FINAL SEWER USAGE BUDGET
2023-2024
BALANCE SHEET

Estimated Expenditures:	**$2,611,845**
2023-2024 Estimated Receipts:	
User Accounts: (5623 Accounts) (8100 EDU's @ 99% = 8019.00 Collection @ $285.00/EDU)	$2,285,415
Prior Year Collections (all components)	$250,000
Investment Interest	$6,000
Permit/Inspection Fees	$11,000
Outside Services	$10,000
Total Estimated Revenue	**$2,562,415**
Transfer from Sewer Usage Fund Balance	$49,430
Transfer to Sewer Usage Fund Balance	
Budget Total	**$2,611,845**

NOTE: Present Fund Balance as of 6/30/22 = $3,364,010

Line Items		22/23FY	23/24FY	Variance
Wages 71100	Regular Wages (*See Attached "Position Summary")	$521,299	$538,659	$17,360
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 = *$1,050*	$1,050	$1,050	$0
	C. Seasonal Personnel for outside field work 28 wks @ $14.28 for 40 hrs = $15,994	$15,994	$0	-$15,994
		$17,044	$1,050	-$15,994
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	$26,624	$0
	6/Holidays @ 4 hrs per day = 24 hrs of DT @ $84/hr =	$2,040	$2,040	$0
	FOG Inspections For Food Preparation Establishments- In-House	$5,000	$5,000	$0
	B. Unscheduled - response to pump station alarms, meter failure, grinder pump failure, blocked sewer lines, etc. 100 man-hours@64/hr=	$6,400	$6,400	$0
	C. Snow Removal - Board of Education Facilities*			
	Estimated - 250 man-hours per year @ $64/hr	$16,000	$16,000	$0
	25% benefits on $64/hr	$4,000	$4,000	$0
	* *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	$2,000
	E. Overtime - Office Staff	$250	$250	$0
		$60,314	$62,314	$2,000
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- 3%	$203,175	$210,000	$6,825
	Life/LTD/6	$2,266	$2,646	$380
	FICA	$45,797	$46,055	$257
	Pension/6	$40,000	$46,700	$6,700
	Post Empolyee Benefits- Life Insurance, Medical Coverage before 65 etc.	$12,000	$14,000	$2,000
	Cost breakdown of Uniforms, Shirts, Pants, Jackets, Coveralls, Safety Shoes - 5 Men in Field Force:			
	Uniforms $800/man x 5 =	$4,000.00	$4,000.00	$0
	T-Shirts $45/man x 5 =	$205.00	$225.00	$20
	Safety Shoes $200/per man x 5 & 1 Admin @ $150 =	$1,100.00	$1,150.00	$50
		$308,543	$324,776	$16,232

Line Items		22/23FY	23/24FY	Variance
Vehicle Maintenance 74310	Maintenance & Repair of all departmental vehicles i.e. Dump Truck, 4 Pick-up Trucks, Sewer Cleaner & Sewer Inspection Van.	**$8,000**	**$9,000**	**$1,000**
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.	**$25,000**	**$27,000**	**$2,000**
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. . **In the event of a pump failure, funds must remain available - repair/replacement estimated @ $8,500.*	$20,000	$22,000	$2,000
	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 .	$1,000	$1,000	$0
	C. Service & Repairs flow meters flashware (recording software) hardware and ultrasonic transducer. Increase due to upgrades needed for 5G service.	$5,000	$5,000	$0
		$26,000	**$28,000**	**$2,000**
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. (Server upgrades LI 77900)	$4,500	$4,500	$0
	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.	$4,000	$4,000	$0
	C. Dues & Subscriptions- trade publications, office resource publications, fees resulting from maintaining licensing & certification of technical staff.	$1,000	$1,000	$0
	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.	$2,000	$2,000	$0
	E. Printing- envelopes, return envelopes, departmental forms, i.e. drain layer permits, insurance & bond forms, FOG Program media & forms etc.	$3,000	$3,500	$500
	F. Postage-sewer usage billings, return envelope insertion, certified letters, routine & general correspondence.	$5,000	$5,000	$0
	G. Computer Software Renewal, Purchases/Training, GIS,POSM ,VUEWorks & VTScada	$3,200	$4,200	$1,000
	H. Tax (Property) Sales Process- for our share of filing, mailing, title search etc of an uncollected	$2,000	$2,000	$0
		$24,700	**$26,200**	**$1,500**

