughout the Town with a goal of 25 a year.	\$5,000.00
540058	Supplies Shop - Some of the supplies for the shop are oils, grease, filters, light bulbs, rags, hand towels, hand soap, small hand tools.	\$10,000.00
540400	Supplies and Expenses - Office supplies such as copier, paper, office furniture, computer service, security for DPW building.	\$20,132.00
540410	Heat & Fuel - Heat for 7 Water Street.	\$10,000.00
540430	Telephone - Phone service for DPW office, fax and Nextel phone service.	\$3,716.00
540440	Electricity - Electricity for 7 Water Street DPW building.	\$15,215.65
540450	Postage - For department mailings and stamps.	\$250.00
540466	Meal Allowance - Contractual item (increase \$750.00).	\$3,000.00
540480	Clothing - Contractual item.	\$4,757.00
540494	Park Expenses - Pays for repairs to irrigation system, water bill, field maintenance contracts, playground equipment, general up keep to the town park, traffic islands, veterans memorials, Rockville playground, Richardson's park and VMB.	\$28,750.00
540496	Cemetery Expenses - This item funds all expenses for the cemetery.	\$19,500.00
540500	Advertising - Advertisements relative to proposed construction work, help wanted and policy changes.	\$1,000.00
540850	Equipment Repairs & Supplies - Repairs to garage equipment such as heaters, lights, lifts, compressors, doors ect. Are funded here(increase \$5,000.00).	\$15,000.00
540860	Vehicle Supply/Repair - All the general fund vehicle repairs are funded with this item.	\$18,000.00
540870	Gasoline/Oil - Fuel for all general fund vehicles.	\$51,000.00
	Total	\$485,073.07
	Total #145221 / 142252	\$818,246.87

TRANSFER STATION

GENERAL FUND

**Town of Millis - DPW
Transfer Station FY17**

Employee	Transfer Station Wages	Transfer Station Longevity	Transfer Station Overtime	Transfer Station License Fee
Gilmore, Deirdre				
Smith, Kathy				
McKay, James				\$960.00
Farricy, Francis	\$20,996.48	\$400.00		
Hillery, Michael				
Kandola, Kevin				
MacInnes, William				
McDonald, Shawn				
McKenney, Ron				
Main, Stephen				
Percaccante, Michael				
David Rachmaciej				
Souza, Frederick				
Wanders, Jonathan				
Overtime			\$6,032.00	

\$20,996.48	\$400.00	\$6,032.00	\$960.00
0143951-510500	510600	510550	510520

0143951-510500	Wages	\$20,996.48
0143951-510600	Longevity	\$400.00
0143951-510550	Overtime	\$6,032.00
0143951-510520.	License Fee	\$960.00
Total		\$28,388.48
	Transfer Station	

**0143951 Transfer Station
Budget #35**

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15:24:00

TOWN OF MILLIS
FISCAL YEAR 2017 BUDGET REQUESTS
FORM 3

GENERAL FUND	FY 2014 ACTUAL EXPENDITURES	FY 2015 ACTUAL EXPENDITURES	FY 2016 REVISED ***BUDGET***	FY 2017 DEPARTMENT REQUEST

TRANSFER STATION SALARY				

SALARIES				

0143951 510220 SALARY DEPARTMENT HEAD	.00	.00	.00	
0143951 510500 WAGES	19,531.88	20,610.74	20,996.48	<u>20,996.48</u>
0143951 510550 WAGES OVERTIME	6,169.04	4,572.44	6,032.00	<u>6,032.00</u>
0143951 510600 LONGEVITY	380.00	.00	380.00	<u>400.00</u>
0143951 510700 STIPENDS	.00	.00	960.00	<u>960.00</u>
TOTAL TRANSFER STATION SALARY	26,080.92	25,183.18	28,368.48	<u>28,388.48</u>

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TOWN OF MILLIS
FISCAL YEAR 2017 BUDGET REQUESTS
FORM 3

GENERAL FUND	FY 2014 ACTUAL EXPENDITURES	FY 2015 ACTUAL EXPENDITURES	FY 2016 REVISED ***BUDGET***	FY 2017 DEPARTMENT REQUEST

TRANSFER STATION EXPENSE				

EXPENSES				

0143952 520190 RECYCLING	4,163.98	1,947.85	5,000.00	<u>5,000.00</u>
0143952 520250 CONTRACT HAULING	.00	.00	3,000.00	<u>3,000.00</u>
0143952 520260 FEES TIPPING	32,133.09	30,917.12	40,000.00	<u>40,000.00</u>
0143952 520850 SERVICES PUMPING	.00	158.47	500.00	<u>500.00</u>
0143952 540100 PRINTING	.00	.00	.00	<u>-</u>
0143952 540400 SUPPLIES & EXPENSES	22,741.80	7,486.85	12,030.00	<u>12,030.00</u>
0143952 540410 HEAT & FUEL	.00	.00	.00	<u>-</u>
0143952 540412 PROPANE GAS	.00	.00	.00	<u>-</u>
0143952 540430 TELEPHONE	.00	.00	110.00	<u>110.00</u>
0143952 540440 ELECTRICITY	2,680.08	3,070.12	4,538.18	<u>4,538.18</u>
0143952 540480 CLOTHING	280.00	267.19	.00	<u>-</u>
0143952 540500 ADVERTISING	.00	395.00	200.00	<u>200.00</u>
0143952 540850 EQUIPMENT REPAIRS & SUPPLIES	5,428.87	11,781.98	11,000.00	<u>11,000.00</u>
0143952 540875 DIESEL FUEL	9,129.53	9,363.32	10,255.00	<u>10,255.00</u>
0143952 540880 NATURAL GAS/OIL	.00	.00	.00	<u>-</u>
0143952 540990 MISCELLANEOUS EXPENSE	.00	1,200.00	.00	<u>-</u>
TOTAL TRANSFER STATION EXPENSE	76,557.35	66,587.90	86,633.18	<u>86,633.18</u>

Salaries: 28,388.48
Total: \$ 115,021.66

TOWN OF MILLIS FISCAL YEAR 2017 BUDGET			FORM #1 DEPARTMENT SUMMARY		
DEPARTMENT: DPW TRANSFER STATION					
	FY14 ACTUAL	FY15 ACTUAL	FY16 BUDGET	FY16 REQUEST	TA RECMD
SALARIES	\$26,080.92	\$25,183.18	\$28,368.48	\$28,388.48	
EXPENSES	\$76,557.35	\$66,587.90	\$86,633.18	\$86,633.18	
TOTALS	\$102,638.27	\$91,771.08	\$115,001.66	\$115,021.66	
<p>BUDGET COMMENTS: 143951 510600 - Increase Longevity - \$20.00</p>					

