

**REQUEST TO BE MADE AND TRANSFER VOTED BEFORE ANY
EXPENDITURE IN EXCESS OF THE APPROPRIATION IS INCURRED**

DATE: 11/18/2020

TO THE MILLIS FINANCE COMMITTEE:

REQUEST IS HEREBY MADE FOR THE FOLLOWING TRANSFER FROM THE RESERVE FUND (0113252-579000) IN ACCORDANCE WITH CHAPTER 40, SECTION 6 OF THE MASSACHUSETTS GENERAL LAWS:

1. AMOUNT REQUESTED: \$ 14,000.00
2. TO BE TRANSFERRED TO:
01422520-538190 DPW Gen-Tree Care
ACCOUNT NUMBER NAME OF APPROPRIATION
3. THE AMOUNT REQUESTED WILL BE USED FOR (GIVE SPECIFIC PURPOSE): STUMPY INVOICES for work
at OAK GROVE FARM
(PLEASE ATTACH ADDITIONAL PAGES WITH SUPPORTING DOCUMENTATION IF NECESSARY)
4. THIS EXPENDITURE IS EXTRAORDINARY AND/OR UNFORESEEN FOR THE FOLLOWING REASONS: TREE WORKS at OAK GROVE FARM
Storm Cleanup
(PLEASE ATTACH ADDITIONAL PAGES WITH SUPPORTING DOCUMENTATION IF NECESSARY)

for duty 11/18/2020
DEPARTMENT HEAD/CHAIRPERSON DATE

THE FOLLOWING TO BE COMPLETED BY THE TOWN ACCOUNTANT

PRESENT BALANCE IN SAID LINE ITEM: \$ 13,250.00

TOTAL BALANCE IN BUDGET: \$ 247,889.75

Rosa Mearns 11/18/2020
TOWN ACCOUNTANT DATE

RECOMMENDATION OF THE TOWN ADMINISTRATOR

☒ RECOMMENDED ☐ NOT RECOMMENDED

COMMENTS: Emergency Tree Work to Protect Public Safety.

Michael J. [Signature] 11-19-20
TOWN ADMINISTRATOR DATE

FINANCE COMMITTEE ACTION

DATE OF MEETING _____ NUMBER PRESENT _____

AMOUNT APPROVED \$ _____

Lisa Morin

From: Carol Johnston
Sent: Wednesday, November 18, 2020 10:06 AM
To: Lisa Morin
Subject: FinCom Meeting-Reserve Fund Transfer

From: Mike Guzinski <mguzinski@millisma.gov>
Sent: Wednesday, November 18, 2020 9:47 AM
To: Jim McKay <jmckay@millisma.gov>
Cc: Carol Johnston <cjohnston@millisma.gov>; Karen Bouret <kbouret@millisma.gov>
Subject: FinCom Meeting-Reserve Fund Transfer

Hi Jim,

Could you please work with Carol in putting together and submitting a Reserve Fund Transfer Request to the Finance Committee for \$14,000 (to DPW expenses) to pay Stumpy's for the tree work at Oak Grove Farm? The Finance Committee has graciously agreed to meet at 6:30pm on Monday for the sole purpose of approving this transfer.

Thanks.
Mike

Sent from Mike Guzinski's iPhone

Begin forwarded message:

From: Jodie Garzon <jgarzon@millisma.gov>
Date: November 17, 2020 at 7:31:09 PM EST
To: Deirdre Gilmore <dgilmore@millisma.gov>
Cc: Peter Berube <pberube@technimetals.com>, Doug Riley <driley@millisma.gov>, joyceboiardi@gmail.com, Jim Borgman <jim.borgman@comcast.net>, Shawn Power <spower@millisma.gov>, Katie Tieu <kathleen.tieu@gmail.com>, Cathy MacInnes <cathy02054@gmail.com>, Craig Schultze <Craig.Schultze@outlook.com>, Mike Guzinski <mguzinski@millisma.gov>
Subject: Re: November 23, 2020 Meeting Availability

Thanks to those who've responded they can make it. It looks like we'll have a quorum. Deirdre, can you set it up for us to get the meeting posted?

Thanks,
Jodie

Sent from my iPhone

On Nov 17, 2020, at 8:43 AM, Deirdre Gilmore <dgilmore@millisma.gov> wrote:

Good morning,

Please let me know if you are available to attend a brief meeting on Monday, November 23, 2020 at 6:30 PM. The meeting is necessary to consider a Reserve Fund Transfer Request, approved by the Select Board, in the amount of \$14,000.00 for tree work at Oak Grove Farm.

