

TOWN OF CROMWELL
LEGAL NOTICE
SPECIAL TOWN MEETING
MAY 8, 2019

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JOAN AHLQUIST
TOWN CLERK
CROMWELL, CT

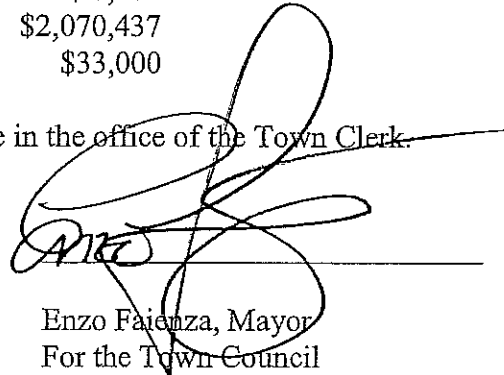
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Notice is hereby given to electors and those qualified to vote at Town Meetings in the Town of Cromwell that a Special Town Meeting will be held on May 8, 2019, at 6:45 p.m. at the Cromwell Town Hall, Room 224/5, 41 West Street, Cromwell, CT to act upon the following:

1. Authorize the appropriation within the Special Revenue Funds for the 2019-20 Budgets as follows:

- | | |
|--------------------------|-------------|
| a. Dog Fund | \$ 24,024 |
| b. Sidewalk Fund | \$ 7,500 |
| c. Sewer Usage Fund | \$2,070,437 |
| d. Sewer Assessment Fund | \$33,000 |

Copies of these budgets are on file in the office of the Town Clerk.



Enzo Faenza, Mayor
For the Town Council

DEPARTMENT- ACCOUNT	ADJUSTED BUDGET DEC. 31, 2018	ACTUAL EXPENDITURE 2016-17	ACTUAL EXPENDITURE 2017-18	ACTUAL EXPENDITURE DEC. 31, 2018	ESTIMATED EXPENDITURE 2018-19	DEPARTMENT REQUEST 2019-20	TOWN TOWN MANAGER RECOMMENDED	TOWN TOWN COUNCIL RECOMMENDED	BOARD OF BOARD OF FINANCE RECOMMENDED
LOG FUND									
VETERINARIAN FEES	4,000	1,569	1,211	-	4,000	3,500	3,500		
OUTSIDE SERVICES	10,924	9,517	8,364	5,997	10,924	10,924	10,924		
VEHICLE MAINTENANCE	1,500	840	425	-	1,500	1,500	1,500		
EQUIP.REPAIR+REPLACEMENT	1,000	979	881	-	1,000	1,000	1,000		
DEPARTMENTAL EXPENSE	1,200	1,186	1,196	15	1,200	1,200	1,200		
TRAINING/WORKSHOPS	1,200	1,000	965	1,192	1,200	1,700	1,700		
UNIFORMS	1,200	1,177	1,196	369	1,200	1,200	1,200		
GASOLINE + OTHER FLUIDS	3,000	1,794	1,638	412	3,000	3,000	3,000		
TOTAL	24,024	18,062	15,876	7,985	24,024	24,024	24,024	-	-
FUNDING:									
FEES+FUND INCOME	6,524	6,867	7,619	3,889	6,524	6,500	6,500		
FUND BALANCE	7,500	3,671	2,733	-	7,500	7,500	7,500		
GENERAL FUND	10,000	7,524	5,524	10,024	10,000	10,024	10,024		
TOTAL	24,024	18,062	15,876	13,913	24,024	24,024	24,024	-	-

DEPARTMENT- ACCOUNT	ADJUSTED BUDGET DEC. 31, 2018	ACTUAL EXPENDITURE 2016-17	ACTUAL EXPENDITURE 2017-18	ACTUAL EXPENDITURE DEC. 31, 2018	ESTIMATED EXPENDITURE 2018-19	DEPARTMENT REQUEST 2019-20	TOWN TOWN MANAGER RECOMMENDED	TOWN TOWN COUNCIL RECOMMENDED	BOARD OF BOARD OF FINANCE RECOMMENDED
SIDEWALK PROGRAM FUND									
MISCELLANEOUS REPAIRS	7,500	7,500	-	2,200	7,500	7,500	7,500		
TOTAL	7,500	7,500	-	2,200	7,500	7,500	7,500	-	-

