

	FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 TM ADOPTED	FY2023 REQUESTS	FY2023 PROPOSED
SEWER ENTERPRISE							
<i>Personnel Services</i>							
Salary Department Head	\$25,064	\$28,664	\$30,405	\$31,761	\$33,369	\$34,201	
Salaries Clerical	\$22,398	\$23,272	\$25,127	\$25,631	\$33,061	\$37,664	
Salaries Clerical Overtime	\$1,305	\$1,460	\$2,729	\$3,448	\$3,000	\$3,000	
Wages	\$158,982	\$168,798	\$165,848	\$183,341	\$192,576	\$191,380	
Wages Overtime	\$12,762	\$13,350	\$11,225	\$17,932	\$15,392	\$15,392	
Longevity	\$832	\$750	\$1,723	\$2,171	\$2,521	\$2,171	
Sewer License Fees							
Stipends	\$8,220	\$9,163	\$9,469	\$9,390	\$9,300	\$9,300	
Total	\$229,563	\$245,457	\$246,524	\$273,674	\$289,219	\$293,109	\$0
<i>Expenses</i>							
Services Engineering	\$14,686	\$11,011	\$24,942	\$20,913	\$24,000	\$45,000	
Maintenance Contract	\$0	\$3,583	\$7,400	\$2,252	\$12,000	\$0	
Police Details	\$0	\$0	\$0	\$303	\$4,000	\$4,000	
Sewer Cleaning	\$0	\$0	\$795	\$2,290	\$10,175	\$10,175	
EQUIPMENT HIRED	\$3,000	\$0	\$0	\$737	\$0	\$0	
Supplies & Expenses	\$36,658	\$19,419	\$38,311	\$40,508	\$30,000	\$45,000	
Stormwater		\$1,085	\$0	\$1,024	\$0	\$15,000	
Water/Sewer	\$612	\$661	\$684	\$600	\$0	\$0	
Telephone	\$2,996	\$3,316	\$3,527	\$5,052	\$4,000	\$5,500	
Electricity	\$18,933	\$20,608	\$19,180	\$15,286	\$21,850	\$21,850	
Natural Gas/Oil				\$1,630	\$0	\$0	
Postage	\$1,948	\$1,934	\$2,053	\$1,605	\$2,000	\$2,000	
Clothing	\$2,349	\$2,813	\$2,756	\$2,513	\$3,075	\$3,075	
Equipment	\$6,999	\$995	\$12,308	\$456	\$5,000	\$5,000	
Equipment Repairs & Maintenance	\$1,608	\$1,629	\$554	\$30,030	\$13,620	\$20,000	
Gasoline	\$0	\$323	\$0	\$0	\$2,000	\$3,000	
Vehicle Supply/Repairs						\$5,000	
CRPCD O&M Costs	\$247,728	\$312,300	\$276,580	\$290,676	\$354,000	\$360,000	
CRPCD Assessment	\$228,279	\$241,880	\$230,000	\$178,150	\$196,520	\$185,000	
Sewer LTD Principal	\$244,000	\$195,000	\$253,290	\$240,000	\$228,333	\$226,667	
Sewer STD Principal	\$12,677	\$0	\$0	\$0	\$0	\$0	
Sewer LTD Interest	\$158	\$61,075	\$68,140	\$51,975	\$97,631	\$67,934	
Sewer STD Interest	\$67,465	\$0	\$0	\$3,250	\$0	\$0	
Reserve Fund	\$0	\$0	\$0	\$0	\$50,000	\$50,000	
Transfer to General Fund	\$173,719	\$197,539	\$202,778	\$213,749	\$241,227	\$247,258	
Total	\$1,063,816	\$1,075,170	\$1,143,297	\$1,102,998	\$1,299,431	\$1,321,459	\$0
TOTAL BUDGET	\$1,322,882	\$1,504,318	\$1,390,021	\$1,750,151	\$1,601,516	\$1,614,568	\$0

BUDGET NARRATIVE

Major Duties:

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

Reports:

Flow Reports-daily

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

Annual Summary report of the NPDES Permit#MA0102598

Accomplishments:

As part of the Glen Ellen subdivision the Town took ownership of a new sewer station located on Middlesex Street and the installation of sewer main on Orchard Street.

