

FINAL SEWER ASSESSMENT BUDGET
2020-2021
BALANCE SHEET

<u>Estimated Expenditures:</u>	<u>\$33,000</u>
---------------------------------------	------------------------

2020-2021 Estimated Receipts:

Assessment Receipts	\$0
Delinquent Interest	\$600
Investment Income	\$9,940

Total Estimated Revenue	<u>\$10,540</u>
--------------------------------	------------------------

Transfer to Sewer Assessment Fund Balance

Transfer from Sewer Assessment Fund Balance	\$22,460
---------------------------------------------	----------

Budget Total	<u>\$33,000</u>
---------------------	------------------------

NOTE: Present Fund Balance as of 6/30/19 = \$575,913

**DEPARTMENT:
SEWER ASSESSMENT (25903000)**

**TOWN OF CROMWELL
BUDGET EXPLANATION**

FISCAL YEAR 2020/2021

Line Items		19/20 FY	20/21 FY	Variance
Legal Fees 73140	Legal Representation as needed by the CWPCA.	\$10,000	\$10,000	\$0
Data Processing 73260	Data Processing for updates, maintenance & repair of Sewer Division QDS program-Assessment Accounts.	\$2,000	\$2,000	\$0
Contracted Services 73500	Assessment portion 10% of GIS updating \$1000. IT Vendor \$500, Police Services for traffic control @ construction sites \$3,000.	\$4,500	\$4,500	\$0
Construction Projects 74500	Materials to install service connections to new buildings for Town or contracted work.	\$15,000	\$15,000	\$0
Postage 75320	Assessment billing statements, Assessment certified letters, Sewer construction certified letters	\$400	\$400	\$0
Legal Notices 75340	Legal Notices: assessments, new construction projects, payment due date.	\$800	\$800	\$0
Printing 75510	Printing Related to Sewer Assessment Billing	\$200	\$200	\$0
Bond Interest 78715	*No interest payment	\$0	\$0	\$0
Bond Principal 78715	*No annual bond principal payment	\$0	\$0	\$0
Prior Year Refunds 78998	Allocated monies for incorrectly billed assessment charges for prior years.	\$100	\$100	\$0
	Budget Total	\$33,000	\$33,000	\$0
	* Actual #'s from Finance Department			

2020/2021 ASSESSMENT FUND SUMMARY

DEPARTMENT-SEWER ACCOUNT 25903000	ADJUSTED BUDGET DEC. 31, 2019	ACTUAL EXPENDITURE 2016-2017	ACTUAL EXPENDITURE 2018-2019	ACTUAL EXPENDITURE DEC. 31, 2019	ESTIMATED EXPENDITURE 2019-2020	DEPARTMENT REQUEST 2020-2021
<u>SEWER ASSESSMENT FUND</u>						
LEGAL FEES	10,000	-		-	1,000	10,000
DATA PROCESSING	2,000			-		2,000
CONTRACTED SERVICES	4,500	1,000	665		1,000	4,500
CONSTRUCTION PROJECTS	15,000	2,173	2859		1,500	15,000
POSTAGE	400	-			-	400
LEGAL NOTICES	800	479	73		100	800
PRINTING	200	-			-	200
PRIOR YEAR REFUNDS	100	-			-	100
BOND INTEREST	-	-			-	
BOND PRINCIPAL	-	-			-	
SEWER CNR	-				-	
TOTAL	33,000	3,652	3,597	-	3,600	33,000
<u>REVENUE:</u>						
	<u>ESTIMATED</u>					
	2020-2021					
ASSESSMENT RECEIPTS	-					
DELINQUENT INTEREST + LIENS	600					
INVESTMENT INCOME	9,940					
TOTAL ESTIMATED REVENUE	10,540					
USE OF FUND BALANCE	22,460					
TRANSFER TO ASSESS. FUND BAL.	-					

FINAL SEWER USAGE BUDGET
2020-2021
BALANCE SHEET

Estimated Expenditures: **\$2,055,269**

2020-2021 Estimated Receipts:

User Accounts: (4969 Accounts) (7465 EDU's @ 99% = 7390.00 Collection @ \$275.00/EDU)	\$2,032,250
Prior Year Collections (all components)	\$100,000
Investment Interest	\$42,000
Permit/Inspection Fees	\$11,000
Outside Services	<u>\$15,000</u>
Total Estimated Revenue	\$2,200,250
Transfer from Sewer Usage Fund Balance	
Transfer to Sewer Usage Fund Balance	\$144,981
Budget Total	\$2,055,269