Thank you,
Deirdre

<Oak Grove Farm Tree Quotes - November 2020.pdf>

11/18/2020 10:45
12221mor

TOWN OF MILLIS |LIVE|
YEAR-TO-DATE BUDGET REPORT

FY 2021

P 1
glytdbud

FOR 2021 13

ACCOUNTS FOR:	ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
0001 GENERAL FUND	APPROP	BUDGET				BUDGET	USED

01422520 DPW EXPENSE							

01422520 521010 ELECTRICITY	12,905	12,905	2,554.00	.00	.00	10,351.00	19.8%
01422520 521020 HEAT & FUEL	10,000	10,000	.00	.00	.00	10,000.00	.0%
01422520 521030 NATURAL GAS/OIL	0	0	65.62	.00	.00	-65.62	100.0%*
01422520 523010 WATER/SEWER	0	0	166.98	.00	.00	-166.98	100.0%*
01422520 523020 FIELDS - WATER	20,000	20,000	7,998.40	.00	.00	12,001.60	40.0%
01422520 524030 OFFICE CLEANING	5,000	5,000	1,075.00	.00	.00	3,925.00	21.5%
01422520 524060 LAND FILL MONITORI	15,000	15,000	3,283.20	.00	.00	11,716.80	21.9%
01422520 524080 STORMWATER	37,422	37,422	32,866.68	.00	.00	4,555.32	87.8%
01422520 530020 SERVICES ENGINEERI	5,000	5,000	2,086.29	.00	.00	2,913.71	41.7%
01422520 530080 POLICE DETAILS	19,000	19,000	13,186.47	.00	.00	5,813.53	69.4%
01422520 534020 TELEPHONE	3,716	3,716	335.16	.00	.00	3,380.84	9.0%
01422520 538060 PHYSICAL EXAMS	500	500	339.00	.00	.00	161.00	67.8%
01422520 538160 EQUIPMENT HIRED	6,000	6,000	640.00	.00	.00	5,360.00	10.7%
01422520 538190 TREE CARE	15,000	15,000	1,750.00	.00	.00	13,250.00	11.7%
01422520 538200 TRAFFIC LINES	20,000	20,000	18,189.91	.00	.00	1,810.09	90.9%
01422520 538210 ADVERTISING	1,000	1,000	.00	.00	.00	1,000.00	.0%
01422520 538220 CLOTHING	4,757	4,757	1,007.40	.00	.00	3,749.60	21.2%
01422520 541010 VEHICLE SUPPLY/REP	20,000	20,000	6,424.23	.00	.00	13,575.77	32.1%
01422520 541020 GASOLINE/OIL	35,100	35,100	6,432.74	.00	.00	28,667.26	18.3%
01422520 542010 POSTAGE	250	250	.00	.00	.00	250.00	.0%
01422520 542040 EQUIPMENT REPAIRS	25,000	25,000	10,836.51	.00	.00	14,163.49	43.3%
01422520 546010 FIELDS - APPLICATI	7,000	7,000	1,505.00	.00	.00	5,495.00	21.5%
01422520 546020 FIELDS - IRRIGATIO	1,000	1,000	170.00	.00	.00	830.00	17.0%
01422520 546030 FIELDS - LIGHTING	2,311	2,311	.00	.00	.00	2,310.50	.0%
01422520 553020 SUPPLIES ROAD MAIN	15,000	15,000	7,380.45	.00	.00	7,619.55	49.2%
01422520 553030 ASPHALT PRODUCTS	35,000	35,000	2,360.48	.00	.00	32,639.52	6.7%
01422520 553040 GRAVEL SAND	4,000	4,000	1,596.73	.00	.00	2,403.27	39.9%
01422520 553050 STREET SIGNS	8,000	8,000	1,659.95	.00	.00	6,340.05	20.7%
01422520 553060 SUPPLIES SHOP	13,000	13,000	7,034.31	.00	.00	5,965.69	54.1%
01422520 558000 SUPPLIES & EXPENSE	20,132	20,132	4,394.89	.00	.00	15,736.61	21.8%
01422520 558080 CEMETERY EXPENSES	19,500	19,500	503.68	.00	.00	18,996.32	2.6%
01422520 571010 MEAL ALLOWANCE	3,000	3,000	.00	.00	.00	3,000.00	.0%
01422520 578000 FIELDS - MISC EXPE	750	750	609.17	.00	.00	140.83	81.2%
TOTAL DPW EXPENSE	384,342	384,342	136,452.25	.00	.00	247,889.75	35.5%
TOTAL GENERAL FUND	384,342	384,342	136,452.25	.00	.00	247,889.75	35.5%
TOTAL EXPENSES	384,342	384,342	136,452.25	.00	.00	247,889.75	

