


FINAL SEWER USAGE BUDGET
2024-2025
BALANCE SHEET

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JoAnn Doyle
TOWN CLERK
CROMWELL, CT 

Estimated Expenditures: **\$2,701,302**

2024-2025 Estimated Receipts:

| | |
|--|--------------------|
| User Accounts: (5623 Accounts) (8100 EDU's @ 99% = 8019.00 Collection @ \$295.00/EDU) | \$2,365,605 |
| Prior Year Collections (all components) | \$250,000 |
| Investment Interest | \$6,000 |
| Permit/Inspection Fees | \$11,000 |
| Outside Services | <u>\$10,000</u> |
| Total Estimated Revenue | \$2,642,605 |
| Transfer from Sewer Usage Fund Balance | \$58,697 |
| Transfer to Sewer Usage Fund Balance | |
| Budget Total | \$2,701,302 |

NOTE: Present Fund Balance as of 6/30/23 = \$2,404,358

DEPARTMENT:
SEWER USAGE (15803000)

TOWN OF CROMWELL
BUDGET EXPLANATION

FISCAL YEAR 2024/2025

| Line Items | | 23/24FY | 24-25FY | Variance |
|-------------------------------------|---|--|--|---|
| Wages | | | | |
| 71100 | Regular Wages (*See Attached "Position Summary") | \$538,659 | \$560,276 | \$21,617 |
| Part-Time Wages | | | | |
| 71200 | A. CWPCA Minutes Clerk for meetings and public hearings; Approximately 14 meetings per year 3 hrs each x \$75/per meeting = <u>\$1,050</u> | \$1,050 | \$1,050 | \$0 |
| | | \$1,050 | \$1,050 | \$0 |
| Over-Time Wages | | | | |
| 71300 | Overtime Wages are generally the most difficult budget item to calculate as the weekend on-call duties are the only factor that can be effectively figured. For Budgetary purposes the following calculations are used to identify the potential overtime needs: A. Scheduled - 104 Weekends & 13 Holidays for pumpstation inspection and On-Call service 104/weekend days @ 4 hrs per day = 416 hrs of OT @ \$64/hr = \$26,624 6/Holidays @ 4 hrs per day = 24 hrs of DT @ \$84/hr = \$2,040 FOG Inspections For Food Preparation Establishments- In-House \$5,000 B. Unscheduled - response to pump station alarms, meter failure, grinder pump failure, blocked sewer lines, etc. 100 man-hours@64/hr= \$6,400 C. Snow Removal - Board of Education Facilities* Estimated - 250 man-hours per year @ \$64/hr \$16,000 25% benefits on \$64/hr \$4,000 * Funds are reimbursed from the Board of Education - revenue is deposited into the Usage Fund Balance in the FY it is expended in. \$0 D. I & I Study - Night time flow monitoring - overtime may be required to examine and/or test low flows within the system at off peak hours. \$2,000 E. Overtime - Office Staff \$250 \$62,314 | \$26,624 \$2,040 \$5,000 \$6,400 \$16,000 \$4,000 \$2,000 \$250 \$62,314 | \$26,624 \$2,040 \$5,000 \$6,400 \$16,000 \$4,000 \$2,000 \$250 \$62,314 | \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 |
| Employee Benefits + Uniforms | | | | |
| 72000 | Provides for the CWPCA's portion of the Town Social Security Payroll Tax - based on the total payroll, Insurances & pension benefits: Medical/Dental- 6% \$210,000 Life/LTD/6 \$2,646 FICA \$46,055 Pension/6 \$46,700 Wage Adjustment Pending CBA \$16,152 Post Employee Benefits- Life Insurance, Medical Coverage before 65 etc. \$14,000 Cost breakdown of Uniforms, Shirts, Pants, Jackets, Coveralls, Safety Shoes - 5 Men in Field Force: Uniforms \$800/man x 5 = \$4,000.00 T-Shirts \$45/man x 5 = \$225.00 Safety Shoes \$200/per man x 5 & 1 Admin @ \$150 = \$1,150.00 \$324,776 | \$210,000 \$2,646 \$46,055 \$46,700 \$16,152 \$14,000 \$4,000.00 \$225.00 \$1,150.00 \$324,776 | \$222,600 \$2,650 \$46,500 \$49,500 \$16,152 \$14,840 \$5,000.00 \$320.00 \$1,150.00 \$358,712 | \$12,600 \$4 \$445 \$2,800 \$840 \$1,000 \$95 \$0 \$33,936 |

