

DPW

FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUALS	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
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HIGHWAY DIVISION 014220

Personnel Services

Salary Department Head		\$33,495	\$34,743	\$36,551	\$20,305	\$20,825.32	
Salaries Clerical	\$6,092	\$6,126	\$6,270	\$5,066	\$6,191	\$6,191.00	
Wages	\$230,695	\$205,895	\$191,213	\$209,843	\$148,896	\$188,835.47	
Wages Overtime	\$21,457	\$21,618	\$37,247	\$45,225	\$30,000	\$40,000.00	
Summer Help	\$12,021	\$11,436	\$7,608	\$7,836	\$12,360	\$12,360.00	
Longevity	\$2,121	\$3,033	\$3,158	\$3,360	\$2,289	\$3,000.00	
Total	\$272,386	\$281,603	\$280,239	\$307,881	\$220,041	\$271,211.79	0

Expenses

Engineering Services	\$2,817	\$17,373	\$7,596	\$5,458	\$8,000	\$8,000.00	
Physical Exams	\$410	\$445	\$155	\$425	\$2,000	\$2,000.00	
Police Details	\$19,383	\$15,767	\$16,546	\$26,144	\$13,000	\$20,000.00	
Office Cleaning	\$3,502	\$3,478	\$4,376	\$3,848	\$4,000	\$6,000.00	
Equipment Hired	\$26,236		\$3,997	\$2,160	\$8,000	\$8,000.00	
Land Fill Monitoring				\$0	\$0	\$15,000.00	
Tree Care	\$12,380	\$13,893	\$15,197	\$18,050	\$25,578	\$28,000.00	
Traffic Lines	\$25,882	\$24,725	\$28,793	\$19,500	\$28,312	\$30,000.00	
Road Maintenance Supplies	\$15,818	\$6,492	\$5,697	\$20,829	\$18,868	\$25,000.00	
Asphalt Products	\$27,465	\$16,649	\$20,847	\$43,171	\$28,000	\$50,000.00	
Gravel and Sand	\$3,030	\$2,829	\$5,724	\$10,549	\$4,000	\$4,000.00	
Street Signs	\$5,664	\$3,189	\$4,287	\$8,739	\$7,500	\$10,000.00	
Shop Supplies	\$11,447	\$12,670	\$15,642	\$15,673	\$10,000	\$16,000.00	
Supplies and Expenses	\$17,476	\$41,681	\$23,940	\$21,612	\$20,132	\$20,132.00	
Heat and Fuel	\$6,194	\$27		\$0	\$10,000	\$10,000.00	
Telephone	\$1,021	\$1,203	\$1,072	\$1,412	\$3,716	\$3,716.00	
Electricity	\$7,889	\$10,640	\$10,463	\$9,815	\$12,905	\$12,905.00	
Postage	\$121	\$97	\$138	\$123	\$250	\$250.00	
Meal Allowance	\$4,160	\$1,870	\$2,570	\$4,112	\$3,000	\$3,000.00	
Clothing	\$3,015	\$3,723	\$3,009	\$3,202	\$4,757	\$4,757.00	
Park Expenses	\$30,806	\$50,290	\$270	\$0	\$0	\$0.00	

DPW

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUALS	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
Cemetery Expenses	\$6,987	\$4,407	\$13,770	\$4,632	\$19,500	\$19,500.00	
Advertising	\$0		\$671	\$0	\$1,000	\$1,000.00	
Equipment Repairs	\$20,134	\$14,924	\$22,558	\$23,886	\$15,000	\$25,000.00	
Vehicle Supply and Repair	\$20,940	\$21,956	\$25,276	\$21,959	\$18,000	\$20,000.00	
Gasoline/Oil	\$47,638	\$35,214	\$32,082	\$41,569	\$39,000	\$39,000.00	
Diesel Fuel	\$2,575		\$1,323	\$0	\$0		
Fields -- Applications			\$3,847	\$5,434	\$7,000	\$7,000.00	
Fields -- Irrigation			\$2,123	\$1,506	\$1,000	\$1,000.00	
Fields -- Miscellaneous Expenses			\$2,740	\$9,137	\$750	\$750.00	
Fields -- Lighting				\$0	\$2,311	\$2,311.00	
Fields -- Water			\$33,454	\$10,368	\$20,000	\$20,000.00	
Water/Sewer			\$1,017	\$1,234	\$0		
Total	\$322,988	\$303,544	\$309,180	\$334,545	\$335,579	\$412,321.00	\$0
Sub-Total Highway	\$595,375	\$585,147	\$589,419	\$642,426	\$555,620	\$683,532.79	\$0

DPW

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUALS	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
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SNOW & ICE 014230

Personnel Services

Salaries Overtime	\$99,374	\$39,628	\$58,649	\$108,770	\$48,000	\$48,000.00	
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Expenses

Other Charges/Expenses	\$332,361	\$202,534	\$271,096	\$307,549	\$170,727	\$170,727.00	
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Total	\$431,736	\$242,161	\$329,745	\$416,319	\$218,727	\$218,727.00	\$0
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TOTAL BUDGET

	\$431,736	\$242,161	\$329,745	\$416,319	\$218,727	\$218,727.00	\$0
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DPW

STREETLIGHTING 014240

Expenses

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUALS	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
Electricity Signals	\$2,674	\$2,835	\$3,915	\$4,840	\$10,000	\$10,000.00	
Street Lighting	\$34,524	\$38,769	\$34,190	\$22,035	\$20,850	\$20,850.00	
Repair Signals	\$6,457	\$6,538	\$9,222	\$12,907	\$10,000	\$10,000.00	
TOTAL BUDGET	\$43,654	\$48,142	\$47,326	\$39,781	\$40,850	\$40,850.00	\$0