Line Items		22/23FY	23/24FY	Variance
Liability & Property Insurance				
75210	Departmental Liability & Property Insurance increase 5%	**$43,000**	**$45,150**	**$2,150**
Outside Services & Rent				
75600	Line Item includes:			
	A. Contracted Services			
	1. Service & Support for Shared Plotter -CWPCA Contribution	$960	$1,000	$40
	2. Verizon Wireless Communication System (6 Verizon Phones,Pump Stations with VTSCADA.12 wireless data connections from ultrasonic Meters)	$6,000	$6,600	$600
	3. Comcast High Speed Internet For Sewer (WiFi,Anti-Virus,Anti Spam,Firewall,Cybersecurity software) Sewer Dept share	$3,000	$3,000	$0
	4. Service/Repair 5 Pump Station - NIC -Alarm Systems & Control Panels	$2,500	$2,500	$0
	5. Service /Support HVAC Vendor @ 28%	$3,000	$3,000	$0
	6. Service/Repair 5 Pump Station & Garage Generators (28%)	$5,500	$6,000	$500
	7. Service/Support/Labor - A&C (Vendor for 7 Computers & Server) 7 % shared cost	$5,040	$5,040	$0
	8. Service/Support - Quality Data Service (QDS) & Webshare Account Access	$6,000	$6,000	$0
	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	$3,000	$0
	11.Service and Support of (POSM Software) - for TV Van	$2,000	$2,000	$0
	12.Service and Support of Sequel Server Software (ESRI- GIS Maps)	$1,500	$2,000	$500
	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	$11,000	$12,000	$1,000
	B. Services Rendered - Compensation to Town's Finance Department for services related to Sewer Division accounts. Includes Yearly Audit at $3,923	$31,639	$30,319	-$1,320
	C. Legal Representation as needed by the CWPCA.	$8,500	$8,500	$0
	D. Police Services - Extra duty for traffic control.	$2,500	$2,500	$0
		$96,139	**$97,459**	**$1,320**
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 .	**$32,000**	**$35,000**	**$3,000**

DEPARTMENT:
SEWER USAGE (15803000)

TOWN OF CROMWELL
BUDGET EXPLANATION

FISCAL YEAR 2023/2024

Line Items		22/23FY	23/24FY	Variance
Utilities & Oil				
76241	B. Electricity For the Sewer Division in new facility (28%), pumping stations & flow meters	$27,000	$27,000	$0
	C. Natural Gas for Sewer Division Garage, Garage Generator & Pumpstation Generators, Nooks Hill, Northbrook. .	$11,000	$12,000	$1,000
	D. Water - for Sewer Division- Includes 3" Water Meter for Jet Truck- Quarterly Charge min. $630	$4,500	$4,500	$0
		$42,500	**$43,500**	**$1,000**
Gasoline & Fuel				
76260	Gas & diesel fuel for departmental equipment & vehicles:			
	Based on historical use of 1000 gals of Gas; 1000/gals @ $2.75/gal for half year =	$2,210	$2,750	$540
	Based on historical use of 3200 gals of Diesel; 3200/gals @ $3.00/gal =	$7,040	$9,600	$2,560
	Propane for Bucks Crossing Pumpstation Generator		$500	**$500**
		$9,250	**$12,850**	**$3,600**
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 ($12,000) for the continued study of areas known to having I/I problems. Purchase of new a server shared with other Town departments. ($0.000)	**$20,000**	**$12,000**	**-$8,000**
Sewage Treatment				
78410	Cromwell's portion of the Mattabassett District Facility Operations Assessment provided by Mattabassett. Increase of 8.2%	$1,026,591	$1,110,771	$84,180
	Metered usage - Metropolitan District Facility (MDC) yearly treatment fees of approximately $1150 per month for the North Main Meter Basin.	$14,000	$16,000	$2,000
		$1,040,591	**$1,126,771**	**$86,180**
Bond Interest				
78715	Funding for Sewer Maintenance Facility's Debt Service	**$66,000**	**$62,316**	**-$3,684**
Bond Principal				
78815	Funding for Sewer Maintenance Facility's Debt Service	**$64,000**	**$67,700**	**$3,700**
Prior Year Refunds				
78998	Allocated monies for incorrectly billed usage charges for prior years	**$3,500**	**$5,000**	**$1,500**
Damage Claims				
78999	Monies for potential damage claims.	**$100**	**$100**	**$0**
Sewer CNR	CNR Capital Purchase & Improvement Funding (see CNR funding for I/I Consulting Work & Pickup Truck w/plow)			
79260		**$0**	**$87,000**	**$87,000**
	Budget Total	**$2,407,980**	**$2,611,845**	**$203,864**
Sewer CNR Fund 26008000 - Capital Improvement	260-$787,705	2022-2023 CNR	2023-2024 CNR	$300,000