| Line Items | | 23/24FY | 24-25FY | Variance |
|---------------------------------------|--|---|---|--|
| Vehicle Maintenance | | | | |
| 74310 | Maintenance & Repair of all departmental vehicles i.e. Dump Truck, 4 Pick-up Trucks, Sewer Cleaner & Sewer Inspection Van. | \$9,000 | \$9,000 | \$0 |
| Equipment Purchase + Repair | | | | |
| 74340 | Purchase & repair of departmental equipment including small equipment described as follows: pumps, generators, compressor, chainsaws, cut off saws, & miscellaneous hand & air tools. Routine repairs as needed on the following equipment: John Deere tractor w/ MX6 Rotary Mower, Truck w/lifting crane and our 85G Excavator. Upkeep of manhole urethane grouting machine. | \$27,000 | \$28,000 | \$1,000 |
| Meters, Pumps + Station Repair | | | | |
| 74350 | A. Meter & Pump Maintenance/*Repair/*Replacement including the following: 5 sewage pump stations w/ generators & 12 flow meter stations-repair/replacement. Semi-Annual pump station cleaning of 5 pump chambers at a cost of \$7,500. . <i>*In the event of a pump failure, funds must remain available - repair/replacement estimated @ \$8,500. Estimated New Mixer for Shunpike Pump Station \$7,500.00</i> B. Grinder Pump Replacement Service- Residentially owned grinder pumps (approximately 160), Sewer Department personnel act as an emergency backup to a grinder pump service company. Funds are reimbursed by the resident and revenue is deposited into the Usage fund balance . C. Service & Repairs flow meters flashware (recording software) hardware and ultrasonic transducer. | \$22,000 \$1,000 \$5,000 \$28,000 | \$29,500 \$1,000 \$5,500 \$36,000 | \$7,500 \$0 \$500 \$8,000 |
| Departmental Expenses | | | | |
| 75100 | Line Item includes: A. General office supplies, server/computer hardware upgrades or repair (parts & materials only), repair or replacement of copiers, printers & scanner. B. Travel, meetings & educational seminars/training for operations, maintenance & management of our wastewater collection system, pump stations, flow meters & FOG Program. Reimbursement to personnel for training/seminar contractual out-of-pocket expenses. C. Dues & Subscriptions- trade publications, office resource publications, fees resulting from maintaining licensing & certification of technical staff. D. Legal Notices- legal public notice publication for Public Hearings and/or Press Releases in the newspaper concerning the setting of the Annual Usage EDU Rate, Fiscal Year Budget(s), Town projects for sewer system construction. E. Printing- envelopes, return envelopes, departmental forms, i.e. drain layer permits, insurance & bond forms, FOG Program media & forms etc. F. Postage-sewer usage billings, return envelope insertion, certified letters, routine & general correspondence. G. Computer Software Renewal, Purchases/Training, GIS, POSM, VUEWorks & VTScada New Laptop computer - \$2,500 H. Tax (Property) Sales Process- for our share of filing, mailing, title search etc of an uncollected | \$4,500 \$4,000 \$1,000 \$2,000 \$3,500 \$5,000 \$4,200 \$2,000 \$26,200 | \$6,500 \$5,500 \$1,100 \$2,000 \$3,500 \$5,000 \$8,000 \$2,000 \$33,600 | \$2,000 \$1,500 \$100 \$0 \$0 \$0 \$3,800 \$0 \$7,400 |

