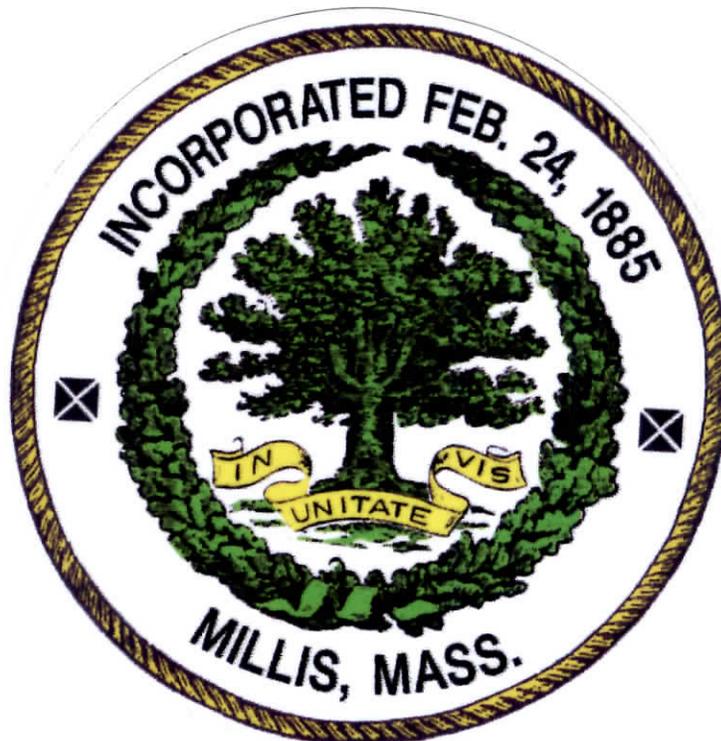


# Millis Department Of Public Works



## FY18 Budget Presentation

James F. McKay  
Deputy Director / Chief of Operations



### **Department of Public Works Accounting**

**Major Duties:** This Department maintains payables (water, sewer, transfer station, street lighting 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-quarterly  
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

**2016 Grants:**

\$2,950.00

### **Street Lighting**

**Major Duties:** This Department will work with the Energy Manager with the installation of new street lights in fiscal FY18. Oversee repairs to all town traffic signals, and ornamental street lights.





## 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

## Storm Water Management / MS4 Program

(see attached report)



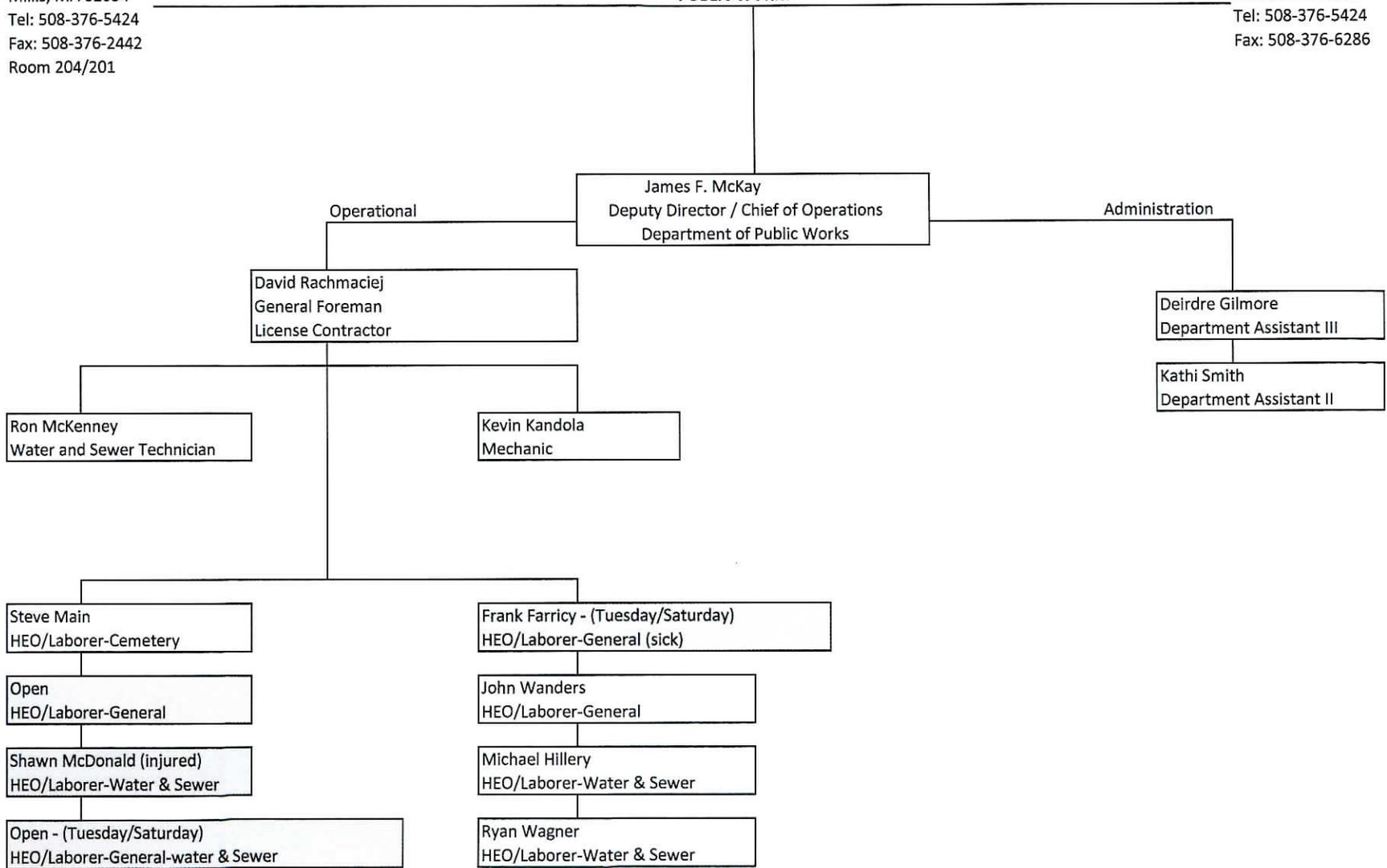
**Main Office**

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



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	2017	Ford	Explorer	Good	2027	\$31,682.00	\$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	2017	Johnston	Street Sweeper	Good	2032	\$206,208.00	\$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	2016	Chevy 3500	Dump Truck	Good	2026	\$47,100.53	\$50,000.00
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	2017	Freightliner	10-Wheel Dump truck	Good	2037	\$202,545.00	\$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	Explorer	Good	2020	\$35,000.00	\$40,000.00
	2015	Skid Steer 326E	Multi-use	Good		\$62,000.00	\$72,000.00

Town Of Millis - DPW  
Capital Budget Replacement Schedule

Sewer

<u>Building</u>	<u>Heating</u>	<u>Roof</u>	<u>Door</u>	<u>Generators</u>
DPW Building	Office-Good/Ventilation-Poor	Poor	Front FY13 Replace	Good
Norfolk Road Sewer	Fair	Good	FY13 Replace	Good
Timberline Road Sewer	Good	Good	Fair	Good
Dover Road Sewer	Good	NA	Good	Good
Middlesex St. Sewer	Good	NA	Good	Good
Town Park	NO	Fair	Good	NA
7 Water Street	Good	NA	Good	Good

Water

Wells #1 & 2 Treatment	Good	Poor	fair	Good
Well #1 Pump Building	Good	Good	fair	
Well #2 Pump Building	Good	Good	fair	
Well #3 Pump Building	Good	Poor	Good	Good
Well #3 Treatment	Good	Poor	Good	
Well #4	Good	Poor	Good	Fair
Wells #5 & 6 Treatment	Good	Good	fair	Good
Well #5 Pump Building	Good	Good	good	Good both wells
Well #6 Pump Building	Good	Good	good	

Town Of Millis - DPW  
Capital Budget Replacement Schedule

Mowers

<u>Year:</u>	<u>Make:</u>	<u>Model:</u>	<u>Condition</u>	<u>Replacement Year:</u>	<u>Original Price</u>	<u>Replacement Cost:</u>
2001	Husqvarna	Zero Turn Mower	poor	2013	\$4,500.00	\$6,000.00
2008	John Deere	Zero Turn Mower	poor	2014	\$8,500.00	\$10,000.00
2008	Husqvarna	Zero Turn Mower	Fair	2014	\$5,500.00	\$6,000.00
2012	Husqvarna	Zero Turn Mower	New	2018	\$5,850.00	\$6,000.00
2013	John Deere	Zero Turn Mower	New	2019	\$8,825.39	\$10,000.00
2013	Roller	Asphalt Roller	Good	2023	\$15,038.10	\$20,000.00

Sanders

<u>Year:</u>	<u>Make:</u>	<u>Model:</u>	<u>Condition</u>	<u>Replacement Year:</u>	<u>Original Price</u>	<u>Replacement Cost:</u>
2005	Truck #3		Good	2025	purchased with truck	
1995	Truck #4		Good	2015	purchased with truck	
1999	Truck #5		Good	2019	purchased with truck	
2004	Truck #18		Fair	2024	\$4,500.00	\$7,000.00
1994	Truck #27		Good	2037	purchased with truck	
2012	Truck #2		Good	2022	\$5,950.00	\$7,000.00
2012	Truck #14		Good	2022	\$5,950.00	\$7,000.00

Plows

<u>Year:</u>	<u>Make:</u>	<u>Model:</u>	<u>Condition</u>	<u>Replacement Year:</u>	<u>Original Price</u>	<u>Replacement Cost:</u>
2012	Truck #2		Good	2022	Purchase new with truck	Same
2005	Truck #3		Fair	2025	Purchase new with truck	Same
1995	Truck #4		Fair	2015	Purchase new with truck	Same
1999	Truck #5		Fair	2019	Purchase new with truck	Same
2013	Truck #11		Good	2023	Purchase new with truck	Same
2012	Truck #13		Good	2022	Purchase new with truck	Same
2016	Truck #14		Good	2026	Purchase new with truck	Same
2013	Truck #18		Good	2023	Purchase new with truck	Same
2017	Truck #27		Good	2037	Purchase new with truck	Same
2007	Truck #30		Fair	2017	Purchase new with truck	Same