TOWN OF MILLIS
CHAPTER 30B COMPLIANCE FORM

- 1 GIVE A DESCRIPTION OF ITEM BID OR QUOTED: Tree Bids for Oak Grove
-
- 2 WAS THE ITEM PURCHASED FROM STATE OR OTHER BID LIST? (IF YES, ATTACH CONTRACT AWARD)
 YES _____ NO X
- 3 GIVE CONTRACT AWARD # AND BID LIST NAME: _____
- 4 IS THE PRODUCT EXEMPT FROM CHAPTER 30B? YES _____ NO _____
- 5 IS THE PRODUCT A SOLE SOURCE PURCHASE? YES X NO _____
- 6 LIST QUOTES/BIDS BELOW:

QUOTE/BID #1

COMPANY NAME: Stumpy's Tree Service

ADDRESS: 190 Front Street, Suite 201 Ashland MA, 01721

TELEPHONE # 508-881-8784

AMOUNT QUOTED: \$ 12,800.00 Alt#1 \$1,200.00 Total \$14,000.00 DATE: 11/16/2020

DATE OF REQUOTE (IF NECESSARY) 11/16/2020

MEETS PURCHASE DESCRIPTION: YES X NO _____

QUOTE/BID #2

COMPANY NAME: LDI

ADDRESS: P.O Box 275 Dover, MA 02030

TELEPHONE # 508-785-0552

AMOUNT QUOTED: \$ 14,400.00 Alt#1 \$2,400.00 Total \$16,800.00 DATE: 11/16/2020

DATE OF REQUOTE (IF NECESSARY) _____

MEETS PURCHASE DESCRIPTION: YES _____ NO X

QUOTE/BID #3

COMPANY NAME: Hoffman Tree Service

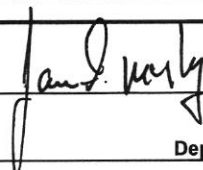
ADDRESS: P.O. Box 672 Medway, MA 02053

TELEPHONE # 508-922-7783

AMOUNT QUOTED: \$ 19,000.00 Alt#1 no bid Total \$19,000.00 DATE: 11/15/2020

DATE OF REQUOTE (IF NECESSARY) _____

MEETS PURCHASE DESCRIPTION: YES _____ NO X

COMPLETED BY:	 _____ <small>SIGNATURE</small>	DATE <u>11/16/2020</u>
DEPARTMENT:	Department of Public Works	
APPROVED BY:	Michael Guzinski <small>CHIEF PROCUREMENT OFFICER</small>	DATE _____



TOWN OF MILLIS

TO: Whom It May Concern

FROM: Michael Guzinski, Town Administrator

DATE: November 9, 2020

RE: Solicitation of Quotes for Tree Work at Oak Grove Farm

Greetings,

The Town of Millis, MA is soliciting quotes for tree work at Oak Grove Farm located at 400 Exchange Street, Millis, MA.

Proof of insurance required prior to the execution of a contract.

Those interested in submitting a quote should do so either by mail to the following:

Select Board Office
c/o Michael Guzinski
Room 220
900 Main Street
Millis MA, 02054

Or through email to : mguzinski@millisma.gov

To be received by Monday, November 16th at 1:00pm

The scope of work follows on next page.

Please contact me by email should you have any questions.

Thank you.

Stumpy's

Scope of Work

Quotes should not include removal of grindings, addition of fill, or seeding.

Area immediately surrounding Oak Grove Farm House

1. Remove tagged trees, chip all brush, remove large wood, safety prune branches and Maple Tree off of the back of the house.

Price \$ 3,800

2. Stump Grinding of stumps on front and side of Oak Grove Farm House.

Price \$ 600

Oak Grove Upper Athletic Field

1. Chip and remove fallen branches on the left side of Oak Grove Farm House Driveway, near the playground area, and parking lot brush and trees down near covered boat. Dig and remove blown over stumps.

