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TOWN OF MILLIS
FISCAL YEAR 2015 BUDGET REQUESTS
FORM 3

PAGE 1

WATER FUND	FY 2012 ACTUAL EXPENDITURES	FY 2013 ACTUAL EXPENDITURES	FY 2014 REVISED ***BUDGET***	FY 2015 DEPARTMENT REQUEST

WATER FUND SALARIES				

SALARIES				

6100051 510300 SALARIES CLERICAL	27,007.44	27,223.56	26,828.00	<u>28,264.60</u> + 1,436.60 ✓
6100051 510350 SALARIES CLERICAL OVERTIME	301.54	81.37	3,000.00	<u>3,000.00</u> ✓
6100051 510500 WAGES	193,483.07	198,754.85	197,843.98	<u>207,357.02</u> + 9,513.04
6100051 510510 WAGES PART TIME	.00	.00	.00	
6100051 510520 DPW LICENSE FEE	1,258.36	1,253.98	1,229.67	<u>1,278.94</u> + 49.27 ✓
6100051 510550 WAGES OVERTIME	22,842.50	19,067.51	24,960.00	<u>24,960.00</u> ✓
6100051 510600 LONGEVITY	2,117.49	2,321.34	2,243.60	<u>2,226.50</u> - 17.10
6100051 510700 STIPENDS	.00	5,570.00	5,470.00	<u>6,770.00</u> + 1,300.00
TOTAL WATER FUND SALARIES	247,010.40	254,272.61	261,575.25	<u>273,857.06</u> + 12,281.81

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WATER FUND	FY 2012 ACTUAL EXPENDITURES	FY 2013 ACTUAL EXPENDITURES	FY 2014 REVISED ***BUDGET***	FY 2015 DEPARTMENT REQUEST

WATER FUND EXPENSES				

EXPENSES				

6100052 520120 TESTING WATER	5,500.00	12,379.08	18,000.00 ✓	18,000.00 ✓
6100052 520180 SERVICES ENGINEERING	15,342.46	4,103.87	20,000.00 ✓	20,000.00 ✓
6100052 520510 POLICE DETAILS	3,951.46	689.96	9,000.00 ✓	9,000.00 ✓
6100052 520700 TRAINING	1,427.52	100.00	2,500.00 ✓	2,500.00 ✓
6100052 520840 INSPECTIONS	.00	.00	4,000.00 ✓	4,000.00 ✓
6100052 520900 EQUIPMENT HIRED	46,462.33	21,697.52	25,000.00 ✓	25,000.00 ✓
6100052 540400 SUPPLIES & EXPENSES	51,308.70	57,227.80	86,021.74 ✓	86,021.74 ✓
6100052 540410 HEAT & FUEL	.00	.00	.00	-
6100052 540412 PROPANE GAS	8,867.30	10,057.50	7,330.60 ✓	7,330.60 ✓
6100052 540430 TELEPHONE	7,346.06	4,350.96	6,462.00 ✓	6,462.00 ✓
6100052 540440 ELECTRICITY	101,656.16	91,013.49	86,213.00	92,653.00 +6% 96,440.00 ✓
6100052 540450 POSTAGE	3,406.16	4,210.04	3,450.00	4,450.00 +1,000.00 ✓
6100052 540480 CLOTHING	2,432.46	2,232.89	2,825.00 ✓	2,825.00 ✓
6100052 540500 ADVERTISING	840.58	200.00	2,000.00 ✓	2,000.00 ✓
6100052 540710 MEETINGS	.00	.00	.00	-
6100052 540720 MEMBERSHIP	728.00	688.00	650.00	750.00 +100.00 ✓
6100052 540800 EQUIPMENT	6,270.39	3,850.62	22,000.00	22,000.00 ✓
6100052 540860 VEHICLE SUPPLY/REPAIR	8,546.53	8,621.75	15,000.00	12,000.00 -3,000.00 ✓
6100052 540875 DIESEL FUEL	5,651.53	4,173.02	2,203.00	5,203.00 +3,000.00 ✓
6100052 540880 NATURAL GAS/OIL	.00	.00	.00	-

