

BUDGET NARRATIVE

Description of Department Function

Describe the overall mission or purpose of the Department.

Major Duties:

The Department maintains all the Town's sewer pump stations and all Town sewer mains. The Sewer Department also response to all sewer emergencies 24 hours a day 7 days a week.

Programs and Sub-Programs

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

Reports:

Sewer Flow Reports-daily

Sanitary Sewer Overflow (SSO)/Bypass Notification Report-per each sewer break

Annual Summary report of the NPDES Permit#MA0102598

Accomplishments:

Describe the major describable accomplishments or measurable activities in FY24.

As part of the department's sewer permit an investigation of water into the sewer system was completed with funds allocated in FY24. The investigation showed a small amount of II that will need to be addressed in upcoming years.

The Department purchased a combination Vactor/Jet sewer cleaning truck.

FY24 Departmental Goals

Describe the initiatives and accomplishments planned for FY25.

Continue with I/I investigations and repairs.

The Sewer Department will be able to clean and free blocked sewer lines with the purchase of the new vactor. Funds for the vactor was allocated at the November Town meeting.

Spending Highlights for FY24

Explain any significant budget changes from FY24

Request \$ 137,630.00 for I/I investigation and repairs.

Non-tax Funding

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

Sewer Enterprise 7000

	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 ACTUAL	FY2024 TM ADOPTED	FY2025 REQUESTS	FY2025 PROPOSED
SEWER ENTERPRISE							
<i>Sewer Fund Revenue</i>							
Penalties/Interest	\$12,550	\$14,967	\$13,286	\$12,449	\$10,500		
Service Fee (Revenue Ser)	\$1,132,842	\$1,208,046	\$1,249,514	\$1,286,020	\$1,412,371		
Liens Added	\$50,006	\$51,620	\$55,904	\$43,098	\$30,000		
Entrance Fees	\$205,020	\$155,387	\$116,530	\$174,335	\$125,000		
Sewer Drain Layer L	\$1,050	\$750	\$1,000	\$800	\$1,000		
Miscellaneous Revenue	\$0	\$1,131	\$4,223	\$1,297	\$9,956		
Bank Account Interest	\$4,758	\$2,538	\$1,145	\$2,273	\$1,000		
Sewer Betterments	\$57,300	\$57,300	\$48,000	\$48,000	\$48,000		
Total	\$1,463,526	\$1,491,739	\$1,489,602	\$1,568,272	\$1,637,826	\$0	\$0

	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 ACTUAL	FY2024 TM ADOPTED	FY2025 REQUESTS	FY2025 PROPOSED
SEWER DIVISION							
<i>Personnel Services</i>							
Salary Department Head	\$30,405	\$31,761	\$32,691	\$35,554	\$37,849	\$37,995	
Salaries Clerical	\$25,127	\$25,631	\$26,112	\$38,350	\$29,927	\$31,358	
Salaries Clerical Overtime	\$2,729	\$3,448	\$2,369	\$0	\$3,000	\$3,000	
Wages	\$165,848	\$183,341	\$140,865	\$173,731	\$188,811	\$161,935	
Wages Overtime	\$11,225	\$17,932	\$11,190	\$11,448	\$19,350	\$19,350	
Longevity	\$1,723	\$2,171	\$1,555	\$3,060	\$2,775	\$2,650	
Sewer License Fees			\$13,380	\$11,318	\$15,562	\$24,392	
Stipends	\$9,469	\$9,390	\$7,630	\$6,600	\$9,300	\$9,300	
Total	\$246,524	\$273,674	\$235,792	\$280,060	\$306,574	\$289,979	\$0

<i>Expenses</i>							
Services Engineering	\$24,942	\$20,913	\$19,542	\$5,469	\$45,000	\$45,000	
Maintenance Contract	\$7,400	\$2,252	\$0	\$0	\$0	\$0	
Police Details	\$0	\$303	\$919	\$0	\$4,000	\$4,000	
Sewer Cleaning	\$795	\$2,290	\$0	\$0	\$10,175	\$10,175	
EQUIPMENT HIRED	\$0	\$737	\$0	\$204	\$0	\$0	
Supplies & Expenses	\$38,311	\$40,508	\$64,313	\$62,738	\$45,000	\$45,000	
Stormwater	\$0	\$1,024	\$1,024	\$1,034	\$15,000	\$15,000	
Water/Sewer	\$684	\$600	\$844	\$3,222	\$0	\$0	
Telephone	\$3,527	\$5,052	\$4,663	\$3,510	\$5,500	\$5,500	
Electricity	\$19,180	\$15,286	\$20,646	\$29,971	\$21,850	\$30,000	
Natural Gas/Oil		\$1,630	\$0	\$562	\$0	\$0	
Postage	\$2,053	\$1,605	\$2,762	\$3,461	\$2,000	\$2,000	
Clothing	\$2,756	\$2,513	\$2,638	\$2,514	\$3,600	\$3,600	
Equipment	\$12,308	\$456	\$11,941	\$166	\$5,000	\$5,000	
Equipment Repairs & Maintenance	\$554	\$30,030	\$2,695	\$10,324	\$20,000	\$20,000	
Diesel Fuel	\$0	\$0	\$0	\$727	\$3,000	\$3,000	
Vehicle Supply/Repair				\$5,830	\$5,000	\$5,000	
CRPCD O&M Costs	\$276,580	\$290,676	\$321,269	\$372,390	\$424,770	\$410,000	
CRPCD Assessment	\$230,000	\$178,150	\$172,393	\$184,040	\$198,250	\$205,000	
Sewer LTD Principal	\$253,290	\$240,000	\$226,667	\$226,667	\$161,667	\$161,667	
Sewer STD Principal	\$0	\$0	\$0	\$0	\$0	\$0	
Sewer LTD Interest	\$68,140	\$51,975	\$83,773	\$67,933	\$58,000	\$49,917	
Sewer STD Interest	\$0	\$3,250	\$0	\$0	\$0		
Miscellaneous Expense				\$45	\$0		
Reserve Fund	\$0	\$0	\$13,920	\$0	\$50,000	\$50,000	
Transfer to General Fund	\$202,778	\$213,749	\$241,227	\$247,258	\$253,440	\$259,776	
Total	\$1,143,297	\$1,102,998	\$1,191,237	\$1,228,064	\$1,331,252	\$1,329,635	\$0