Price \$ 3,000

2. Remove tagged trees next to playground, grind stumps.

Price \$ 600

Oak Grove Lower Athletic Softball Field Area

1. Remove fallen or blown over trees around backstop and field area, prune broken limbs on back stop area trees as needed.

Price \$ 1,200

2. Dig stumps and dispose off-site.

Price \$ 600

3. Woods island area between playground and softball back stop area, remove fallen trees and limbs, broken tops, chip brush, large wood removal, stumps to remain.

Price \$ 1,600

4. Delimb large Mulberry Tree located in the Woods island listed above.

Price \$ 1,400

Total Price \$ 12,800

Possible additional work – Addendum 1

Causeway Woods Roads and Paths

Chip downed brush along pathways, cut and remove damaged trees, stumps to remain.

Price \$ 1,200

Shupj's

LDI

Scope of Work

Quotes should not include removal of grindings, addition of fill, or seeding.

Area immediately surrounding Oak Grove Farm House

1. Remove tagged trees, chip all brush, remove large wood, safety prune branches and Maple Tree off of the back of the house.

Price \$ 3200.⁰⁰

2. Stump Grinding of stumps on front and side of Oak Grove Farm House.

Price \$ 800.⁰⁰

Oak Grove Upper Athletic Field

1. Chip and remove fallen branches on the left side of Oak Grove Farm House Driveway, near the playground area, and parking lot brush and trees down near covered boat. Dig and remove blown over stumps.

Price \$ 2900.⁰⁰

2. Remove tagged trees next to playground, grind stumps.

Price \$ 2100.⁰⁰

Oak Grove Lower Athletic Softball Field Area

1. Remove fallen or blown over trees around backstop and field area, prune broken limbs on back stop area trees as needed.

Price \$ 1,900.⁰⁰

2. Dig stumps and dispose off-site.

Price \$ 600.⁰⁰

3. Woods island area between playground and softball back stop area, remove fallen trees and limbs, broken tops, chip brush, large wood removal, stumps to remain.

Price \$ 2,500.⁰⁰

4. Delimb large Mulberry Tree located in the Woods island listed above.

Price \$ 400.⁰⁰

Total Price \$ 14,400.⁰⁰

Possible additional work – Addendum 1

Causeway Woods Roads and Paths

Chip downed brush along pathways, cut and remove damaged trees, stumps to remain.

Price \$ 2,400.⁰⁰

Total 16,800.⁰⁰

GREG DOWD
(508) 785-0552



LDI
LAWN AND TREE

P.O. Box 275
DOVER, MA 02030

gdowd@ldilawnandtree.com

ESTIMATE

Town Of Millis Oak Grove

**Hoffman Tree Service**

Po Box 672 Medway Ma 02053 Po Box 672
Medway, Ma 02053

Phone: (508) 922-7783

Email: mikehoffmantree@gmail.com

Estimate #

000640

Date

11/15/2020

Description	Total
Area immediately surrounding oak grove farm house Remove tagged trees chip all brush remove logs safety prune maple tree of back of house	\$3,500.00
Stump grinding of stumps farm house This is for stump grinding only not removal of chips or dirt and seed	\$1,000.00
Upper athletic field 1 Chip and remove fallen branches on the left side of farm house drive way near the play ground and parking lot brush and trees dog and remove blow over stumps	\$5,000.00
Upper athletic field 2 Remove tagged trees next to play ground grind stumps	\$2,000.00
Lower athletic softball field 1 Remove fallen / blow over trees around back stop and field prune broken limbs on back stop area trees as needed	\$2,000.00
Lower athletic softball field 2 Dig out stumps dispose off sight	\$3,000.00
Lower athletic softball field 3 Woods island area between playground and softball field remove fallen trees and limbs broken tops chip brush remove logs leave stumps	\$1,500.00
Lower athletic softball field 4 Prune large mulberry tree in the woods island	\$1,000.00

Subtotal	\$19,000.00
Total	\$19,000.00

Notes:

Possible additional work causeway Chip down brush along pathways cut and remove damaged trees leave stumps 2000

The home owner is responsible for boundary lines of property and conservation land Hoffman tree Service is not responsible for damage to driveways or lawns

All deposit monies are non refundable stump grinding not included in less it is a line item on the quote.