← PLAN ST →  
MILLIS CENTER  
VILLAGE ST →  
MEDFELD  
BOSTON

PROE'S  
CORNER

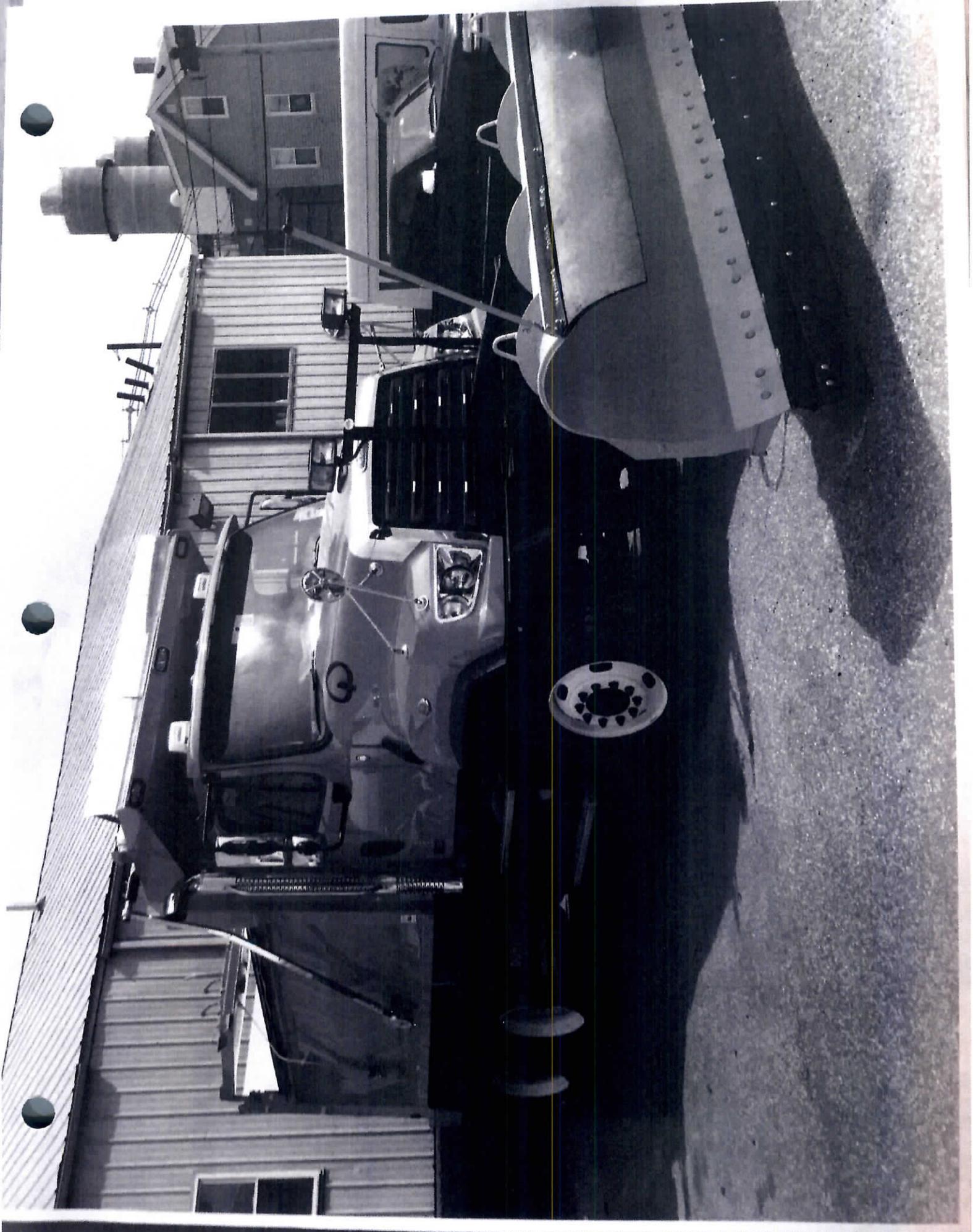
MILLIS  
DEPT. OF PUBLIC WORKS

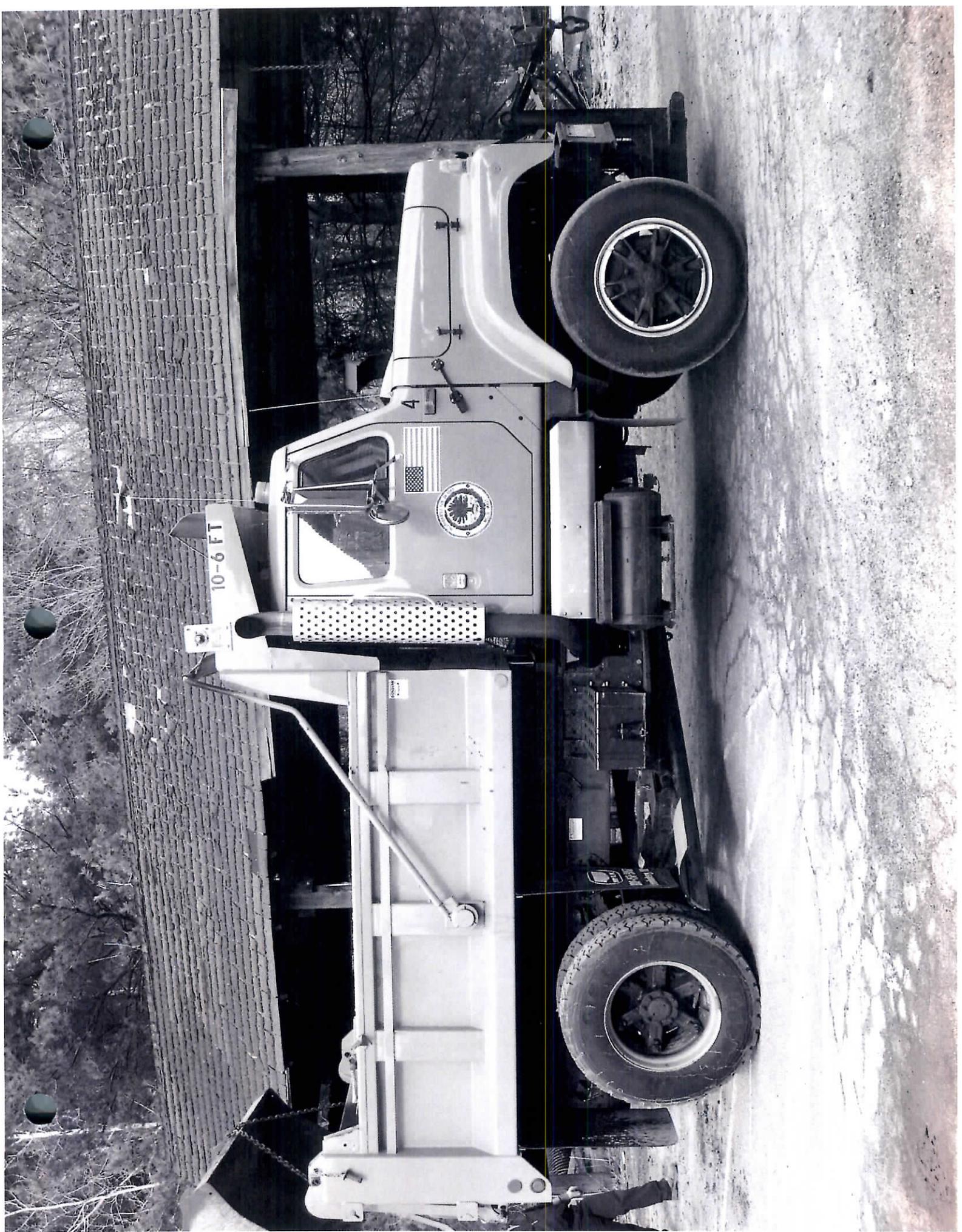
EXPLORER

GOODYEAR  
FORTERA











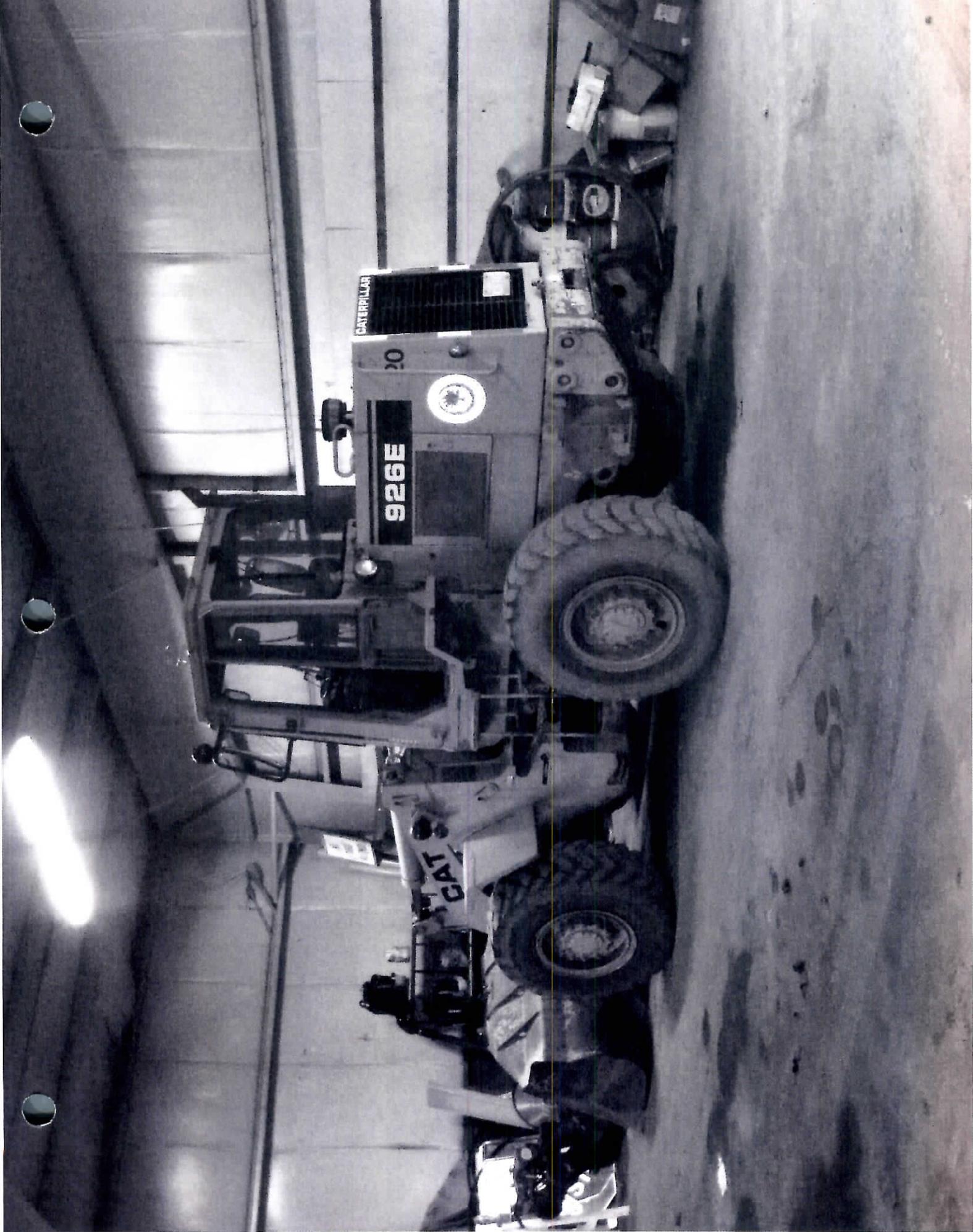




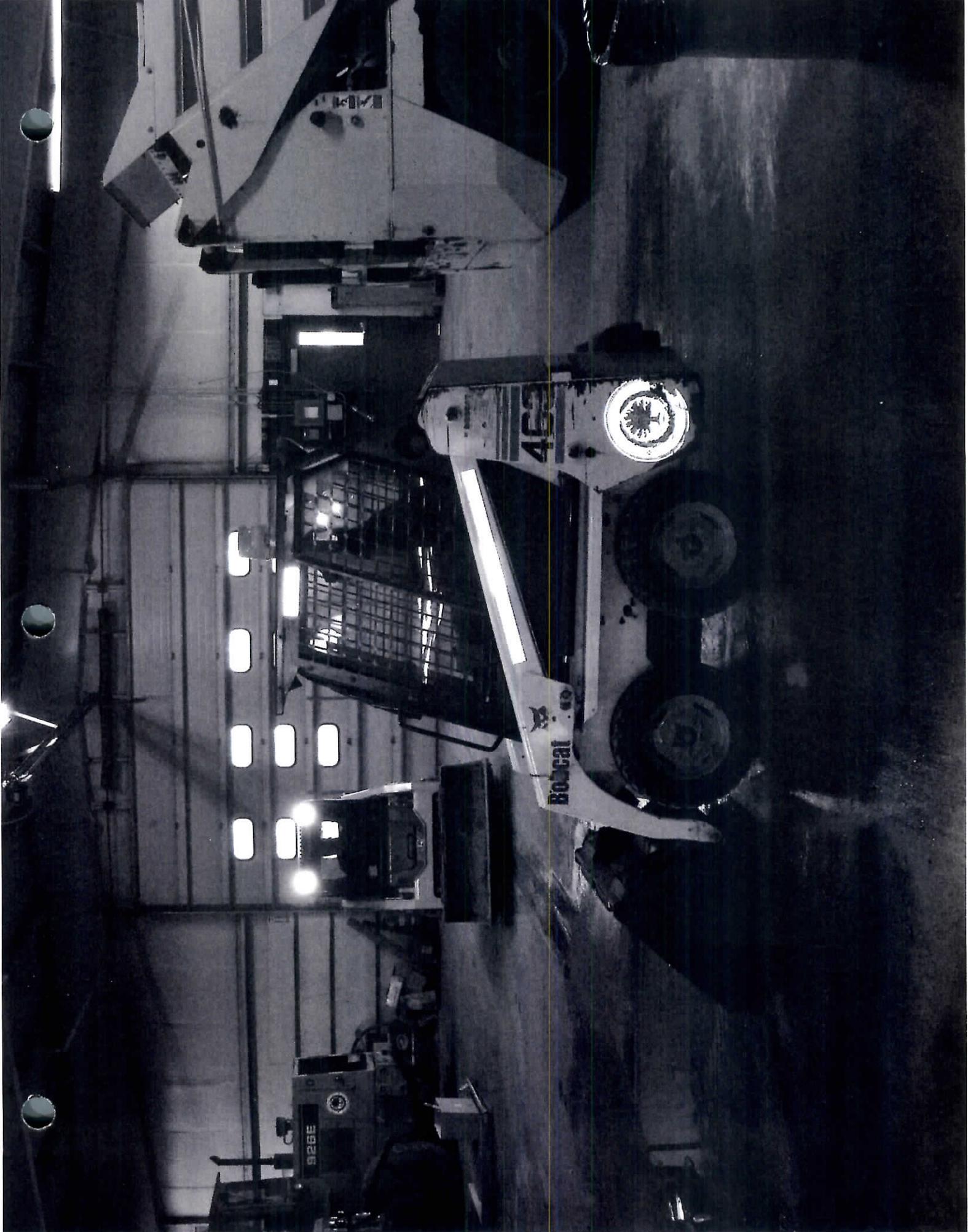












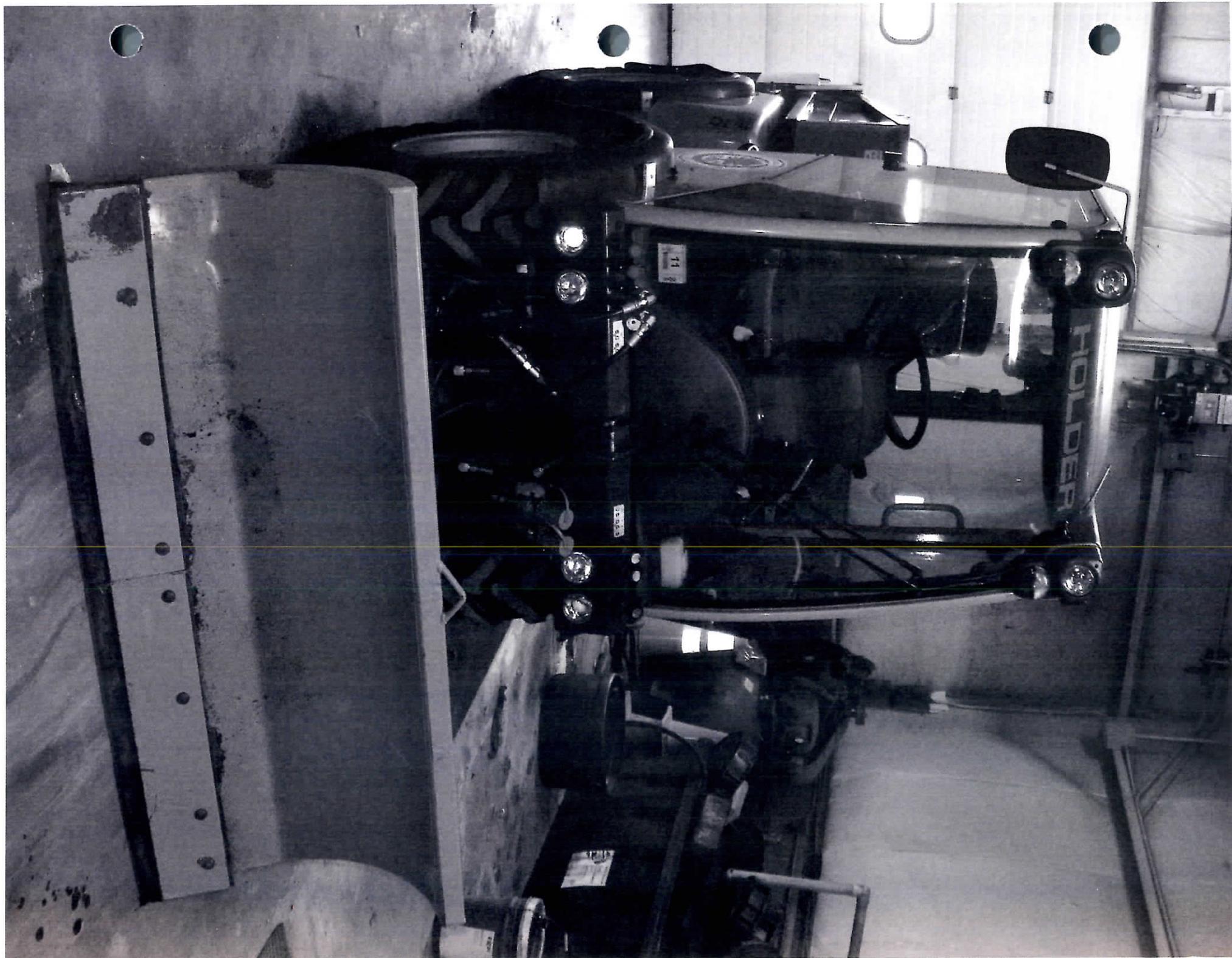
463

Bobcat

926E







SULLIVAN 25



U.S.A.

**LOGAN**  
Diesel Service Branch  
10000 N. 10th St., Suite 100  
Scottsdale, AZ 85258

D1850V

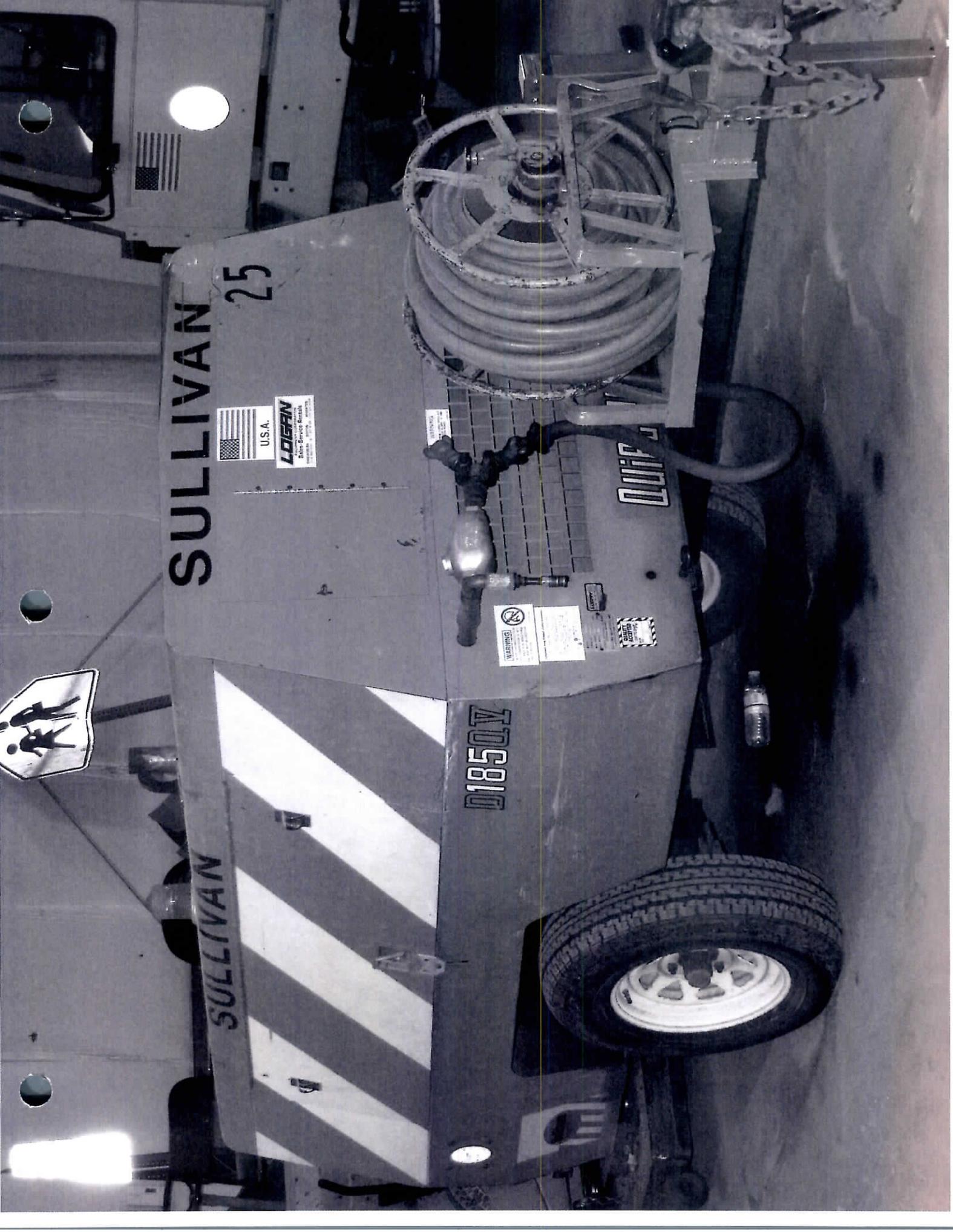
QUIP

WARNING

SAFETY



SULLIVAN





# TOWN OF MILLIS



## EMERGENCY RESPONSE

Sportster  
by C&K

Funded in Part by MIIA

Town of Millis - DPW  
Payroll Percentages FY18

	<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%
McDonald, Shawn		33%	33%	34%
McKenney, Ron		50%	50%	
Main, Stephen				100%
Rachmaciej, David		24%	42%	34%
Wagner, Ryan		50%	50%	
Wanders, Jonathan				100%
HEO/Laborer w/ Class A				100%
HEO/Laborer w/ Wtr I		50%	50%	