DPW

TRANSFER STATION 014390

Personnel Services

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUALS	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
Wages	\$20,611	\$20,836	\$21,095	\$21,623	\$22,189	\$18,789.37	
Wages Overtime	\$4,572	\$5,336	\$8,358	\$4,878	\$6,032	\$6,032.00	
Longevity	\$0	\$400	\$400	\$100	\$400	\$400.00	
Stipends	\$0			\$0	\$960	\$960.00	
Total	\$25,183	\$26,572	\$29,853	\$26,601	\$29,581	\$26,181.37	\$0

Expenses

Recycling	\$2,555	\$3,443	\$3,182	\$2,930	\$5,000	\$5,000.00	
Contract Hauling	\$0			\$1,346	\$3,000	\$3,000.00	
Tipping Fees	\$33,455	\$30,506	\$28,815	\$29,059	\$30,600	\$30,600.00	
Pumping Services	\$158			\$0	\$500	\$500.00	
Supplies and Expenses	\$7,487	\$22,043	\$13,734	\$6,566	\$12,069	\$12,069.00	
Telephone	\$0			\$0	\$110	\$110.00	
Electricity	\$3,070	\$2,319	\$2,664	\$2,738	\$4,538	\$4,538.00	
Clothing	\$267		\$280	\$300	\$140	\$140.00	
Advertising	\$395	\$1,338	\$1,475	\$419	\$200	\$200.00	
Equipment Repairs	\$11,782	\$8,900	\$14,878	\$13,183	\$11,000	\$11,000.00	
Diesel Fuel	\$9,363	\$6,573	\$5,543	\$4,761	\$8,505	\$8,505.00	
Miscellaneous Expenses	\$1,200						
Total	\$69,733	\$75,121	\$70,572	\$61,300	\$75,662	\$75,662.00	
TOTAL BUDGET	\$94,916	\$101,694	\$100,425	\$87,901	\$105,243	\$101,843.37	

TOWN OF MILLIS

FISCAL YEAR 2020 BUDGET

STAFFING PERCENTAGES

Department: Department of Public Works

Name Position	General	Water	Sewer	Storm	Total
	142251	6100051	6000051	6300051	
James McKay - Director	0.17	0.41	0.24	0.18	1.00
Deirdre Gilmore - Dept Asst III	0.11	0.44	0.32	0.13	1.00
Marie Gallagher - Dept Asst I		0.15	0.15		0.30
David Rachmaciej - Gen Foreman	0.16	0.42	0.24	0.18	1.00
Ron McKenney - Water Sewer Tech		0.50	0.50		1.00
Kevin Kandola - Mechanic	0.24	0.33	0.33	0.10	1.00
Jon Wanders - HEO/Laborer-Mechanic	0.75			0.25	1.00
Steve Main - HEO/Laborer	0.75			0.25	1.00
Michael Hillery - HEO/Laborer		0.50	0.50		1.00
Ryan Wagner - HEO/Laborer		0.50	0.50		1.00
Matthew Donavan - HEO/Laborer		0.50	0.50		1.00
Joseph Clinton - HEO/Laborer	0.75			0.25	1.00
Mark Bussaglia - HEO/Laborer				1.00	1.00
Eric Earl - HEO/Laborer	0.24	0.33	0.33	0.10	1.00
Kyle Lopez - HEO/Laborer	0.10	0.50			0.60
Transfer Station 143651					
Kyle Lopez - HEO/Laborer	0.40				0.40
SUBTOTAL/TOTAL	3.67	4.43	3.61	2.59	14.30

Town of Millis - DPW Payroll Percentages FY20

	<u>Transfer Station</u>	<u>Sewer</u>	<u>Water</u>	<u>Strm Wtr Mgmt</u>	<u>DPW/General</u>	
McKay, James		24%	41%	18%	17%	0%
Gilmore, Deirdre		32%	44%	13%	11%	0%
Gallagher, Marie		50%	50%			0%
Rachmaciej, David		24%	42%	18%	16%	0%
McKenney, Ron		50%	50%			0%
Kandola, Kevin		33%	33%	10%	24%	0%
Wanders, Jonathan				25%	75%	0%
Main, Stephen				25%	75%	0%
Hillery, Michael		50%	50%			0%
Wagner, Ryan		50%	50%			0%
Donovan, Matthew		50%	50%			0%
Clinton, Joseph				25%	75%	0%
Bussaglia, Mark				100%		0%
Earl, Eric		33%	33%	10%	24%	0%
Lopez, Kyle	40%		50%		10%	0%

T-Station: 0143951-51500
 Water: 6100051-510500
 Sewer: 6000051-510500
 Strm Wtr Mgmt: 6300051-510500
 General: 0142251-510500

DPW

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUALS	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
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HIGHWAY DIVISION 014220

Personnel Services

Salary Department Head		\$33,495	\$34,743	\$36,551	\$20,305	\$20,825.32	
Salaries Clerical	\$6,092	\$6,126	\$6,270	\$5,066	\$6,191	\$6,191.00	
Wages	\$230,695	\$205,895	\$191,213	\$209,843	\$148,896	\$188,835.47	
Wages Overtime	\$21,457	\$21,618	\$37,247	\$45,225	\$30,000	\$40,000.00	
Summer Help	\$12,021	\$11,436	\$7,608	\$7,836	\$12,360	\$12,360.00	
Longevity	\$2,121	\$3,033	\$3,158	\$3,360	\$2,289	\$3,000.00	
Total	\$272,386	\$281,603	\$280,239	\$307,881	\$220,041	\$271,211.79	0