Sewer Enterprise 7000

Articles

	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 ACTUAL	FY2023 ACTUAL	FY2024 TM ADOPTED	FY2025 REQUESTS	FY2025 PROPOSED
				-	-		
Unpaid Bills	\$200	\$214	\$376	\$2,490	\$71		
Union Local 4704 Contract Wages				\$5,100			
DPW Vehicles & Equipment		\$49,157		\$53,856	\$58,251		
Sewer Expansion Study BII							
Sewer I/I Phase V							
Radio Communication System		\$18,333					
I/I Study		\$105,775			\$137,630		
DPW New Facility		\$200,000					
DPW Excavator		\$0	\$12,509				
Total	\$200	\$373,479	\$12,884	\$61,446	\$195,952	\$0	\$0
TOTAL BUDGET	\$1,390,021	\$1,750,151	\$1,439,914	\$1,569,570	\$1,833,778	\$1,619,614	\$0
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TOWN OF MILLIS		DPW - Sewer				Form #3
FISCAL YEAR 2025 BUDGET		<u>STAFFING HISTORY</u>				
Department: Sewer 60000051						
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Position	FTE	FTE	FTE	FTE	FTE	FTE
Director - McKay	0.24	0.24	0.24	0.24	0.25	0.25
Operations Manager - Gilmore	0.32	0.32	0.32	0.32	0.25	0.25
Department Asst I - Williams	0.33	0.33	0.48	0.48	0.25	0.25
DPW Superintendent - Rachmaciej	0.24	0.24	0.24	0.24	0.25	0.25
Water & Sewer Super. - McKenney	0.50	0.50	0.50	0.50	0.50	0.35
Facilities Manager - Kandola	0.33	0.33	0.33	0.33	0.25	0.25
DPW Foreman - Wanders					0.25	0.25
Water & Sewer Tech - Hillary	0.50	0.50	0.50	0.50	0.50	0.35
HEO/Laborer - Wagner	0.50	0.50	0.50	0.50	0.50	0.35
HEO/Laborer - Chamberlain	0.50	0.50	0.50	0.50	0.25	0.25
HEO/Laborer - Lovett	0.33	0.33	0.33	0.33	0.25	0.25

CAPITAL PROJECT DETAIL SHEET

Project Title: FY25 I/I Investigation								
Department: DPW Sewer Division				Category:				
<u>Description and Justification:</u> Scope of Work: The I/I investigation developed for the Town of Millis are in accordance with the MassDEP approval of the I/I Analysis and Sewer Evaluation Survey conducted by GCG Associates in 2018. The recommended schedule of investigations and repairs for plan year 2024-2025. The I/I investigations shall be conducted during 2024-2025 and reported for those years according with the approved permit.				<div style="text-align: center; color: red; transform: rotate(-45deg); font-weight: bold;"> Please send a photo depicting the capital request as a separate file. Do not drop it in to this template. </div>				
RECOMMENDED FINANCING								
	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction	7	137630	137630					
E. Furnishings/Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other								
TOTAL		\$137,630	\$137,630					
<u>Source of Funds Legend</u> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;">(1) Operating Revenues</div> <div style="width: 50%;">(3) State Aid</div> <div style="width: 50%;">(5) EMS Revolving Fund Fees</div> <div style="width: 50%;">(7) Sewer Enterprise Fund Fees</div> <div style="width: 50%;">(2) Municipal GO Bonds</div> <div style="width: 50%;">(4) Trust Funds</div> <div style="width: 50%;">(6) Free Cash / Other</div> <div style="width: 50%;">(8) Water Enterprise Fund Fees</div> <div style="width: 50%;">(9) Stormwater Enterprise Fund Fees</div> </div>								