NOTE: Present Fund Balance as of 6/30/19 = \$1,996,809

DEPARTMENT:
SEWER USAGE (15803000)

TOWN OF CROMWELL
BUDGET EXPLANATION

FISCAL YEAR 2020/2021

Line Items		19/20 FY	20/21 FY	Variance
Wages				
71100	Regular Wages (*See Attached "Position Summary")	\$420,746	\$445,747	\$25,001
Part-Time Wages				
71200	A. CWPCA Minutes Clerk for meetings and public hearings; Approximately 20 meetings per year 3 hrs each x \$75/per meeting = <u>\$1,500</u>	\$1,500	\$1,500	\$0
	C. Seasonal Personnel for outside field work 28 wks @ \$13.32 for 40 hrs = <u>\$14,818</u>	\$14,571	\$14,818	\$247
		\$16,071	\$16,318	\$247
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 @ \$61/hr = \$24,544 6/Holidays @ 4 hrs per day = 24 hrs of DT @ \$81/hr = \$1,872 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@59/hr= \$5,900 C. Snow Removal - Board of Education Facilities* Estimated - 250 man-hours per year @ \$61/hr \$14,750 25% benefits on \$59/hr \$3,688 <i>* Funds are reimbursed from the Board of Education - revenue is deposited into the Usage Fund Balance in the FY it is expended in.</i> 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. \$0 E. Overtime - Office Staff \$500	\$24,544 \$1,872 \$5,000 \$5,900 \$14,750 \$3,688 \$0 \$500	\$25,376 \$1,944 \$5,000 \$5,900 \$15,250 \$3,813 \$0 \$500	\$832 \$72 \$0 \$0 \$500 \$125 \$0 \$0
		\$56,254	\$57,783	\$1,529

DEPARTMENT:
SEWER USAGE (15803000)

TOWN OF CROMWELL
BUDGET EXPLANATION

FISCAL YEAR 2020/2021

Line Items		19/20 FY	20/21 FY	Variance
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- 15% increase	\$168,500	\$193,500	\$25,000
	Life/LTD	\$2,200	\$2,200	\$0
	FICA	\$37,720	\$39,768	\$2,048
	Pension	\$41,117	\$41,117	\$0
	Post Employee Benefits- Life Insurance, Medical Coverage before 65 etc.	\$11,165	\$11,165	\$0
	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 \$41/man x 5 =	\$205.00	\$205.00	\$0
	Safety Shoes \$200/per man x 5 & 1 Seasonal @ \$100 =	\$1,100.00	\$1,100.00	\$0
		\$266,007	\$293,055	\$27,048
Vehicle Maintenance 74310	Maintenance & Repair of all departmental vehicles i.e. Dump Truck, 4 Pick-up Trucks, Sewer Cleaner & Sewer Inspection Van.			
		\$8,000	\$8,000	\$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, John Deere 710C Tractor/Loader/Backhoe, lifting crane and our 85G Excavator. Purchase and upkeep of urethane grouting machine.			
		\$25,000	\$25,000	\$0
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.</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.			
		\$20,000	\$20,000	\$0
		\$2,000	\$2,000	\$0
		\$2,000	\$2,000	\$0
		\$24,000	\$24,000	\$0

DEPARTMENT:
SEWER USAGE (15803000)

TOWN OF CROMWELL
BUDGET EXPLANATION

FISCAL YEAR 2020/2021

Line Items		19/20 FY	20/21 FY	Variance
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.	\$8,500	\$8,500	\$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.	\$5,000	\$5,000	\$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	\$3,000	\$0
	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	\$3,200	\$3,200	\$0
	H. Tax (Property) Sales Process- for our share of filing, mailing, title search etc of an uncollected	\$2,000	\$2,000	\$0
		\$29,700	\$29,700	\$0
Liability & Property Insurance				
75210	Departmental Liability & Property Insurance increase 5%	\$38,000	\$39,900	\$1,900

DEPARTMENT:
SEWER USAGE (15803000)