Town of Morris - DPW  
Longevity FY18

<u>Employee</u>	<u>Longevity Total</u>	<u>Transfer Station</u>	<u>Sewer</u>	<u>Water</u>	<u>DPW/General</u>
Gilmore, Deirdre	\$750.00		\$277.50	\$375.00	\$97.50
Smith, Kathy	\$250.00		\$125.00	\$125.00	
McKay, Jim	\$750.00		\$180.00	\$307.50	\$262.50
Farricy, Francis	\$1,000.00	\$400.00		\$500.00	\$100.00
Hillery, Michael	\$0.00				
Kandola, Kevin	\$800.00		\$264.00	\$264.00	\$272.00
McDonald, Shawn	\$0.00				
McKenney, Ron	\$800.00		\$400.00	\$400.00	
Main, Stephen	\$1,000.00				\$1,000.00
David Rachmaciej	\$700.00		\$168.00	\$294.00	\$238.00
Wagner, Ryan	\$0.00		\$0.00	\$0.00	
Wanders, Jonathan	\$700.00				\$700.00
	<u>\$6,750.00</u>	<u>\$400.00</u>	<u>\$1,414.50</u>	<u>\$2,265.50</u>	<u>\$2,670.00</u>

\*Smith: 1/3 of total longevity from DPW 2/3 from Town Clerk

**DEPARTMENT OF PUBLIC WORKS  
FORM 6  
FY2018 PAYROLL BUDGET CALCULATION WORKSHEET**

EMPLOYEE HIRE DATE	Step At S.O.Y.	Weekly Hours	S.O.Y.	Step Date	Weeks At 1st Rate	Weeks At 2nd Rate	1st Rate	2nd Rate	SAT. 7/1/2016 Hours	SAT. 7/1/2016 Wages	Wages 1st Rate	Wages 2nd Rate	WAGES For FY2018	LONGEVITY
MCKAY 2/27/2006	TOP-10	40		7/1	52	0	\$ 1,949.82				\$ 101,390.64	\$ -	\$ 101,390.64	\$ 750.00
GILMORE 4/25/2005	TOP-TG6-10	35	07/01/17	4/25	52	0	\$ 27.06	\$ -			\$ 49,249.20	\$ -	\$ 49,249.20	\$ 750.00
SMITH, K 11/24/08	TOP-TG4-10	10	07/01/17	11/24	52	0	\$ 21.48	\$ -			\$ 11,169.60	\$ -	\$ 11,169.60	\$ 250.00
FARRICY 11/23/92	TOP-PW10-6	40	07/01/17	11/23	52	0	\$ 24.76	\$ -	0	\$ -	\$ 51,500.80	\$ -	\$ 51,500.80	\$ 1,000.00
HILLERY 8/18/2014	PW10-3	40	07/01/17	8/18	7	45	\$ 24.35	\$ 24.93	8	\$ 194.60	\$ 6,818.00	\$ 44,874.00	\$ 51,692.00	\$ -
KANDOLA 6/7/2004	TOP-PW04-7	40	07/01/17	6/7	52	0	\$ 26.93	\$ -	0	\$ -	\$ 56,014.40	\$ -	\$ 56,014.40	\$ 800.00
MAIN 11/19/1984	TOP-PW07-6	40	07/01/17	11/19	52	0	\$ 23.62	\$ -	0	\$ -	\$ 49,129.60	\$ -	\$ 49,129.60	\$ 1,000.00
MCDONALD 10/27/2015	PW10-2	40	07/01/17	10/27	17	35	\$ 22.34	\$ 22.89	0	\$ -	\$ 15,191.20	\$ 32,046.00	\$ 47,237.20	\$ -
MCKENNEY 7/17/2006	TOP-PW22-6	40	07/01/17	7/17	52	0	\$ 27.83	\$ -	0	\$ -	\$ 57,886.40	\$ -	\$ 57,886.40	\$ 800.00
RACHMACIEJ 1/18/2011	PW26-3	40	07/01/17	10/3	13	39	\$ 28.49	\$ 29.23	0	\$ -	\$ 14,814.80	\$ 45,598.80	\$ 60,413.60	\$ 700.00
WAGNER 6/14/2016	PW09-2	40	07/01/17	6/14	49	3	\$ 21.88	\$ 22.43	0	\$ -	\$ 42,884.80	\$ 2,691.60	\$ 45,576.40	\$ -
WANDERS 5/15/2012	TOP-PW08-6	40	07/01/17	5/15	52	0	\$ 24.12	\$ -	0	\$ -	\$ 50,169.60	\$ -	\$ 50,169.60	\$ 700.00
VACANT #1 HEOCLSSA	PW8-1	40	07/01/17	7/1	30	22	\$ 21.15	\$ 21.72	0	\$ -	\$ 25,380.00	\$ 19,113.60	\$ 44,493.60	\$ -
VACANT #2 HEOWTR-A	PW10-1	40	07/01/17	7/1	30	22	\$ 21.30	\$ 21.88	0	\$ -	\$ 25,560.00	\$ 19,254.40	\$ 44,814.40	\$ -

GENERAL WAGES	LONG	T STATION WAGES	LONG	SEWER WAGES	LONG	WATER WAGES	LONG
\$ 35,486.72	\$ 262.50	\$ -	\$ -	\$ 24,333.75	\$ 180.00	\$ 41,570.16	\$ 307.50
\$ 6,402.40	\$ 97.50	\$ -	\$ -	\$ 18,222.20	\$ 277.50	\$ 24,624.60	\$ 375.00
\$ -	\$ -	\$ -	\$ -	\$ 5,584.80	\$ 125.00	\$ 5,584.80	\$ 125.00
\$ 5,150.08	\$ 100.00	\$ 20,600.32	\$ 400.00	\$ -	\$ -	\$ 25,750.40	\$ 500.00
\$ -	\$ -	\$ -	\$ -	\$ 25,846.00	\$ -	\$ 25,851.80	\$ -
\$ 19,044.90	\$ 272.00	\$ -	\$ -	\$ 18,484.75	\$ 264.00	\$ 18,484.75	\$ 264.00
\$ 49,129.60	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 16,060.65	\$ -	\$ -	\$ -	\$ 15,588.28	\$ -	\$ 15,588.28	\$ -
\$ -	\$ -	\$ -	\$ -	\$ 28,943.20	\$ 400.00	\$ 28,943.20	\$ 400.00
\$ 20,540.62	\$ 238.00	\$ -	\$ -	\$ 14,499.26	\$ 168.00	\$ 25,373.71	\$ 294.00
\$ -	\$ -	\$ -	\$ -	\$ 22,788.20	\$ -	\$ 22,788.20	\$ -
\$ 50,169.60	\$ 700.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 44,489.95	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ 22,407.20	\$ -	\$ 22,405.34	\$ -
<b>0142251</b>		<b>0143951</b>		<b>6000051</b>		<b>6100051</b>	
\$ -510220				\$ -510220		\$ -510220	
\$ 35,486.72				\$ 24,333.75		\$ 41,570.16	
\$ -510300				\$ -510300		\$ -510300	
\$ 6,402.40				\$ 23,807.00		\$ 30,209.40	
\$ -510500		\$ -510500		\$ -510500		\$ -510500	
\$ 204,585.40		\$ 20,600.32		\$ 148,556.89		\$ 185,185.68	
\$ 246,474.52	\$ 2,670.00	\$ 20,600.32	\$ 400.00	\$ 196,697.85	\$ 1,414.50	\$ 256,965.24	\$ 2,265.50

DPW		
0142251-510220	Department Head	\$ 35,486.72
0142251-510300	Clerical Wages	\$ 6,402.40
0142251-510500	Wages	\$ 204,585.40
0142251-510550	Overtime	\$ 25,501.00
0142251-510555	Snow/Ice Overtime	\$ 40,146.66
0142251-510566	Summer Help	\$ 12,000.00
0142251-510600	Longevity	\$ 2,670.00
<b>Total</b>		<b>\$ 326,792.18</b>

T. STATION		
0143951-510220	Department Head	\$ -
0142251-510300	Clerical Wages	\$ -
0143951-510500	Wages	\$ 20,600.32
0143951-510550	Overtime	\$ 6,032.00
0143951-510600	Longevity	\$ 400.00
0143951-510700	Stipends	\$ 960.00
<b>Total</b>		<b>\$ 27,992.32</b>

SEWER		
6000051-510220	Department Head	\$ 24,333.75
6000051-510300	Clerical Wages	\$ 23,807.00
6000051-510350	Clerical Overtime	\$ 1,000.00
6000051-510500	Wages	\$ 148,556.89
6000051-510550	Wages Overtime	\$ 15,392.00
6000051-510600	Longevity	\$ 1,414.50
6100051-510700	Stipends	\$ 6,770.00
<b>Total</b>		<b>\$ 221,274.15</b>

WATER		
6100051-510220	Department Head	\$ 41,570.16
6100051-510300	Clerical Wages	\$ 30,209.40
6100051-510350	Clerical Overtime	\$ 3,000.00
6100051-510500	Wages	\$ 185,185.68
6100051-510520	DPW License Fee	\$ -
6100051-510550	Wages Overtime	\$ 24,960.00
6100051-510600	Longevity	\$ 2,265.50
6100051-510700	Stipends	\$ 8,114.50
<b>Total</b>		<b>\$ 295,305.24</b>

DEPARTMENT HEAD/DATE



NPDES MS4 Permit Component	FY17 - Outside Labor Budget	FY18 - Outside Labor Budget	Permit Requirement	% Complete	FY17				MS4 - Year 1				MS4 - Year 2				NOTES				
					Q1	Q2	Q3	Q4	FY18	FY18	FY18	FY18	FY19	FY19	FY19	FY19					
Notice of Intent (NOI)	\$6,000	Included in prior contract	Prepare and Submit NOI						Prepare / File NOI by 8/27/17								Complete 1 qtr ahead of deadline				
Stormwater Management Plan (SWMP)	\$22,500	Included in prior contract	Prepare SWMP						SWMP Development by 6/30/17												
		\$2,000	Annual Training					Annual Training	Annual Training	Annual Training	Annual Training										
		\$5,000	Stormwater Utility Phase 1						Stormwater Utility Grant												
Public Education & Outreach	\$0	\$12,000	Develop and Implement Public Education Program							Assess current program; Develop Implementation plan and metrics					Begin Plan Implementation				Minimum 2 messages to each of 4 Audiences over 5 years; at least 1 year apart		
Total Maximum Daily Load (TMDL)	\$0	Included in prior contract	TMDL & WQBEL Requirements						Phosphorus Control Plan (PCP) Template					Phosphorus Control Plan Phase 1: Legal Analysis				Phase 1 has multiple deadlines; for efficiency, recommend begin in Permit Years 1 & 2			
illicit Discharge Detection & Elimination (IDDE)	\$10,000	Partially included in prior contract	SSO Inventory							Sanitary Sewer Overflow (SSO) Inventory					Update Annually				SSO Inventory Due Year 1		
			Outfall Inventory, Ranking							Update OF Ranking					OF Ranking Due Year 1						
		\$10,000	System Mapping								GIS updates; Mapping Updates					Phase 1 Requirements open channels, manholes, catchments, interconnections				Phase 1 of Mapping due Year 2; update annually	
		Partially included in prior contract	IDDE Plan							Update IDDE Plan									IDDE Plan due Year 1, including revised OF, CB investigation procedures (w/in 18 months)		
			Outfall Inspections								Update Procedures (thru IDDE Plan Update)					OF Inspections per IDDE Plan				Dry OF Inspections due by end of Yr 3	
		\$2,000	IDDE Staff Trainings	Annual						Annual Training	Annual Training	Annual Training	Annual Training					All Problem catchments investigated end Yr 7			
Construction Runoff Management	\$0	\$10,000	Ordinance Revision; Inspection Procedures																		
			Site Inspections and Ordinance Enforcement	On-going																	
			Update Ordinance / RBR																		
New / Redevelopment / Post-Construction	\$0	\$10,000	Street Design and Parking; Green Infrastructure Assessments																		
			Municipal BMP Site Assessment																		
Municipal Good Housekeeping	\$0	\$20,000	Municipal Good Housekeeping Manual																		
			Catch Basin Optimization Procedures																		
			Municipal BMP Inspection / Maint.																		
			SWPPPs																		
			Good Housekeeping & SWPPP Staff Trainings	Annual								Annual Training	Annual Training	Annual Training	Annual Training						
Municipal Good Housekeeping Operational Expenses	\$16,400	\$23,000	Catch Basin Cleaning	On-going																	
	\$43,000	\$120,400	Street Sweeping	On-going																	
Program Evaluation, Record Keeping, and Reporting	\$8,000	\$14,000	Annual Reporting	Annual																	
Subtotal Consulting Estimate	\$46,500	\$131,000																			
Operational Costs Estimate	\$59,400	\$143,400																			
Grants	\$0	-\$40,000																			
Outside Labor Expenses Estimate	\$105,900	\$234,400																			

LEGEND:			
Mills FY17 Tasks (see Budgets)	FY18-19 Deadline	Recommended Task	Funds Appropriated Separately

Budget shown is for outside labor. Estimates do not include costs for Town Employee labor, Expenses, or Capital improvements, with the exception of Good Housekeeping Operational Expenses



**Millis Department  
Of  
Public Works  
FY18  
Budget Presentation  
General Fund**



**James F. McKay**  
Deputy Director / Chief of Operations

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11/29/2016  
12:44:54

\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2018 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

GENERAL FUND	FY 2015 ACTUAL EXPENDITURES	FY 2016 ACTUAL EXPENDITURES	FY 2017 REVISED ***BUDGET***	FY 2018 DEPARTMENT REQUEST
DPW SALARY				
SALARIES				
0142251 510220 SALARY DEPARTMENT HEAD	.00	33,494.62	36,381.15	<u>35,486.72</u> - 894.43
0142251 510300 SALARIES CLERICAL	6,091.50	6,126.32	6,149.33	<u>6,402.46</u> + 253.00
0142251 510350 SALARIES CLERICAL OVERTIME	.00	.00	.00	
0142251 510500 WAGES	230,695.11	205,895.32	210,969.13	<u>204,585.40</u> - 6,383.73
0142251 510510 WAGES PART TIME	.00	.00	.00	
0142251 510550 WAGES OVERTIME	21,457.24	21,618.18	25,501.35	<u>25,501.00</u>
0142251 510555 WAGE SNOW/ICE OVERTIME	99,374.30	39,627.67	40,244.71	<u>40,146.66</u> - 98.05
0142251 510566 SUMMER HELP	12,021.37	11,436.00	12,000.00	<u>12,000.00</u>
0142251 510600 LONGEVITY	2,121.00	3,033.00	3,633.00	<u>2,670.00</u> - 963.00
TOTAL DPW SALARY	371,760.52	321,231.11	334,878.67	<u>326,792.18</u> - 8,086.49

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\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2018 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

GENERAL FUND	FY 2015 ACTUAL EXPENDITURES	FY 2016 ACTUAL EXPENDITURES	FY 2017 REVISED ***BUDGET***	FY 2018 DEPARTMENT REQUEST
-----				
DPW EXPENSE				
-----				
EXPENSES				
-----				
0142252 520180 SERVICES ENGINEERING	2,816.76	17,373.00	6,000.00	<u>8,000.00 + 2,000.00</u>
0142252 520300 PHYSICAL EXAMS	410.00	445.00	2,000.00	<u>2,000.00</u>
0142252 520510 POLICE DETAILS	19,382.94	15,767.32	16,000.00	<u>16,000.00</u>
0142252 520805 OFFICE CLEANING	3,502.00	3,478.00	3,588.00	<u>4,000.00 + 412.00</u>
0142252 520900 EQUIPMENT HIRED	26,235.54	.00	8,000.00	<u>8,000.00</u>
0142252 520905 CATCH BASIN CLEANING	13,856.00	16,172.40	16,406.00	<u>18,000.00 + 2,000.00</u>
0142252 520910 TREE CARE	12,380.00	13,893.00	25,578.00	<u>25,578.00</u>
0142252 520915 TRAFFIC LINES	25,882.04	24,725.40	28,311.97	<u>28,311.97</u>
0142252 540005 SNOW ICE REMOVAL	332,361.44	202,533.65	123,000.62	<u>173,000.62 + 50,000.00</u>
0142252 540050 SUPPLIES ROAD MAINTENANCE	15,817.56	6,492.22	18,867.83	<u>18,867.83</u>
0142252 540052 ASPHALT PRODUCTS	27,464.82	16,648.90	28,000.00	<u>28,000.00</u>
0142252 540054 GRAVEL SAND	3,029.99	2,829.47	4,000.00	<u>4,000.00</u>
0142252 540056 STREET SIGNS	5,663.81	3,189.37	5,000.00	<u>5,000.00</u>
0142252 540058 SUPPLIES SHOP	11,446.77	12,670.25	10,000.00	<u>10,000.00</u>
0142252 540400 SUPPLIES & EXPENSES	17,286.85	18,888.99	20,132.00	<u>20,132.00</u>
0142252 540401 FIELDS - APPLICATIONS	.00	.00	7,000.00	<u>7,000.00</u>
0142252 540402 FIELDS - IRRIGATION COSTS	.00	.00	1,000.00	<u>1,000.00</u>
0142252 540403 FIELDS - MISC EXPENSES	.00	.00	750.00	<u>750.00</u>
0142252 540404 FIELDS - LIGHTING	.00	.00	2,311.00	<u>2,311.00</u>
0142252 540410 HEAT & FUEL	6,193.75	26.70	10,000.00	<u>10,000.00</u>

