



TOWN OF MILLIS

TO: Board of Selectmen
FROM: Charles J. Aspinwall
Town Administrator
DATE: October 17, 2011
RE: PROJECT UPDATE

HAZARD MITIGATION GRANTS

- The Main St. Rail Bed Bypass project is under design and is % complete (\$120,000 project with \$90,000 grant). Construction is expected to start in December and will be completed by early spring.
- The Dover Rd. Pump Station project is under design and is % complete (\$65,000 project with % complete). Construction is expected to start in the spring.

RIDGE ST. CULVERT

Contractor is late in starting the job and will not be complete by the contract deadline. A new schedule has been demanded from the contractor. The contractor was not on the job today. I have asked our engineer to contact the second low bidder to see how long they will take to mobilize in the event we want to cancel the contract.

ISLAND RD. CULVERT

DP & Sons has been contracted to install two corrugated drain pipes under Island Rd. which will replace the failed box culvert. Expected completion date is October 30th. The approximate cost of the project is \$5000.

PAVING PROJECT

Turner St. has been completed. On Baltimore St the road surface and berm have been completed but driveway aprons remain and should be completed this week. We have received a drainage complaint from a resident that is being reviewed. Same for Curve St. On Forest Rd. the drainage has been installed and the binder surface of pavement is in a loam and seeding is done. The final paving will take place next summer.

TOWN HALL TRIM PROJECT

The Contactor will be mobilizing next week and the project will be completed by November 30th.

INFILTRATION- INFLOW PROJECT

The project has been designed and bid with bids due on October 28th. Work will commence in November and consists of slip lining pipe and camera work which are both not temperature dependent.

LIBRARY PROJECT

Filed sub bids for various trades had to be rebid due to an advertising error. Sub bids are due this Wednesday and general contractor bids are due next Wednesday.

PLEASANT ST. BRIDGE

The water main has been installed, disinfected and put back online so all water customers are off the temporary line. Road work will be done this week. The project is far ahead of schedule and is expected to be completed next summer.

CRESTVIEW DR.

The project is completed and just punch list items remain. We have to repair a sidewalk and install a berm to prevent water from getting onto private property. This work will be completed before winter.

POLICE CHIEF SEARCH

The town received 57 applications for the position. The committee has narrowed its search down to 17 and expects to get down to 5 candidates who will be invited to attend the assessment center. I hope to have that part of the process done before Thanksgiving and have an appointment ready by January.

PLEASANT ST. SIDEWALK PROJECT

The project is going well and the contractor expects to be complete by the end of October. The old sidewalk has been removed and curb has been laid for approximately 2/3 of this phase.

MYRTLE ST. DRAIN

The drainage work is complete and the binder course of paving and curbing has been installed. Final paving should be complete by the end of this month.

DEWEY LAND

The land at the intersection of Exchange St. and Orchard St has been acquired. The town must provide a conservation restriction to a third party organization.

KEOUGH LAND

The land at the intersection of Acorn St has been acquired. The town accepted the land for general municipal purposes.

LAND TRUST

In order to satisfy the requirement of the Community Preservation Act that the town must grant a conservation restriction to a third party we are working with town counsel and a group of residents who wish to form the Millis Land Trust.

POLICE STATION FEASIBILITY

I met with an architect to discuss a scope of work for an update to the Police Station feasibility study. The study would update the costs of building a police station on the current library site and analyze whether the St. Paul's property could be used for a potential addition.

to the existing station. The request for funds has been placed on the fall town meeting warrant.

PERSONNEL PLAN

The policies are complete and await approval by the Board of Selectmen. This process was extremely time consuming but in the long term the new policies will benefit the town.

DRUG AND ALCOHOL AWARENESS TRAINING

Department heads attended a drug and alcohol awareness training session put on by our insurer, MIIA. This is one of the many training sessions we will have as required by the new Personnel Plan Policies.

CRPCD GIS SYSTEM

Mr. McKay and I attended a meeting with the CRPCD regarding their providing a GIS system for our sewer system. I have requested that the District consider providing a full GIS system for use by the town including layers for zoning, water utility, ground water protection districts, natural gas, drainage & stormwater, and others.

BRAUN LAND

We are working with the CPA committee to conduct environmental testing of the land with which results we will be better able to determine whether we want to acquire it.

SUSTAINABLE COMMUNITIES CONSORTIUM

As a member of this state wide committee we are considering project applications for grants to communities that help in implementing MAPC's Metro Future Goals of sustainable development. A grant application has been filed for the town of Millis. The grant funds will be used to work with the landowners at Ann & Hope and GAF to develop potential development ideas.

MASSWORKS GRANT PROGRAM

A \$980,000 grant has been applied for to rehabilitate the Exchange St. business district. The Town will get notice, if awarded, by the end of October.

ORCHARD ST. STONE ARCH BRIDGE

The Town received an inspection report from MassDOT indicating a concern that stones might be falling out of the arch. The town hired a bridge conservation inspector from NH to inspect and he did not have immediate concerns about the bridge but suggested that it be periodically inspected.

DATA PROCESSING

The town is in the final stages of implementing a new web site through Virtual Town Hall. We expect to go live in the next two months. We are also working on an upgrade to our data processing equipment which is over ten years old. An appropriation has been requested at the fall annual town meeting.

JOPA/HUD ISSUE

I spoke with Rep. Barney Frank today who has contacted the head of the Fed. Housing Administration and asked her to review this issue and to change the HUD policy.