TOWN OF CROMWELL
BUDGET EXPLANATION

FISCAL YEAR 2020/2021

Line Items		19/20 FY	20/21 FY	Variance
Outside Services & Rent 75600	<p>Line Item includes:</p> <p>A. Contracted Services</p> <ol style="list-style-type: none"> 1. Service & Support for Shared Plotter -CWPCA Contribution 2. Verizon Wireless Communication System x 5 Units 3. Comcast High Speed Internet \$108/12 - For Sewer Garage 4. Service/Repair 5 Pump Station - Alarm Systems & Control Panels 5. Service/Repair 5 Pump Station & Garage Generators (6 total) 6. Service/Support/Repair - A & C - IT Vendor for 7 Computers & 1 Server 7. Service/Support - Quality Data Service & Webshare Account Access 8. Service/Support of VUEWorks Program (GASB34-Asset Management) 9. Service/Support and Yearly Upgrade of ArcMap Program for 5 Computers 10. Service and Support of POSM Software - for TV Van 11. Service and Support of Sequel Server Software (GASB34-Asset Management) 12. GIS Mapping Updates/Maintenance- All digital data of the sewer infrastructure and accounts: new construction, old data corrections, includes shared portion of GIS web hosting and subscription renewal, utilizing the Town's authorized GIS Consultant <p>B. Services Rendered - Compensation to Town's Finance Department for services related to Sewer Division accounts. Includes Yearly Audit at \$3,885</p> <p>C. Property Rental - Rental paid to the Town for the Sewer Garage and Office space.</p> <p>D. Legal Representation as needed by the CWPCA.</p> <p>E. Police Services - Extra duty for traffic control.</p>			
		\$960	\$960	\$0
		\$4,000	\$4,000	\$0
		\$1,260	\$1,296	\$36
		\$2,500	\$2,500	\$0
		\$4,500	\$4,500	\$0
		\$5,000	\$5,000	\$0
		\$6,000	\$6,000	\$0
		\$4,000	\$4,000	\$0
		\$3,000	\$3,000	\$0
		\$1,500	\$1,500	\$0
		\$1,500	\$1,500	\$0
		\$11,000	\$11,000	\$0
		\$29,454	\$29,875	\$421
		\$7,875	\$7,875	\$0
		\$10,000	\$10,000	\$0
		\$2,500	\$2,500	\$0
		\$95,049	\$95,506	\$457
Materials & Shop Supplies 76110	<p>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. <u>DPW road improvements</u> require purchasing manhole risers @125 each. Shop Supplies: O-rings, nuts, bolts, miscellaneous electrical items, inventory for gravity & force mains . Programs: Rehabilitation repairs, Root Control, I&I & FOG related materials & supplies</p>			
		\$26,000	\$26,000	\$0
Utilities & Oil 76241	<p>A. Telephone/Wireless Services - sewer garage, pump stations, six (6) wireless Verizon connections connecting pump stations to designated computer with (VTScada) and verizon phones, twelve (12) wireless data connections from ultrasonic meters to the sewer garage computer.</p> <p>B. Electricity For the Sewer Division</p> <p>C. Natural Gas for Sewer Division Garage, Garage Generator & Pumpstation Generators, Nooks Hill, Northbrook. Propane for Bucks Crossing Pumpstation Generator.</p> <p>D. Water - for Sewer Division</p>			
		\$6,500	\$6,500	\$0
		\$22,000	\$23,000	\$1,000
		\$6,000	\$6,000	\$0
		\$500	\$550	\$50
		\$35,000	\$36,050	\$1,050

DEPARTMENT:
SEWER USAGE (15803000)