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\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2018 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

GENERAL FUND	FY 2015 ACTUAL EXPENDITURES	FY 2016 ACTUAL EXPENDITURES	FY 2017 REVISED ***BUDGET***	FY 2018 DEPARTMENT REQUEST
0142252 540412 PROPANE GAS	.00	.00	.00	
0142252 540420 WATER/SEWER	.00	.00	.00	
0142252 540421 FIELDS - WATER	.00	.00	20,000.00	20,000.00
0142252 540430 TELEPHONE	1,021.20	1,202.93	3,716.00	3,716.00
0142252 540440 ELECTRICITY	7,888.94	9,890.11	12,904.65	12,904.65
0142252 540450 POSTAGE	121.49	96.78	250.00	250.00
0142252 540466 MEAL ALLOWANCE	4,160.00	1,870.00	3,000.00	3,000.00
0142252 540480 CLOTHING	3,014.89	3,722.62	4,757.00	4,757.00
0142252 540494 PARK EXPENSES	30,806.11	50,290.28	.00	
0142252 540496 CEMETERY EXPENSES	6,986.79	4,107.12	19,500.00	19,500.00
0142252 540500 ADVERTISING	.00	.00	1,000.00	1,000.00
0142252 540850 EQUIPMENT REPAIRS & SUPPLIES	19,409.61	14,924.41	15,000.00	15,000.00
0142252 540860 VEHICLE SUPPLY/REPAIR	20,940.41	21,955.92	18,000.00	18,000.00
0142252 540870 GASOLINE/OIL	47,637.54	33,839.15	40,000.00	40,000.00
0142252 540875 DIESEL FUEL	2,575.02	.00	.00	
0142252 540880 NATURAL GAS/OIL	.00	.00	.00	
TOTAL DPW EXPENSE	668,292.27	497,032.99	474,073.07	528,485.07 + 54,412.00

TOWN OF MILLIS FISCAL YEAR 2018 BUDGET			FORM #1 DEPARTMENT SUMMARY		
DEPARTMENT: DPW HIGHWAY					
	FY15 ACTUAL	FY16 ACTUAL	FY17 BUDGET	FY18 REQUEST	TA RECMD
SALARIES	\$371,760.52	\$321,231.11	\$334,878.67	\$326,792.18	
EXPENSES	\$668,292.27	\$497,032.99	\$474,073.07	\$528,485.07	
TOTALS	\$1,040,052.79	\$818,264.10	\$808,951.74	\$855,277.25	
<b>BUDGET COMMENTS:</b>					
142251					
510220 -	Salary Department Head	Decrease \$894.43			
510300 -	Salary Clerical	Increase \$253.00			
510500 -	Wages	Decrease \$6,383.73			
520180	Services Engineering	Increase \$2,000.00			
520805	Office Cleaning	Increase \$412.00			
520905	Catch Basin Cleaning	Increase \$2,000.00			
540005	Snow Ice Removal	Increase \$50,000.00			

FORM 4

TOWN OF MILLIS FISCAL YEAR 2018 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL
DEPARTMENT: HIGHWAY		BUDGET # 145221 / 142252
CODE	DESCRIPTION	BUDGET REQUEST
510220	Salary Department Head - Personal Plan(decrease \$894.43).	\$35,486.72
510300	Salaries Clerical - Contractual item(increase \$253.00).	\$6,402.40
510500	Wages - Contractual item(decrease \$6,383.73 new employee).	\$204,585.40
510550	Wages OT- These funds provide for emergency services for coverage during street maintenance, fallen trees, street sweeping ect.	\$25,501.00
510555	Wage snow/ice overtime - These funds provide payment during snow emergencies(decrease \$98.05).	\$40,146.66
510566	Summer Help - These funds provide payment for seasonal help.	\$12,000.00
510600	Longevity - Contractual item payment for years of service (decrease \$963.00).	\$2,670.00
	TOTAL	\$326,792.18
142252		
520180	Services Engineering - Allows for minor engineering studies for drainage, road work, bridge and culvert repairs (increase \$2,000.00).	\$8,000.00
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 (increase \$412.00).	\$4,000.00
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 (increase \$2,000.00).	\$18,406.00
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 (increase \$50,000.00).	\$173,000.62
540050	Supplies Road Maintenance - Materials and tools for routine road maintenance and small drainage projects.	\$18,867.83

TOWN OF MILLIS FISCAL YEAR 2018 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.	\$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.	\$12,904.65
540450	Postage - For department mailings and stamps.	\$250.00
540466	Meal Allowance - Contractual item.	\$3,000.00
540480	Clothing - Contractual item.	\$4,757.00
540401	Fields - Applications	\$7,000.00
540402	Fields - Irrigation	\$1,000.00
540403	Fields - Misc. Expenses	\$750.00
540404	Fields - Lighting	\$2,311.00
540421	Fields - Water	\$20,000.00
	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.	
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.	\$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.	\$40,000.00
	Total	\$528,485.07

FORM 4

TOWN OF MILLIS FISCAL YEAR 2018 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL	
DEPARTMENT: HIGHWAY		BUDGET # 145221 / 142252	
CODE	DESCRIPTION	BUDGET REQUEST	
	<p style="text-align: right;">                     Increase Expense: \$54,412.00                      Decrease Salary: \$8,086.49                      Total Increase: \$46,325.51                 </p> <p style="text-align: right;">Total #145221 / 142252</p>	\$855,277.25	



**Millis Department  
Of  
Public Works  
FY18  
Budget Presentation  
Transfer Station**



**James F. McKay  
Deputy Director / Chief of Operations**

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11/29/2016  
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\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2018 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

GENERAL FUND	FY 2015 ACTUAL EXPENDITURES	FY 2016 ACTUAL EXPENDITURES	FY 2017 REVISED ***BUDGET***	FY 2018 DEPARTMENT REQUEST
-----				
TRANSFER STATION SALARY				
-----				
SALARIES				
-----				
0143951 510220 SALARY DEPARTMENT HEAD	.00	.00	.00	
0143951 510500 WAGES	20,610.74	20,836.38	20,996.48	<u>20,600.32</u>
0143951 510550 WAGES OVERTIME	4,572.44	5,336.09	6,032.00	<u>6,032.00</u>
0143951 510600 LONGEVITY	.00	400.00	400.00	<u>400.00</u>
0143951 510700 STIPENDS	.00	.00	960.00	<u>960.00</u>
TOTAL TRANSFER STATION SALARY	25,183.18	26,572.47	28,388.48	<u>27,992.32</u>

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\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2018 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

GENERAL FUND	FY 2015 ACTUAL EXPENDITURES	FY 2016 ACTUAL EXPENDITURES	FY 2017 REVISED ***BUDGET***	FY 2018 DEPARTMENT REQUEST
-----				
TRANSFER STATION EXPENSE				
-----				
EXPENSES				
-----				
0143952 520190 RECYCLING	1,947.85	3,443.13	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	30,917.12	27,360.64	40,000.00	<u>40,000.00</u>
0143952 520850 SERVICES PUMPING	158.47	.00	500.00	<u>500.00</u>
0143952 540100 PRINTING	.00	.00	.00	<u>          </u>
0143952 540400 SUPPLIES & EXPENSES	7,486.85	22,042.54	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	3,070.12	2,318.95	4,538.18	<u>4,538.18</u>
0143952 540480 CLOTHING	267.19	.00	.00	<u>          </u>
0143952 540500 ADVERTISING	395.00	1,338.45	200.00	<u>200.00</u>
0143952 540850 EQUIPMENT REPAIRS & SUPPLIES	11,781.98	8,899.69	11,000.00	<u>11,000.00</u>
0143952 540875 DIESEL FUEL	9,363.32	6,572.77	8,505.00	<u>8,505.00</u>
0143952 540880 NATURAL GAS/OIL	.00	.00	.00	<u>          </u>
0143952 540990 MISCELLANEOUS EXPENSE	1,200.00	.00	.00	<u>          </u>
TOTAL TRANSFER STATION EXPENSE	66,587.90	71,976.17	84,883.18	<u>83,773.18</u>

TOWN OF MILLIS FISCAL YEAR 2017 BUDGET			FORM #1 DEPARTMENT SUMMARY		
DEPARTMENT: DPW TRANSFER STATION					
	FY15 ACTUAL	FY16 ACTUAL	FY17 BUDGET	FY18 REQUEST	TA RECMD
SALARIES	\$25,183.18	\$26,572.47	\$28,368.48	\$27,992.32	
EXPENSES	\$66,587.90	\$71,976.17	\$84,883.18	\$85,273.18	
TOTALS	\$91,771.08	\$98,548.64	\$113,251.66	\$113,265.50	
<p>BUDGET COMMENTS:</p> <p>143951</p> <p>0143951 - Decrease wages - \$396.16</p>					

TOWN OF MILLIS FISCAL YEAR 2018 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL	
DEPARTMENT:                      TRANSFER STATION		BUDGET #    143951 / 143952	
CODE	DESCRIPTION	BUDGET REQUEST	
<b>143951</b>			
510500	Wages - For one HEO/ Laborer for Facility to be open one full and one half days a week(decrease \$396.16).		\$20,600.32
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).		\$400.00
510700	Stipends - Contractual item (payment for CDL / class A).		\$960.00
	<b>TOTAL</b>		\$27,992.32
<b>143952</b>			
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.		\$12,030.00
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
	<b>TOTAL</b>		\$85,273.18
	<b>TOTAL #143951 and #143952</b>		\$113,265.50



**Millis Department  
Of  
Public Works  
FY18  
Budget Presentation  
Street Lighting**



**James F. McKay  
Deputy Director / Chief of Operations**

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11/29/2016  
12:44:54

\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2018 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

GENERAL FUND	FY 2015 ACTUAL EXPENDITURES	FY 2016 ACTUAL EXPENDITURES	FY 2017 REVISED ***BUDGET***	FY 2018 DEPARTMENT REQUEST
-----				
STREET LIGHTING EXPENSE				
-----				
EXPENSES				
-----				
0142452 520410 ELECTRICITY SIGNALS	2,673.71	2,834.53	7,126.80	<u>7,126.80</u>
0142452 520420 STREET LIGHTING	32,412.23	35,634.97	40,722.76	<u>40,722.76</u>
0142452 520430 REPAIR SIGNALS	6,456.96	6,538.25	8,000.00	<u>8,000.00</u>
TOTAL STREET LIGHTING EXPENSE	41,542.90	45,007.75	55,849.56	<u>55,849.56</u>

TOWN OF MILLIS FISCAL YEAR 2018 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	\$7,126.80	
520420	Street Lighting - 455 sodium street lights 88 ornamental street lights	\$40,722.76	
520430	Repairs - Repairs to signals and street lights	\$8,000.00	
		TOTAL	\$55,849.56

TOWN OF MILLIS FISCAL YEAR 2018 BUDGET			FORM #1 DEPARTMENT SUMMARY		
DEPARTMENT: DPW STREET LIGHTING					
	FY15 ACTUAL	FY16 ACTUAL	FY17 BUDGET	FY18 REQUEST	TA RECMD
SALARIES					
EXPENSES	\$41,542.90	\$45,007.75	\$55,849.56	\$55,849.56	
TOTALS	\$41,542.90	\$45,007.75	\$55,849.56	\$55,849.56	
BUDGET COMMENTS:					



**Millis Department  
Of  
Public Works  
FY18  
Budget Presentation  
Water**



**James F. McKay  
Deputy Director / Chief of Operations**

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11/29/2016  
13:38:33

\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2018 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

WATER FUND	FY 2015 ACTUAL EXPENDITURES	FY 2016 ACTUAL EXPENDITURES	FY 2017 REVISED ***BUDGET***	FY 2018 DEPARTMENT REQUEST
-----				
WATER FUND SALARIES				
-----				
SALARIES				
-----				
6100051 510220 SALARY DEPARTMENT HEAD	.00	39,236.38	39,610.65	<u>41,570.16</u> +1,959.51
6100051 510300 SALARIES CLERICAL	28,820.37	29,012.86	29,017.50	<u>30,209.40</u> +1,191.90
6100051 510350 SALARIES CLERICAL OVERTIME	1,803.68	1,168.12	3,000.00	<u>3,000.00</u>
6100051 510500 WAGES	225,783.24	177,142.60	189,047.30	<u>185,185.68</u> -3,861.62
6100051 510510 WAGES PART TIME	.00	.00	.00	
6100051 510520 DPW LICENSE FEE	1,304.93	1,304.94	.00	
6100051 510550 WAGES OVERTIME	37,911.64	33,220.76	24,960.00	<u>24,960.00</u>
6100051 510600 LONGEVITY	323.00	2,416.59	2,516.00	<u>2,765.50</u> -250.50
6100051 510700 STIPENDS	6,545.00	6,645.00	8,114.50	<u>8,114.50</u>
TOTAL WATER FUND SALARIES	302,491.86	290,147.25	296,265.95	<u>295,305.24</u> -960.71

12/27/2016  
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\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2018 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

WATER FUND	FY 2015 ACTUAL EXPENDITURES	FY 2016 ACTUAL EXPENDITURES	FY 2017 REVISED ***BUDGET***	FY 2018 DEPARTMENT REQUEST
-----				
WATER FUND EXPENSES				
-----				
EXPENSES				
-----				
6100052 520120 TESTING WATER	10,466.00	8,880.00	14,000.00	<u>14,000.00</u>
6100052 520151 TOWN COUNSEL	.00	.00	.00	<u>\$20,000</u> <i>Per Suzanne</i>
6100052 520180 SERVICES ENGINEERING	8,943.54	10,373.98	30,000.00	<u>30,000.00</u>
6100052 520510 POLICE DETAILS	7,167.61	3,543.26	9,000.00	<u>9,000.00</u>
6100052 520700 TRAINING	540.00	1,680.00	3,000.00	<u>3,000.00</u>
6100052 520840 INSPECTIONS	.00	.00	4,000.00	<u>4,000.00</u>
6100052 520900 EQUIPMENT HIRED	52,232.15	37,173.38	33,000.00	<u>33,000.00</u>
6100052 540400 SUPPLIES & EXPENSES	103,379.14	107,763.17	90,622.00	<u>90,622.00</u>
6100052 540410 HEAT & FUEL	.00	.00	.00	<u>.00</u>
6100052 540412 PROPANE GAS	5,942.00	4,025.30	7,330.60	<u>7,330.60</u>
6100052 540420 WATER/SEWER	.00	.00	.00	<u>.00</u>
6100052 540430 TELEPHONE	4,012.04	4,238.38	6,462.00	<u>6,462.00</u>
6100052 540440 ELECTRICITY	85,126.77	84,971.76	106,550.95	<u>106,550.95</u>
6100052 540450 POSTAGE	3,705.71	1,867.27	4,450.00	<u>4,450.00</u>
6100052 540480 CLOTHING	2,655.96	2,110.85	3,075.00	<u>3,075.00</u>
6100052 540500 ADVERTISING	494.38	1,817.17	2,000.00	<u>2,000.00</u>
6100052 540710 MEETINGS	.00	.00	.00	<u>.00</u>
6100052 540720 MEMBERSHIP	863.00	963.00	1,000.00	<u>1,000.00</u>
6100052 540800 EQUIPMENT	5,368.98	16,225.61	22,000.00	<u>22,000.00</u>
6100052 540860 VEHICLE SUPPLY/REPAIR	4,690.28	3,635.77	12,000.00	<u>12,000.00</u>

12/27/2016  
17:01:58

\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2018 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

PAGE 2

WATER FUND	FY 2015 ACTUAL EXPENDITURES	FY 2016 ACTUAL EXPENDITURES	FY 2017 REVISED ***BUDGET***	FY 2018 DEPARTMENT REQUEST
6100052 540875 DIESEL FUEL	15,747.66	5,877.23	5,203.00	<u>5,203.00</u>
6100052 540880 NATURAL GAS/OIL	.00	.00	.00	<u>          </u>
6100052 540900 ADMINISTRATIVE EXPENSE	.00	.00	.00	<u>          </u>
6100052 540990 MISC EXPENSE (CHEMICALS)	16,217.68	13,970.74	28,957.64	<u>28,957.64</u>
6100052 571030 WATER LTD PRINCIPAL	173,147.50	173,147.50	263,483.00	<u>          </u>
6100052 571120 WATER STD PRINCIPAL	47,800.00	47,033.13	8,500.00	<u>          </u>
6100052 575030 WATER LTD INTEREST	69,858.70	63,570.05	86,678.83	<u>          </u>
6100052 575120 WATER STD INTEREST	2,419.43	1,690.37	84.53	<u>          </u>
TOTAL WATER FUND EXPENSES	620,778.53	594,557.92	741,397.55	<u>          </u>
TOTAL WATER FUND	620,778.53	594,557.92	741,397.55	<u>          </u>