Form 4

TOWN OF MILLIS FISCAL YEAR 2017 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL
DEPARTMENT: TRANSFER STATION		BUDGET # 143951 / 143952
CODE	DESCRIPTION	BUDGET REQUEST
143951		
510500	Wages - For one HEO/ Laborer for Facility to be open one full and one half days a week.	\$20,996.48
510550	Wages OT- These funds provide coverage for Saturday overtime when staff use vacation or sick.	\$6,032.00
510600	Longevity - Contractual item (payment for years of service)(increase \$20.00).	\$400.00
510700	Stipends - Contractual item (payment for CDL / class A).	\$960.00
	TOTAL	\$28,388.48
143952		
520190	Recycling - Contract costs for recycling of commingle, mixed paper and electronics.	\$5,000.00
520250	Contract Hauling - Back-up trucking coast for hauling recyclables to Auburn and Millbury also pays for Mass Pike tolls.	\$3,000.00
520260	Fees Tipping - Costs of disposing of MSW at Wheelabrator Millbury.	\$40,000.00
520850	Services Pumping - Cost to have oil separator pumped.	\$500.00
540400	Supplies & Expenses - Disposal bags are purchased from this item.	\$13,390.00
540430	Telephone - Pays for phone for Transfer Station.	\$110.00
540440	Electricity - Heats the office, safety lighting, block heaters for the equipment and lighting for the animal control facility.	\$4,538.18
540480	Clothing - Contractual item.	\$140.00
540500	Advertising - Announces changes in schedule or recycling procedures.	\$200.00
540850	Equipment Repairs & Supplies - The funds from this item are used to make repairs to the trail or truck, 2-trailors and all containers along with the facility.	\$11,000.00
540875	Diesel Fuel - Fuel for trucking to the disposal facility, operation of the backhoe and other equipment.	\$8,755.00
	TOTAL	\$86,633.18
	TOTAL #143951 and #143952	\$115,021.66

2015 Transfer Station Sticker Sales			
		Summary	
# of Stickers		Amount	<u>Total</u>
233		\$8.00	\$1,864.00
403		\$30.00	\$12,090.00
<u>391</u>		\$85.00	<u>\$33,235.00</u>
1027			\$47,189.00

TRANSFER STATION
COLLECTIONS

	FY 16		FY 15		FY 14		FY 13		FY 12		FY 11	
	JULY	AUGUST	JULY	AUGUST	JULY	AUGUST	JULY	AUGUST	JULY	AUGUST	JULY	AUGUST
PERMITS	\$17,304.00	\$3,681.00	\$2,290.00	\$1,045.00	\$1,806.00	\$2,347.00	\$1,806.00	\$2,347.00	\$1,806.00	\$2,347.00	\$1,806.00	\$2,347.00
FEE	\$231.00	\$252.00	\$273.00	\$294.00	\$187.00	\$187.00	\$187.00	\$187.00	\$187.00	\$187.00	\$187.00	\$187.00
BAGS	\$5,250.00	\$0.00	\$8,750.00	\$0.00	\$9,900.00	\$9,900.00	\$9,900.00	\$9,900.00	\$9,900.00	\$9,900.00	\$9,900.00	\$9,900.00
RECYCLE	\$88.70	\$115.70	\$184.65	\$77.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
YTD	\$22,873.70	\$4,048.70	\$11,497.65	\$38,420.05	\$1,806.00	\$2,347.00	\$1,806.00	\$2,347.00	\$1,806.00	\$2,347.00	\$1,806.00	\$2,347.00
PERMITS	\$23,380.00	\$3,783.00	\$1,214.00	\$1,205.00	\$970.00	\$796.00	\$970.00	\$796.00	\$970.00	\$796.00	\$970.00	\$796.00
FEE	\$367.00	\$189.00	\$0.00	\$0.00	\$483.00	\$0.00	\$483.00	\$0.00	\$483.00	\$0.00	\$483.00	\$0.00
BAGS	\$1,312.50	\$5,687.50	\$6,125.00	\$4,812.50	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00	\$10,500.00
RECYCLE	\$185.85	\$236.70	\$1,191.75	\$913.29	\$250.50	\$250.50	\$250.50	\$250.50	\$250.50	\$250.50	\$250.50	\$250.50
YTD	\$25,235.35	\$9,896.20	\$8,453.29	\$58,220.55	\$1,382.00	\$99,602.55	\$1,382.00	\$99,602.55	\$1,382.00	\$99,602.55	\$1,382.00	\$99,602.55
PERMITS	\$23,380.00	\$3,783.00	\$1,214.00	\$1,205.00	\$831.00	\$316.00	\$316.00	\$156.00	\$611.00	\$330.00	\$673.00	\$330.00
FEE	\$231.00	\$252.00	\$273.00	\$294.00	\$187.00	\$187.00	\$187.00	\$187.00	\$187.00	\$187.00	\$187.00	\$187.00
BAGS	\$1,312.50	\$5,687.50	\$6,125.00	\$4,812.50	\$4,812.50	\$8,750.00	\$8,750.00	\$4,812.50	\$8,750.00	\$4,812.50	\$8,750.00	\$4,812.50
RECYCLE	\$185.85	\$236.70	\$1,191.75	\$913.29	\$250.50	\$250.50	\$250.50	\$250.50	\$250.50	\$250.50	\$250.50	\$250.50
YTD	\$25,235.35	\$9,896.20	\$8,453.29	\$58,220.55	\$1,382.00	\$99,602.55	\$1,382.00	\$99,602.55	\$1,382.00	\$99,602.55	\$1,382.00	\$99,602.55
PERMITS	\$19,999.00	\$6,528.00	\$2,966.00	\$453.00	\$678.00	\$271.00	\$464.00	\$88.00	\$294.00	\$68.00	\$294.00	\$68.00
FEE	\$200.00	\$80.00	\$200.00	\$120.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
BAGS	\$4,950.00	\$4,950.00	\$1,237.50	\$9,900.00	\$5,775.00	\$412.50	\$2,062.50	\$10,312.50	\$5,362.50	\$10,312.50	\$5,362.50	\$10,312.50
RECYCLE	\$298.75	\$792.75	\$917.85	\$1,123.75	\$217.20	\$664.35	\$797.25	\$0.00	\$275.70	\$684.30	\$1,004.00	\$1,004.00
YTD	\$25,447.75	\$12,350.75	\$5,241.35	\$12,510.75	\$6,565.20	\$1,287.85	\$7,037.75	\$271.00	\$3,122.20	\$11,144.80	\$6,700.50	\$38,407.30
PERMITS	\$15,543.00	\$6,110.00	\$2,489.00	\$1,122.00	\$873.00	\$278.00	\$473.00	\$24.00	\$24.00	\$24.00	\$24.00	\$24.00
FEE	\$320.00	\$120.00	\$0.00	\$0.00	\$280.00	\$280.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00
BAGS	\$8,250.00	\$1,650.00	\$9,900.00	\$9,900.00	\$9,075.00	\$9,900.00	\$9,900.00	\$9,900.00	\$9,487.50	\$825.00	\$7,837.50	\$1,237.50
RECYCLE	\$16.817.50	\$8,422.50	\$945.00	\$990.00	\$945.00	\$990.00	\$945.00	\$990.00	\$990.00	\$945.00	\$990.00	\$945.00
YTD	\$24,113.00	\$7,880.00	\$12,389.00	\$11,222.00	\$3,668.00	\$10,189.00	\$10,458.00	\$2,403.00	\$9,901.50	\$8,422.50	\$91,491.00	\$108,308.50
PERMITS	\$27,669.00	\$6,875.00	\$2,704.00	\$1,141.00	\$654.00	\$307.00	\$453.00	\$205.00	\$200.00	\$200.00	\$200.00	\$200.00
FEE	\$120.00	\$160.00	\$280.00	\$280.00	\$400.00	\$400.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00
BAGS	\$9,900.00	\$9,900.00	\$9,900.00	\$9,900.00	\$9,900.00	\$9,900.00	\$9,900.00	\$9,900.00	\$9,900.00	\$9,900.00	\$9,900.00	\$9,900.00
RECYCLE	\$29,918.00	\$8,191.00	\$3,062.00	\$1,422.00	\$1,057.00	\$707.00	\$613.00	\$285.00	\$285.00	\$285.00	\$285.00	\$285.00
YTD	\$27,689.00	\$16,935.00	\$12,884.00	\$57,508.00	\$12,661.00	\$34,213.00	\$18,457.00	\$2,223.00	\$6,140.00	\$8,610.00	\$100,307.00	\$130,225.00
PERMITS	\$27,669.00	\$6,875.00	\$2,704.00	\$1,141.00	\$654.00	\$307.00	\$453.00	\$205.00	\$200.00	\$200.00	\$200.00	\$200.00
FEE	\$120.00	\$160.00	\$280.00	\$280.00	\$400.00	\$400.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00
BAGS	\$9,900.00	\$9,900.00	\$9,900.00	\$9,900.00	\$9,900.00	\$9,900.00	\$9,900.00	\$9,900.00	\$9,900.00	\$9,900.00	\$9,900.00	\$9,900.00
RECYCLE	\$29,918.00	\$8,191.00	\$3,062.00	\$1,422.00	\$1,057.00	\$707.00	\$613.00	\$285.00	\$285.00	\$285.00	\$285.00	\$285.00
YTD	\$27,689.00	\$16,935.00	\$12,884.00	\$57,508.00	\$12,661.00	\$34,213.00	\$18,457.00	\$2,223.00	\$6,140.00	\$8,610.00	\$100,307.00	\$130,225.00
SURPLUS												
LER												
(DEFICIT)												
FY16	\$123,192.29	\$45,086.20	\$45,086.20	\$45,086.20	\$45,086.20	\$45,086.20	\$45,086.20	\$45,086.20	\$45,086.20	\$45,086.20	\$45,086.20	\$45,086.20
FY15	\$133,726.00	\$129,177.78	\$34,245.58	\$94,932.20	\$94,932.20	\$87,302.60	\$86,336.45	\$11,796.00	\$5,692.95	\$74,540.45	\$68,847.50	\$74,540.45
FY14	\$125,000.00	\$113,973.62	\$27,093.80	\$6,941.19	\$6,930.50	\$5,737.15	\$8,548.53	\$11,561.30	\$5,488.53	\$67,570.98	\$69,022.45	\$59,022.45
FY13	\$128,998.00	\$130,087.20	\$38,407.30	\$6,700.50	\$6,700.50	\$11,144.80	\$84,979.40	\$91,679.90	\$91,679.90	\$91,679.90	\$91,679.90	\$91,679.90
FY12	\$136,016.00	\$108,308.50	\$16,817.50	\$8,422.50	\$945.00	\$990.00	\$945.00	\$990.00	\$945.00	\$990.00	\$945.00	\$990.00
FY11	\$110,000.00	\$130,225.00	\$29,918.00	\$8,191.00	\$3,062.00	\$1,422.00	\$1,057.00	\$707.00	\$613.00	\$285.00	\$285.00	\$285.00