| Line Items | | 23/24FY | 24-25FY | Variance |
|---|--|-----------------|------------------|----------------|
| Liability & Property Insurance | | | | |
| 75210 | Departmental Liability & Property Insurance increase 5% | \$45,150 | \$47,408 | \$2,258 |
| Outside Services & Rent | | | | |
| 75600 | Line Item includes: | | | |
| | A. Contracted Services | | | |
| | 1. Service & Support for Shared Plotter -CWPCA Contribution | \$1,000 | \$1,000 | \$0 |
| | 2. Verizon Wireless Communication System (6 Verizon Phones,Pump Stations with VTSCADA, 12 wireless data connections from ultrasonic Meters) | \$6,600 | \$7,000 | \$400 |
| | 3. Comcast High Speed Internet For Sewer (WiFi,Anti-Virus,Anti Spam,Firewall,Cybersecurity software) Sewer Dept share | \$3,000 | \$3,500 | \$500 |
| | 4. Service/Repair 5 Pump Station - NIC -Alarm Systems & Control Panels | \$2,500 | \$3,000 | \$500 |
| | 5. Service /Support HVAC Vendor @ 28% | \$3,000 | \$3,000 | \$0 |
| | 6. Service/Repair 5 Pump Station & Garage Generators (28%) | \$6,000 | \$6,200 | \$200 |
| | 7. Service/Support/Labor - A&C (Vendor for 7 Computers & Server) 7 % shared cost | \$5,040 | \$5,200 | \$160 |
| | 8. Service/Support - Quality Data Service (QDS) & Webshare Account Access | \$6,000 | \$6,200 | \$200 |
| | 9. Service/Support of VUEWorks Program (GASB34-Asset Management- Work Orders) | \$4,000 | \$4,000 | \$0 |
| | 10.Service/Support and Yearly Upgrade of ArcMap Program for 5 Computers | \$3,000 | \$3,500 | \$500 |
| | 11.Service and Support of (POSM Software) - for TV Van | \$2,000 | \$2,500 | \$500 |
| | 12.Service and Support of Sequel Server Software (ESRI- GIS Maps) | \$2,000 | \$2,200 | \$200 |
| | 13. GIS Mapping Updates/Maintenance- (AppGeo) All digital data of the sewer infrastructure and accounts: new construction, old data corrections, includes shared portion of GIS web hosting and Spatial IQ subscription renewal, utilizing the Town's authorized GIS Consultant | \$12,000 | \$13,000 | \$1,000 |
| | B. Services Rendered - Compensation to Town's Finance Department for services related to Sewer Division accounts. Includes Yearly Audit at \$4088 | \$30,319 | \$31,877 | \$1,558 |
| | C. Legal Representation as needed by the CWPCA. | \$8,500 | \$8,500 | \$0 |
| | D. Police Services - Extra duty for traffic control. | \$2,500 | \$3,500 | \$1,000 |
| | | \$97,459 | \$104,177 | \$6,718 |
| Materials & Shop Supplies | | | | |
| 76110 | Supplies & related materials needed for ongoing maintenance of the sewer system infrastructure and maintenance of Right-of-Ways (approx. 36). Materials: pipe, manholes, manhole covers & risers. DPW road improvements require purchasing manhole frame,covers & risers. Shop Supplies: miscellaneous electrical items, inventory for gravity & force mains . Programs: Rehabilitation repairs, Root Control, I&I & FOG related materials & supplies such as pipe racks, cabinets and other storage containers that might be needed at the new facility . | \$35,000 | \$40,000 | \$5,000 |

| Line Items | | 23/24FY | 24-25FY | Variance |
|--|--|--------------------|--------------------|------------------|
| Utilities & Oil | | | | |
| 76241 | B. Electricity For the Sewer Division in new facility (28%), pumping stations & flow meters | \$27,000 | \$28,000 | \$1,000 |
| | C. Natural Gas for Sewer Division Garage, Garage Generator & Pumpstation Generators, Nooks Hill, Northbrook. . | \$12,000 | \$13,000 | \$1,000 |
| | D. Water - for Sewer Division- Includes <u>3" Water Meter</u> for Jet Truck- Quarterly Charge min. \$630 | \$4,500 | \$4,500 | \$0 |
| | | \$43,500 | \$45,500 | \$2,000 |
| Gasoline & Fuel | | | | |
| 76260 | Gas & diesel fuel for departmental equipment & vehicles: | | | |
| | Based on historical use of 1000 gals of Gas; 1000/gals @ \$2.90/gal for half year = | \$2,750 | \$2,900 | \$150 |
| | Based on historical use of 3200 gals of Diesel; 3200/gals @ \$2.90/gal = | \$9,600 | \$9,280 | -\$320 |
| | Propane for Bucks Crossing Pumpstation Generator | \$500 | \$600 | \$100 |
| | | \$12,850 | \$12,780 | -\$70 |
| Sewer Capital Items | | | | |
| 77900 | This item provides the funds needed to continue funding the replacement and upgrading of departmental equipment. Purchase of 1 new replacement portable Area Velocity Meters (\$15,000) for the continued study of areas known to having I/I problems. Purchase of new a server shared with other Town departments, Server Email Platform. (\$2,000) | | | |
| | | \$12,000 | \$17,000 | \$5,000 |
| Sewage Treatment | | | | |
| 78410 | Cromwell's portion of the Mattabassett District Facility Operations Assessment provided by Mattabassett. | \$1,110,771 | \$1,094,629 | -\$16,142 |
| | Metered usage - Metropolitan District Facility (MDC) yearly treatment fees of approximately \$1150 per month for the North Main Meter Basin. | \$16,000 | \$16,000 | \$0 |
| | | \$1,126,771 | \$1,110,629 | -\$16,142 |
| Bond Interest | | | | |
| 78715 | Funding for Sewer Maintenance Facility's Debt Service | \$62,316 | \$58,956 | -\$3,360 |
| Bond Principal | | | | |
| 78815 | Funding for Sewer Maintenance Facility's Debt Service | \$67,700 | \$70,800 | \$3,100 |
| Prior Year Refunds | | | | |
| 78998 | Allocated monies for incorrectly billed usage charges for prior years | \$5,000 | \$5,000 | \$0 |
| Damage Claims | | | | |
| 78999 | Monies for potential damage claims. | \$100 | \$100 | \$0 |
| Sewer CNR | CNR Capital Purchase & Improvement Funding (see CNR funding - Replace Truck and Crane) | | | |
| 79260 | | \$87,000 | \$100,000 | \$13,000 |
| Budget Total | | \$2,611,845 | \$2,701,302 | \$89,457 |
| Sewer CNR Fund 26008000 - Capital Improvement | 260-\$787,705 | 2023-2024 CNR | 2024-2025 CNR | |