TOWN OF MILLIS FISCAL YEAR 2018 BUDGET			FORM #1 DEPARTMENT SUMMARY		
DEPARTMENT: DPW WATER					
	FY15 ACTUAL	FY16 ACTUAL	FY17 BUDGET	FY18 REQUEST	TA RECMD
SALARIES	\$302,491.86	\$290,147.25	\$296,865.95	\$295,305.24	
EXPENSES	\$620,778.53	\$594,557.92	\$741,397.55		
TOTALS	\$923,270.39	\$884,705.17	\$1,038,263.50		
<p><b>BUDGET COMMENTS:</b></p> <p>6100051</p> <p>510220 - <b>Increase salary department head - \$1,959.51</b></p> <p>510300 - <b>Increase salary clerical - \$1,191.90</b></p> <p>510500 - <b>Decrease wages - \$3,861.62</b></p> <p>510600 - <b>Decrease longevity - \$250.00</b></p> <p>571030 -</p> <p>575030 -</p> <p>571120 -</p> <p>575120 -</p>					

TOWN OF MILLIS FISCAL YEAR 2017 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL	
DEPARTMENT: WATER		BUDGET # 6100051 / 6100052	
CODE	DESCRIPTION	BUDGET REQUEST	
<b>6100051</b>	<b>WATER FUND SALARIES</b>		
510220	Salary Department Head 41% - Personal Plan( <b>increase \$1,959.51</b> ).	\$41,570.16	
510300	Clerical - One half of full time position at 17.5 hours and one half of par time 5.5 hours. ( <b>increase \$1,191.90</b> )	\$30,209.40	
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( <b>decrease \$3,861.62</b> ).	\$185,185.68	
510520	License Fee - This line pays for contractual license fee to Asst. Director.		
510550	Wages OT - Provides for standby coverage and for emergencies.	\$24,960.00	
510600	Longevity - Contractual ( <b>decrease \$250.50</b> ).	\$2,265.50	
510700	Stipend - Beeper fee for on call person.	\$8,114.50	
	<b>TOTAL</b>	<b>\$295,305.24</b>	
<b>6100052</b>	<b>WATER FUND EXPENSES</b>		
520120	Water Testing - Mandated sampling of the potable water system.	\$14,000.00	
520180	Engineering - Funds for incidental or unscheduled projects.	\$30,000.00	
520151	Town Counsel -	\$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.	\$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.	\$33,000.00	
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.	\$90,622.00	
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	<b>WATER FUND EXPENSES</b>	
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.	\$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 ().	
571030	Water LTD Principal- Capital improvements().	
575030	Water LTD Interest- Interest on capital improvements().	
571120	Water STD Principal - Short term improvements().	
575120	Water STD Interest - Interest short term loans().	
<b>TOTAL</b>		
<b>TOTAL # 6100051 AND #6100052</b>		



**Millis Department  
Of  
Public Works  
FY18  
Budget Presentation  
Sewer**



**James F. McKay  
Deputy Director / Chief of Operations**

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11/29/2016  
13:36:18

\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2018 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

SEWER FUND	FY 2015 ACTUAL EXPENDITURES	FY 2016 ACTUAL EXPENDITURES	FY 2017 REVISED ***BUDGET***	FY 2018 DEPARTMENT REQUEST
-----				
SEWER FUND SALARIES				
-----				
SALARIES				
-----				
6000051 510220 SALARY DEPARTMENT HEAD	.00	22,967.67	23,085.36	<u>24,333.75</u> +1,248.39
6000051 510300 SALARIES CLERICAL	22,600.93	22,771.34	22,868.18	<u>23,807.00</u> + 938.82
6000051 510350 SALARIES CLERICAL OVERTIME	1,388.18	733.14	1,000.00	<u>1,000.00</u>
6000051 510500 WAGES	174,265.88	140,790.85	152,460.34	<u>148,556.89</u> -3,903.45
6000051 510550 WAGES OVERTIME	12,610.77	12,305.65	15,392.00	<u>15,392.00</u>
6000051 510600 LONGEVITY	206.00	1,550.50	1,650.50	<u>1,414.50</u> -236.00
6000051 510700 STIPENDS	6,545.00	6,645.00	6,770.00	<u>6,770.00</u>
TOTAL SEWER FUND SALARIES	217,616.76	207,764.15	223,226.38	<u>221,274.14</u> - \$1,952.22

12/27/2016  
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\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2018 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

SEWER FUND	FY 2015 ACTUAL EXPENDITURES	FY 2016 ACTUAL EXPENDITURES	FY 2017 REVISED ***BUDGET***	FY 2018 DEPARTMENT REQUEST
-----				
SEWER FUND EXPENSES				
-----				
EXPENSES				
-----				
6000052 520151 TOWN COUNSEL	.00	.00	.00	<u>5,000.00</u> <i>Per Suzanne</i>
6000052 520180 SERVICES ENGINEERING	.00	3,025.25	24,000.00	<u>24,000.00</u>
6000052 520200 MAINTENANCE CONTRACT/REPAIRS	.00	.00	12,000.00	<u>12,000.00</u>
6000052 520510 POLICE DETAILS	1,015.84	551.48	4,000.00	<u>4,000.00</u>
6000052 520830 SEWER CLEANING	490.00	.00	10,175.00	<u>10,175.00</u>
6000052 520900 EQUIPMENT HIRED	3,592.28	.00	.00	<u>.00</u>
6000052 540400 SUPPLIES & EXPENSES	55,121.70	23,117.96	24,251.06	<u>24,251.06</u>
6000052 540410 HEAT & FUEL	.00	.00	.00	<u>.00</u>
6000052 540412 PROPANE GAS	.00	.00	.00	<u>.00</u>
6000052 540420 WATER/SEWER	.00	.00	.00	<u>.00</u>
6000052 540430 TELEPHONE	2,553.12	2,815.26	3,569.44	<u>3,569.44</u>
6000052 540440 ELECTRICITY	14,886.30	15,933.87	21,850.00	<u>21,850.00</u>
6000052 540450 POSTAGE	121.49	1,867.24	2,000.00	<u>2,000.00</u>
6000052 540480 CLOTHING	2,192.83	1,920.18	3,075.00	<u>3,075.00</u>
6000052 540800 EQUIPMENT	.00	.00	3,741.00	<u>3,741.00</u>
6000052 540850 EQUIPMENT REPAIRS & SUPPLIES	5,953.61	27,192.98	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>.00</u>
6000052 540900 ADMINISTRATIVE EXPENSE	.00	.00	.00	<u>.00</u>
6000052 540990 MISCELLANEOUS EXPENSE	.00	.00	.00	<u>.00</u>

12/27/2016  
17:00:30

\*\*\*TOWN OF MILLIS\*\*\*  
FISCAL YEAR 2018 BUDGET REQUESTS  
\*\*\*FORM 3\*\*\*

SEWER FUND	FY 2015 ACTUAL EXPENDITURES	FY 2016 ACTUAL EXPENDITURES	FY 2017 REVISED ***BUDGET***	FY 2018 DEPARTMENT REQUEST
6000052 560001 CRPCD O&M COSTS	246,570.00	276,390.00	207,420.00	<u>268,000.00 + 60,580.00</u>
6000052 560002 CRPCD ASSESSMENT	104,090.00	190,480.00	250,600.00	<u>257,000.00 + 6,400.00</u>
6000052 571020 SEWER LTD PRINCIPAL	235,000.00	235,000.00	230,000.00	_____
6000052 572360 SEWER STD PRINCIPAL	16,334.00	66,645.00	12,678.00	_____
6000052 575020 SEWER LTD INTEREST	67,647.50	59,987.50	65,834.80	_____
6000052 575130 SEWER STD INTEREST	163.34	4,229.00	190.16	_____
TOTAL SEWER FUND EXPENSES	755,732.01	909,155.72	891,004.46	_____
TOTAL SEWER FUND	755,732.01	909,155.72	891,004.46	_____

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	\$221,274.14	
EXPENSES	\$825,107.06	\$755,732.01	\$1,102,581.42		
TOTALS	\$1,027,267.44	\$973,348.77	\$1,325,415.58		
<b>BUDGET COMMENTS:</b> 600051  510220 - <b>Increase Salary Department Head - \$1,248.39</b>  510300 - <b>Increase Salary Clerical - \$938.82</b>  510500 - <b>Decrease Wages - \$3,903.45</b>  510600 - <b>Decrease Longevity - \$236.00</b>  560001 - <b>Increase CRPCD O&amp;M Costs - \$60,580.00</b>  560002 - <b>Increase CRPCD assessment - \$6,400.00</b>  571020 -  575020 -  572360 -  575130 -					

TOWN OF MILLIS FISCAL YEAR 2018 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL
DEPARTMENT: SEWER		BUDGET # 6000051 / 6000052
CODE	DESCRIPTION	BUDGET REQUEST
<b>6000051</b>	<b>SEWER FUND SALARIES</b>	
510220	Salary Department Head - Personal Plan 24%(increase \$1,248.39).	\$24,333.75
510300	Clerical - One full-time position at 37%, and one part-time position at 50%. (increase \$938.82).	\$23,807.00
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 \$3,903.45).	\$148,556.89
510550	Wages OT - This item provides for standby duty.	\$15,392.00
510600	Longevity - Contractual item(decrease \$236.00).	\$1,414.50
510700	Stipend - Beeper fee for on call person.	\$6,770.00
	<b>TOTAL</b>	<b>\$221,274.15</b>
<b>6000052</b>	<b>SEWER FUND EXPENSES</b>	
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.	\$24,251.06
540430	Telephone - Pays for the on call phones for the metering stations and lines for emergency alarms at the lift stations.	\$3,569.44
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

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 -	\$0.00
560001	CRPCD O & M - Costs to operate the plant(increase \$60,580.00).	\$268,000.00
560002	CRPCD Assessment - Related treatment plant costs(increase \$6,400.00).	\$257,000.00
571020	Sewer LTD Principal - Capital improvements().	
575020	Sewer STD Principal - Short term().	
575020	Sewer LTD Interest - Interest on capital improvements().	
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
	<b>TOTAL</b>	\$1,154,403.73
	<b>TOTAL #6000051 &amp; #6000052</b>	\$1,378,322.77



**Millis Department  
Of  
Public Works  
FY18  
Budget Presentation  
Form 8**



**James F. McKay  
Deputy Director / Chief of Operations**



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<b>TOWN OF MILLIS</b> <b>FISCAL YEAR 2018 BUDGET</b>	<b>FORM #8</b>
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DEPARTMENT: **Millis Department of Public Works**

REQUEST PRIORITY #: **1**

SERVICE TO BE ADDED:

Five additional hours for Department Assistant III

Rate:	\$27.06
Hours	5
Weekly:	\$135.30
Annual:	\$7,035.60

These additional hours would affect all phases of DPW work.  
 Rationale: DPW has assumed the following work assignments:

Increase in Department Permits (4) Each New House/Building  
 Increase in Department Permits Check Processing & Record Keeping  
 Process All MEMA and FEMA Fillings

Board of Selectman / Town Administrators Office in FY17:

All Chapter 90 Project and Fillings  
 All Outstanding Capital Projects  
 Overseeing & Processing all DPW Street Lighting Budget 142452/520410-520420-520430

New FY18  
 Overseeing and Tracking all Aspects of Storm Water Management Program

The Cost Would Be Split 3-Way:

General:	13%	\$914.63
Water:	50%	\$3,517.80
Sewer:	37%	\$2,603.17
		\$7,035.60

SALARIES	\$7,035.60
EXPENSES	\$0.00
FRINGE BENEFITS	\$0.00
<b>TOTAL</b>	<b>\$7,035.60</b>

EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS:

See above and attached is the job description for the Department Assistant III.

TOWN OF MILLIS FISCAL YEAR 2018 BUDGET		FORM #8
DEPARTMENT: <b>Millis Department of Public Works</b>		
REQUEST PRIORITY #: 1		
SERVICE TO BE ADDED:		
<p>One full time Wtr/Swr/Gen Heo Laborer \$21.15 hour x 40 hours = \$846.00 week  <math display="block">\begin{array}{r} \text{\\$846.00 week} \\ \times 52 \\ \hline \text{\\$43,992.00} \end{array}</math></p> <p>Harvard Pilgrim Family Plan - \$1,280.00 per month  <math display="block">\begin{array}{r} \\$1,280.00 \text{ per month} \\ \times 12 \\ \hline \\$15,360.00 \text{ per year} \end{array}</math></p>		
This Full time position would asset in all fazes of DPW work (see attached documentation).		
COST:		
SALARIES	\$43,992.00	
EXPENSES	\$ 700.00	clothing allowance
FRINGE BENEFITS	\$15,360.00	health insurance
<b>TOTAL</b>	<b>\$60,052.00</b>	
EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS:		
see above and attached is the job description.		



**Millis Department  
Of  
Public Works  
FY18  
Budget Presentation  
Form 7**



**James F. McKay  
Deputy Director / Chief of Operations**

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**ARTICLE .** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, by transfer from the stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 a sum of money for water system improvements, including replacement of the **Old Dover Road, Main Street, and Village Street water mains**, including the payment of all costs incidental and related thereto, and to meet such appropriation by authorizing the Treasurer, with the approval of the Board of Selectmen to apply for any grants or loans in connection thereto and to take all actions necessary to carry out this project, or act in any manner relating thereto.

(Submitted by Board of Selectmen)

<b>TOWN OF MILLIS</b>		<b>FORM #7</b>	
<b>FISCAL YEAR 2018 BUDGET</b>		<b>CAPITAL BUDGET AND MISCELLANEOUS REQUESTS</b>	
<b>FALL TOWN MEETING</b>			
DEPARTMENT:	<b>Water Department</b>		
DIVISION:	<b>Water enterprise Fund</b>		
REQUEST PRIORITY #:	<b>1</b>		
PROJECT TITLE:			
LOCATION:			
JUSTIFICATION FOR PROJECT: <b>(please attach copies of reports, master plans, or supporting documentation).</b>			
Attached you will find the estimate for Dover Road phase II. The project is for the replacement of the water line from down Old Dover Road, Main Street to Union Street and a section of Village Street approximately 200 feet.			
			\$821,045.50
Engineering Design/Bidding			\$23,000.00
Construction Administration/Inspection			\$40,000.00
Permits-ConCom/Storm water/Ect.			\$3,500.00
			<u>\$66,500.00</u>
PROJECTED START DATE:			
ESTIMATED USEFUL LIFE:			
COST:			
<input checked="" type="checkbox"/>	A. DESIGN/Observation		\$66,500.00
	B. LAND ACQUISITION		
<input checked="" type="checkbox"/>	C. CONSTRUCTION		\$821,045.50
	D. INSPECTION		
	E. EQUIPMENT		
	TOTAL		<u>\$887,545.50</u>
ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT?			
<b>NO</b>			
IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT?			
<b>NO</b>			
EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS			
<b>No</b>			
WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST?			
<b>NO</b>			

Millis, Massachusetts  
**Dover Road Water Improvements**  
 Budget Estimate - Option 3  
 Road Cold Plane and Overlay  
 Old Dover Road and Main Street to Union  
 (2780lf x 20lf of Road)

3/23/2016

Description	Unit	Unit Cost	Quantity	Cost
<u>Roadway</u>				
<u>(Old Dover)</u>				
4" Trench Paving	L.F.	\$20.00	1120	\$22,400.00
1-1/2" Top Course/ Overlay	TONS	\$90.00	225	\$20,250.00
Hand Paving	TONS	\$150.00	15	\$2,250.00
Bit Berm	L.F.	\$12.00	80	\$960.00
<u>(Main/Village)</u>				
5" Trench Paving	L.F.	\$30.00	1485	\$44,550.00
Cold Plane 1"	S.Y.	\$3.00	3300	\$9,900.00
1" Top Course/Leveling Paving	TONS	\$90.00	200	\$18,000.00
Hand Paving	TONS	\$150.00	10	\$1,500.00
Thermoplastic - 4" Line Striping	L.F.	\$1.00	2970	\$2,970.00
Conc. Sidewalk, 4" thick	S.Y.	\$65.00	180	\$11,700.00
Granite Curbing	L.F.	\$30.00	240	\$7,200.00
			Road Total	\$141,680.00
<u>Water System</u>				
12" Ductile Iron Pipe	L.F.	\$95.00	2785	\$264,575.00
6" Ductile Iron Pipe	L.F.	\$65.00	60	\$3,900.00
12" Gate Valves	EA.	\$3,000.00	3	\$9,000.00
Hydrant/6"Gv Assembly	EA.	\$7,500.00	4	\$30,000.00
2" Water Service	EA.	\$3,200.00	4	\$12,800.00
1" Water Service	EA.	\$2,200.00	40	\$88,000.00
2"/6" Bypass Pipe System	L.F.	\$20.00	2785	\$55,700.00
Abandon Exist. Water System	L.S.	\$2,500.00	1	\$2,500.00
			Water Total	\$466,475.00
<u>Misc. Items</u>				
Rock Excavation*	C.Y.	\$100.00	100	\$10,000.00
Unclassified Excavation*	C.Y.	\$20.00	100	\$2,000.00
Gravel Borrow*	C.Y.	\$25.00	50	\$1,250.00
Police-46dx3eax9hr	M.H.	\$50.00	1260	\$63,000.00
Loam/Seed	S.Y.	\$10.00	700	\$7,000.00
Misc. Work	L.S.	\$15,000.00	1	\$15,000.00
Mobilization	L.S.	\$25,000.00	1	\$25,000.00
Traffic Control	L.S.	\$10,000.00	1	\$10,000.00
Haybales/Siltfence	EA.	\$10.00	500	\$5,000.00
			Misc. Total	\$138,250.00
* Indeterminate quantity				
CONSTRUCTION COST SUBTOTAL				\$746,405.00
10% CONST. CONTINGENCIES				\$74,640.50
SubTotal				\$821,045.50
ENGINEERING DESIGN/BID				\$23,000.00
CONSTRUCTION ADMIN./INSPECTION				\$40,000.00
PERMITS-CONCOM/STORMWATER/ETC				\$3,500.00
TOTAL ESTIMATED COST				\$887,545.50

OWNER-ENGINEER AGREEMENT  
ENGINEERING SERVICES FOR DOVER ROAD WATER MAIN  
IMPROVEMENT PROJECT (PHASE 1 AND 2)

THIS AGREEMENT made this 1<sup>st</sup> day of June, in the year Two Thousand and Sixteen, between GCG Associates, with a usual place of business at 84 Main St., Wilmington, MA 01887 hereinafter called the Engineer, and the Town of Millis, acting by its Board of Selectmen, with a usual place of business at 900 Main St., Millis, MA 02054, hereinafter called the Owner.