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WATER FUND	FY 2012 ACTUAL EXPENDITURES	FY 2013 ACTUAL EXPENDITURES	FY 2014 REVISED ***BUDGET***	FY 2015 DEPARTMENT REQUEST
6100052 540900 ADMINISTRATIVE EXPENSE	.00	.00	.00	
6100052 540990 MISC EXPENSE (CHEMICALS)	15,434.76	16,145.47	28,957.66	<u>28,957.66</u>
6100052 571030 WATER LTD PRINCIPAL	200,282.00	184,215.00	200,825.00	<u>173,148.00 ✓ - 27,677.00 ✓</u>
6100052 571120 WATER STD PRINCIPAL	9,000.00	12,000.00	20,000.00	<u>47,800.00 ✓ + 27,800.00 ✓</u>
6100052 575030 WATER LTD INTEREST	63,831.61	56,551.66	75,515.31	<u>69,859.00 ✓ - 5,656.30 ✓</u>
6100052 575120 WATER STD INTEREST	1,350.00	1,759.79	1,115.83	<u>3,546.00 ✓ + 2,430.17</u>
TOTAL WATER FUND EXPENSES	559,636.01	496,268.42	639,069.14	<u>8643,506.29</u>
TOTAL WATER FUND	806,646.41	750,541.03	900,644.39	<u>917,363.35 + 16,718.96</u>

Salary \$273,857.06

Water FY15 - Revised

Employee	Water Clerical Wages	Water Wages	Water Longevity	Water License Fees	Water Stipends	Water Clerical O/T	Water Overtime
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Gilmore, Deirdre	\$23,205.00		\$150.00				
Smith, Kathy	\$5,059.60		\$50.00				
McKay, James		\$38,218.91	\$105.00	\$1,278.94			
Farricy, Francis		\$25,240.80	\$475.00				
Kandola, Kevin		\$18,120.96	\$247.50				
McColl, Kenneth		\$27,456.00	\$475.00				
McKenney, Ron		\$28,402.40	\$325.00				
Main, Stephen							
Percaccante, Michael		\$23,211.55	\$399.00				
David Rachmaciej		\$24,694.80					
Souza, Frederick							
Wanders, Jonathan							
HCO/Laborer Wtr I		\$22,011.60					
Standby Stipend					\$6,770.00		
Overtime - Includes Standby						\$3,000.00	\$24,960.00

\$28,264.60	\$207,357.02	\$2,226.50	\$1,278.94	\$6,770.00	\$3,000.00	\$24,960.00
6100051-510300	510500	510600	510520	510700	510350	510500

6100051-510300	Clerical	\$28,264.60
6100051-510500	Wages	\$207,357.02
6100051-510600	Longevity	\$2,226.50
6100051-510520	License Fee	\$1,278.94
6100051-510700	Stipends	\$6,770.00
6100051-510350	Clerical/OT	\$3,000.00
6100051-510550	Overtime	\$24,960.00
Total		\$273,857.06
		Water

**6100051 Water Department
Budget #33**

TOWN OF MILLIS FISCAL YEAR 2015 BUDGET			FORM #1 DEPARTMENT SUMMARY		
DEPARTMENT: DPW WATER					
	FY12 ACTUAL	FY13 BUDGET	FY14 REQUEST	FY15 REQUEST	TA RECMD
SALARIES	\$247,010.40	\$261,797.42	\$261,575.25	\$273,857.06	
EXPENSES	\$559,636.01	\$595,066.59	\$660,567.16	\$643,506.29	
TOTALS	\$806,646.41	\$856,864.01	\$922,142.41	\$917,363.35	
<p>BUDGET COMMENTS:</p> <p>510300 - Increase clerical water wages - \$1,436.60 2%</p> <p>510500 - Increase water wages - \$9,513.04 2% - step</p> <p>510700 - Increase Stipends - \$1,300.00</p> <p>510600 - Decrease longevity - \$17.10</p> <p>571030 - Decrease water LTD principal - \$27,677.00.</p> <p>575030 - Decrease water LTD interest - \$5,656.30.</p> <p>571120 - Increase water STD principal - \$27,677.00</p> <p>575120 - Increase water STD interest - \$2,430.17</p>					

TOWN OF MILLIS FISCAL YEAR 2015 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL
DEPARTMENT: WATER		BUDGET # 6100051 / 6100052
CODE	DESCRIPTION	BUDGET REQUEST
6100051	WATER FUND SALARIES	
510300	Clerical - One half of full time position at 17.5 hours and one half of par time 5.5 hours. (wage increase \$1,436.60 2%)	\$28,264.60
510350	Clerical OT - Provides a minimal amount of staffing for emergencies.	\$3,000.00
510500	Wages - 1-1/2 full time position foreman, 2-1/2 full time HEO/Laborer, 14/40 HEO /Laborer, 32/40 HEO/Laborer. 1/3 Town Mechanic, 1/3 Assistant Director. (increase \$9,513.04 2% wage increase)	\$207,357.02
510520	License Fee - This line pays for contractual license fee to Asst. Director (increase \$49.27).	\$1,278.94
510550	Wages OT - Provides for standby coverage and for emergencies.	\$24,960.00
510600	Longevity - Contractual (decrease \$17.10).	\$2,226.50
510700	Stipend - Beeper fee for on call person (increase \$1,300.00).	\$6,770.00
	TOTAL	\$273,857.06
6100052	WATER FUND EXPENSES	
520120	Water Testing - Mandated sampling of the potable water system.	\$18,000.00
520180	Engineering - Funds for incidental or unscheduled projects.	\$20,000.00
520510	Police Details - Protection for workers with the right of way.	\$9,000.00
520700	Training - Covers the cost of maintaining licenses and other protective training.	\$2,500.00
520840	Inspectional Services - Funds contractor inspections and services necessary for the operation of the wells, generators and booster station.	\$4,000.00
520900	Hired Equipment - Outside contract labor and equipment used for system repairs and improvements.	\$25,000.00
540400	Expenses - Various pipe, fittings, meter & parts, charts, etc. are charged here. Increasing amounts of equipment increases the demand for parts, therefore this line is increased to meet the necessary spending trend.	\$86,021.74
540412	Propane - Fuels the generators at the wells and heats the well buildings.	\$7,330.60
540430	Telephone - This covers the costs associated with the telemetry system used to operate the water system for 1 active DPW line and for communication equipment.	\$6,462.00