2024/2025 USAGE FUND SUMMARY

| DEPARTMENT-SEWER ACCOUNT 15803000 | ADJUSTED BUDGET DEC. 31,2023 | ACTUAL EXPENDITURE 2021-2022 | ACTUAL EXPENDITURE 2022-2023 | ACTUAL EXPENDITURE DEC. 31, 2023 | ESTIMATED EXPENDITURE 2023-2024 | DEPARTMENT REQUEST 2024-2025 |
|--------------------------------------|------------------------------------|------------------------------------|------------------------------------|--|---------------------------------------|------------------------------------|
| SEWER USAGE FUND | | | | | | |
| WAGES | 526,368 | 448,747 | 465,466 | 292,458 | 490,000 | 560,276 |
| PART-TIME WAGES | 1,050 | 10,322 | 1,050 | 450 | 1,050 | 1,050 |
| OVERTIME WAGES | 60,568 | 52,713 | 46,121 | 31,526 | 58,000 | 62,314 |
| WAGE ADJUSTMENT PENDING CBA | | | | | | 16,152 |
| EMPLOYEE BENEFITS+UNIFORMS | 304,721 | 223,940 | 231,798 | 138,151 | 275,000 | 342,560 |
| VEHICLE MAINTENANCE | 8,000 | 5,191 | 2,485 | 1,145 | 7,000 | 9,000 |
| EQUIPMENT PURCHASE+REPAIR | 40,944 | 20,581 | 13,534 | 4,541 | 37,000 | 28,000 |
| METERS, PUMPS,+STATION REPAIR | 31,000 | 23,240 | 24,901 | 17,389 | 24,000 | 36,000 |
| DEPARTMENTAL EXPENSES | 24,700 | 17,505 | 11,049 | 8,427 | 20,000 | 33,600 |
| LIABILITY+PROPERTY INSURANCE | 43,000 | 40,205 | 40,921 | 31,635 | 42,000 | 47,408 |
| OUTSIDE SERVICES+RENT | 96,139 | 74,087 | 52,234 | 61,138 | 80,000 | 104,177 |
| MATERIALS+SHOP SUPPLIES | 32,000 | 39,433 | 30,642 | 13,318 | 32,000 | 40,000 |
| UTILITIES + OIL | 42,500 | 36,832 | 34,820 | 14,030 | 41,000 | 45,500 |
| GASOLINE & FUEL | 9,250 | 8,420 | 7,133 | 4,012 | 8,000 | 12,780 |
| SEWER CAPITAL ITEMS | 20,000 | 8,364 | 2,799 | 5,000 | 20,000 | 17,000 |
| PAYMENT FOR SEWAGE TREATMENT | 1,040,591 | 910,375 | 976,970 | 1,070,152 | 1,040,000 | 1,110,629 |
| BOND INTEREST | 66,000 | | 68,566 | 33,000 | 66,000 | 58,956 |
| BOND PRINCIPAL | 64,000 | | 61,200 | - | 64,000 | 70,800 |
| PRIOR YEAR REFUNDS | 3,500 | 540 | - | 10,879 | 10,879 | 5,000 |
| DAMAGE CLAIMS | 100 | | | | - | 100 |
| TRANSFER-SEWER CNR FUND | - | 300,000 | 10,000 | 20,000 | - | 100,000 |
| TOTAL | 2,414,431 | 2,220,496 | 2,081,689 | 1,757,251 | 2,315,929 | 2,701,302 |

| | |
|------------------------|--------------------------------|
| REVENUE: | ESTIMATED 2024-2025 |
| USAGE \$295.00 Per EDU | \$2,365,605 |
| PRIOR YEAR COLLECTION | 250,000 |
| INVESTMENT INCOME | 6,000 |
| PERMIT FEES | 11,000 |
| OUTSIDE SERVICES | 10,000 |
| TOTAL REVENUE | 2,642,605 |
| USE OF FUND BALANCE | (58,697) |
| TRANSFER TO USAGE FUND | |
| TOTAL | 2,701,302 |