As part of the departments sewer permit an investigation of water into the sewer system was completed with funds allocated in FY22. The investigation showed a small amount of II that will need to be addressed in upcoming years.

FY23 Departmental Goals

Start VII I/I investigations and repairs.

Spending Highlights for FY23

Increase Wages - from \$289,219.00 to \$291,155.00. The increase will cover contractual item.

Increase Supplies & Expenses - not all information was given to complete this report.

Non-tax Funding

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Non-tax Funding

TOWN OF MILLIS	Sewer						Form #3
FISCAL YEAR 2023 BUDGET			<u>STAFFING HISTORY</u>				
Department: Sewer 60000051							
	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	
Position	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Director - McKay			0.24	0.24	0.24	0.24	
Department Asst III - Gilmore			0.32	0.32	0.32	0.32	
Department Asst I - White			0.33	0.33	0.48	0.48	
DPW Superintendent - Rachmaciej			0.24	0.24	0.24	0.24	
Water & Sewer Super. - McKenney			0.50	0.50	0.50	0.50	
Facilities Manager - Kandola			0.33	0.33	0.33	0.33	
Water & Sewer Tech - Hillary			0.50	0.50	0.50	0.50	
HEO/Laborer - Wagner			0.50	0.50	0.50	0.50	
HEO/Laborer - Open			0.50	0.50	0.50	0.50	
HEO/Laborer - Lovett			0.33	0.33	0.33	0.33	
SUBTOTAL/TOTAL			3.79	3.79	3.94	3.94	
SUBTOTAL/TOTAL							

DEPARTMENT: Sewer

Budget Request Above Level Service

Title: DPW Sewer Enterprise Fund

Description of Request:

Expenses:

Services Engineering: increase \$21,000.00

Supply & Expenses: increase \$15,000.00

Telephone: increase \$1,500.00

Equipment R. & Maintenance: increase \$6,380.00

CRPCD O&M Costs: increase \$6,000.00

Transfer to General Fund 2.5%: increase \$6,031.00

Detailed Cost Impact:

Justification for Request

Attach copies of reports, master plans, or supporting documentation)

All of these items have contracts associated with them and will impact the FY23 budget.

CAPITAL PROJECT DETAIL SHEET

Project Title: 2022 I/I Investigation	
Department: Millis Department of Public Works	Category:
<p><u>Description and Justification:</u></p> <p>Scope of Work:</p> <p>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 and the recommended schedule of investigations and repairs for plan year 2022. The I/I investigations shall be conducted during 2022 according with the approved permit.</p> <p>(see attached scope of work)</p>	Please send a photo depicting the capital request as a separate file. Do not drop it in to this template.

RECOMMENDED FINANCING

	Source of Funds	Total Six -Year Cost	Estimated Expenditures by Fiscal Year					
			FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
A. Feasibility Study								
B. Design								
C. Land Acquisition								
D. Construction		136,710	136,710					
E. Furnishings/Equipment								
F. Departmental Equipment								
G. Contingency								
H. Other	7							
TOTAL		\$136,710	\$136,710					

Source of Funds Legend

(1) Operating Revenues	(3) State Aid	(5) EMS Revolving Fund Fees	(7) Sewer Enterprise Fund Fees
(2) Municipal GO Bonds	(4) Trust Funds	(6) Free Cash / Other	(8) Water Enterprise Fund Fees
			(9) Stormwater Enterprise Fund Fees



January 26, 2022

Mr. James McKay
Deputy Director
Department of Public Works
Memorial Building
900 Main Street
Millis, MA 02054

RE: Millis, Massachusetts
Proposal for Engineering Services
2022 I/I Investigations

Dear Mr. McKay,

We are pleased to submit for your approval, this letter of agreement for the performance of engineering services for the 2022 Infiltration and Inflow (I/I) Investigations as required by MassDEP for the operation of Millis's sanitary sewer collection system.