2023/2024 USAGE FUND SUMMARY

DEPARTMENT-SEWER ACCOUNT 15803000	ADJUSTED BUDGET DEC. 31, 2022	ACTUAL EXPENDITURE 2020-2021	ACTUAL EXPENDITURE 2021-2022	ACTUAL EXPENDITURE DEC. 31, 2022	ESTIMATED EXPENDITURE 2022-2023	DEPARTMENT REQUEST 2023-2024
SEWER USAGE FUND						
WAGES	524,868	448,747	465,466	292,458	490,000	538,659
PART-TIME WAGES	1,050	10,322	525	225	500	1,050
OVERTIME WAGES	60,568	52,713	46,121	24,518	55,000	62,314
EMPLOYEE BENEFITS+UNIFORMS	304,721	223,940	231,798	102,194	275,000	324,776
VEHICLE MAINTENANCE	8,000	5,191	2,485	119	7,000	9,000
EQUIPMENT PURCHASE+REPAIR	40,944	20,581	13,534	4,541	37,000	27,000
METERS, PUMPS,+STATION REPAIR	26,000	23,240	24,901	11,257	24,000	28,000
DEPARTMENTAL EXPENSES	24,700	17,505	11,049	4,170	20,000	26,200
LIABILITY+PROPERTY INSURANCE	43,000	40,205	40,921	31,219	42,000	45,150
OUTSIDE SERVICES+RENT	96,139	74,087	52,234	26,910	80,000	97,459
MATERIALS+SHOP SUPPLIES	32,000	39,433	30,642	13,318	32,000	35,000
UTILITIES + OIL	42,500	36,832	34,820	11,420	41,000	43,500
GASOLINE & FUEL	9,250	8,420	7,133	3,835	8,000	12,850
SEWER CAPITAL ITEMS	20,000	8,364	2,799	5,000	20,000	12,000
PAYMENT FOR SEWAGE TREATMENT	1,040,591	910,375	976,970	1,032,453	1,040,000	1,126,771
BOND INTEREST	66,000		68,566	33,000	66,000	62,316
BOND PRINCIPAL	64,000		61,200	-	64,000	67,700
PRIOR YEAR REFUNDS	3,500	540	-	10,879	10,879	5,000
DAMAGE CLAIMS	100				-	100
TRANSFER-SEWER CNR FUND	-	300,000	10,000		-	87,000
TOTAL	**2,407,931**	**2,220,496**	**2,081,164**	**1,607,516**	**2,312,379**	**2,611,845**

REVENUE:	**ESTIMATED 2023-2024**
USAGE $285.00 Per EDU	$2,285,415
PRIOR YEAR COLLECTION	250,000
INVESTMENT INCOME	6,000
PERMIT FEES	11,000
OUTSIDE SERVICES	10,000
TOTAL REVENUE	2,562,415
USE OF FUND BALANCE	(49,430)
TRANSFER TO USAGE FUND	
TOTAL	**2,611,845**