(8100 EDU's @ 99% = 8019 Collection @ \$295.00/EDU)

FISCAL YEAR 2024/2025

POSITION SUMMARY

158-03000 SEWER USAGE

| PRESENT SUMMARY | | | | | PROPOSED SUMMARY | | | | |
|------------------------------|-----------------------------|----------|-------|-------|------------------|-------------------------|-------|------|---------|
| EMPLOYEE | CLASSIFICATION | PAY PLAN | LEVEL | STEP | AMOUNT | PAY PLAN | LEVEL | STEP | AMOUNT |
| Daniel Parisi | Sewer Administrator | E | 4 | 7-Jun | 95,939 | E | 4 | 7-8 | 101,142 |
| Wayne Pierson | Sewer Foreman | H | 8A | 4-5 | 80,828 | H | 8A | 5 | 84,481 |
| Scott Drinkwater | Sewer Inspector/Maint. | H | 5 | 5 | 66,511 | H | 5 | 5 | 66,256 |
| Gary Brennan | Sewer Inspector/Maint. | H | 5 | 5 | 66,511 | H | 5 | 5 | 66,256 |
| Michael Vetica | Sewer Inspector/Maint. | H | 4A | 4-5 | 60,334 | H | 5A | 5 | 62,395 |
| Dave Bartollotta | Sewer Maintainer | H | 4 | 5 | 61,355 | H | 4 | 5 | 61,355 |
| Laurie Berard (50%) | Assist. Collector Tax/Sewer | N | 6 | 7-8 | 30,023 | N | 6 | 8 | 32,140 |
| Michelle Milardo | Administrative Clerk | N | 4 | 8 | 51,504 | N | 4 | 8 | 54,111 |
| Michelle LuKas (50%) | Assist. Collector Tax/Sewer | N | 6 | 8 | 30,712 | N | 6 | 8 | 32,140 |
| | | | | | <u>\$543,717</u> | <u>\$560,276</u> | | | |
| Part-Time (Commission Clerk) | | | | | \$1,050 | \$1,050 | | | |
| | | | | | | | | | |
| Overtime | | | | | | \$62,314 | | | |
| Estimate Till CBA Agreement | | | | | | \$623,640 | | | |
| | | | | | | | | | |
| | | | | | | FICA x .0765 \$46,500 | | | |
| | | | | | | TOTAL W/ FICA \$670,140 | | | |

CNR/Non-Recurring Capital

The 2024/2025 Capital Plan
Usage Line Item: 15803000-79260

Fiscal Year 2024/2025
Capital Plan Request - Detail

Prepared by: Daniel Parisi

1. Sewer Rehabilitation Projects Shunpike Relief Sewer Study & Design

Approximate Cost: \$100,000 Funding Source: Sewer Fund 26008000-CNR

Description: Sewer Rehabilitaion Projects Shunpike Relief Sewer Study & Design

Need:

With the development of Meter Area 4 (the Shunpike Meter Basin) including the N.I.T. East of Shunpike Road, the Shunpike PS pumps, force main and trunk sewers may not be adequate and will require to be replaced with larger diameter pipe.

2. Replace Truck & Crane for removing Pumps at Pump Stations

Approximate Cost: \$100,000 Funding Source: 15803000-79260-Usage

Description: Replace Truck & Crane for removing Pumps at Pump Stations

Need:

Replace 1985 International Crane Truck for removing Pumps at Pump Stations

Five Year Capital - Projection
Equipment Purchase/Capital Improvement Plan

Fiscal Year 2024/2025

Prepared by: D. Parisi

| | |
|---|-----------|
| 1. Sewer Rehabilitation Projects Shunpike Relief Sewer Study & Design | \$100,000 |
| 2. Replace Truck & Crane for removing Pumps At Pump Stations | \$100,000 |

\$200,000

| | |
|--|-------------|
| 1. Sewer Rehabilitation Projects Shunpike Relief Sewer | \$4,000,000 |
| 2. Replace Existing 2012 GMC Pickup w/Plow | \$85,000 |

\$4,085,000

| | |
|--|-----------|
| 1. Replace 1997 SRECO Sewer Cleaner | \$700,000 |
| 2. Replace Shunpike Generator PS 2003 - 100 Kw Generator | \$45,000 |

\$745,000

| | |
|-------------------------------|------------------|
| 1. Replace Van & Video System | \$345,000 |
| | \$345,000 |

Total

5-Year Total

\$5,375,000