STREET LIGHTING

GENERAL FUND

11/09/2015
15:24:00

TOWN OF MILLIS
FISCAL YEAR 2017 BUDGET REQUESTS
FORM 3

GENERAL FUND	FY 2014 ACTUAL EXPENDITURES	FY 2015 ACTUAL EXPENDITURES	FY 2016 REVISED ***BUDGET***	FY 2017 DEPARTMENT REQUEST

STREET LIGHTING EXPENSE				

EXPENSES				

0142452 520410 ELECTRICITY SIGNALS	2,613.79	2,673.71	7,626.80	<u>7,626.80</u>
0142452 520420 STREET LIGHTING	27,934.73	32,412.23	41,722.76	<u>41,722.76</u>
0142452 520430 REPAIR SIGNALS	2,296.12	6,456.96	8,000.00	<u>8,000.00</u>
TOTAL STREET LIGHTING EXPENSE	32,844.64	41,542.90	57,349.56	<u>57,349.56</u>

TOWN OF MILLIS FISCAL YEAR 2017 BUDGET			FORM #1 DEPARTMENT SUMMARY		
DEPARTMENT: DPW STREET LIGHTING					
	FY14 ACTUAL	FY15 ACTUAL	FY16 BUDGET	FY17 REQUEST	TA RECMD
SALARIES					
EXPENSES	\$32,844.64	\$41,542.90	\$57,349.56	\$57,349.56	
TOTALS	\$32,844.64	\$41,542.90	\$57,349.56	\$57,349.56	
BUDGET COMMENTS:					

TOWN OF MILLIS FISCAL YEAR 2017 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL	
DEPARTMENT: STREET LIGHTING		BUDGET # 142452	
CODE	DESCRIPTION	BUDGET REQUEST	
142452			
520410	Signals - Main / Plain Main / Pleasant Main / Millston Main / Park Pedestrian crossing / flashing lights Flashing warning beacons Flashing signals (red / yellow) at Pleasant / Village Flashing signals at bridges	\$7,626.80	
520420	Street Lighting - 455 sodium street lights 88 ornamental street lights	\$41,722.76	
520430	Repairs - Repairs to signals and street lights	\$8,000.00	
		TOTAL	\$57,349.56

WATER DEPARTMENT

WATER FUND

**Town of Millis - DPW
Water FY17**

Employee	Water Clerical Wages	Water Wages	Water Longevity	Water Stipends	Water Clerical O/T	Water Overtime
Gilmore, Deirdre	\$23,651.25		\$225.00			
Smith, Kathy	\$5,366.25		\$50.00			
McKay, James		\$40,620.78	\$307.00	\$1,344.50		
Farricy, Francis		\$26,245.60	\$500.00			
Hillery, Michael		\$24,190.53				
Kandola, Kevin		\$18,840.23	\$264.00			
MacInnes, William		\$24,132.38				
McDonald, Shawn		\$15,063.72				
McKenney, Ron		\$29,499.80	\$400.00			
Main, Stephen						
Percaccante, Michael		\$24,129.84	\$420.00			
David Rachmaciej		\$26,945.20	\$350.00			
Souza, Frederick						
Wanders, Jonathan						
Standby Stipend				\$6,770.00		
Overtime - Includes Standby					\$3,000.00	\$24,960.00

\$29,017.50	\$229,668.08	\$2,516.00	\$8,114.50	\$3,000.00	\$24,960.00
6100051-510300	510500	510600	510700	510350	510500

6100051-510300	Clerical	\$29,017.50
6100051-510500	Wages	\$229,668.08
6100051-510600	Longevity	\$2,516.00
6100051-510700	Stipends	\$8,114.50
6100051-510350	Clerical/OT	\$3,000.00
6100051-510550	Overtime	\$24,960.00
Total		\$297,276.08
		Water