Expenses

Engineering Services	\$2,817	\$17,373	\$7,596	\$5,458	\$8,000	\$8,000.00	
Physical Exams	\$410	\$445	\$155	\$425	\$2,000	\$2,000.00	
Police Details	\$19,383	\$15,767	\$16,546	\$26,144	\$13,000	\$20,000.00	
Office Cleaning	\$3,502	\$3,478	\$4,376	\$3,848	\$4,000	\$6,000.00	
Equipment Hired	\$26,236		\$3,997	\$2,160	\$8,000	\$8,000.00	
Catch Basin Cleaning	\$13,856	\$16,172	\$15,874	\$0	\$0	\$0.00	
Tree Care	\$12,380	\$13,893	\$15,197	\$18,050	\$25,578	\$28,000.00	
Traffic Lines	\$25,882	\$24,725	\$28,793	\$19,500	\$28,312	\$30,000.00	
Road Maintenance Supplies	\$15,818	\$6,492	\$5,697	\$20,829	\$18,868	\$25,000.00	
Asphalt Products	\$27,465	\$16,649	\$20,847	\$43,171	\$28,000	\$50,000.00	
Gravel and Sand	\$3,030	\$2,829	\$5,724	\$10,549	\$4,000	\$4,000.00	
Street Signs	\$5,664	\$3,189	\$4,287	\$8,739	\$7,500	\$10,000.00	
Shop Supplies	\$11,447	\$12,670	\$15,642	\$15,673	\$10,000	\$16,000.00	
Supplies and Expenses	\$17,476	\$41,681	\$23,940	\$21,612	\$20,132	\$20,132.00	
Heat and Fuel	\$6,194	\$27		\$0	\$10,000	\$10,000.00	
Telephone	\$1,021	\$1,203	\$1,072	\$1,412	\$3,716	\$3,716.00	
Electricity	\$7,889	\$10,640	\$10,463	\$9,815	\$12,905	\$12,905.00	
Postage	\$121	\$97	\$138	\$123	\$250	\$250.00	
Meal Allowance	\$4,160	\$1,870	\$2,570	\$4,112	\$3,000	\$3,000.00	
Clothing	\$3,015	\$3,723	\$3,009	\$3,202	\$4,757	\$4,757.00	
Park Expenses	\$30,806	\$50,290	\$270	\$0	\$0	\$0.00	

DPW

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUALS	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
Cemetery Expenses	\$6,987	\$4,407	\$13,770	\$4,632	\$19,500	\$19,500.00	
Advertising	\$0		\$671	\$0	\$1,000	\$1,000.00	
Equipment Repairs	\$20,134	\$14,924	\$22,558	\$23,886	\$15,000	\$25,000.00	
Vehicle Supply and Repair	\$20,940	\$21,956	\$25,276	\$21,959	\$18,000	\$20,000.00	
Gasoline/Oil	\$47,638	\$35,214	\$32,082	\$41,569	\$39,000	\$39,000.00	
Diesel Fuel	\$2,575		\$1,323	\$0	\$0		
Fields -- Applications			\$3,847	\$5,434	\$7,000	\$7,000.00	
Fields -- Irrigation			\$2,123	\$1,506	\$1,000	\$1,000.00	
Fields -- Miscellaneous Expenses			\$2,740	\$9,137	\$750	\$750.00	
Fields -- Lighting				\$0	\$2,311	\$2,311.00	
Fields -- Water			\$33,454	\$10,368	\$20,000	\$20,000.00	
Water/Sewer			\$1,017	\$1,234	\$0		
Total	\$336,844	\$319,716	\$325,054	\$334,545	\$335,579	\$397,321.00	\$0
Sub-Total Highway	\$609,231	\$601,320	\$605,293	\$642,426	\$555,620	\$668,532.79	\$0

DPW

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUALS	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
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SNOW & ICE 014230

Personnel Services

Salaries Overtime	\$99,374	\$39,628	\$58,649	\$108,770	\$48,000	\$48,000.00	
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Expenses

Other Charges/Expenses	\$332,361	\$202,534	\$271,096	\$307,549	\$170,727	\$170,727.00	
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Total	\$431,736	\$242,161	\$329,745	\$416,319	\$218,727	\$218,727.00	\$0
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TOTAL BUDGET

	\$431,736	\$242,161	\$329,745	\$416,319	\$218,727	\$218,727.00	\$0
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DPW

FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUALS	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
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STREETLIGHTING 014240

<i>Expenses</i>		FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUALS	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
Electricity Signals		\$2,674	\$2,835	\$3,915	\$4,840	\$10,000	\$10,000.00	
Street Lighting		\$34,524	\$38,769	\$34,190	\$22,035	\$20,850	\$20,850.00	
Repair Signals		\$6,457	\$6,538	\$9,222	\$12,907	\$10,000	\$10,000.00	
TOTAL BUDGET		\$43,654	\$48,142	\$47,326	\$39,781	\$40,850	\$40,850.00	\$0

DPW

TRANSFER STATION 014390

Personnel Services

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUALS	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
Wages	\$20,611	\$20,836	\$21,095	\$21,623	\$22,189	\$18,789.37	
Wages Overtime	\$4,572	\$5,336	\$8,358	\$4,878	\$6,032	\$6,032.00	
Longevity	\$0	\$400	\$400	\$100	\$400	\$400.00	
Stipends	\$0			\$0	\$960	\$960.00	
Total	\$25,183	\$26,572	\$29,853	\$26,601	\$29,581	\$26,181.37	\$0