TOWN OF MILLIS FISCAL YEAR 2015 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL	
DEPARTMENT: WATER		BUDGET # 6100051 / 6100052	
CODE	DESCRIPTION	BUDGET REQUEST	
6100052 cont'd	WATER FUND EXPENSES		
540440	Electricity - To pump the water, heat water buildings etc (increase \$6,440.00 6%).	\$92,653.00	
540450	Postage - Pays for half the W&S billing costs, other misc. mailings and the CCR (increase \$1,000.00)	\$4,450.00	
540480	Clothing - covers the cost for employee uniforms and chemical resistant protective gear.	\$2,825.00	
540500	Advertising - Pays for occasional notices for hydrant flushing, customer notices, annual ccr report job and notices, etc.	\$2,000.00	
540720	Membership - trade association membership fees (increase \$100.00).	\$750.00	
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 (decrease \$3,00.00).	\$12,000.00	
540875	Diesel - Fuel for division vehicles and equipment (increase \$3,000.00).	\$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	
571030	Water LTD Principal- Capital improvements (decrease \$27,677.00).	\$173,148.00	
575030	Water LTD Interest- Interest on capital improvements (decrease \$5,656.30).	\$69,859.00	
571120	Water STD Principal - Short term improvements (increase \$47,800.00).	\$47,800.00	
575120	Water STD Interest - Interest short term loans (increase \$2,430.17).	\$3,546.00	
TOTAL		\$643,506.29	
TOTAL # 6100051 AND #6100052		\$917,363.35	

FORM 7

TOWN OF MILLIS FISCAL YEAR 2015 BUDGET FALL TOWN MEETING		FORM #7 CAPITAL BUDGET AND MISCELLANEOUS REQUESTS
DEPARTMENT:	Millis Department of Public Works	
DIVISION:	Water	
REQUEST PRIORITY #:	1	
PROJECT TITLE:		
LOCATION:		
JUSTIFICATION FOR PROJECT (please attach copies of reports, master plans, or supporting documentation).		
<p>The Millis Water Department has requested from Woodard & Curran to design a unidirectional flushing program, which will assist crews in the proper manner to clean the town's water distribution system. (see attached estimate)</p>		
PROJECTED START DATE:		
ESTIMATED USEFUL LIFE:		
COST:		
<input checked="" type="checkbox"/>	A. DESIGN	\$20,000.00 summer of FY15
	B. LAND ACQUISITION	
	C. CONSTRUCTION	
	D. INSPECTION	
	E. EQUIPMENT	
	TOTAL	\$20,000.00
ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT?		
NO		
IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT?		
NO		
EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS		
NO		
WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST?		
NO		

**COMMITMENT & INTEGRITY
DRIVE RESULTS**

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February 4, 2014

Mr. James McKay
Assistant Director
Department of Public Works
Town Hall
900 Main Street
Millis, MA 02054

Re: Unidirectional Flushing Program

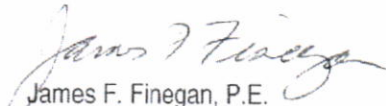
Dear Mr. McKay:

As requested, we are providing a budget estimate to prepare a unidirectional flushing program for the Millis water distribution system. The project would include a notebook bound program for the annual cleaning of the town's water distribution system. The flushing program would utilize pipe, valve and hydrant numbers created in the water system model to prepare individual tasks for subareas within the distribution system. The delivery would be three printed copies and one electronic copy of the Flushing Program notebook.

We recommend that the Town budget \$20,000 to prepare a Unidirectional Flushing Program for the water distribution system. Please let us know if you have any questions or comments.

Sincerely,

WOODARD & CURRAN INC.


James F. Finegan, P.E.
Senior Project Manager