**6100051 Water Department
Budget #33**

11/09/2015
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TOWN OF MILLIS
FISCAL YEAR 2017 BUDGET REQUESTS
FORM 3

WATER FUND	FY 2014 ACTUAL EXPENDITURES	FY 2015 ACTUAL EXPENDITURES	FY 2016 REVISED ***BUDGET***	FY 2017 DEPARTMENT REQUEST

WATER FUND SALARIES				

SALARIES				

6100051 510220 SALARY DEPARTMENT HEAD	.00	.00	38,983.25	<u>40,620.78</u> +1,637.30
6100051 510300 SALARIES CLERICAL	27,948.66	28,820.37	28,808.15	<u>29,617.50</u> + 209.35
6100051 510350 SALARIES CLERICAL OVERTIME	1,080.15	1,803.68	3,000.00	<u>3,000.00</u>
6100051 510500 WAGES	197,435.21	225,783.24	190,127.15	<u>189,047.30</u> -1,079.85
6100051 510510 WAGES PART TIME	.00	.00	.00	<u>-----</u>
6100051 510520 DPW LICENSE FEE	1,278.94	1,304.93	.00	<u>1,344.50</u>
6100051 510550 WAGES OVERTIME	35,834.66	37,911.64	24,960.00	<u>24,960.00</u>
6100051 510600 LONGEVITY	2,236.50	323.00	2,036.50	<u>2,516.00</u> +479.50
6100051 510700 STIPENDS	5,670.00	6,545.00	6,770.00	<u>6,770.00</u>
TOTAL WATER FUND SALARIES	271,484.12	302,491.86	294,685.05	<u>297,276.08</u>
				+3,670.65
				-1,079.85
				<u>+2,591.03</u>

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TOWN OF MILLIS
FISCAL YEAR 2017 BUDGET REQUESTS
FORM 3

WATER FUND	FY 2014 ACTUAL EXPENDITURES	FY 2015 ACTUAL EXPENDITURES	FY 2016 REVISED ***BUDGET***	FY 2017 DEPARTMENT REQUEST

WATER FUND EXPENSES				

EXPENSES				

6100052 520120 TESTING WATER	9,323.00	10,466.00	18,000.00	18,000.00
6100052 520180 SERVICES ENGINEERING	2,300.00	8,943.54	20,000.00	20,000.00
6100052 520510 POLICE DETAILS	11,966.57	7,167.61	9,000.00	9,000.00
6100052 520700 TRAINING	1,854.00	540.00	2,500.00	3,000.00 +500.00
6100052 520840 INSPECTIONS	.00	.00	4,000.00	4,000.00
6100052 520900 EQUIPMENT HIRED	35,417.26	52,232.15	25,000.00	25,000.00
6100052 540400 SUPPLIES & EXPENSES	64,004.20	103,379.14	86,021.74	86,021.74
6100052 540410 HEAT & FUEL	.00	.00	.00	-
6100052 540412 PROPANE GAS	5,284.77	5,942.00	7,330.60	7,330.60
6100052 540430 TELEPHONE	3,671.50	4,012.04	6,462.00	6,462.00
6100052 540440 ELECTRICITY	100,985.36	85,126.77	106,550.95	106,530.95
6100052 540450 POSTAGE	3,823.83	3,705.71	4,450.00	4,450.00
6100052 540480 CLOTHING	2,792.09	2,655.96	3,075.00	3,075.00
6100052 540500 ADVERTISING	356.01	494.38	2,000.00	2,000.00
6100052 540710 MEETINGS	.00	.00	.00	-
6100052 540720 MEMBERSHIP	688.00	863.00	750.00	1,000.00 +250.00
6100052 540800 EQUIPMENT	10,452.12	5,368.98	22,000.00	22,000.00
6100052 540860 VEHICLE SUPPLY/REPAIR	5,309.72	4,690.28	12,000.00	12,000.00
6100052 540875 DIESEL FUEL	4,651.44	15,747.66	5,203.00	5,203.00
6100052 540880 NATURAL GAS/OIL	.00	.00	.00	-

11/09/2015
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TOWN OF MILLIS
FISCAL YEAR 2017 BUDGET REQUESTS
FORM 3

WATER FUND	FY 2014 ACTUAL EXPENDITURES	FY 2015 ACTUAL EXPENDITURES	FY 2016 REVISED ***BUDGET***	FY 2017 DEPARTMENT REQUEST	
6100052 540900 ADMINISTRATIVE EXPENSE	.00	.00	.00		
6100052 540990 MISC EXPENSE (CHEMICALS)	15,679.91	16,217.68	28,957.64	<u>28,957.64</u>	
6100052 571030 WATER LTD PRINCIPAL	200,825.00	173,147.50	173,148.00	<u>266,843.00</u>	<u>+93,695.00</u>
6100052 571120 WATER STD PRINCIPAL	20,000.00	47,800.00	47,033.14	<u>8,500.00</u>	<u>-38,533.14</u>
6100052 575030 WATER LTD INTEREST	75,994.82	69,858.70	63,570.00	<u>82,009.99</u>	<u>+18,439.99</u>
6100052 575120 WATER STD INTEREST	.00	2,419.43	1,690.37	<u>126.77</u>	<u>-1,563.60</u>
6100052 580000 TRANSFER TO GENERAL FUND	.00	.00	206,686.65	<u>211,833.81</u>	<u>+5,167.16</u>
6100052 590300 TRANSFER TO CAPITAL PROJECTS	.00	250,000.00	.00		<u>+5⁶</u>
TOTAL WATER FUND EXPENSES	575,379.60	870,778.53	855,429.09	<u>933,346.81</u>	<u>+77,917.72</u>
TOTAL WATER FUND	846,863.72	1,173,270.39	1,150,114.14	<u>1,230,622.89</u>	<u>+80,508.75</u>

TOWN OF MILLIS FISCAL YEAR 2017 BUDGET			FORM #1 DEPARTMENT SUMMARY		
DEPARTMENT: DPW WATER					
	FY14 ACTUAL	FY15 ACTUAL	FY16 BUDGET	FY17 REQUEST	TA RECMD
SALARIES	\$271,484.12	\$302,491.86	\$294,685.05	\$297,276.08	
EXPENSES	\$575,379.60	\$870,778.53	\$855,429.09	\$933,346.81	
TOTALS	\$846,863.72	\$1,173,270.39	\$1,150,114.14	\$1,230,622.89	
BUDGET COMMENTS:					
6100051					
510220 - Increase Salary Department Head - \$1,637.30					
510300 - Increase Salary Clerical - \$209.35					
510350 - Decrease Wages - \$1,079.85					
510600 - Increase Longevity - \$479.00					
520700 - Increase Training - \$500.00					
540720 - Increase Membership - \$250.00					
571030 - Increase Water LTD Principal - \$93,695.00					
575030 - Increase Water LTD Interest - \$18,439.99					
571120 - Decrease Water STD Principal - \$38,533.14					
575120 - Decrease Water STD Interest - \$1,563.60					