SCOPE OF SERVICES

The I/I investigations developed for the Town of Millis are in accordance with the MassDEP approval of the I/I Analysis and Sewer System Evaluation Survey conducted by GCG Associates in 2018 and the recommended schedule of investigations and repairs for plan year 2022. The I/I investigations shall be conducted during 2022 according to the following guidelines

TASK – I/I Investigations and Report

- Complete the inflow investigations consisting of the 1st phase of (950) internal building inspections to find sump pumps, building drains and roof drains connected to the sewer system. The internal building inspections to begin within the sub basins contributing the largest amount of inflow to the sewer system.
- Perform Dyed Water Testing to confirm sources of inflow to the sanitary sewer system for direct and indirect stormwater connections resulting from internal building inspections.
- Develop rehabilitation methods and costs for inflow sources.
- Prepare an I/I Investigation Report summarizing the results of the field investigations and shall consist of the following:
 - a. Summary highlighting all tasks performed, conclusions, and recommendations, approximate costs and schedule for further work with tables and estimated quantities of I/I components.
 - b. Description of the wastewater Collection System.
 - c. Description of problems with the system.
 - d. Sewer Map delineating pipe sizes
 - e. Results of inspections and recommendation for rehabilitation.

- f. Proposed recommendations including cost and schedule for repairs.
- g. Appendices – Detailed internal building inspections and dye test logs and pertinent information.

Fee schedule

The not to exceed fee for providing the above scope of services would be \$136,710. See attached breakdown of man-hours for estimated cost. The subcontractor work would be invoiced as a reimbursable expense. See attached estimated contract.

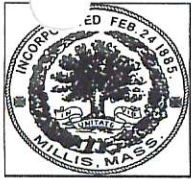
The total fees for the above listed Scope of Services will not be exceeded without formal agreement between the parties of this agreement. A change in the Scope of Services will be considered cause to modify this agreement. Changes, other than minor revisions, requested by the Owners, or any review boards; will be considered as a change in the Scope of Services. If you have any questions or require additional information, please call. Sincerely,

Respectfully submitted,
GCG ASSOCIATES, INC.

Michael J. Carter

Michael Carter, P.E.
President

	Town of Millis					
	2022 I/I INVESTIGATIONS					
ESTIMATED MAN-HOUR BREAKDOWN & FEE SCHEDULE						
Project Task	Estimated Man-hour Effort					
Personnel	Project Manager	Senior Engineer	Project Engineer	Inspections (\$125/Insp.		Estimated Fees
Hourly Rates	\$160	\$135	\$100			
TASK-I/I INVESTIGATIONS AND REPORT						
Investigations						
Coordinate and Perform Int. Building Inspections and Perform Dye Testing on Sources	6	40	40	950		
Inspection Total	6	48	48	950*		\$130,990.00
Report						
a. Prepare Report	2	40	0			
SUBTOTAL	2	40	0			\$5,720
*950 Internal Building Inspections			TOTAL ESTIMATED FEE			\$136,710.00



Town of Millis

Capital Planning Committee

Priority Ranking Worksheet

Project Name:	2022 I/I Investigation
Priority Ranking:	1
Project Type:	Regulatory
Useful Life:	
Responsible Department:	Millis Department of Public Works

Criteria	Description	Rating Scale (1-9)	Notes / Comments
Project Requirements	Is the project required to meet legal, compliance, or regulatory mandates or potentially impact the towns ability to provide necessary services?	1 = not required or mandated 5 = pending requirement 9 = required or mandated	9.00 Public Safety
Strategic Alignment	To what extent is the project aligned with the government's overall strategies?	1 = no alignment with strategies 5 = partial alignment with strategies 9 = full alignment with strategies	9.00
Value to Citizens	How much value will the outcome of this project bring to our citizens?	1 = minimal value 5 = partial value 9 = high value	5.00
Priority Factor			23.00

Priority Ranking Criteria	Applicable**	Weighting Factor	Priority Factor	Score	Notes / Comments
Public Health and Safety	1	1.50	23.00	34.50	
Employee Health and Safety	0	1.25	23.00	-	
Regulatory Mandate	1	1.50	23.00	34.50	
Frequent Problems	0	1.25	23.00	-	
Generates Revenue	0	1.00	23.00	-	
Lowers Ongoing Operation Costs or generates savings	0	1.25	23.00	-	
Age or Condition of Existing	0	1.00	23.00	-	
Public Benefit	1	1.25	23.00	28.75	
Public Demand	0	1.00	23.00	-	
Synergy with Other Projects	0	1.00	23.00	-	
Comprehensive Plan Component	1	1.25	23.00	28.75	
Total Score				126.50	

*Project Rating - Using Rating Scale rate your project from 1 - 9

**Applicable - Enter a 1 if your project meets the Priority Ranking Criteria