FINAL SEWER USAGE BUDGET
2019-2020
BALANCE SHEET

Estimated Expenditures:		**$2,078,508**
2019-2020 Estimated Receipts:		
User Accounts: (4955 Accounts) (7566 EDU's @ 99% = 7490.00 Collection @ $275.00/EDU)		$2,059,750
Prior Year Collections (all components)		$20,000
Investment Interest		$17,445
Permit/Inspection Fees		$20,000
Outside Services		$15,000
	Total Estimated Revenue	**$2,132,195**
Transfer from Sewer Usage Fund Balance		
Transfer to Sewer Usage Fund Balance		$53,687
	Budget Total	**$2,078,508**

NOTE: Present Fund Balance as of 6/30/18 = $1,439,068

DEPARTMENT:
SEWER USAGE (15803000)

TOWN OF CROMWELL
BUDGET EXPLANATION

FISCAL YEAR 2019/2020

Line Items		18/19 FY	19/20 FY	Variance
Wages				
71100	Regular Wages (*See Attached "Position Summary")	**$436,034**	**$420,746**	**-$15,288**
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 = *$1,500*	$1,500	$1,500	$0
	C. Seasonal Personnel for outside field work 28 wks @ $13.01 for 40 hrs = $14,571	$13,520	$14,571	$1,051
		$15,020	**$16,071**	**$1,051**
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 @ $59/hr =	$24,128	$24,544	$416
	6/Holidays @ 4 hrs per day = 24 hrs of DT @ $78/hr =	$1,848	$1,872	$24
	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@58/hr=	$5,800	$5,900	$100
	C. Snow Removal - Board of Education Facilities*			
	Estimated - 250 man-hours per year @ $59/hr	$14,500	$14,750	$250
	25% benefits on $59/hr	$3,625	$3,688	$63
	* *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	$0	-$2,000
	E. Overtime - Office Staff	$500	$500	$0
		$57,401	**$56,254**	**-$1,148**

DEPARTMENT:
SEWER USAGE (15803000)

TOWN OF CROMWELL
BUDGET EXPLANATION

FISCAL YEAR 2019/2020

Line Items		18/19 FY	19/20 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	$160,000	$168,500	$8,500
	Life/LTD	$2,100	$2,200	$100
	FICA	$38,897	$37,720	-$1,177
	Pension	$36,500	$41,117	$4,617
	Post Empolyee Benefits- Life Insurance, Medical Coverage before 65 etc.		$11,165	$11,165
	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
		$242,802	**$266,007**	**$23,205**
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. . **In the event of a pump failure, funds must remain available - repair/replacement estimated @ $8,500.*	$20,000	$20,000	$0

Line Items		18/19 FY	19/20 FY	Variance
	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 .	$2,000	$2,000	$0
	C. Service & Repairs flow meters flashware (recording software) hardware and ultrasonic transducer.	$3,000	$2,000	-$1,000
		$25,000	**$24,000**	**-$1,000**
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.	$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	**$38,000**	**$38,000**	**$0**

Line Items		18/19 FY	19/20 FY	Variance
Outside Services & Rent				
75600	Line Item includes:			
	A. Contracted Services			
	1. Service & Support for Shared Plotter -CWPCA Contribution	$960	$960	$0
	2. Verizon Wireless Communication System x 5 Units	$4,000	$4,000	$0
	3. Comcast High Speed Internet $105/12 - For Sewer Garage	$1,260	$1,260	$0
	4. Service/Repair 5 Pump Station - Alarm Systems & Control Panels	$2,500	$2,500	$0
	5. Service/Repair 5 Pump Station & Garage Generators (6 total)	$4,500	$4,500	$0
	6. Service/Support/Repair - IT Vendor for 6 Computers & 1 Server	$5,000	$5,000	$0
	7. Service/Support - Quality Data Service & Webshare Account Access	$6,000	$6,000	$0
	8. Service/Support of VUEWorks Program (GASB34-Asset Management)	$4,000	$4,000	$0
	9. Service/Support and Yearly Upgrade of ArcView Program for 4 Computers	$3,000	$3,000	$0
	10.Service and Support of POSM Software - for TV Van	$1,500	$1,500	$0
	11.Service and Support of Sequel Server Software (GASB34-Asset Management)	$1,500	$1,500	$0
	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 subcsription renewal. utilizing the Town's authorized GIS Consultant	$10,000	$11,000	$1,000
	B. Services Rendered - Compensation to Town's Finance Department for services related to Sewer Division accounts. Includes Yearly Audit at $3,700	$25,750	$29,454	$3,704
	C. Property Rental - Rental paid to the Town for the Sewer Garage and Office space.	$7,500	$7,875	$375
	D. Legal Representation as needed by the CWPCA.	$10,000	$10,000	$0
	E. Police Services - Extra duty for traffic control.	$2,500	$2,500	$0
		$89,970	**$95,049**	**$5,079**
Materials & Shop Supplies				
76110	Supplies & related materials needed for ongoing maintenance of the sewer system infrastructure and maintenance of Right-of-Ways (approx. 35). Materials: pipe, manholes, manhole covers & risers. DPW road improvements require purchasing manhole risers @110 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	**$26,000**	**$26,000**	**$0**