TOWN OF CROMWELL
BUDGET EXPLANATION

FISCAL YEAR 2020/2021

Line Items		19/20 FY	20/21 FY	Variance
Gasoline & Fuel 76260	Gas & diesel fuel for departmental equipment & vehicles: Based on historical use of 1000 gals of Gas; 1000/gals @ \$2.01/gal = Based on historical use of 3200 gals of Diesel; 3200/gals @ \$2.10/gal =	\$2,210 \$6,400 \$8,610	\$2,210 \$6,400 \$8,610	\$0 \$0 \$0
Sewer Capital Items 77900	This item provides the funds needed to continue funding the replacement and upgrading of departmental equipment. Purchase of a Push camera,controller,hose reel and locationg sond for inspection of 2" to 6" pipe (\$11,000). Purchase & Install (18' x 30') Wire Storage Crib in new facilitv (\$11.000).		\$22,000 \$22,000	\$22,000
Sewage Treatment 78410	2019 Actual Assessment Cromwell's portion of the Mattabassett District Facility Operations Assessment provided by Mattabassett) . Metered usage - Metropolitan District Facility (MDC) yearly treatment fees of approximately \$950 per month for the North Main Meter Basin.	\$910,862 \$919,971 \$6,500 \$926,471	\$0 \$912,000 \$12,000 \$924,000	 -\$7,971 \$5,500 -\$2,471
Bond Interest 78715	Funding for Sewer Maintenance Facility's Debt Service	\$100,000	\$0	-\$100,000
Bond Principal 78815	Funding for Sewer Maintenance Facility's Debt Service	\$0	\$0	
Prior Year Refunds 78998	Allocated monies for incorrectly billed usage charges for prior years	\$3,500	\$3,500	\$0
Damage Claims 78999	Monies for potential damage claims.	\$100	\$100	\$0
Sewer CNR 79260	CNR Capital Purchase & Improvement Funding			\$0
Budget Total		\$2,078,508	\$2,055,269	-\$23,239
Capital Improvement- Fund 26008000-CNR	Phase V Sewer Rehabilitation/Construction		100% From CNR	\$300,000

2020/2021 USAGE FUND SUMMARY

DEPARTMENT-SEWER ACCOUNT 15803000	ADJUSTED BUDGET DEC. 31, 2019	ACTUAL EXPENDITURE 2017-2018	ACTUAL EXPENDITURE 2018-2019	ACTUAL EXPENDITURE DEC. 31, 2019	ESTIMATED EXPENDITURE 2019-2020	DEPARTMENT REQUEST 2020-2021
SEWER USAGE FUND						
WAGES	420,746	385,720	427,762	201,987	420,000	445,747
PART-TIME WAGES	16,071	14,518	14,797	8,094	13,000	16,318
OVERTIME WAGES	56,254	50,056	45,819	19,492	50,000	57,783
EMPLOYEE BENEFITS+UNIFORMS	266,007	181,947	185,169	75,466	245,000	293,055
VEHICLE MAINTENANCE	8,000	4,803	4,041	3,625	7,000	8,000
EQUIPMENT PURCHASE+REPAIR	25,000	18,387	17,704	7,842	23,000	25,000
METERS, PUMPS,+STATION REPAIR	24,000	17,511	17,635	4,348	20,000	24,000
DEPARTMENTAL EXPENSES	29,700	11,959	18,756	1,795	22,000	29,700
LIABILITY+PROPERTY INSURANCE	38,000	34,325	33,900	29,476	36,000	39,900
OUTSIDE SERVICES+RENT	95,049	68,877	56,253	22,505	90,000	95,470
MATERIALS+SHOP SUPPLIES	26,000	25,950	20,374	9,344	23,000	26,000
UTILITIES + OIL	35,000	31,693	34,078	8,739	35,000	36,100
GASOLINE & FUEL	8,610	7,283	7,964	3,302	9,600	8,610
SEWER CAPITAL ITEMS	-	-	-	-	-	22,000
PAYMENT FOR SEWAGE TREATMENT	926,471	922,384	962,996	915,323	926,000	924,000
BOND INTEREST	100,000					
BOND PRINCIPAL						
PRIOR YEAR REFUNDS	3,500		1,756	-	2,000	3,500
DAMAGE CLAIMS	100		-	-		100
TRANSFER-SEWER CNR FUND	-	793,000	121,000	-	61,000	300,000
TOTAL	2,078,508	2,568,413	1,970,004	1,311,338	1,982,600	2,355,283
REVENUE:	ESTIMATED 2020-2021					
USAGE \$275.00 Per EDU	\$2,032,250					
PRIOR YEAR COLLECTION	100,000					
INVESTMENT INCOME	42,000					
PERMIT FEES	11,000					
OUTSIDE SERVICES	15,000					
TOTAL REVENUE	2,200,250					
USE OF FUND BALANCE						
TRANSFER TO USAGE FUND	144,981					
TOTAL	2,055,269					
(7465 EDU's @ 99% = 7390 Collection @ \$275.00/EDU)						