Expenses

Recycling	\$2,555	\$3,443	\$3,182	\$2,930	\$5,000	\$5,000.00	
Contract Hauling	\$0			\$1,346	\$3,000	\$3,000.00	
Tipping Fees	\$33,455	\$30,506	\$28,815	\$29,059	\$30,600	\$30,600.00	
Pumping Services	\$158			\$0	\$500	\$500.00	
Supplies and Expenses	\$7,487	\$22,043	\$13,734	\$6,566	\$12,069	\$12,069.00	
Telephone	\$0			\$0	\$110	\$110.00	
Electricity	\$3,070	\$2,319	\$2,664	\$2,738	\$4,538	\$4,538.00	
Clothing	\$267		\$280	\$300	\$140	\$140.00	
Advertising	\$395	\$1,338	\$1,475	\$419	\$200	\$200.00	
Equipment Repairs	\$11,782	\$8,900	\$14,878	\$13,183	\$11,000	\$11,000.00	
Diesel Fuel	\$9,363	\$6,573	\$5,543	\$4,761	\$8,505	\$8,505.00	
Miscellaneous Expenses	\$1,200						
Total	\$69,733	\$75,121	\$70,572	\$61,300	\$75,662	\$75,662.00	

TOTAL BUDGET

	\$94,916	\$101,694	\$100,425	\$87,901	\$105,243	\$101,843.37	
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WATER ENTERPRISE

Water Fund Revenue

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
Penalties/Interest	\$10,153	\$14,567	\$10,642	\$13,219	\$10,500		
Usage Charges	\$1	\$3					
Service Fee (Revenue Ser)	\$773,537	\$940,350	\$922,252	\$876,623	\$905,638		
Liens Added	\$66,631	\$53,336	\$50,120	\$43,923	\$50,000		
Paine Well	\$281,300	\$322,105	\$329,171	\$355,860	\$300,000		
Entrance Fees	\$29,300	\$52,800	\$57,200	\$74,590	\$54,450		
Meter On/Off Charge	\$140	\$350	\$1,025	\$812	\$500		
Water Cross Connect	\$6,800	\$6,850	\$6,500	\$7,375	\$6,500		
Water Drain Layer L	\$660	\$2,900	\$650	\$950	\$700		
Miscellaneous Final	\$4,408	\$5,940	\$6,120	\$5,265	\$0		
Miscellaneous Revenue	\$4,529	\$9,950	\$12,730	\$8,128	\$12,000		
Bank Account Interest	\$702	\$951	\$1,384	\$1,427	\$750		
Capital Assessment							
Water Surplus (Balance Budget)							
Water Surplus							
Total	\$1,178,161	\$1,410,102	\$1,397,794	\$1,388,171	\$1,341,038	\$0	\$0

WATER DIVISION

Personnel Services

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
Salary Department Head		\$39,236	\$40,699	\$42,817	\$48,967	\$50,191	
Salaries Clerical	\$28,820	\$29,013	\$29,583	\$29,715	\$26,409	\$30,410	
Salaries Clerical Overtime	\$1,804	\$1,168	\$2,918	\$1,996	\$3,000	\$3,000	
Wages	\$225,783	\$177,143	\$164,687	\$190,010	\$212,761	\$199,808	
DPW License Fee	\$1,305	\$1,305	\$5,770	\$7,665	\$0	\$0	
Wages Overtime	\$37,912	\$33,221	\$34,082	\$45,693	\$24,960	\$40,000	
Longevity	\$323	\$2,417	\$1,878	\$1,458	\$2,096	\$2,096	
Stipends	\$6,545	\$6,645	\$8,094	\$8,970	\$17,775	\$17,775	
Total	\$302,492	\$290,147	\$287,710	\$328,323	\$335,968	\$343,280	\$0

Water Enterprise 6100 Adj

Expenses

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
Testing Water	\$10,466	\$8,880	\$9,255	\$9,310	\$14,000	\$14,000	
Town Counsel				\$4,500	\$5,000	\$5,000	
Services Engineering	\$20,000	\$10,374	\$30,112	\$15,694	\$30,000	\$30,000	
Police Details	\$7,168	\$3,543	\$3,839	\$5,119	\$9,000	\$9,000	
Training	\$540	\$1,680	\$4,510	\$470	\$3,000	\$3,000	
Inspections	\$0	\$0	\$0	\$0	\$4,000	\$4,000	
Equipment Hired	\$52,232	\$37,173	\$20,620	\$28,785	\$33,000	\$33,000	
Supplies & Expenses	\$106,623	\$107,763	\$133,281	\$111,717	\$90,622	\$90,622	
Propane Gas	\$6,292	\$4,675	\$4,134	\$5,632	\$7,331	\$7,331	
Water/Sewer			\$584	\$612	\$0		
Telephone	\$5,312	\$4,613	\$3,960	\$5,036	\$6,462	\$6,462	
Electricity	\$91,877	\$95,472	\$93,728	\$106,764	\$106,551	\$106,551	
Postage	\$3,706	\$1,867	\$2,367	\$1,948	\$4,450	\$4,450	
Clothing	\$2,656	\$2,111	\$2,589	\$2,986	\$3,075	\$3,075	
Advertising	\$494	\$1,817	\$1,455	\$557	\$2,000	\$2,000	
Membership	\$863	\$963	\$770	\$770	\$1,000	\$1,000	
Equipment	\$5,369	\$16,226	\$27,292	\$7,708	\$22,000	\$22,000	
Vehicle Supply/Repair	\$4,690	\$3,636	\$3,719	\$9,367	\$12,000	\$12,000	
Diesel Fuel	\$15,748	\$5,877	\$5,866	\$5,484	\$5,203	\$5,203	
Miscellaneous Expense	\$16,928	\$13,971	\$19,511	\$23,168	\$28,958	\$28,958	
Water LTD Principal	\$173,148	\$173,148	\$263,483	\$287,645	\$292,080	\$392,843	
Water STD Principal	\$47,800	\$47,033	\$8,500	\$50,000	\$0		
Water LTD Interest	\$69,859	\$63,570	\$85,690	\$91,581	\$83,902	\$186,132	
Water STD Interest	\$2,419	\$1,690	\$85	\$13,110	\$0	\$14,262	
Transfer to General	\$168,273	\$206,687	\$217,021	\$227,872	\$241,436	\$255,923	
Transfer to Capital	\$250,000				\$14,389		
		22.8%	5.0%	5.0%	6.0%	6.0%	
Total	\$1,062,462	\$812,770	\$942,371	\$1,015,834	\$1,019,460	\$1,236,811	\$0