(8100 EDU's @ 99% = 8019 Collection @ $285.00/EDU)

FISCAL YEAR 2023/2024

POSITION SUMMARY

158-03000 SEWER USAGE

		PRESENT SUMMARY				PROPOSED SUMMARY			
EMPLOYEE	CLASSIFICATION	PAY PLAN	LEVEL	STEP	AMOUNT	PAY PLAN	LEVEL	STEP	AMOUNT
Richard Peck	Sewer Administrator	E	4	8	71,531				
TBD	Sewer Administrator	E	4	1	35,778	E	4	3	80,856
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 Maintainer	H	4A	4-5	60,334	N	4A	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	31,356
Michelle Milardo	Administrative Clerk	N	4	8	51,504	N	4	8	52,580
Michelle LuKas (50%)	Assist. Collector Tax/Sewer	N	6	8	30,712	N	6	8	31,356
Michael Vetica	Sewer Inspector/Maint.					H	5A	4	1,768
					$555,087				$538,659
Part-Time (Commission Clerk)					$1,500				$1,050
Overtime									$62,314
									$602,023
								FICA x .0765	$46,055
								TOTAL W/ FICA	$648,078

CNR/Non-Recurring Capital

The 2023/2024 Capital Plan
Usage Line Item: 15803000-79260

Fiscal Year 2023/2024 **Prepared by: Richard Peck**
Capital Plan Request - Detail

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1. Pickup Truck w/Plow

Approximate Cost: $62,000 Funding Source: Sewer Fund 15803000-79260-Usage

Need:
Replace the existing 2008 GMC Pickup Truck w/plow. It is the head mechanics opinion that the truck should no longer be a daily driver due to rust and needing a few larger repairs.

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2. Shunpike Pump Station Sanitary Sewer Area Improvements

Approximate Cost: $300,000 Funding Source: Sewer Fund 26008000-CNR

Description: Shunpike Pump Station Trunk Sewer Upgrade

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.

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2. I/I Consulting Services

Approximate Cost: $25,000 Funding Source: 15803000-79260-Usage

Description: Engineers Review, Guidance and Analysis of Inflow and Infiltration

Need:
Review the Shunpike and Nooks Hill Meter Basins Flows and determine the best course of action in mitigating the I/I.

CNR/Non-Recurring Capital

Five Year Capital - Projection
Equipment Purchase/Capital Improvement Plan

Sewer Fund (15803000-79260-Usage)
Sewer Fund (26008000- CNR)
Fiscal Year 2023/2024

Prepared by: R. Peck

1st YEAR: (2023/2024)	
1. Inflow/Iinfiltration Consulting Work, Shunpike PS & Nooks Hill PS Areas	$25,000
2. Replace existing 2008 GMC Pickup w/Plow	$62,000
3. Sewer Rehabilitation Project	$300,000
	$387,000
2nd YEAR: (2024/2025)	
1. Sewer Rehabilitation Projects Shunpike PS Meter Basin	$4,000,000
2. Replace Truck & Crane for removing Pumps at Pump Stations	$105,000
	$4,105,000
3rd YEAR: (2025/2026)	
1. Sewer Rehabilitation Projects Shunpike PS Meter Basin	$3,000,000
2. Replace existing 2012 GMC Pickup w/Plow	$65,000
3. Refurbish/Replace 1997 SRECO Sewer Cleaner Pump	$65,000
	$3,130,000
4th YEAR: (2026/2027)	
1. Replace Shunpike PS 2003 - 100 Kw Generator	$35,000
	$35,000
5th YEAR: (2027/2028)	
1.	
Total	
5-Year Total	**$7,657,000**

Estimated Expenditures: With Capital Item(s)	**$2,611,845**
2023-2024 Estimated Receipts:	
User Accounts: (5623 Accounts)	**EDU $285**
(8100 EDU's @ 99% = 8019 Collection @ $275.00/EDU)	$2,285,415
Prior Year Collections (all components)	$250,000
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Transfer to Sewer Usage Fund Balance	
	$2,611,845
Increase	3.60%