FISCAL YEAR 2020/2021
POSITION SUMMARY

158-03000 SEWER USAGE

EMPLOYEE	CLASSIFICATION	PAY PLAN	PRESENT SUMMARY			PROPOSED SUMMARY			
			LEVEL	STEP	AMOUNT	PAY PLAN	LEVEL	STEP	AMOUNT
Richard Peck	Sewer Administrator	E	4	7	89,252	E	4	7	91,261
Wayne Pierson	Sewer Foreman	H	8A	1-2	67,219	H	8A	2-3	70,423
Scott Drinkwater	Sewer Inspector/Maint.	H	5	4-5	60,653	H	5	5	63,461
Gary Brennan	Sewer Inspector/Maint.	H	5	5	62,301	H	5	5	63,461
Michael Vetica	Sewer Maintainer	H	4	1	47,772	N	4	1-2	50,125
Laurie Berard (50%)	Assist. Collector Tax/Sewer	N	5	5-Apr	25,703	N	5	5-6	26,956
Michelle Milardo	Administrative Clerk	N	4	8	48,125	N	4	8	49,019
Michelle LuKas (50%)	Assist. Collector Tax/Sewer	N	6	7-8	27,986	N	6	8	29,251
Unfilled	Sewer Assist. Foreman					H	6	4	1,790
					<u>\$429,011</u>				
									<u>\$445,747</u>
Part-Time (Commission Clerk)					\$1,500				\$1,500
Part-Time Seasonal \$13.32/hr	1120 hours								\$14,818
Overtime									\$57,783
									\$519,848
									FICA x .0765 \$39,768
									TOTAL W/ FICA \$559,616

CNR/Non-Recurring Capital

*The 2020/2021 Capital Plan
Usage Line Item: 15803000-79260*

Fiscal Year 2020/2021 Capital Plan Request - Detail

Prepared by: Richard Peck

1. Sewer Pipeline Rehabilitation Phase V

Approximate Cost: \$300,000 Funding Source: Sewer Fund 26008000-CNR & 15803000-79260-Usage

Description: Sewer Pipeline Rehabilitation

Need:

Rehabilitate sanitary sewers that are in need of relinig,repairing and or shows indications of infiltration/inflow.

2.

Approximate Cost:

Description:

Need:

CNR/Non-Recurring Capital

Five Year Capital - Projection

Equipment Purchase/Capital Improvement Plan

Sewer Fund (15803000-79260-Usage)

Sewer Fund (26008000- CNR)

Fiscal Year 2020/2021

Prepared by: R. Peck

1st YEAR: (2020/2021)

1. Sewer Pipeline Rehabilitation Phase V	\$300,000
------------------------------------------	-----------

\$300,000

2nd YEAR: (2021/2022)

1. Replace Truck & Crane for removing Pumps at Pump Stations	\$105,000
--------------------------------------------------------------	-----------

2. Replace existing 2008 GMC Pickup w/Plow	\$56,000
--------------------------------------------	----------

3. Shunpike Pump Station Sewer Study/Rehabilitation	\$50,000
-----------------------------------------------------	----------

\$211,000

3rd YEAR: (2022/2023)

1. Refurbish/Replace 1997 SRECO Sewer Cleaner Pump	\$75,000
----------------------------------------------------	----------

2. Sewer Rehabilitation Continuation	\$200,000
--------------------------------------	-----------

\$275,000

4th YEAR: (2023/2024)

1. Replace existing 2012 GMC Pickup w/Plow	\$65,000
--------------------------------------------	----------

\$65,000

5th YEAR: (2024/2025)

1. Replace Shunpike PS 2003 - 100 Kw Generator	\$35,000
------------------------------------------------	----------

Total \$35,000

5-Year Total \$886,000

<u>Estimated Expenditures: With Capital Item(s)</u>	<u>\$2,055,269</u>
<u>2020-2021 Estimated Receipts:</u>	
User Accounts: (4969 Accounts)	<u>EDU \$275</u>
(7465 EDU's @ 99% = 7390 Collection @ \$275.00/EDU)	\$2,032,250
Prior Year Collections (all components)	\$100,000
Investment Interest	\$42,000
Permit/Inspection Fees	\$11,000
Outside Services	\$15,000
Total Estimated Revenue	\$2,200,250
Transfer from Sewer Usage Fund Balance	
Transfer to Sewer Usage Fund Balance	\$144,981
	<u>\$2,055,269</u>