Articles

Reserve Fund							
Unpaid Bills of PRI		\$3,106	\$780		\$5,566		
Water Management Act Consultant					\$24,344		
W/S Scada Software		\$11,273					

Water Enterprise 6100 Adj

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
DPW Backhoe	\$26,686						
Water System Valve Improvement					\$24,000		
Well Building Improvement		\$9,980					
Hydrant Flushing	\$17,000	\$3,000					
DPW Vehicles & Equipment			\$13,367				
Dean Street Water M			\$14,387				
Pump 3 Well Roof Repair				\$10,707	\$0		
Pump 4 Well Roof Repair				\$9,393	\$0		
WALNUT STREET BOOSTER STATION				\$0	\$10,000		
Total	\$43,686	\$27,359	\$28,534	\$20,100	\$63,911	\$0	\$0
TOTAL BUDGET	\$1,408,640	\$1,130,276	\$1,258,614	\$1,364,258	\$1,419,338	\$1,580,091	\$0

SEWER ENTERPRISE*Sewer Fund Revenue*

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
Penalties/Interest	\$9,595	\$11,676	\$9,488	\$12,780	\$9,500		
Service Fee (Revenue Ser)	\$862,793	\$1,100,931	\$1,075,820	\$1,083,633	\$1,085,000		
Liens Added	\$66,502	\$45,484	\$46,611	\$40,489	\$47,000		
Entrance Fees	\$36,000	\$73,500	\$140,400	\$81,180	\$0		
Sewer Drain Layer L	\$600	\$4,300	\$550	\$650	\$0		
Miscellaneous Revenue			\$1,000	\$0	\$36,090		
Bank Account Interest	\$441	\$634	\$1,326	\$1,388	\$1,000		
Other Revenue-Interest							
Sewer Betterments			\$263,641	\$234,235	\$200,000		
Sewer Surplus							
Transfer From Sp/Re	\$282,997	\$275,788					
Total	\$1,258,928	\$1,512,313	\$1,538,835	\$1,454,354	\$1,378,590	\$0	\$0

SEWER DIVISION*Personnel Services*

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
Salary Department Head		\$22,968	\$23,824	\$25,064	\$28,664	\$29,381	
Salaries Clerical	\$22,601	\$22,771	\$23,377	\$22,398	\$19,655	\$23,667	
Salaries Clerical Overtime	\$1,388	\$733	\$1,436	\$1,305	\$1,000	\$1,000	
Wages	\$174,266	\$140,791	\$137,118	\$158,982	\$173,042	\$164,148	
Wages Overtime	\$12,611	\$12,306	\$11,445	\$12,762	\$15,392	\$15,392	
Longevity	\$206	\$1,550	\$1,280	\$832	\$1,252	\$1,252	
Stipends	\$6,545	\$6,645	\$7,694	\$8,220	\$8,070	\$8,070	
Total	\$217,617	\$207,764	\$206,175	\$229,563	\$247,075	\$242,910	\$0

Expenses

Town Counsel				\$0	\$5,000	\$5,000	
Services Engineering	\$0	\$3,025	\$945	\$14,686	\$24,000	\$24,000	
Maintenance Contract	\$0	\$0	\$0	\$0	\$12,000	\$12,000	
Police Details	\$1,016	\$551	\$0	\$0	\$4,000	\$4,000	
Sewer Cleaning	\$490	\$0	\$0	\$0	\$10,175	\$10,175	
EQUIPMENT HIRED	\$3,592	\$0	\$0	\$3,000			
Supplies & Expenses	\$55,277	\$23,233	\$31,410	\$36,658	\$24,251	\$24,251	
Water/Sewer	\$0	\$0	\$584	\$612			