TOWN OF MILLIS FISCAL YEAR 2017 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL
DEPARTMENT: WATER		BUDGET # 6100051 / 6100052
CODE	DESCRIPTION	BUDGET REQUEST
6100051	WATER FUND SALARIES	
510220	Salary Department Head 41% - Personal Plan (increase \$1,637.30).	\$40,620.78
510300	Clerical - One half of full time position at 17.5 hours and one half of par time 5.5 hours. (increase \$209.35)	\$29,017.50
510350	Clerical OT - Provides a minimal amount of staffing for emergencies.	\$3,000.00
510500	Wages - 42% general foreman, 5 - 50% full time HEO/Laborer, 34% town mechanic 33% full time HEO/Laborer (decrease \$1,079.85).	\$189,047.30
510520	License Fee - This line pays for contractual license fee to Asst. Director.	\$1,344.50
510550	Wages OT - Provides for standby coverage and for emergencies.	\$24,960.00
510600	Longevity - Contractual (increase \$479.50).	\$2,516.00
510700	Stipend - Beeper fee for on call person.	\$6,770.00
	TOTAL	\$297,276.08
6100052	WATER FUND EXPENSES	
520120	Water Testing - Mandated sampling of the potable water system.	\$18,000.00
520180	Engineering - Funds for incidental or unscheduled projects.	\$20,000.00
520510	Police Details - Protection for workers with the right of way.	\$9,000.00
520700	Training - Covers the cost of maintaining licenses and other protective training. (increase \$500.00)	\$3,000.00
520840	Inspectional Services - Funds contractor inspections and services necessary for the operation of the wells, generators and booster station.	\$4,000.00
520900	Hired Equipment - Outside contract labor and equipment used for system repairs and improvements.	\$25,000.00
540400	Expenses - Various pipe, fittings, meter & parts, charts, etc. are charged here. Increasing amounts of equipment increases the demand for parts, therefore this line is increased to meet the necessary spending trend.	\$86,021.74
540412	Propane - Fuels the generators at the wells and heats the well buildings.	\$7,330.60
540430	Telephone - This covers the costs associated with the telemetry system used to operate the water system for 1 active DPW line and for communication equipment.	\$6,462.00

TOWN OF MILLIS FISCAL YEAR 2017 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL
DEPARTMENT: WATER		BUDGET # 6100051 / 6100052
CODE	DESCRIPTION	BUDGET REQUEST
6100052 cont'd	WATER FUND EXPENSES	
540440	Electricity - To pump the water, heat water buildings etc.	\$106,550.95
540450	Postage - Pays for half the W&S billing costs, other misc. mailings and the CCR.	\$4,450.00
540480	Clothing - covers the cost for employee uniforms and chemical resistant protective gear.	\$3,075.00
540500	Advertising - Pays for occasional notices for hydrant flushing, customer notices, annual ccr report job and notices, etc.	\$2,000.00
540720	Membership - trade association membership fees(increase \$250.00).	\$1,000.00
540800	Equipment - Purchases various equipment such as small pumps, jack hammer supplies, pH monitoring supplies, probes, etc. necessary for the operation of the system.	\$22,000.00
540860	Vehicle Supplies & Repairs - Maintains the division vehicles.	\$12,000.00
540875	Diesel - Fuel for division vehicles and equipment.	\$5,203.00
540900	Administrative Expense - Payment to general fund for insurance, pension ect.	
540990	Misc. Expenses Chemicals - This line pays for water treatment for the Towns six wells	\$28,957.95
580000	Transfer to General Fund - Payment for Insurance for employees (increase 2.5% \$5,167.16).	\$211,833.81
571030	Water LTD Principal- Capital improvements(increase \$93,695.00).	\$266,843.00
575030	Water LTD Interest- Interest on capital improvements(increase \$18,439.99).	\$82,009.99
571120	Water STD Principal - Short term improvements(decrease \$38,533.14).	\$8,500.00
575120	Water STD Interest - Interest short term loans(decrease \$153.60).	\$126.77
	TOTAL	\$933,346.81
	TOTAL # 6100051 AND #6100052	\$1,230,622.89

SEWER DEPARTMENT

SEWER FUND

**Town of Millis - DPW
Sewer FY17**

Employee	Sewer Clerical Wages	Sewer Wages	Sewer Longevity	Sewer Stipends	Sewer Clerical O/T	Sewer Overtime
Gilmore, Deirdre	\$17,501.93		\$166.50			
Smith, Kathy	\$5,366.25		\$50.00			
McKay, James		\$23,778.02	\$180.00			
Farricy, Francis						
Hillery, Michael		\$24,190.53				
Kandola, Kevin		\$18,840.23	\$264.00			
MacInnes, William		\$24,132.38				
McDonald, Shawn		\$15,063.72				
McKenney, Ron		\$29,499.80	\$400.00			
Main, Stephen						
Percaccante, Michael		\$13,788.48	\$240.00			
David Rachmaciej		\$26,945.20	\$350.00			
Souza, Frederick						
Wanders, Jonathan						
Standby Stipend				\$6,770.00		
Overtime - Includes Standby					\$1,000.00	\$15,392.00

\$22,868.18	\$176,238.36	\$1,650.50	\$6,770.00	\$1,000.00	\$15,392.00
6000051-510300	510500	510600	510700	510350	510550

6000051-510300	Clerical	\$22,868.18
6000051-510500	Wages	\$176,238.36
6000051-510600	Longevity	\$1,650.50
6000051-510700	Stipends	\$6,770.00
6000051-510350	Clerical O/T	\$1,000.00
6000051-510550	Overtime	\$15,392.00
Total		\$223,919.04
		Sewer

**6000051 Sewer Department
Budget #32**

11/09/2015
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TOWN OF MILLIS
FISCAL YEAR 2017 BUDGET REQUESTS
FORM 3

SEWER FUND	FY 2014 ACTUAL EXPENDITURES	FY 2015 ACTUAL EXPENDITURES	FY 2016 REVISED ***BUDGET***	FY 2017 DEPARTMENT REQUEST

SEWER FUND SALARIES				

SALARIES				

6000051 510220 SALARY DEPARTMENT HEAD	.00	.00	22,276.14	<u>23,778.02</u> +1,501.88
6000051 510300 SALARIES CLERICAL	21,995.84	22,600.93	22,658.83	<u>22,868.18</u> +209.97
6000051 510350 SALARIES CLERICAL OVERTIME	1,042.15	1,388.18	1,000.00	<u>1,000.00</u>
6000051 510500 WAGES	151,941.34	174,265.88	153,540.19	<u>152,460.34</u> -1,079.85
6000051 510550 WAGES OVERTIME	19,887.05	12,610.77	15,392.00	<u>15,392.00</u>
6000051 510600 LONGEVITY	1,624.00	206.00	1,197.00	<u>1,650.50</u> + 453.50
6000051 510700 STIPENDS	5,670.00	6,545.00	6,770.00	<u>6,770.00</u>
TOTAL SEWER FUND SALARIES	202,160.38	217,616.76	222,834.16	<u>223,919.04</u> +2,165.35 + \$1,084.88 = \$1,085.50