DEPARTMENT:
SEWER USAGE (15803000)

TOWN OF CROMWELL
BUDGET EXPLANATION

FISCAL YEAR 2019/2020

Line Items		18/19 FY	19/20 FY	Variance
Utilities & Oil				
76241	A. Telephone/Wireless Services - sewer garage, pump stations, six (6) leased lines connecting pump stations to the Police Department, twelve (12) wireless data connections from ultrasonic meters to the sewer garage.	$6,500	$6,500	$0
	B. Electricity For the Sewer Division	$22,000	$22,000	$0
	C. Natural Gas for Sewer Division Garage, Garage Generator & Pumpstation Generators, Nooks Hill, Northbrook. Propane for Bucks Crossing Pumpstation Generator.	$6,000	$6,000	$0
	D. Water - for Sewer Division	$500	$500	$0
		$35,000	**$35,000**	**$0**
Gasoline & Fuel				
76260	Gas & diesel fuel for departmental equipment & vehicles:			
	Based on historical use of 1000 gals of Gas; 1000/gals @ $2.21/gal =	$2,450	$2,210	-$240
	Based on historical use of 3200 gals of Diesel; 3200/gals @ $2.00/gal =	$7,840	$6,400	-$1,440
		$10,290	**$8,610**	**-$1,680**
Sewage Treatment	2018 Actual Assessment	$885,555	$910,862	
78410	Cromwell's portion of the Mattabassett District Facility Operations Assessment provided by Mattabassett) .	$909,000	$919,971	$10,971
	Metered usage - Metropolitan District Facility (MDC) yearly treatment fees of approximately $460 per month for the North Main Meter Basin.	$6,500	$6,500	$0
		$915,500	**$926,471**	**$10,971**
Bond Interest				
78715	Funding for Sewer Maintenance Facility's Debt Service	**$0**	**$100,000**	**$100,000**
Bond Principal				
78815	Funding for Sewer Maintenance Facility's Debt Service		**$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		**$84,000**		-$84,000
	Budget Total	**$2,041,317**	**$2,078,508**	**$37,191**
Capital Improvement- Fund 26008000-CNR			100% From CNR	

2019/2020 USAGE FUND SUMMARY

DEPARTMENT-SEWER ACCOUNT 15803000	ADJUSTED BUDGET DEC. 31, 2018	ACTUAL EXPENDITURE 2015-2017	ACTUAL EXPENDITURE 2017-2018	ACTUAL EXPENDITURE DEC. 31, 2018	ESTIMATED EXPENDITURE 2018-2019	DEPARTMENT REQUEST 2019-2020
SEWER USAGE FUND						
WAGES	422,775	385,211	385,720	230,804	422,775	420,746
PART-TIME WAGES	14,729	15,316	14,518	11,355	13,000	16,071
OVERTIME WAGES	56,549	42,084	50,056	18,948	50,000	56,254
EMPLOYEE BENEFITS+UNIFORMS	255,070	197,311	181,947	84,603	250,000	266,007
VEHICLE MAINTENANCE	8,000	4,375	4,803	453	6,000	8,000
EQUIPMENT PURCHASE+REPAIR	25,000	15,961	18,387	4,469	20,000	25,000
METERS, PUMPS,+STATION REPAIR	25,000	13,562	17,511	8,378	20,000	24,000
DEPARTMENTAL EXPENSES	28,700	19,120	11,959	2,750	22,000	29,700
LIABILITY+PROPERTY INSURANCE	38,000	35,588	34,325	25,426	36,000	38,000
OUTSIDE SERVICES+RENT	90,228	76,650	68,877	50,791	80,000	95,049
MATERIALS+SHOP SUPPLIES	26,000	37,547	25,950	5,061	26,000	26,000
UTILITIES + OIL	34,000	29,903	31,693	12,562	34,000	35,000
GASOLINE & FUEL	9,660	6,960	7,283	3,374	9,600	8,610
SEWER CAPITAL ITEMS	-	-		-		-
PAYMENT FOR SEWAGE TREATMENT	962,996	802,265	922,384	890,121	893,120	926,471
BOND INTEREST						100,000
BOND PRINCIPAL						-
PRIOR YEAR REFUNDS	2,500	-		265	2,000	3,500
DAMAGE CLAIMS	100	-		-		100
TRANSFER-SEWER CNR FUND	121,000	55,000	793,000	121,000	121,000	-
TOTAL	**2,120,307**	**1,736,853**	**2,568,413**	**1,470,360**	**2,005,495**	**2,078,508**