Sewer Enterprise 6000 Adj

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
Telephone	\$2,985	\$3,035	\$2,253	\$2,996	\$3,569	\$3,569	
Electricity	\$16,086	\$17,384	\$15,727	\$18,933	\$21,850	\$21,850	
Postage	\$121	\$1,867	\$1,873	\$1,948	\$2,000	\$2,000	
Clothing	\$2,193	\$1,920	\$2,120	\$2,349	\$3,075	\$3,075	
Equipment	\$0	\$0	\$0	\$6,999	\$3,741	\$3,741	
Equipment Repairs & Maintenance	\$5,954	\$27,193	\$9,002	\$1,608	\$13,620	\$13,620	
Diesel Fuel	\$0	\$0	\$4,028	\$0	\$2,000	\$2,000	
CRPCD O&M Costs	\$246,570	\$276,390	\$207,420	\$247,728	\$297,000	\$307,395	
CRPCD Assessment	\$104,090	\$190,480	\$250,560	\$228,279	\$251,620	\$260,427	
Sewer LTD Principal	\$235,000	\$235,000	\$230,000	\$244,000	\$195,000	\$253,290	
Sewer STD Principal	\$16,334	\$66,645	\$12,678	\$12,677	\$61,075	\$68,140	
Sewer LTD Interest	\$67,648	\$59,988	\$64,614	\$158	\$0	\$0	
Sewer STD Interest	\$163	\$4,229	\$190	\$67,465	\$0	\$0	
Miscellaneous Expenses	\$0	\$0	\$0	\$0			
Transfer to Capital	\$100,000	\$0	\$0	\$0	\$183,691		
Transfer to General Fund	\$150,065	\$157,568	\$165,447	\$173,719	\$197,539	\$209,391	
			5.0%	5.0%	13.7%	6.0%	
Total	\$1,007,584	\$1,068,509	\$998,851	\$1,063,816	\$1,315,207	\$1,227,924	\$0
Articles							
Phase I Sewer Sys I	\$65,603						
Drain/Manhole Repair	\$14,984						
W/S Scada Software	\$0	\$11,272					
I/I Union St/Curve	\$66,272						
Water St Sewer Pump	\$34,070						
DPW Backhoe	\$26,687						
Unpaid Bills		\$1,350					
Sewer Improvement / O&M PLA		\$21,853	\$440		\$3,928		
Remove I/I		\$3,585	\$96,999	\$24,562	\$7,854		
Sewer Phase IV-B I/I				\$4,941	\$127,709		
DPW Vehicles & Equipment			\$13,367				
Sewer Expansion Study BII			\$20,100				
Total	\$207,617	\$38,060	\$130,906	\$29,503	\$139,491	\$0	\$0
TOTAL BUDGET	\$1,432,818	\$1,314,332	\$1,335,932	\$1,322,882	\$1,701,773	\$1,470,833	\$0

Stormwater Enterprise 6300

STORMWATER ENTERPRISE

STORMWATER Fund Revenue

Penalties/Interest
 Service Fee (Revenue Ser)
 Liens Added

 Total

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
Penalties/Interest							
Service Fee (Revenue Ser)					\$600,000	\$600,000	
Liens Added						\$0	
Total					\$600,000	\$600,000	\$0

STORMWATER DIVISION

Personnel Services

Salary Department Head
 Salaries Clerical
 Salaries Clerical Overtime
 Wages
 Wages Overtime
 Longevity
 Stipends

 Total

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
Salary Department Head					\$21,498	\$22,035	
Salaries Clerical					\$7,317	\$7,317	
Salaries Clerical Overtime					\$0		
Wages					\$102,370	\$112,321	
Wages Overtime					\$0	\$25,000	
Longevity					\$864	\$1,000	
Stipends					\$0		
Total					\$132,049	\$167,673	\$0

Expenses

Town Counsel
 SERVICES ENGINEERING
 POLICE DETAILS
 TRAINING
 INSPECTIONS
 EQUIPMENT HIRED
 SUPPLIES & EXPENSES
 HEAT & FUEL

Town Counsel					\$0		
SERVICES ENGINEERING					\$74,000	\$74,000	
POLICE DETAILS					\$3,000	\$3,000	
TRAINING					\$4,000	\$4,000	
INSPECTIONS					\$23,000	\$23,000	
EQUIPMENT HIRED					\$24,080	\$24,080	
SUPPLIES & EXPENSES					\$500	\$4,500	
HEAT & FUEL					\$9,563	\$5,300	

	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 ACTUAL	FY2018 ACTUAL	FY2019 TM ADOPTED	FY2020 REQUESTS	FY2020 PROPOSED
POSTAGE					\$2,500	\$2,500	
UNIFORM/CLEANING					\$750	\$2,000	
PUBLIC ED & OUTREACH					\$12,000	\$12,000	
VEHICLE SUPPLY/REPAIR					\$25,000	\$25,000	
MISCELLANEOUS EXPENSE					\$4,298	\$4,298	
TRANSFER TO GENERAL FUND					\$129,272	\$137,028	
Total	\$0	\$0	\$0	\$0	\$311,963	\$320,706	\$0
Articles							
STORM WATER MANAGEMENT					\$155,989	\$111,621	
Total	\$0	\$0	\$0	\$0	\$155,989	\$111,621	\$0
TOTAL BUDGET	\$0	\$0	\$0	\$0	\$600,000	\$600,000	\$0

FISCAL YEAR 2020 BUDGET

DEPARTMENT: Millis Department of Public Works

PERSONNEL SUMMARY

NAME	POSITION-PAY ITEM	CURRENT TOTAL ANNUAL SALARY	HRS/ WEEK	GRADE	STEP	ANNIV DATE	ANNUAL SALARY # WKS/HRS @ SAL	BASE SALARY	OTHER PAY	LON-GEVITY	TOTAL SALARY
James F. McKay	Director of Public Works	\$122,418.40	40	TG17-6	6	2/27/2006		\$122,418.40	\$1,385.00	\$750.00	\$124,553.40
Deirdre Gilmore	Department Assistant III	\$56,284.00	40	TG-	10	4/25/2005	27.06x40x52	\$56,284.00		\$750.00	\$56,284.00
Marie Gallagher	Department Assistant I	\$11,289.28	12	TG-	1	3/19/2018				\$0.00	
David Rachmaciej	General Foreman		40	PW30-	5	1/18/2011				\$700.00	
Ronald McKenney	Water and Sewer Technician		40	PW22-6	6	7/17/2006				\$800.00	
Kevin Kandola	Town Mechanic/Storm		40	PW17-6	6	6/7/2004				\$800.00	
John Wanders	HEO/Laborer/Mechanic/Storm		40	PW13-	4	5/15/2012				\$700.00	
Steve Main	HEO/Laborer-Cem/Storm		40	PW07-6	6	11/19/1984				\$1,000.00	
Kyle Lopez	HEO/Laborer-T.S./Storm		40	PW07-	6	12/19/2018				\$0.00	
Michael Hillery	HEO/Laborer-Water & Sewer		40	PW25-	4	8/18/2014				\$0.00	
Eric Earl	HEO/Laborer-Water & Sewer		40	PW08-	3	9/4/2018				\$0.00	
Ryan Wagner	HEO/Laborer-Water & Sewer		40	PW09-	3	6/14/2016				\$0.00	
Mathew Donovan	HEO/Laborer-Water & Sewer		40	PW9-	2	5/9/2017				\$0.00	
Joseph Clinton	HEO/Laborer-Gen/Storm		40	PW8-	2	5/30/2017				\$0.00	
Mark Bussaglia	HEO/Laborer-Stormwater		40	PW08	1	3/12/2018				\$0.00	
Summer Help	Personal Plan		40		0					\$0.00	
Summer Help	Personal Plan		40		0					\$0.00	
SUBTOTAL/TOTAL								\$178,702.40	\$1,385.00	\$5,500.00	\$180,837.40