The Engineer and the Owner, for the consideration hereinafter named, agree as follows:

1. Scope of Work

The Engineer shall furnish all labor, materials, equipment and insurance to perform all work required for the project known as Surveying and Engineering Services for the Dover Road Water Main Improvement Project. The work will include providing design services in accordance with the Scope of Services set forth in the proposal dated May 16, 2016 attached hereto as "Attachment A".

2. Contract Price

The Owner shall pay the Engineer for the performance of this Agreement, subject to any additions and deductions provided for herein, in current funds, the sum of eighty six thousand two hundred and forty dollars (\$86,240) as shown on attachment A attached hereto for Phase 1. Phase 2 will be authorized at a later date subject to funding.

3. Commencement and Completion of Work and Liquidated Damages

- A. It is agreed that time is of the essence of this Agreement. The Engineer shall commence and prosecute the work under this Agreement upon execution hereof and shall commence work immediately upon execution of the agreement. The time limits list in Attachment A are maximal but due to the emergency nature of this project time is of the essence and the engineer shall perform the work in an expeditious manner.
- B. Time as Essential Condition: It is understood and agreed that the commencement of and completion of the work are essential conditions of this Agreement. It is further agreed that time is of the essence for each and every portion of the Agreement wherein a definite and certain length of time is fixed for the performance of any act whatsoever; and where under the Agreement any additional time is allowed for the completion of any work, the new time fixed by such extension shall be of the essence of this Agreement.

- C. **Progress and Completion:** Engineer shall commence work promptly upon execution of this Agreement and shall prosecute and complete the work regularly, diligently and without interruption at such a rate of progress as will insure completion of design documents within forty-five calendar days.

4. **Performance of the Work**

- A. **Direction of the Work:** The Engineer shall supervise and direct the Work, using his best skills and attention, which shall not be less than such state of skill and attention generally rendered by the Engineering/design profession for projects similar to the Project in scope, difficulty and location. The Engineer shall be solely responsible for coordinating all portions of the Work under the Agreement.

B. **Responsibility for the Work:**

- (1) The Engineer shall be responsible to the Owner for the acts and omissions of his employees, subcontractors and their agents and employees, and other persons performing any of the Work under a contract with the Engineer. Consistent with the standard of care referenced in paragraph A. above, the Engineer shall be responsible for the professional and technical accuracy and the coordination of all designs, drawings, specifications, estimates and other work or services furnished by him or his consultants and subcontractors. The Engineer shall perform his work under this Agreement in such a competent and professional manner that detail checking and reviewing by the Owner shall not be necessary.
- (2) The Engineer shall not employ additional consultants not named in his proposal to the Owner, nor sublet, assign or transfer any part of his services or obligations under this Agreement without the prior approval and written consent of the Owner. Such written consent shall not in any way relieve the Engineer from his responsibility for the professional and technical accuracy and coordination of all data, designs, drawings, specifications, estimates and other work or services furnished under this Agreement.
- (3) All consultants must be registered and licensed in their respective disciplines if registration and licensure are required under the applicable provisions of Massachusetts law.
- (4) The Engineer and all consultants and subcontractors shall conform their work and services to any guidelines, standards and regulations of any governmental authority applicable to the

type of work or services covered by this Agreement, including those of the Massachusetts Highway Department and the Department of Environmental Protection.

(5) The Engineer shall not be relieved from his obligations to perform the Work in accordance with the requirements of this Agreement either by the activities or duties of the Owner in its administration of the Agreement, or by inspections, tests or approvals required or performed by persons other than the Engineer.

(6) Neither the Owner's review, approval or acceptance of, nor payment for any of the work or services performed shall be construed to operate as a waiver of any rights under the Agreement or any cause of action arising out of the performance of the Agreement.

C. Deliverables, Ownership of Documents: One (1) reproducible copy of all drawings, plans, specifications, reports, scenic road, and Notice of Intent, cost estimates and other documents prepared by the Engineer shall become the property of the Owner upon payment in full therefor to the Engineer. Ownership of stamped drawings and specifications shall not include the Engineer's certification or stamp. Any re-use of such documents without the Engineer's written verification of suitability for the specific purpose intended shall be without liability or legal exposure to the Engineer or to the Engineer's independent professional associates, subcontractors or consultants. Distribution or submission to meet official regulatory requirements or for other purposes in connection with the Project is not to be construed as an act in derogation of the Engineer's rights under this Agreement.

D. Notices, Compliance With Laws:

(1) The Engineer shall give all notices and comply with all federal, state and local laws, ordinances, rules, regulations and lawful orders of any public authority relating to the performance of the Work. The Engineer shall provide the Owner with reproductions of all permits, licenses and receipts for any fees paid. The Owner represents that it has disclosed to the Engineer all orders and requirements known to the Owner of any public authority particular to this Agreement.

(2) If the Engineer observes that any of the Owner's design schemes, outlines or goals are at variance with applicable laws, statutes, codes and regulations in any respect, he shall promptly notify the Owner in writing, and any necessary changes shall be accomplished by appropriate modification.

- (3) In the performance of the Work, the Engineer shall comply with all applicable federal, state and local laws and regulations, including those relating to workplace and employee safety.

5. Site Information Not Guaranteed; Contractor's Investigation

The Owner shall furnish to the Engineer available surveys, data and documents relating to the area which is the subject of the Scope of Work. All such information, including that relating to subsurface and other conditions, natural phenomena, existing pipes, and other structures is from the best sources at present available to the Owner. All such information is furnished only for the information and convenience of the Engineer and is not guaranteed. It is agreed and understood that the Owner does not warrant or guarantee that the subsurface or other conditions, natural phenomena, existing pipes, or other structures will be the same as those indicated in the information furnished, and the Engineer must satisfy himself as to the correctness of such information. If, in the opinion of the Engineer, such information is inadequate, the Engineer may request the Owner's approval to verify such information through the use of consultants or additional exploration. In no case shall the Engineer commence such work without the Owner's prior written consent. Such work shall be compensated as agreed upon by Owner and Engineer.

6. Payments to the Contractor

- A. The Owner shall make payment to the Engineer, monthly, upon approval of the Engineer's requisitions therefor. All requisitions shall be in the same proportionate amount of the Contract Price as the proportion of the work completed to the total scope of work.
- B. If there is a material change in the scope of work, the Owner and the Engineer shall mutually agree to an adjustment in the Contract Price. Delay of one year or more by the Owner plus a significant change in the estimated construction cost will be considered a change in the scope of work.
- C. If the Owner authorizes the Engineer to perform additional services, the Engineer shall be compensated in an amount mutually agreed upon, in advance, in writing. Except in the case of an emergency, the Engineer shall not perform any additional services until such compensation has been so established.

7. Reimbursement

Except as otherwise included in the Contract Price or otherwise provided for under this Agreement, the Engineer shall be reimbursed by the Owner: (a) at 1.0 times the actual cost to the Engineer of consultants retained to obtain information pursuant to Article 5 hereof or otherwise. No such reimbursement shall be made unless the rates of compensation have been approved, in advance, by the Owner; (b) at 1.0 times the

actual cost of additional or specially authorized expense items, as approved by the Owner.

8. Final Payment, Effect

The acceptance of final payment by the Engineer shall constitute a waiver of all claims by the Engineer arising under the Agreement.

9. Terms Required By Law

This Agreement shall be considered to include all terms required to be included in it by the Massachusetts General Laws, and all other laws, as though such terms were set forth in full herein.

10. Indemnification

- A. General Liability: The Engineer shall indemnify and hold harmless the Owner from and against any and all claims, damages, losses, and expenses, including attorney's fees, to the extent arising out of the performance of this Agreement and to the extent the same relate to matters of general commercial liability, when such claims, damages, losses, and expenses are caused, in whole or in part, by the negligent or wrongful acts or omissions of the Engineer or his employees, agents, subcontractors or representatives.
- B. Professional Liability: The Engineer shall indemnify and hold harmless the Owner from and against any and all claims, damages, losses, and expenses, including attorney's fees, arising out of the performance of this Agreement and to the extent the same relate to the professional competence of the Engineer's services, when such claims, damages, losses, and expenses are caused, in whole or in part, by the negligent acts, negligent errors or omissions of the Engineer or his employees, agents, subcontractors or representatives.

11. Insurance

- A. The Engineer shall at his own expense obtain and maintain a Professional Liability Insurance policy for errors, omissions or negligent acts arising out of the performance of this Agreement in a minimum amount of \$1,000,000.
- B. The coverage shall be in force from the time of the agreement to the date when all construction work for the Project is completed and accepted by the Owner. If, however, the policy is a claims made policy, it shall remain in force for a period of six (6) years after completion.

Since this insurance is normally written on a year-to-year basis, the Engineer shall notify the Owner should coverage become unavailable.

- C. The Engineer shall, before commencing performance of this Agreement, provide by insurance for the payment of compensation and the furnishing of other benefits in accordance with M.G.L. c.152, as amended, to all its employees and shall continue such insurance in full force and effect during the term of the Agreement.
- D. The Engineer shall carry insurance in a sufficient amount to assure the restoration of any plans, drawings, computations, field notes or other similar data relating to the work covered by this Agreement in the event of loss or destruction until the final fee payment is made or all data are turned over to the Owner.
- E. The Engineer shall also maintain public liability insurance, including property damage, bodily injury or death, and personal injury and motor vehicle liability insurance against claims for damages because of bodily injury or death of any person or damage to property in the amounts of \$1,000,000/\$3,000,000.
- F. Certificates and any and all renewals substantiating that required insurance coverage is in effect shall be filed with the Agreement. Any cancellation of insurance, whether by the insurers or by the insured, shall not be valid unless written notice thereof is given by the party proposing cancellation to the other party and to the Owner at least fifteen days prior to the intended effective date thereof, which date shall be expressed in said notice.
- G. Upon request of the Engineer, the Owner reserves the right to modify any conditions of this Article.

12. Notice

All notices required to be given hereunder shall be in writing and delivered to, or mailed first class to, the parties' respective addresses stated above. In the event that immediate notice is required, it may be given by telephone or facsimile, but shall, to the extent possible, be followed by notice in writing in the manner set forth above.

13. Termination

- A. Each party shall have the right to terminate this Agreement in the event of a failure of the other party to comply with the terms of the Agreement. Such termination shall be effective upon seven days' notice to the party in default and the failure within that time of said party to cure its default.
- B. The Owner shall have the right to terminate the Agreement without cause, upon ten (10) days' written notice to the Engineer. In the event that the Agreement is terminated pursuant to this subparagraph, the Engineer

shall be reimbursed in accordance with the Agreement for all work performed up to the termination date.

14. Miscellaneous

- A. Royalties and Patents: The Engineer shall pay all applicable royalties and license fees. He shall defend all suits or claims for infringement of any patent rights and shall save the Owner harmless from loss on account thereof, except that the Owner shall be responsible for all such loss when a particular design, process or the product of a particular manufacturer or manufacturers is specified by the Owner; but if the Engineer believes or has reason to believe that the design, process or product specified is an infringement of a patent, he shall be responsible for such loss unless he promptly gives such information to the Owner, and thereafter the Owner insists on the use of the design, process or product specified.
- B. Assignment: The Engineer shall not assign or transfer any of its rights, duties or obligations under this Agreement without the written approval of the Owner.
- C. Governing Law: This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals, the Owner by its authorized representatives who, however, incur no personal liability by reason of the execution hereof or of anything herein contained, as of the day and year first above written.

ENGINEER:

By: Michael J. Carter  
Name: Michael J. Carter  
Title: President

OWNER:

By: Charles J. Aspinwall  
Name: Charles J. Aspinwall  
Title: Town Administrator



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

**ATTACHMENT A**

May 16, 2016

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

RE: Millis, Massachusetts  
Proposal for Engineering Services  
Dover Road Water Main Project (Phase 1 and 2)

Dear Mr. Aspinwall,

We are pleased to present our Proposal for engineering services for Dover Road and Main Street water main improvement project. This proposal is for the design, bidding, permitting and construction services for the project.

**SCOPE OF SERVICES**

The following Scope of Services includes the design, permitting, contract document preparation, bid process coordination, and bid tabulation and recommendation for the proposed project. These services also include coordination of these activities with the Millis Town Administrator. The project would be phased as follows.

- Phase 1 – Dover Road Water Main Project (from Old Dover Road to Medfield town line)  
Village Street (replace 6" main from Main to 10" main, approx. 100')
- Phase 2 Old Dover Road/ Main Street (from Dover Road to Union Street)

• **General**

GCG Associates will provide all engineering, calculations, and other work as appropriate to develop final plans, specifications and contract document for:

- a. Design of water main replacement.
- b. Bid the project and review bids and recommendation to Town.
- c. Provide construction administration and observation services.

• **Data Collection, Survey**

1. **Design Criteria:** Confer with the Town Administrator 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:** Update the existing survey which 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. Wetlands lines along the scope of the project will be reflagged and located as part of the existing conditions survey.
- **Preliminary Design**
    1. **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 of drainage improvements, profiles and roadway reconstruction details.
    2. GCG Associates will meet with Town Officials to review the details of the preliminary design including the locations of the proposed water main, project scheduling, funding, and permits. We will prepare a list of any permits required for the project prior to meeting with the Town. GCG will attend a public hearing with residents at a Selectmen's meeting to discuss project.
  - **Final Design**
    1. **Final Design Plans and Specifications:** Prepare plans on 24" x 36" mylar sheets, at a scale of 1" equal 40', showing the proposed improvements, profiles and pertinent information. Show all underground utilities and structures, etc., within the right-of-way. A set of mylars 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 boilerplate 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 a stormwater discharge permit, and a notice of intent as required and attend meetings with State & Town boards, officials and personnel as required. GCG will attend a public meeting with Selectmen to discuss the project with residents.
  - **Bid Process**
    1. GCG Associates will coordinate the preparation of the final contract documents with the Millis Town Administrator.
    2. GCG Associates will provide 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.
4. 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

**Construction Administration**

GCG Associates will provide on-going coordination and over-sight of the construction process and maintain communications with the Town. Such activities will include but not be limited to:

- Coordinate and attend pre-construction meeting
- Monitoring the progress of the construction.
- Attend weekly meetings and prepare minute meetings for each meeting.
- Modifying design, as necessary.
- Review, for compliance of construction submittals.
- Approve contractor's monthly payment requests.
- Prepare Change Orders, as required.

**Construction Observation**

GCG Associates will provide the Town with resident engineering services. Activities of the resident inspector include but are not limited to the following:

- On site observation of project construction to monitor compliance with the contract documents.
- Maintain, at the job site, orderly files and keep a daily log of activities and work schedules.
- Review monthly payment requests, change orders, etc. by contractor

**Time Schedule**

The design of Phase 1 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 as follows. See attached breakdown of man-hours for estimated cost.