11/09/2015
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TOWN OF MILLIS
FISCAL YEAR 2017 BUDGET REQUESTS
FORM 3

SEWER FUND	FY 2014 ACTUAL EXPENDITURES	FY 2015 ACTUAL EXPENDITURES	FY 2016 REVISED ***BUDGET***	FY 2017 DEPARTMENT REQUEST

SEWER FUND EXPENSES				

EXPENSES				

6000052 520180 SERVICES ENGINEERING	10,632.50	.00	12,000.02	<u>12,000.02</u>
6000052 520200 MAINTENANCE CONTRACT/REPAIRS	.00	.00	12,000.00	<u>12,000.00</u>
6000052 520510 POLICE DETAILS	1,514.02	1,015.84	4,000.00	<u>4,000.00</u>
6000052 520830 SEWER CLEANING	1,680.00	490.00	10,175.00	<u>10,175.00</u>
6000052 520900 EQUIPMENT HIRED	1,495.99	3,592.28	.00	<u>-</u>
6000052 540400 SUPPLIES & EXPENSES	31,905.54	55,121.70	24,251.06	<u>24,251.06</u>
6000052 540410 HEAT & FUEL	.00	.00	.00	<u>-</u>
6000052 540412 PROPANE GAS	.00	.00	.00	<u>-</u>
6000052 540430 TELEPHONE	2,319.26	2,553.12	3,569.44	<u>3,569.44</u>
6000052 540440 ELECTRICITY	19,202.57	14,886.30	21,850.00	<u>-</u>
6000052 540450 POSTAGE	133.53	121.49	2,000.00	<u>2,000.00</u>
6000052 540480 CLOTHING	2,037.52	2,192.83	3,075.00	<u>3,075.00</u>
6000052 540800 EQUIPMENT	493.01	.00	3,741.00	<u>3,741.00</u>
6000052 540850 EQUIPMENT REPAIRS & SUPPLIES	24,185.52	5,953.61	13,620.00	<u>13,620.00</u>
6000052 540875 DIESEL FUEL	.00	.00	2,000.00	<u>2,000.00</u>
6000052 540880 NATURAL GAS/OIL	.00	.00	.00	<u>-</u>
6000052 540900 ADMINISTRATIVE EXPENSE	.00	.00	.00	<u>-</u>
6000052 540990 MISCELLANEOUS EXPENSE	.00	.00	.00	<u>-</u>
6000052 560001 CRPCD O&M COSTS	279,300.00	246,570.00	276,390.00	<u>285,000.00</u> +8,999.00
6000052 560002 CRPCD ASSESSMENT	65,010.00	104,090.00	190,480.00	<u>257,000.00</u> +66,520.00

11/09/2015
15:25:51

TOWN OF MILLIS
FISCAL YEAR 2017 BUDGET REQUESTS
FORM 3

SEWER FUND	FY 2014 ACTUAL EXPENDITURES	FY 2015 ACTUAL EXPENDITURES	FY 2016 REVISED ***BUDGET***	FY 2017 DEPARTMENT REQUEST
6000052 571020 SEWER LTD PRINCIPAL	244,086.00	235,000.00	235,000.00	<u>249,550.00</u> + 14,550.00
6000052 572360 SEWER STD PRINCIPAL	66,772.00	16,334.00	66,645.00	<u>12,678.00</u> - 53,967.00
6000052 575020 SEWER LTD INTEREST	73,967.02	67,647.50	59,988.00	<u>76,196.30</u> + 16,208.30
6000052 575130 SEWER STD INTEREST	372.58	163.34	4,228.50	<u>190.30</u> - 4,038.20
6000052 580000 TRANSFER TO GENERAL FUND	.00	.00	157,568.40	<u>161,507.61</u> + 3,939.21 ^b
6000052 580061 TRANSFER TO WATER ENTERPRISE	.00	.00	.00	<u> </u>
TOTAL SEWER FUND EXPENSES	825,107.06	755,732.01	1,102,581.42	<u>1,155,143.23</u>
TOTAL SEWER FUND	1,027,267.44	973,348.77	1,325,415.58	<u>1,379,062.27</u>

TOWN OF MILLIS FISCAL YEAR 2017 BUDGET			FORM #1 DEPARTMENT SUMMARY		
DEPARTMENT: DPW SEWER					
	FY14 ACTUAL	FY15 ACTUAL	FY16 BUDGETED	FY17 REQUEST	TA RECMD
SALARIES	\$202,160.38	\$217,616.76	\$222,834.16	\$223,919.04	
EXPENSES	\$825,107.06	\$755,732.01	\$1,102,581.42	\$1,155,143.23	
TOTALS	\$1,027,267.44	\$973,348.77	\$1,325,415.58	\$1,379,062.27	
BUDGET COMMENTS:					
600051					
510220 - Increase Salary Department Head - \$1501.88					
510300 - Increase Salary Clerical - \$209.97					
510500 - Decrease Wages - \$1,079.85					
510600 - Increase Longevity - \$453.50					
580000 - Increase Transfer to General Fund - \$3,939.21					
571020 - Increase Sewer LTD Principal - \$14,550.00					
575020 - Increase Sewer LTD Interest - \$16,208.30					
572360 - Decrease Sewer STD Principal - \$53,967.00					
575130 - Decrease Sewer LTD Interest - \$4,038.20					

TOWN OF MILLIS FISCAL YEAR 2017 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL
DEPARTMENT: SEWER		BUDGET # 6000051 / 6000052
CODE	DESCRIPTION	BUDGET REQUEST
6000051	SEWER FUND SALARIES	
510220	Salary Department Head - Personal Plan 24%(increase \$1,501.88).	\$23,778.02
510300	Clerical - One full-time position at 37%, and one part-time position at 50%.	\$22,868.18
510350	Clerical Overtime - Provides minimal time for duties required for emergency services.	\$1,000.00
510500	Wages - 24% General Foreman, 33% Mechanic, and 4 - 50% HEO/Laborers. (decrease \$1,079.85)	\$152,460.34
510550	Wages OT - This item provides for standby duty.	\$15,392.00
510600	Longevity - Contractual item(increase \$453.50).	\$1,650.50
510700	Stipend - Beeper fee for on call person.	\$6,770.00
	TOTAL	\$223,919.04
6000052	SEWER FUND EXPENSES	
520180	Engineering - Provides a fund for incidental studies relative to the sewer division.	\$12,000.02
520200	Maintenance - This item is for maintenance of the sewer stations at Water St., Timberline Rd., Norfolk Rd., Middlesex St. and the metering stations at Farm St., Water St. and Main St.	\$12,000.00
520510	Police Details -	\$4,000.00
520830	Sewer Cleaning - Provides funds for preventive maintenance of sewer lines in the Town.	\$10,175.00
540400	Expenses - Supplies and materials such as cleaning solvents, manhole covers, pump packing, generator contracts, etc. are funded by this item.	\$24,257.00
540430	Telephone - Pays for the on call phones for the metering stations and lines for emergency alarms at the lift stations.	\$3,563.00
540440	Electricity - The cost of running the lift pumps, heaters, etc.	\$21,850.00
540450	Postage - Pays for 1/2 of the billing postage for W&S bills.	\$2,000.00
540480	Clothing - covers the cost for employee uniforms and chemical resistant protective gear.	\$3,075.00
540800	Equipment - Misc. office expenses. testing and safety equipment.	\$3,741.00