\$185,587.40

Capital Improvement Committee –Project Request Form

Department	Project Title	Year	Project Cost	Dept. Priority
Department of Public Works	6 - wheel dump truck	20	\$160,000.00	1

Requestor
 Project Manager

Submittal or Revision Date
 Town Meeting Funds
 Debt Exclusion Funds
 Grant Funds
 Other Funds
 Useful Life

Description

1 - 6 wheel dump truck with a 11 foot plow and 3 1/2 yard sander.

The dump truck will replace DPW unit #4 the dump truck is 26 years old and the underbody holding the dump body has completely rusted and can not be used. I have also given the option of a lease payment. This will be a 50 percent water and general expenses.

State/Federal Deadlines/Requirements
 Related documents
 Funding impact
 Comments

Capital Improvement Committee Ranking Original Request Yr.
 Comments
 Current status

Capital Improvement Committee –Project Request Form

Department	Project Title	Year	Project Cost	Dept. Priority
Department of Public Works	Flashing Stop and Crosswalk Signs	20	\$12,735.00	1

Requestor

Project Manager

Description

9 - Flashing red stop signs \$1,095.00 each

2 - Flashing crosswalk signs \$1,195.00 each

2 - Remote controller and receiver \$245.00 each

Submittal or Revision Date

Town Meeting Funds

Debt Exclusion Funds

Grant Funds

Other Funds

Useful Life

State/Federal Deadlines/Requirements

Related documents

Funding impact

Comments

Capital Improvement Committee

Ranking Original Request Yr.

Comments

Current status

DEPARTMENT: Stormwater Management

BUDGET NARRATIVE**Description of Department Function**

Describe the overall mission or purpose of the Department.

The Stormwater Management Department (or Stormwater Utility) was recently created to administer the stormwater management program of the Town. It is primarily funded by revenue collected through the Stormwater Utility fee, although it may use or require other revenue on occasion to accomplish unanticipated tasks. The stormwater management program, described in part through Articles I and II of the Town's Stormwater Management Regulations, is designed to promote the health and safety of the public, to protect property from flooding and the damage caused by stormwater runoff, and to protect and manage water quality by controlling the level of pollutants in stormwater runoff and the flow of water as conveyed by manmade and by natural stormwater management systems and facilities.

Programs and Sub-Programs

Consider and list the actual Programs and Sub-Programs Executed by the Department

The Town's Stormwater Management program consists of four major components:

- Capital Improvements & Planning
 - Major infrastructure projects (ex: culvert replacement projects; stormwater drain line installation, replacement, or lining)
- MS4 (Municipal Separate Storm Sewer System) Permit Compliance Activities
 - 6 minimum control measures:
 - Public Education and Outreach,
 - Public Engagement and Involvement,
 - Illicit Discharge Detection and Elimination,
 - Construction Runoff Management,
 - Stormwater Management in New/Re-Development, and
 - Municipal Good Housekeeping for Pollution Prevention (including catch basin cleaning and street sweeping)
- Operations and Maintenance Activities:
 - Minor infrastructure repairs (ex: replacement of catch basins, jetting of stormwater drain lines)

Accomplishments

Describe the major describable accomplishments or measurable activities in FY19 or CY18. Use statistics whenever possible.

- Completed the implementation of the Stormwater Utility including educating the public, finalizing the rate structure, mailing bills in November 2018, addressing appeal requests. The Department also held two meetings to develop a Credit Policy and a corresponding Credit Manual was developed. This will be mailed to residents in 2019 and posted to the DPW Stormwater Management webpage.
- Culverts throughout Town (Farm Street, Richardson Pond, Main Street, Larch Road, Pleasant Street and Causeway Street) were inspected and maintained for beavers.

- Street sweeping was completed on 100% of town-owned streets, in compliance with the requirements of the MS4 Permit.
- 1000+ town-owned catch basins and all stormceptors were cleaned, in compliance with the requirements of the MS4 Permit.
- Submission of a MS4 Annual Report to MassDEP and EPA.
- Development and Submission of a MS4 Permit Notice of Intent to EPA.
- Development of an Illicit Discharge Detection and Elimination Manual

FY20 Departmental Goals

Describe the initiatives and accomplishments planned for FY20

Capital Improvement Projects & Planning: The Department is participating in the Town-wide effort to plan for Capital Improvement Projects. The highest priority capital project related to stormwater includes drainage improvement work at Village and Birch Street to redirect flow away from an inadequately sized leaching catch basin to an existing outlet structure.