Test EDU Rate Projection
Recommendation - \$265

Estimated Expenditures: With Capital Item(s)	\$2,070,437	\$2,070,437	
2019-2020 Estimated Receipts:		Current & Proposed \$10	
User Accounts: (4965 Accounts) (7566 EDU's @ 99% = 7490 Collection @ \$265.00/EDU)	EDU \$265 \$1,984,850	EDU \$275 \$2,059,750	
Prior Year Collections (all components)	\$20,000	\$20,000	
Investment Interest	\$6,000	\$6,000	
Permit/Inspection Fees	\$20,000	\$20,000	
Outside Services	\$15,000	\$15,000	
Total Estimated Revenue	\$2,045,850	\$2,120,750	
Transfer from Sewer Usage Fund Balance	(\$24,587)		
Transfer to Sewer Usage Fund Balance		\$50,313	
	\$2,070,437	\$2,070,437	

PROPOSED SEWER USAGE BUDGET
2019-2020
BALANCE SHEET

Estimated Expenditures: \$2,070,437

2019-2020 Estimated Receipts:

User Accounts: (4955 Accounts) (7566 EDU's @ 99% = 7490.00 Collection @ \$265.00/EDU)	\$1,984,850	
Prior Year Collections (all components)	\$20,000	—
Investment Interest	\$6,000	—
Permit/Inspection Fees	\$20,000	
Outside Services	<u>\$15,000</u>	
Total Estimated Revenue	\$2,045,850	
Transfer from Sewer Usage Fund Balance	\$24,587	
Transfer to Sewer Usage Fund Balance		
Budget Total	\$2,070,437	

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

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 Facility Funding		\$250,000
	Total	\$250,000
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
		\$356,000
3rd YEAR: (2021/2022)		
1. Infiltration/Inflow Rehabilitation Continuation		\$200,000
2. Replace Crane for removing pumps at Pump Station		\$35,000
		\$235,000
4th YEAR: (2021/2022)		
1. New Crane Truck		\$75,000
2. Refurbish/Replace 1997 SRECO Sewer Cleaner Pump		\$70,000
		\$145,000
5th YEAR: (2021/2022)		
1.		\$0
	5-Year Total	\$986,000

CNR/Non-Recurring Capital

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

**Fiscal Year 2019/2020
Capital Plan Request - Detail**

Prepared by: Richard Peck

1. Sewer Facility Funding

Approximate Cost: \$250,000 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:

DEPARTMENT:
SEWER USAGE (15803000)

TOWN OF CROMWELL
BUDGET EXPLANATION

FISCAL YEAR 2018/2019

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 = <u>\$1,500</u>	\$1,500	\$1,500	\$0
	C. Seasonal Personnel for outside field work 28 wks @ \$13.01 for 40 hrs = <u>\$14,571</u>	\$13,520	\$14,571	\$1,051
		<u>\$15,020</u>	<u>\$16,071</u>	<u>\$1,051</u>
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 = 6/Holidays @ 4 hrs per day = 24 hrs of DT @ \$78/hr = FOG Inspections For Food Preparation Establishments- In-House B. Unscheduled - response to pump station alarms, meter failure, grinder pump failure, blocked sewer lines, etc. 100 man-hours@58/hr= C. Snow Removal - Board of Education Facilities* Estimated - 250 man-hours per year @ \$59/hr 25% benefits on \$59/hr * Funds are reimbursed from the Board of Education - revenue is deposited into the Usage Fund Balance in the FY it is expended in. 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. E. Overtime - Office Staff	\$24,128 \$1,848 \$5,000 \$5,800 \$14,500 \$3,625 \$2,000 \$500 <u>\$57,401</u>	\$24,544 \$1,872 \$5,000 \$5,900 \$14,750 \$3,688 \$0 \$500 <u>\$56,254</u>	\$416 \$24 \$0 \$100 \$250 \$63 \$0 \$0 <u>-\$1,148</u>

DEPARTMENT:
SEWER USAGE (15803000)