Form 4

TOWN OF MILLIS FISCAL YEAR 2013 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL
DEPARTMENT: SEWER		BUDGET # 6000051 / 6000052
CODE	DESCRIPTION	BUDGET REQUEST
540850	Equipment Repair - This pays for repairs to the sewer vehicle and incidental pumps.	\$13,620.00
540875	Diesel Fuel - Fuel for vehicle.	\$2,000.00
540990	Miscellaneous Expense -	\$740.00
560001	CRPCD O & M - Costs to operate the plant(increase \$8,999.00).	\$285,000.00
560002	CRPCD Assessment - Related treatment plant costs(increase \$66,520.00).	\$257,000.00
571020	Sewer LTD Principal - Capital improvements(increase \$14,550.00).	\$249,550.00
575020	Sewer STD Principal - Short term(decrease \$53,967.00).	\$12,678.00
575020	Sewer LTD Interest - Interest on capital improvements(increase \$16,208.30).	\$76,196.30
575130	Sewer STD Interest - Interest on short term improvements(decrease \$4,038.20).	\$190.30
580000	Transfer to General Fund - Insurance payments for employees etc.(increase \$ 3,939.21).	\$161,507.61
	TOTAL	\$1,155,143.23
	TOTAL #6000051 & #6000052	\$1,379,062.27

Department of Public Works Accounting

Major Duties: This Department maintains payables (water, sewer, and general), payroll/attendance records, issue all department permits, snow plow agreements, water and sewer reports, deposit all checks for the department, and oversee gasoline revolving account.

Highway Department Highlights

Major Duties: This Department maintains the Town's parks, veteran's memorials, cemetery, streets, drainage systems, sidewalks, and traffic islands. This Division responds to emergencies resulting from snow and ice, vehicle accidents, downed trees, street flooding and other request by the Millis Police Department 24 hours a day 7 days a week.

Reports:

Millis Sanitary Landfill Monitoring Report-yearly
Stage II Vapor Recovery Program-yearly

Transfer Station Department Highlights

Major Duties: This Department maintains the solid waste disposal and recycling facility on Environmental Drive 1.5 days a week.

Reports:

Third Party Operation and Maintenance Inspection Report-yearly
MassDEP Certification Report-yearly
Solid Waste Facility Report-yearly
Recycling, Composting and Conversion Reporting Form for Small Transfer Station
Recycling and Solid Waste Survey-yearly

Grant reports:

Recycling Dividends Program-yearly
Millis Drop-off Recycling Equipment-yearly

2015 Grants and Certificates:

\$10,250.00
Certificate of Recognition less than 1,200 pounds of trash per household served 2014

Sewer Department Highlights

Major Duties: This Department maintains the Town's sewer pump stations and the sewer mains throughout Town.

Reports:

Flow Reports-daily
Sanitary Sewer Overflow (SSO)/Bypass Notification Report-per each sewer break
Annual Summary report of the NPDES Permit#MA0102598

Water Department Highlights

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

Reports:

Lead and copper samples required-20 samples every 3 years
Winter/summer Bacteria samples required-19 samples per month
CT Determination for Ground Water Rule-monthly
Stage 2 Disinfection BY-Products Rule-Quarterly
Notification of Water Use Restriction-yearly and as needed
TTHN/HAA5 compliance-4 samples quarterly
Consumer Confidence Report(CCR)-yearly
Annual Statistical Report(ASR)-yearly

★ **Certificate of Recognition** ★
MassRecycle Southeast Municipal Recycling Council

Is Presented To

Town of Millis

*Less Than 1,200 Pounds of Trash
per Household Served 2014*




Edward Hsieh, Executive Director

December 16, 2015

FORM 7

TOWN OF MILLIS FISCAL YEAR 2017 BUDGET FALL TOWN MEETING	FORM #7 CAPITAL BUDGET AND MISCELLANEOUS REQUESTS																																										
DEPARTMENT: Millis Department of Public Works DIVISION: General road maintenance. REQUEST PRIORITY #: 1																																											
PROJECT TITLE: LOCATION: JUSTIFICATION FOR PROJECT The new street sweeper would replace the 18 year old Johnson Sweeper. With new Storm Water Management guidelines all Town excepted roadways must be cleaned a minimum of once a year. The Town has looked at the MAPC contract agreement for public workes sevices, Bid Item #8 "Street Sweeping", the following is the cost for services $\$360.00 \times 58 \text{ lane miles} = \$20,880.00 \times 2 = \$41,760.00$ (each side of roadway) $\text{Minimum } 4 \text{ lane miles} \times 2 = 8 \times \$360.00 = \$2,880.00$ Town Bid results : Plymouth Country Commissioners Procurement Specification contract #15,16,17,18,19, 1 New 2016 Elgin Pelican NP dual street sweeper with a/c. (see attached proposal) <p style="text-align: center;">PLEASE SEE THE ATTACHED QUOTATION FOR ALL PRICES.</p>																																											
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">PROJECTED START DATE:</td> <td style="width: 20%;">7/1/2016</td> <td style="width: 30%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td>ESTIMATED USEFUL LIFE:</td> <td>20 years</td> <td>2016 Elgin Pelican Sweeper</td> <td style="text-align: right;">\$205,800.00</td> </tr> <tr> <td rowspan="2">COST:</td> <td rowspan="2">\$216,800.00</td> <td>5-year warranty-parts and labor</td> <td style="text-align: right;">\$9,800.00</td> </tr> <tr> <td>Lower roller washout</td> <td style="text-align: right;">\$1,200.00</td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">=</td> <td style="text-align: right;">\$216,800.00</td> </tr> <tr> <td>A. DESIGN</td> <td></td> <td></td> <td></td> </tr> <tr> <td>B. LAND ACQUISITION</td> <td></td> <td></td> <td></td> </tr> <tr> <td>C. CONSTRUCTION</td> <td></td> <td></td> <td></td> </tr> <tr> <td>D. INSPECTION</td> <td></td> <td></td> <td></td> </tr> <tr> <td>X E. EQUIPMENT</td> <td></td> <td></td> <td></td> </tr> <tr> <td>TOTAL</td> <td style="border-top: 1px solid black;">\$216,800.00</td> <td></td> <td></td> </tr> </table>		PROJECTED START DATE:	7/1/2016			ESTIMATED USEFUL LIFE:	20 years	2016 Elgin Pelican Sweeper	\$205,800.00	COST:	\$216,800.00	5-year warranty-parts and labor	\$9,800.00	Lower roller washout	\$1,200.00			=	\$216,800.00	A. DESIGN				B. LAND ACQUISITION				C. CONSTRUCTION				D. INSPECTION				X E. EQUIPMENT				TOTAL	\$216,800.00		
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TOTAL	\$216,800.00																																										
ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT? Not known at this time																																											
IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT? NO																																											
EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS No																																											
WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST? NO																																											



MUNICIPAL AND CONTRACTORS' EQUIPMENT

200 Merrimac St
Woburn MA 01801

PROPOSAL

Tel. (781) 935 1919
Fax. (781) 937 9809

To:

Town of Millis
Department of public works
900 Main St
Millis, MA 02054
ATTN: James McKay Deputy Chief of Operations

December 22, 2015

C. N. Wood is pleased to offer the following **budget** proposal through MHQ and Plymouth County Commissioners Procurement Specification contract number 15, 16, 17, 18, 19,
1 New 2016 Elgin Pelican NP dual street sweeper with a/c, sprung guide wheel, autolube, Color reverse camera, auto reverse broom pick up, Sliding window curb side, am/fm/cd radio, air ride seat, painted **white**, 1 year standard warranty, and all other standard equipment.