Phase 1	Design/Bidding	\$32,880
	Construction Administration & Observation	<u>\$53,360</u>
	Total Phase 1	\$86,240
 Phase 2	Design/Bidding	 \$26,400
	Construction Administration & Observation	<u>\$39,920</u>
	Total Phase 2	\$66,320

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

5/17/2016

Town: Millis, MA  
 Project: Dover Road Water Main Project

Phase 1	Hours						Total	
	Principal \$120.00	Project Manager/ Engineer \$100.00	Staff Engineer \$80.00	Resident \$92.00	Survey \$120.00	Reim- bursibles		
<b>DATA COLLECTION AND SURVEY</b>								
Task 1 Field Survey-Roadway	1	2	0	0	54		\$6,800.00	
Task 2 Base Plan Preparation	1	2	60	0	0		\$5,120.00	
Subtotal							\$11,920.00	
<b>DESIGN</b>								
Task 1 - Preliminary Design	8	8	80	0	0		\$8,160.00	
Task 2 - Final Design/Permits	8	8	60	0	0		\$6,560.00	
Task 3 - Permits	8	4	20	0	0		\$2,960.00	
Subtotal							\$14,720.00	
<b>CONTACT DOCUMENTS/BIDDING</b>								
Task 3 - Contract Documents	3	0	40	0	0		\$3,560.00	
Task 4 - Estimate	2	0	16	0	0		\$1,520.00	
Task 5 - Bid Project	3	8	0	0	0		\$1,160.00	
Subtotal							\$6,240.00	
			Total Design /Bidding					\$32,880.00
<b>CONSTRUCTION ADMINISTRATION</b>								
Task 1 -Construction Administration	60	20	0	0	0		\$9,200.00	
<b>CONSTRUCTION OBSERVATION</b>								
Task 2 - Construction Observation	0	0	0	480	0		\$44,160.00	
			Total Construction Administration/Observation					\$53,360.00
			Total Fee					\$86,240.00

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

Estimated Fee

5/17/2016

Town: Millis, MA  
 Project: Dover Road and Main Street Water Main Project

	Hours						Total
	Principal	Project Manager/ Engineer	Staff Engineer	Resident	Survey	Reim- bursibles	
<b>Phase 2</b>	\$120.00	\$100.00	\$80.00	\$92.00	\$120.00		
<b>DATA COLLECTION AND SURVEY</b>							
Task 1 Field Survey-Roadway	1	2	0	0	40		\$5,120.00
Task 2 Base Plan Preparation	1	2	54	0	0		\$4,640.00
Subtotal							\$9,760.00
<b>DESIGN</b>							
Task 1 - Preliminary Design	8	4	60	0	0		\$6,160.00
Task 2 - Final Design/Permits	8	4	60	0	0		\$6,160.00
Task 3 - Permits	8	4	16	0	0		\$2,640.00
Subtotal							\$12,320.00
<b>CONTACT DOCUMENTS/BIDDING</b>							
Task 3 - Contract Documents	3	0	20	0	0		\$1,960.00
Task 4 - Estimate	2	0	12	0	0		\$1,200.00
Task 5 - Bid Project	3	8	0	0	0		\$1,160.00
Subtotal							\$4,320.00
				Total Design /Bidding			\$26,400.00
<b>CONSTRUCTION ADMINISTRATION</b>							
Task 1 -Construction Administration	40	20	0	0	0		\$6,800.00
<b>CONSTRUCTION OBSERVATION</b>							
Task 2 - Construction Observation	0	0	0	360	0		\$33,120.00
				Total Construction Administration/Observation			\$39,920.00
				Total Fee			\$66,320.00

**ARTICLE .** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, by transfer from the stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for the **purchase and equipping for a 2017 Ford F450 Cab/Chassis Aerial Bucket Truck** and to authorize the Board of Selectmen to dispose of old vehicles or old equipment by outright sale, trade, auction, with appropriations to be expended by June 30, 2017, with unexpended balances to be returned to the Water Enterprise Fund, Sewer Enterprise Fund, and General Fund; or act in any manner relating thereto.

(Submitted by Board of Selectmen)

FORM 7

<b>TOWN OF MILLIS</b> <b>FISCAL YEAR 2018 BUDGET</b> <b>FALL TOWN MEETING</b>	<b>FORM #7</b> <b>CAPITAL BUDGET AND MISCELLANEOUS REQUESTS</b>
DEPARTMENT: <b>Millis Department of Public Works / Fire Department</b> DIVISION: <b>Highway</b> REQUEST PRIORITY #: <b>1</b>	
PROJECT TITLE:  LOCATION: JUSTIFICATION FOR PROJECT <b>(please attach copies of reports, master plans, or supporting documentation).</b>  <b>Purchase a new 2017 Ford F450 Cab/Chassis Aerial Bucket Truck (see attachment) cost \$100,699.00.</b>  <b>The truck would be used by both Fire and DPW for the following:</b> <b>1 - replace bulbs for ornamental street lights town wide, Main Street, Town Hall and parking lot, Tennis / basketball courts, Police Station / Library parking lot, Fire Station,</b> <b>2 - Fire Alarm repairs, hanging flags / Banner</b> <b>3 - cleaning windows town hall, police station, library</b>	
PROJECTED START DATE: ESTIMATED USEFUL LIFE: COST: A. DESIGN B. LAND ACQUISITION C. CONSTRUCTION D. INSPECTION <b>X</b> E. EQUIPMENT TOTAL <b>\$100,699.00</b>	
ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT? <b>NO</b>	
IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT? <b>NO</b>	
EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS <b>No</b>	
WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST? <b>NO</b>	

## CUSTOMER

Contact Name: Jim McKay  
 Company/Dept: Town of Millis  
 Street Address: \_\_\_\_\_  
 City, State, Zip: \_\_\_\_\_  
 Phone: 508-376-5424  
 E-Mail: jmckay@millis.net

Date: January 20, 2017  
60 Days\*  
 Customer #: \_\_\_\_\_  
 Contract: PCC 15-16-17-18-19  
 Sales Rep: Jay Matisko

CONTRACT LINE REFERENCE	LINE DESCRIPTION	UNIT PRICE	QTY.	EXTENDED PRICE
16-24	Ford F450 Cab/Chassis			\$ 31,581.00
	4X4			3,995.00
	145" Wheelbase (WB), 60" Cab to axle (CA)			included
	Color : Oxford White			included
	6.8L V10 Gas Engine			included
	Air Conditioning			included
	Heavy Duty Vinyl Bench Seat & Vinyl Flooring			included
	Six (6) Factory Upfitter switches			included
	AM/FM radio w/digital clock			included
	Estimated model increase if purchased after 4-30-17			4,500.00
	XL Trimline			included
	84" CA			170.00
62R	PTO Transmission			272.00
X8L	Limited slip Axle			350.00
531	Trailer Tow package			44.00
THB	All Traction rear All season front			185.00
67X	Extra Heavy Front Suspension			122.00
90L	Power Equipment Group			890.00
18B	Factory Cab Steps			311.00
76S	Remote Start System			189.00
12.45	UTEM UTLI35A 34' Chassis mounted telescoping insulated Aerial			39,725.00
	Device with Engine driven hydraulics. 9' Steel Utility body			
12.52	Hydraulic Bucket rotator ( insulated )			3,295.00
12.53	12V Emergency backup			750.00
	Bucket cover			195.00
12.19	EZ step			195.00
8.21	Stainless T handles			450.00
8.22	Master Locking System			525.00
8.03	Credit 9' Steel Service body			(8,195.00)
8.04	11' Steel Service body			10,795.00
22.03	Rhino Liner			790.00
8.20	Ladder rack			795.00
22.14	Class III Receiver Hitch			395.00
22.17	Trailer Plug (7- RV )			175.00
1.08	Whelen Super Led Beacon (2) roof Amber			790.00
1.23	Whelen LED M7AC's (2) rear Amber			405.00

1.16	Electronic Back Up Alarm			80.00
23.32	Rear Mudflaps			75.00
23.33	Front Mudflaps			75.00
21.01	Roadside Triangle Kit			25.00
21.00	First aid Kit			30.00
21.09	Fire Extinguisher			55.00
12.16	Chock Blocks (2)			395.00
4.09	Whelen LED Hideaways (2) front Amber			220.00
8.25	Compartment LED Lighting (8)			1,000.00
21.02	Graphics			550.00
	<b>*****Contract Expires 4-30-17*****</b>			
			TAX:	
			<b>TOTAL:</b>	<b>\$96,199.00</b>

### TERMS AND CONDITIONS

\*This quote is valid for 60 days from the date of quote. Any purchase orders or approved quotes received outside of the 60 day quote period will be subject to price adjustments. By signing this quote, the customer is agreeing to pay, in full, for all items listed above. Any requests for changes, modifications, replacements, removals or additional items may be subject to additional fees and/or adjusted delivery dates.

M.G.L c. 30B applies to the procurement of all commodities quoted. Contract items have been collectively purchased pursuant to M.G.L c 30B sec 1c and M.G.L c.7 sec 22B. The government body is responsible to determine the applicability of M.G.L. c30B to off contract items, but not limited to, off contract items that have already been properly procured under M.G.L. c30B sec 1c and M.G.L. c7 sec 22A (purchases from a vendor on contract with the Commonwealth), other contracts procured under M.G.L. c30B sec 1c and M.G.L. c. 30B contract between the vendor and the jurisdiction. All off contract items must be procured under M.G.L. c. 30B.

The terms and conditions stated herein and the provisions of any agreement between MHQ and Buyer, if applicable, shall constitute the complete and only terms and conditions applicable to any and all purchases by Buyer from MHQ. Any additional and/or different terms and/or conditions printed anywhere including on, or with, Buyer's order shall be inapplicable in regard to any purchase by Buyer from MHQ.

### ORDER ACKNOWLEDGEMENT

**By signing this document you are agreeing to the above terms and conditions of this order from MHQ, Inc.**

x

\_\_\_\_\_  
PRINT NAME

x

\_\_\_\_\_  
TITLE

x

\_\_\_\_\_  
SIGNATURE

Quote provided by Jay Matisko , Account Manager at MHQ  
(508) 573-2622 or jmatisko@mhq.com



14 Caldwell Drive  
603-889-4071

Amherst, NH 03031  
FAX: 603-886-5909

53 Lebanon Road  
860-886-7081

North Franklin, CT 06254  
FAX: 860-886-6546

[www.CUESequip.com](http://www.CUESequip.com)

---

1/19/17

Millis DPW---MHQ

We are pleased to present our quotation for your consideration.

---

**CUES model UTLI35A insulated telescoping aerial device with the following:**

- Bottom of platform height 29' with working height of 34'
- Adjustable slide pads, (slide pads are screw in type with infinite adjustment).
- Fiberglass platform end mounted 24x24x42 with door and 350lb capacity
- Bucket hydraulically rotated to 180 degrees
- Bucket leveled hydraulically
- Fiber glass inner boom rated to 46KV
- Toggle switch proportional radio upper controls
- Emergency stop control at platform
- 12 volt emergency backup power
- Manual lower controls
- 540 degree boom rotation
- Engine start/stop at the upper and lower controls.
- Custom boom cradle and support with ratchet tie-down strap.
- Booms and pedestal powder coated white.
- Body harness and a decelerating lanyard
- Meets OSHA and ANSI 92.2 current std.
- Two year warranty on aerial device

**Reading 132ADW Steel Service Body to include the following:**

- 11' in length
  - 21" wide compartments
  - 52" wide load space
  - Factory prime and undercoating
  - Heavy duty hidden door hinges
  - Master locking for compartments both left and right sides
  - Tail shelf extension, 12" long with a curb side step and grab handle for bucket access
  - Spray on bed liner entire cargo area plus compt. tops
  - Removable rear tail board
  - Body powder coated white
  - 5 year rust through warranty
-

**Additional Equipment:**

- Engine driven PTO and pump
- DOT kit includes reflective triangles, med kit, wheel chocks and fire extinguisher
- Two amber flashing LED lights mounted to turret, one each side
- Federal lights, mud flaps and back up alarm
- Foam filled bucket cover
- Slant style ladder rack on compt. top curb side
- ICC rear bumper with 2" receiver and "D" rings for towing and 7 pin trailer plug
- Unit comes with unlimited operator training at your facility

Chassis requirements for this package are:  
84"CA

**Delivery:** 90-120 days ARO

**Terms:** Purchase Order

**Validity:** This quote is valid for 30 days and supersedes all previous quotes.

**Additional Terms and Conditions:**

**Paint Matching:** CUES Inc. cannot guarantee paint color match, particularly in metallic paints. Accurate color code information is essential for the best results.

**Taxes:** In addition to the quoted price, the buyer agrees to pay CUES, INC. all taxes, which CUES, INC. may be required to pay or collect with respect to the sale, delivery, and storage processing use or consumption of the equipment covered by this quotation.

**Delivery:** Unless otherwise noted on this quotation, equipment is sold F.O.B. point of shipment and CUES, INC. responsibility shall cease upon delivery of the equipment in good order to the carrier. CUES, INC. shall not be responsible for delays in delivery due to reasons beyond its control, including labor disputes.

**Warranty:** Except as may be otherwise expressly set forth in a written agreement CUES, INC. makes no warranty as to merchantability, fitness for a particular purpose or any other warranty with respect to the equipment by this quotation, either express or implied. The buyer agrees to take delivery under the warranty of the manufacturer only, it being understood that CUES, INC. neither manufactures nor assembles the equipment. CUES, INC. shall not be held liable for any damages whatsoever resulting from the use of defective equipment or for consequential damages of any kind.

**Returns:** No equipment shall be returned for credit without prior written permission and instructions by CUES, INC.

**Cancellation:** It is understood that any order based on this quotation and accepted by the seller shall be a firm order inasmuch as CUES, INC. in turn must place firm orders for the equipment and or parts thereof. No cancellations may be made except on terms agreed to by CUES, INC. in writing.

**Arbitration:** Any controversy or claim arising out of or relating to this agreement or breach thereof, shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association and judgment upon the award rendered by the Arbitrator(s) may be entered in any court having jurisdiction thereof. If any legal action is necessary to enforce the terms of this agreement, the prevailing party shall be entitled to reasonable attorney's fees incurred in any arbitration or court proceedings or attorney's fees incurred in the collection of a judgment of court or arbitration fees and costs and any other relief to which that party may be entitled.

**Entire Agreement:** This quotation sets forth the entire terms and conditions applicable to the equipment described herein and may not be modified without CUES, INC. written consent. The terms and conditions of this quotation shall prevail over those of any other writing concerning this equipment in case of any inconsistency between them.

Please sign below indicating your intent to purchase the above equipment at the price and terms quoted; or with modifications as stated below. Proposed modification of materials to be supplied, terms of sale, or pricing are contingent upon acceptance by CUES, Inc.

Statement of Requested Modification to Millis Quotation :

Accepted: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Printed Name \_\_\_\_\_

**ARTICLE .** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, by transfer from the stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for the **purchase and equipping for a new aerial mounted device** and to authorize the Board of Selectmen to dispose of old vehicles or old equipment by outright sale, trade, auction, with appropriations to be expended by June 30, 2017, with unexpended balances to be returned to the Water Enterprise Fund, Sewer Enterprise Fund, and General Fund; or act in any manner relating thereto.  
(Submitted by Board of Selectmen)

FORM 7

<b>TOWN OF MILLIS</b> <b>FISCAL YEAR 2018 BUDGET</b> <b>FALL TOWN MEETING</b>	<b>FORM #7</b> <b>CAPITAL BUDGET AND MISCELLANEOUS REQUESTS</b>
DEPARTMENT: DIVISION: REQUEST PRIORITY #:	<b>Millis Department of Public Works / Fire Department</b> <b>Highway</b> <b>1</b>
PROJECT TITLE:  LOCATION: JUSTIFICATION FOR PROJECT <b>(please attach copies of reports, master plans, or supporting documentation).</b>  <b>Install a New telescoping aerial mounted device (see attachment) cost \$38,850.00.</b>  <b>The truck would be used by both Fire and DPW for the following:</b> <b>1 - replace bulbs for ornamental street lights town wide, Main Street, Town Hall and parking lot, Tennis / basketball courts, Police Station / Library parking lot, Fire Station,</b> <b>2 - Fire Alarm repairs, hanging flags / Banner</b> <b>3 - cleaning windows town hall, police station, library</b>	
PROJECTED START DATE: ESTIMATED USEFUL LIFE: COST: <ul style="list-style-type: none"> <li>A. DESIGN</li> <li>B. LAND ACQUISITION</li> <li>C. CONSTRUCTION</li> <li>D. INSPECTION</li> <li><input checked="" type="checkbox"/> E. EQUIPMENT</li> <li>TOTAL <b>\$38,850.00</b></li> </ul>	
ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT? <b>NO</b>	
IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT? <b>NO</b>	
EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS <b>No</b>	
WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST? <b>NO</b>	



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603-889-4071

Amherst, NH 03031  
FAX: 603-886-5909

53 Lebanon Road  
860-886-7081

North Franklin, CT 06254  
FAX: 860-886-6546

[www.CUESequip.com](http://www.CUESequip.com)

1/31/17

Millis DPW

We are pleased to present our quotation for your consideration. New aerial mounted on existing F550 and body

**CUES model UTLI35A insulated telescoping aerial device with the following:**

- Bottom of platform height 29' with working height of 34'
- Adjustable slide pads, (slide pads are screw in type with infinite adjustment).
- Fiberglass platform end mounted 24x24x42 with door and 350lb capacity
- Bucket hydraulically rotated to 180 degrees
- Bucket leveled hydraulically
- Fiber glass inner boom rated to 46KV
- Toggle switch proportional radio upper controls
- Emergency stop control at platform
- 12 volt emergency backup power
- Manual lower controls
- 540 degree boom rotation
- Engine start/stop at the upper and lower controls.
- Custom boom cradle and support with ratchet tie-down strap.
- Booms and pedestal powder coated white.
- Body harness and a decelerating lanyard
- Meets OSHA and ANSI 92.2 current std.