REVENUE:	**ESTIMATED 2019-2020**
USAGE $275.00 Per EDU	$2,059,750
PRIOR YEAR COLLECTION	20,000
INVESTMENT INCOME	17,445
PERMIT FEES	20,000
OUTSIDE SERVICES	15,000
TOTAL REVENUE	2,132,195
USE OF FUND BALANCE	
TRANSFER TO USAGE FUND	53,687
TOTAL	**2,078,508**

(7566 EDU's @ 99% = 7490 Collection @ $275.00/EDU)

FISCAL YEAR 2019/2020

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	7	87,202	E	4	7	89,252
Scott Drinkwater	Sewer Maintainer	H	4	4-5	30,030				
Curtis Rooth	Sewer Foreman	H	8A	5	38,594				
Wayne Pierson	Sewer Foreman	H	8A	1	31,857	H	8A	1-2	65,763
Wayne Pierson	Sewer Inspector/Maint.	H	5	5	30,233				
Gary Brennan	Sewer Inspector/Maint.	H	5	5	60,466	H	5	5	60,931
Scott Drinkwater	Sewer Inspector/Maint.	H	5	4	25,475	H	5	4-5	59,319
TBD	Sewer Inspector/Maint.	H	4	1	19,307	N	4	1-2	47,362
Allison Brown (50%)	Assist. Collector Tax/Sewer	N	5	1	14,770	N	5	1-2	22,008
Michelle Milardo	Administrative Clerk	N	4	8	46,665	N	4	8	48,125
Michelle LuKas (50%)	Assist. Collector Tax/Sewer	N	6	6-7	26,352	N	6	7-8	27,986
					$410,951				$420,746
Part-Time (Commission Clerk)					$1,500				$1,500
Part-Time Seasonal $13.01/hr	1040 hours								$14,571
Overtime									$56,254
									$493,071
								FICA x .0765	$37,720
								TOTAL W/ FICA	$530,790

CNR/Non-Recurring Capital

The 2019/2020 Capital Plan
Usage Line Item: 15803000-79260

Fiscal Year 2019/2020 **Prepared by: Richard Peck**
Capital Plan Request - Detail

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1. Sewer Facility Funding

Approximate Cost: $0 Funding Source: Sewer Fund 26008000-CNR & 15803000-79260-Usage

Description: Town of Cromwell Public Works (Sewer) New Building and Grounds Facility

Need:
Replace or upgrade the Public Works & Sewer Buildings and/or move to a new location to accommodate the needs to house the employees and equipment. The Town has out grown the existing outdated facility and site.

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 2019/2020 | **Prepared by: R. Peck**

1st YEAR: (2019/2020)		
1. Sewer Maintenance Facility Funding		$0
	Total	**$0**
2nd YEAR: (2020/2021)		
1. Sewer Pipeline & Shunpike Pump Station Study/Rehabilitation		$300,000
2. Replace existing 2008 GMC Pickup w/Plow	Total:	$56,000
3. Sewer Maintenance Facility Funding		$0
		$356,000
3rd YEAR: (2021/2022)		
1. Replace Truck & Crane for removing pumps at Pump Stations		$105,000
		$105,000
4th YEAR: (2022/2023)		
1. Refurbish/Replace 1997 SRECO Sewer Cleaner Pump		$75,000
2. Infiltration/Inflow Rehabilitation Continuation		$200,000
		$275,000
5th YEAR: (2023/2024)		
1. Replace existing 2012 GMC Pickup w/Plow		$65,000
		$65,000
	5-Year Total	**$801,000**

FINAL SEWER ASSESSMENT BUDGET
2019-2020
BALANCE SHEET

Estimated Expenditures:		**$33,000**
2019-2020 Estimated Receipts:		
Assessment Receipts		$48,000
Delinquent Interest		$600
Investment Income		$4,672
	Total Estimated Revenue	**$53,272**
Transfer to Sewer Assessment Fund Balance		$20,272
Transfer from Sewer Assessment Fund Balance		-
	Budget Total	**$33,000**

NOTE: Present Fund Balance as of 6/30/18 = $517,112

DEPARTMENT:
SEWER ASSESSMENT (25903000)

TOWN OF CROMWELL
BUDGET EXPLANATION

FISCAL YEAR 2019/2020

Line Items		18/19 FY	19/20 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 portion10% 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.	$25,000	$15,000	-$10,000
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	**$43,000**	**$33,000**	**-$10,000**

* Actual #'s from Finance Department