As it relates to stormwater, there are several culvert repair/replacement capital improvement projects that the Town is planning within the next two fiscal years, as the infrastructure is at high risk of failure. These capital improvement projects are anticipated to be funded under the stormwater utility. The Town is eligible for funding under the FEMA Hazard Mitigation Grant Program and could apply for funding from the Division of Ecological Restoration (DER) under the Culvert Replacement Municipal Assistance Grant Program, which funds culvert replacements in locations of high ecological value. The culvert on Causeway Street is in the top 5% of stream crossings in need of replacement, as identified in the Climate Action Tool. Additional projects to reduce pollutant loading in the Charles River will be required under the MS4 Permit.

The Department is beginning work on an asset management plan to identify, prioritize, and track stormwater infrastructure throughout the town. Upon completion of the project, the department will have improved its asset inventory, developed an asset prioritization framework, compiled an integrated capital improvements plan, and implemented a new asset management software. This work is partially funded by a grant provided by the Massachusetts Clean Water Trust. This project will begin in FY19 and will continue in FY2020.

MS4 Permit Compliance: The Department of Public Works continues to implement requirements of the Final MS4 Permit. There are several near-term permit deadlines that the Town has prioritized for the upcoming fiscal year including the development of a Stormwater Good Housekeeping / Operations & Maintenance Manual for Town-Owned Properties, development of a Stormwater Pollution Prevention Plan (SWPPP) for the Transfer Station and DPW Garage, outfall sampling and testing expenses, and training-related expenses. Additional effort will be needed to implement requirements documented in the NOI and the Stormwater Management Plan, including public education and outreach. The Department of Public Works will continue good housekeeping activities required by the MS4 Permit, including catch basin cleaning and street sweeping, and is considering additional activities to collect condition data of stormwater assets.

Operations and Maintenance: The Department will be training staff on drainage infrastructure inspection procedures as these are developed and documented in the Stormwater Management Plan. Additional operations and maintenance activities will take place on an on-going basis.

Utility Implementation: The second year of Stormwater Utility bills will be sent to property owners in fall 2019. The Town will begin issuing Stormwater Utility Credits for eligible activities in this second year of billing.

Spending Highlights for FY20

Explain any significant budget changes from FY19

The Town's stormwater management program funding needs changed due to new stormwater regulations that increase compliance requirements, initiatives to plan for effective long-term management of assets, due to the implementation of a stormwater utility.

The Final MS4 Permit has more prescriptive requirements than previous versions and the costs to comply with the permit are expected to increase. Stormwater management regulations will require the Town to reduce pollution from its drainage system, invest in its aging drainage infrastructure, and report on compliance activities each year. The following program challenges are anticipated:

- Major increases in requirements related to data collection, management, & reporting
- Increased operation & maintenance requirements
- Increase in stormwater planning and assessment activities
- Compliance with TMDLs will be costly
- Major capital projects for stormwater improvements are required
- Significant increases in administrative costs

Additionally, the Town's Asset Management Plan will provide a more wholistic understanding of the Town's infrastructure assets, and where possible, infrastructure attribute information and condition data will be used to estimate near and long-term capital improvement needs. Data collection effort will begin in FY19 and continue for multiple years. While the first year of this project are funded with support from the Clean Water Trust Grant, additional costs are anticipated in future years (for field data collection hardware and software licenses, for example). This process will provide recommendations to implement a more robust list of Capital Improvement Projects for stormwater. Where possible, stormwater infrastructure improvements will be timed with other major projects for water, stormwater, pavement, and other utilities. This will be achieved by integrating the Town's Pavement Management Plan with the Asset Management Plan for water, sewer, and stormwater assets.

To prepare for increased costs of stormwater management under this new Permit and to fund capital improvements and preventative maintenance, the Town began collecting revenue through the Stormwater Utility in fall 2018. The billing rate for FY2020 will be the same as FY2019 (at \$2.75 / billing unit) and revenue for FY20 is expected to similar to FY19 after accounting for changes due to increased development and implementation of the credit policy.

Non-tax Funding

List any expected non-tax revenues that will be used to fund department activities, including an estimate to be received.

The Stormwater Department activities are intended to be funded through an enterprise fund created through implementation of a Stormwater Utility. It is the Department's intention to fund future work through the Utility, or through outside funding sources (such as Grants) to the extent possible, rather than funding projects through the general fund.

TOWN OF MILLIS



DEPARTMENT OF PUBLIC WORKS

Veterans Memorial Building
900 Main Street
Millis, Massachusetts 02054

- The MS4 General Permit was *intentionally* written by US EPA to require **more** from Millis (and every other community). Operations and maintenance obligations have been standardized to achieve outcomes that were never before required of publicly operated drainage systems – specifically, results tied to water quality impacts rather than flooding response. These obligations entail more labor intensive practices, such as street cleaning and catch basin cleanouts, as well as more detailed performance analysis, recordkeeping and reporting. These activities represent new expenses to the community that the revenue from the Utility can now cover. Not undertaking those obligations could subject the Town to significant financial penalties and/or Consent Order-driven actions and schedules that are undesirable, and more costly than your management plan currently in place.
- Planning and implementing the Utility itself provided dividends to the Town. For the first time, the Town undertook a significant audit of stormwater management-related municipal functions. Through this audit and inventory of your system, the Town now better understands what you have spent in the past on these valuable infrastructure assets. More importantly, you have a better understanding of what you should spend to keep your system operating efficiently, as it was designed to do, and further improve the system to meet future needs.
- ***The cost to successfully manage your system to meet regulatory compliance obligations and desired operating levels of service will not change based on the funding source.*** The Stormwater Utility does provide a stable dedicated revenue stream, however, that allows you to plan for the most cost-effective way to increase the lifespan of assets, phase projects to achieve public health and safety goals, and accommodate regulatory demands.

We truly believe that the residents of Millis will benefit from the work that went into creating the Utility, and the results that will be made possible through implementation of the Utility. Let me know if you have any questions on the comments provided.