TOWN OF CROMWELL
BUDGET EXPLANATION

FISCAL YEAR 2018/2019

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 Employee 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
		<u>\$242,802</u>	<u>\$266,007</u>	<u>\$23,205</u>
Vehicle Maintenance				
74310	Maintenance & Repair of all departmental vehicles i.e. Dump Truck, 4 Pick-up Trucks, Sewer Cleaner & Sewer Inspection Van.			
		<u>\$8,000</u>	<u>\$8,000</u>	<u>\$0</u>
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			
		<u>\$25,000</u>	<u>\$25,000</u>	<u>\$0</u>
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

DEPARTMENT:
SEWER USAGE (15803000)

TOWN OF CROMWELL
BUDGET EXPLANATION

FISCAL YEAR 2018/2019

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	\$3,000	\$0
		\$25,000	\$25,000	\$0
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 & Asset Management.	\$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

DEPARTMENT:
SEWER USAGE (15803000)

TOWN OF CROMWELL
BUDGET EXPLANATION

FISCAL YEAR 2018/2019

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 subscription 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
		<u>\$89,970</u>	<u>\$95,049</u>	<u>\$5,079</u>
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 2018/2019

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
		<u>\$35,000</u>	<u>\$35,000</u>	<u>\$0</u>
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
		<u>\$10,290</u>	<u>\$8,610</u>	<u>-\$1,680</u>
Sewage Treatment				
78410	2018 Actual Assessment	\$885,555		
	Cromwell's portion of the Mattabassett District Facility Operations Assessment provided by Mattabassett).	\$909,000	\$910,900	\$1,900
	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
		<u>\$915,500</u>	<u>\$917,400</u>	<u>\$1,900</u>
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
Non-Recurring Fund				
79260	Funding for New Sewer Maintenance Facility's	\$84,000	\$100,000	\$16,000
Budget Total		<u>\$2,041,317</u>	<u>\$2,070,437</u>	<u>\$29,120</u>
Capital Improvement Fund 26008000-CNR			100% From CNR	\$150,000

FISCAL YEAR 2018/2019

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	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
					<u>\$410,951</u>				<u>\$420,746</u>
Part-Time (Commission Clerk)					<u>\$1,500</u>				<u>\$1,500</u>
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

PROPOSED SEWER ASSESSMENT BUDGET
2019-2020
BALANCE SHEET

Estimated Expenditures: \$33,000

2019-2020 Estimated Receipts:

Assessment Receipts	\$48,000
Delinquent Interest	\$600 —
Investment Income	\$1,400 —
Total Estimated Revenue	<u>\$50,000</u>
Transfer to Sewer Assessment Fund Balance	\$17,000
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 2018/2019

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 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.	\$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				

2018/2019 ASSESSMENT FUND SUMMARY

DEPARTMENT-SEWER ACCOUNT 25903000	ADJUSTED BUDGET DEC. 31, 2018	ACTUAL EXPENDITURE 2015-2016	ACTUAL EXPENDITURE 2017-2018	ACTUAL EXPENDITURE DEC. 31, 2018	ESTIMATED EXPENDITURE 2018-2019	DEPARTMENT REQUEST 2019-2020
SEWER ASSESSMENT FUND						
LEGAL FEES	10,000		-	-	1,000	10,000
DATA PROCESSING	2,000	1,350		-		2,000
CONTRACTED SERVICES	4,500	1,380	1,000	-		4,500
CONSTRUCTION PROJECTS	25,000	2,478	2,173	749	2,000	15,000
POSTAGE	400	52			100	400
LEGAL NOTICES	800	283	479		500	800
PRINTING	200	-	-		-	200
PRIOR YEAR REFUNDS	100	-	-		-	100
BOND INTEREST	-	-	-		-	
BOND PRINCIPAL	-	-	-		-	
SEWER CNR	-	700,000			-	
TOTAL	43,000	705,543	3,652	749	6,600	33,000
REVENUE:						
	ESTIMATED					
	2019-2020					
ASSESSMENT RECEIPTS	48,000					
DELINQUENT INTEREST + LIENS	600					
INVESTMENT INCOME	1,400					
TOTAL ESTIMATED REVENUE	50,000					
USE OF FUND BALANCE	-					
TRANSFER TO ASSESS. FUND BAL.	17,000					