**Utilize existing Department body and 1999 F550 chassis with 60: CA**

- Remove body and modify for aerial device
- Add tail shelf for bucket access and reinstall over lift mount structure

**Additional Equipment:**

- Engine driven PTO and pump
- DOT kit includes reflective triangles, med kit, wheel chocks and fire extinguisher
- Two amber flashing LED lights mounted to turret, one each side
- Federal lights, mud flaps and back up alarm
- Foam filled bucket cover
- Slant style ladder rack on compt. top curb side
- ICC rear bumper with 2" receiver and "D" rings for towing and 7 pin trailer plug
- Unit comes with unlimited operator training at your facility

**Total package price -----\$38,850.00**

**Delivery:** 90-120 days ARO

**Terms:** Purchase Order

**Validity:** This quote is valid for 30 days and supersedes all previous quotes.

**Quote does not include any required repairs to the body or understructure upon removal and inspection**

**Additional Terms and Conditions:**

**Paint Matching:** CUES Inc. cannot guarantee paint color match, particularly in metallic paints. Accurate color code information is essential for the best results.

**Taxes:** In addition to the quoted price, the buyer agrees to pay CUES, INC. all taxes, which CUES, INC. may be required to pay or collect with respect to the sale, delivery, and storage processing use or consumption of the equipment covered by this quotation.

**Delivery:** Unless otherwise noted on this quotation, equipment is sold F.O.B. point of shipment and CUES, INC. responsibility shall cease upon delivery of the equipment in good order to the carrier. CUES, INC. shall not be responsible for delays in delivery due to reasons beyond its control, including labor disputes.

**Warranty:** Except as may be otherwise expressly set forth in a written agreement CUES, INC. makes no warranty as to merchantability, fitness for a particular purpose or any other warranty with respect to the equipment by this quotation, either express or implied. The buyer agrees to take delivery under the warranty of the manufacturer only, it being understood that CUES, INC. neither manufactures nor assembles the equipment. CUES, INC. shall not be held liable for any damages whatsoever resulting from the use of defective equipment or for consequential damages of any kind.

**Returns:** No equipment shall be returned for credit without prior written permission and instructions by CUES, INC.

**Cancellation:** It is understood that any order based on this quotation and accepted by the seller shall be a firm order inasmuch as CUES, INC. in turn must place firm orders for the equipment and or parts thereof. No cancellations may be made except on terms agreed to by CUES, INC. in writing.

**Arbitration:** Any controversy or claim arising out of or relating to this agreement or breach thereof, shall be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association and judgment upon the award rendered by the Arbitrator(s) may be entered in any court having jurisdiction thereof. If any legal action is necessary to enforce the terms of this agreement, the prevailing party shall be entitled to reasonable attorney's fees incurred in any arbitration or court proceedings or attorney's fees incurred in the collection of a judgment of court or arbitration fees and costs and any other relief to which that party may be entitled.

**Entire Agreement:** This quotation sets forth the entire terms and conditions applicable to the equipment described herein and may not be modified without CUES, INC. written consent. The terms and conditions of this quotation shall prevail over those of any other writing concerning this equipment in case of any inconsistency between them.

---

Please sign below indicating your intent to purchase the above equipment at the price and terms quoted; or with modifications as stated below. Proposed modification of materials to be supplied, terms of sale, or pricing are contingent upon acceptance by CUES, Inc.

Statement of Requested Modification to Millis Quotation :

Accepted: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Printed Name \_\_\_\_\_

## Price quote

Thu 2/2/2017 3:10 AM  
**From:** Andrew Kiernan  
**To:** jmckay@millis.net

---



Good day Jim,

I have attached price quotes for two options with the Fire Truck.

One quote is for the new boom on the existing body. The second quote includes a new body and the boom.

We have determined it would not be economically advantageous to try and refurbish the old bucket truck that is in your yard.

If you have any questions or need more information, please let me know.

Thanks,

Andy

--



14 Caldwell Drive  
Amherst, NH 03031-2307

*Specializing in Aerial Lifts, Cranes, and Truck Equipment*

**Andrew Kiernan**

Sales Representative

Office 603-889-4071  
Fax 603-886-5909  
Cell 201-787-4977

AndrewK@CUESequip.com  
www.CUESequip.com

### Attachments:

- Millis DPW - Boom.pdf
- Millis DPW - New Body & Boom.pdf

**ARTICLE .** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, by transfer from the stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for the **purchase and equipping for a new body and aerial mounted device** and to authorize the Board of Selectmen to dispose of old vehicles or old equipment by outright sale, trade, auction, with appropriations to be expended by June 30, 2017, with unexpended balances to be returned to the Water Enterprise Fund, Sewer Enterprise Fund, and General Fund; or act in any manner relating thereto.

(Submitted by Board of Selectmen)

<b>TOWN OF MILLIS</b> <b>FISCAL YEAR 2018 BUDGET</b> <b>FALL TOWN MEETING</b>	<b>FORM #7</b> <b>CAPITAL BUDGET AND MISCELLANEOUS REQUESTS</b>												
DEPARTMENT: <b>Millis Department of Public Works / Fire Department</b> DIVISION: <b>Highway</b> REQUEST PRIORITY #: <b>1</b>													
PROJECT TITLE:  LOCATION: JUSTIFICATION FOR PROJECT (please attach copies of reports, master plans, or supporting documentation).  <b>Install a New Body and telescoping aerial mounted device (see attachment) cost \$48,288.00.</b>  <b>The truck would be used by both Fire and DPW for the following:</b> <b>1 - replace bulbs for ornamental street lights town wide, Main Street, Town Hall and parking lot, Tennis / basketball courts, Police Station / Library parking lot, Fire Station,</b> <b>2 - Fire Alarm repairs, hanging flags / Banner</b> <b>3 - cleaning windows town hall, police station, library</b>													
PROJECTED START DATE: ESTIMATED USEFUL LIFE: COST: <table data-bbox="191 1123 698 1318"> <tr><td>A. DESIGN</td><td></td></tr> <tr><td>B. LAND ACQUISITION</td><td></td></tr> <tr><td>C. CONSTRUCTION</td><td></td></tr> <tr><td>D. INSPECTION</td><td></td></tr> <tr><td><input checked="" type="checkbox"/> E. EQUIPMENT</td><td></td></tr> <tr><td>TOTAL</td><td><b>\$48,288.00</b></td></tr> </table>		A. DESIGN		B. LAND ACQUISITION		C. CONSTRUCTION		D. INSPECTION		<input checked="" type="checkbox"/> E. EQUIPMENT		TOTAL	<b>\$48,288.00</b>
A. DESIGN													
B. LAND ACQUISITION													
C. CONSTRUCTION													
D. INSPECTION													
<input checked="" type="checkbox"/> E. EQUIPMENT													
TOTAL	<b>\$48,288.00</b>												
ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT? <b>NO</b>													
IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT? <b>NO</b>													
EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS <b>No</b>													
WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST? <b>NO</b>													



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[www.CUESequip.com](http://www.CUESequip.com)

---

1/31/17

Millis DPW

We are pleased to present our quotation for your consideration. New Body and aerial mounted on existing F550

---

**CUES model UTLI35A insulated telescoping aerial device with the following:**

- Bottom of platform height 29' with working height of 34'
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- Fiberglass platform end mounted 24x24x42 with door and 350lb capacity
- Bucket hydraulically rotated to 180 degrees
- Bucket leveled hydraulically
- Fiber glass inner boom rated to 46KV
- Toggle switch proportional radio upper controls
- Emergency stop control at platform
- 12 volt emergency backup power
- Manual lower controls
- 540 degree boom rotation
- Engine start/stop at the upper and lower controls.
- Custom boom cradle and support with ratchet tie-down strap.
- Booms and pedestal powder coated white.
- Body harness and a decelerating lanyard
- Meets OSHA and ANSI 92.2 current std.

**Reading 108ADW Steel Service Body to include the following:**

- 9' in length
- 21" wide compartments
- 52" wide load space
- Factory prime and undercoating
- Heavy duty hidden door hinges
- Master locking for compartments both left and right sides
- Tail shelf extension, 12" long with a curb side step and grab handle for bucket access
- Spray on bed liner entire cargo area plus compt. tops
- Removable rear tail board
- Body powder coated white
- 5 year rust through warranty

**Additional Equipment:**

- Engine driven PTO and pump
- DOT kit includes reflective triangles, med kit, wheel chocks and fire extinguisher
- Two amber flashing LED lights mounted to turret, one each side
- Federal lights, mud flaps and back up alarm
- Foam filled bucket cover
- Slant style ladder rack on compt. top curb side
- ICC rear bumper with 2" receiver and "D" rings for towing and 7 pin trailer plug
- Unit comes with unlimited operator training at your facility

**Total package price -----\$48,288.00**

**Delivery:** 90-120 days ARO

**Terms:** Purchase Order

**Validity:** This quote is valid for 30 days and supersedes all previous quotes.

## Additional Terms and Conditions:

**Paint Matching:** CUES Inc. cannot guarantee paint color match, particularly in metallic paints. Accurate color code information is essential for the best results.

**Taxes:** In addition to the quoted price, the buyer agrees to pay CUES, INC. all taxes, which CUES, INC. may be required to pay or collect with respect to the sale, delivery, and storage processing use or consumption of the equipment covered by this quotation.

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**Warranty:** Except as may be otherwise expressly set forth in a written agreement CUES, INC. makes no warranty as to merchantability, fitness for a particular purpose or any other warranty with respect to the equipment by this quotation, either express or implied. The buyer agrees to take delivery under the warranty of the manufacturer only, it being understood that CUES, INC. neither manufactures nor assembles the equipment. CUES, INC. shall not be held liable for any damages whatsoever resulting from the use of defective equipment or for consequential damages of any kind.

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---

Please sign below indicating your intent to purchase the above equipment at the price and terms quoted; or with modifications as stated below. Proposed modification of materials to be supplied, terms of sale, or pricing are contingent upon acceptance by CUES, Inc.

Statement of Requested Modification to Millis Quotation :

Accepted: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Printed Name \_\_\_\_\_

**ARTICLE .** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, by transfer from the stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for the **purchase and equipping of a 2017 Yukon Cargo Trailer to be used in the water, sewer, and highway divisions** and to authorize the Board of Selectmen to dispose of old vehicles or old equipment by outright sale, trade, auction, with appropriations to be expended by June 30, 2017, with unexpended balances to be returned to the Water Enterprise Fund, Sewer Enterprise Fund, and General Fund; or act in any manner relating thereto.  
(Submitted by Board of Selectmen)

FORM 7

<b>TOWN OF MILLIS</b> <b>FISCAL YEAR 2018 BUDGET</b>		<b>FORM #7</b> <b>CAPITAL BUDGET AND MISCELLANEOUS REQUESTS</b>	
DEPARTMENT: <b>Millis Department of Public Works</b> DIVISION: <b>Highway / Water / Sewer</b> REQUEST PRIORITY #: <b>1</b>			
PROJECT TITLE:  LOCATION: JUSTIFICATION FOR PROJECT <b>(please attach copies of reports, master plans, or supporting documentation).</b>  <b>Purchase a new 2017 Yukon Cargo trailer (see attachment) cost:</b> 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;"><b>Total : \$7,995.00</b></p>			
PROJECTED START DATE: <b>7/1/2017</b> ESTIMATED USEFUL LIFE: COST:			
A. DESIGN B. LAND ACQUISITION C. CONSTRUCTION D. INSPECTION <b>X</b> E. EQUIPMENT TOTAL		<b>\$7,495.00</b>	
ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT? <b>NO</b>			
IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT? <b>NO</b>			
EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS <b>No</b>			
WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST? <b>NO</b>			





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

Model No. 11/9/17  
 Date \_\_\_\_\_

Customer Town of millis  
 Address D.P.W.  
 City, State main Street  
 Phone millis, MA 02054

Source Of Inquiry \_\_\_\_\_  
 Order Date \_\_\_\_\_  
 Date To Be Completed \_\_\_\_\_  
 Exterior Color \_\_\_\_\_

QUAN.	DESCRIPTION	PRICE
	COMMERCIAL ENCLOSED TRAILER 7X16 X 7' INSIDE DIMENSIONS EXTENDED TONGUE ADJUSTABLE COUPLER ROOF VENTS RAMP @ EXTENSION FLAP 3500# AXLES 7000 GUN 4 WHEEL ELEC BRAKES RIGHT FRONT ACCESS DOOR 4 INSIDE 12 VOLT LITES LED LIGHTING RADIAL TIRES STEEL FRAME	
	TOTAL \$7995 includes freight FOB medfield, MA	

PRICES SUBJECT TO CHANGE WITHOUT NOTICE.

**ARTICLE .** To see if the Town will vote to appropriate and raise by taxation, by transfer from available funds, by transfer from the stabilization fund, or by borrowing under the provisions of M.G.L. Chapter 44 or any other enabling authority, a sum of money for **removing Infiltration and Inflow from the Millis Sewer system**, and any expenses incidental and related thereto, or act in any manner relating thereto.

(Submitted by Board of Selectmen)

<b>TOWN OF MILLIS</b> <b>FISCAL YEAR 2018 BUDGET</b> <b>FALL TOWN MEETING</b>	<b>FORM #7</b> <b>CAPITAL BUDGET AND MISCELLANEOUS REQUESTS</b>
DEPARTMENT: <b>Sewer Department</b> DIVISION: <b>Sewer enterprise Fund</b> REQUEST PRIORITY #: <b>1</b>	
PROJECT TITLE:  LOCATION: JUSTIFICATION FOR PROJECT: <b>(please attach copies of reports, master plans, or supporting documentation).</b>  Attached you will find the estimate for sewer system phase IV-B.  Design/Bidding, Construction Administration and Observation \$132,650.00	
PROJECTED START DATE: ESTIMATED USEFUL LIFE: COST: <input checked="" type="checkbox"/> A. DESIGN/Observation <input type="checkbox"/> B. LAND ACQUISITION <input checked="" type="checkbox"/> C. CONSTRUCTION <input type="checkbox"/> D. INSPECTION <input type="checkbox"/> E. EQUIPMENT TOTAL <u>\$132,650.00</u>	
ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT? <b>NO</b>	
IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT? <b>Funds would be paid out of the Sewer Enterprise Fund</b>	
EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS <b>No</b>	
WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST? <b>NO</b>	

---

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

September 14, 2015

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

RE: Millis, Massachusetts - Sewer System I/I Investigation  
Phase IV – Investigation and Repair Estimate

Dear Mr. Aspinwall:

As requested, GCG Associates has prepared a cost estimate to repair defects found in Sub basins 1 and 2 during the prior investigations in the Millis sanitary sewer system. Phase III of the repair work was completed in the fall of 2014, which consisted of the remainder of the internal repair work. The balance of work left to complete would be the completion of the remaining open excavation repair work for removal of I/I. The following is a summary of I/I work left.

<u>Total Project</u>	<u>(\$)</u> Cost
Phase IV – Sewer Main repairs and replacements-(5 locations)	\$ 58,500
- Sewer Service repairs and replacements-(28 services)	\$104,800
- Manhole Casting Repairs-(31 covers)	\$ 9,500
- Manhole Casting Replacements-(15 covers)	\$ 12,550
10% Repair Contingencies	\$ 18,000
Police Details (500 M.H. x \$50)	\$ 25,000
Engineering and Bidding	\$ 12,000
Construction Administration and Inspection	\$ 25,000
<u>Total Estimated Cost</u>	<u>\$265,350</u>

\*\*See attached - Phase III - Sewer System Investigations and Summary - Status Report 2 dated March 2015 for detailed breakdown of repairs.

As discussed we have broken the work down into two phases to be completed over a period of two years if approved.

Phase IV-A

<u>Total Project</u>	<u>(\$)</u> <u>Cost</u>
Phase IV – Sewer Main repairs and replacements-(5 locations)	\$ 58,500
- Sewer Service repairs and replacements	\$ 34,200
10% Repair Contingencies	\$ 9,000
Police Details (250 M.H. x \$50)	\$ 12,500
Engineering and Bidding	\$ 6,000
<u>Construction Administration and Inspection</u>	<u>\$ 12,500</u>
Total Estimated Cost	\$132,700

Phase IV- B

<u>Total Project</u>	<u>(\$)</u> <u>Cost</u>
Phase IV - Sewer Service repairs and replacements	\$ 70,600
- Manhole Casting Repairs-(31 covers)	\$ 9,500
- Manhole Casting Replacements-(15 covers)	\$ 12,550
10% Repair Contingencies	\$ 9,000
Police Details (250 M.H. x \$50)	\$ 12,500
Engineering and Bidding	\$ 6,000
<u>Construction Administration and Inspection</u>	<u>\$ 12,500</u>
Total Estimated Cost	\$132,650

GCG Associates recommends that the town Phase IV-A for the repair work. If you have any questions or require additional information, please call this office.

Sincerely,  
GCG ASSOCIATES, INC.

*Michael J. Carter*

Michael J. Carter, P.E.  
President