SELLING PRICE	\$205,800.00
OPTIONS:	
5 Year Warranty - parts and labor	\$9,800.00
Lower roller washout	\$1,200.00
TOTAL SELLING PRICE	\$216,800.00
SPARE TIRE OPTION	
Front spare tire and rim front and rear	\$3,500.00

NOTE: Purchase order for this contract should be issued to MHQ 401 Elm St Marlborough MA, 01752

C. N. Wood Co, Inc. is looking forward to providing the Town of Millis with the Elgin premium product and first class service. Please do not hesitate to contact me if you have any question or need further information.

Best Regards,

Stephen M. Russell
Sales Representative

No warranties are made other than those extended by the manufacturer of the equipment, and in the event of alleged breach of warranty, expressed or implied, the liability of C. N. Wood Co., Inc., shall be limited to the liability of the manufacturer to it, and shall be subject to all limitations and conditions imposed by the manufacturer.

Seller shall not be liable for any default or delay in delivery, as a result of shipping delays, strikes, fires, lockouts, or inability to procure materials.

- a. What is the condition of the existing sweeper? How many miles/hours are on it? What repairs are needed?
- b. How often do we sweep the town? How many hours does a complete sweeping of the town take? How often should we sweep the town? Do we have enough staff or staff hours available to sweep when we should? What is the operational cost for sweepers, both for staff and for the sweeper itself – perhaps there is a FEMA rate available for that calculation.
- c. What are the implications of the new MS4 standards on how often we sweep and with the type of equipment we use to sweep?
- d. Please contact the low bidder of the MAPC sweeping contract and get a cost to perform an annual sweeping, bi-annual sweepings, and an hourly rate with a four hour minimum.
- e. Based on answers to 2.b. above work with Karen to put out a bid (prevailing wage) for a Millis only contract for sweeping. The bid should include an annual cost, bi-annual costs, and an hourly rate with a four hour minimum.

3. Monuments

- a. We should analyze the time and costs for the sidewalk work with DPW staff doing it vs. contracting it out. Perhaps Carlo Molinari can tell us if it's a project above 10K, and if so we need to bid it out. It's critical that we get the slopes correct for handicapped

TOWN OF MILLIS



DEPARTMENT OF PUBLIC WORKS

Veterans Memorial Building
900 Main Street
Millis, Massachusetts 02054

Sweeper Justification

- a. Poor – the body and underbody are rusting (doors, frame, around the windshield, underbody, around the exhaust pipe) the pump for water discharge breaks down numerous times.
- b. 1 – Main roads spring, summer, and fall secondary roads spring and fall developments and side roads when requested. 2 – Please note per our permit the Town reports that each street is cleaned once a year. 3 – Street sweeping falls under the general account line item, like most projects staff from water and sewer are needed to complete most tasks in the DPW. 4 – Atlantic broom supplies all equipment (main broom, side broom ect.) costs \$325.00 maybe 2X a year, gas no way to track expenses, general maintenance (oil change, tires, pumps ect.) hard to track these expenses I would need more time to get the amounts. 5 – Town rate is general foreman salary of \$27.10 hour.
- c. As stated the current permit requires the Town to sweep all streets once a year. The new MS4 permit may require the Town to sweep all roads multiple times a year and track all cleaning by recording the street name, and the amount of debris removed from the cleaning.
- d. See below

Street Sweeping Cost:

MAPC contract:
Metro West Regional Services Consortium
Street Sweeping
Item 8

Spring Clean-Up disposal by Town \$360.00 per mile
 $\$360.00 \times 55 \text{ miles} = \$19,800.00$

Total: \$19,800.00

Attachments:

MAPC/MW 2015-PW1 Street Sweeping Item 8
T/A Questions



Bidder Name: Hi-Way Safety Systems, Inc.

Bidder Initials: HD

MW 2015-PW1 - Bid Price Forms Addendum #2

Bid Item	Estimated Quantity	x	Bid Price / Unit	=	Total
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8. STREET SWEEPING

A. Spring Close-Up (Streets)				Bid Total =	\$ 61,040.00
1)	Disposed by Town	161	360.00 /C. MI.	=	\$ 57,960.00
2)	Disposed by Contractor	110	28.00 /TN	=	\$ 3,080.00

Low Bidder



the Municipality, including without limitation salary, overtime, vacation pay, holiday pay, sick leave, health insurance, life insurance, pension or deferred compensation.. There is no relationship of employment or agency between the Municipality, on the one hand, and the Contractor on the other, and neither party shall have nor exercise any control or direction over the method by which the other performs its work or functions aside from such control or directions as provided in this Agreement which the parties view as consistent with their independent contractor relationship.

ARTICLE 4

SERVICES OF THE CONTRACTOR

- 4.1 The Contractor will perform the services described in the specifications pertaining to the Service Item identified in Section 2.1 (above) ["Work"].
- 4.2 The Contractor shall report, and be responsible, to the Contracting Authority or his/its designee as set forth on Exhibit A.
- 4.3 There shall be no amendment to the Scope of Services or Work provided for in this Agreement without the written approval of the Contracting Authority. The Municipality shall be under no obligation to pay for any services performed by the Contractor not explicitly agreed to by the Municipality in advance in writing.
- 4.4 The Contractor represents and warrants to the Municipality as follows:
 - 4.4.1 That it and all its personnel (whether employees, agents or independent contractors) are qualified and duly licensed as required by law and/or local municipal code to perform the services required by this Agreement.
 - 4.4.2 That it further agrees to perform services in a professional manner adhering to a reasonable standard of care and in accordance with all applicable State or Federal laws, rules and regulations.
 - 4.4.3 That it will obtain any and all permits, bonds and other items required for the proper and legal performance of the work.
 - 4.4.4 That it is not a party to any agreement, contract or understanding, which would in any way restrict or prohibit it from undertaking or performing its obligations hereunder in accordance with the terms and conditions of this Agreement.
 - 4.4.5 That all written materials and any other documents (whether in the form of "hard" copies, graphics, magnetic media or otherwise), which are produced by the Contractor as work pursuant to this agreement, shall be deemed to be "work for hire" and the copyright thereto shall be the property of the Municipality.

ARTICLE 5

PERIOD OF SERVICES

- 5.1 The term of this Agreement shall commence on date of execution, and continue until December 31, 2015 and may be extended at the sole discretion of the Municipality through December 31, 2016, and again through December 31, 2017.
- 5.2 The Contractor agrees to proceed with Work promptly after receiving authorization to proceed and will diligently and faithfully prosecute the Work to completion in accordance with the