

**TOWN OF SUFFIELD  
WATER POLLUTION CONTROL AUTHORITY  
2020/2021 BUDGET**

**FUNDS:**

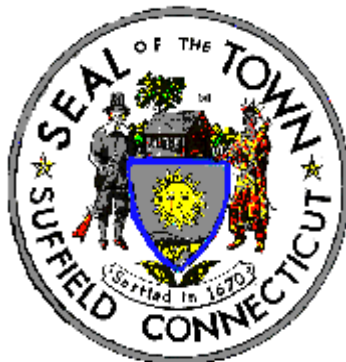
**ADMINISTRATION  
ASSESSMENT  
RESERVE CAPACITY MAINTENANCE**

**WPCA Public Hearing - June 9, 2020**

**WPCA Meeting – June 9, 2020**

**Questions May Be Directed To:**

**Jamie Kreller, Superintendent OR Julie Nigro, Business Administrator  
Town of Suffield WPCA  
860-668-3856**



# WATER POLLUTION CONTROL AUTHORITY BUDGET SUMMARY

	<b>2019-2020</b>	<b>2020-2021</b>
ADMINISTRATION:	\$3,116,716	\$2,898,500
ASSESSMENT:	\$120,800	\$561,000
RESERVE CAPACITY MAINTENANCE:	\$728,135	\$993,052
	\$3,965,651	\$4,452,552

	<b>2019-2020</b>		<b>2020-2021</b>	
2020-2021 Town of Suffield Sewer Use Fee:	\$340	per unit	\$350	per unit
2020-2021 Kent Farm Sewer Use Fee:	\$340	per unit	\$350	per unit
2020-2021 Dollar Per 1,000 Gallons:	\$8.13		\$8.37	

Water Pollution Control Authority Commission Members:

Janet Davis, Chairman  
 Roger Ives, Vice Chairman/Treasurer  
 Frank Bauchiero  
 Jeff Davis  
 Daniel Holmes  
 John Murphy  
 Chris Rago

**TOWN OF SUFFIELD WATER POLLUTION CONTROL AUTHORITY**  
**2020/2021 Expense Budget - \$2,898,500**

**General**

A copy of the WPCA Administration Expense Budget is attached. The major points are as follows:

- The 2020-2021 Expense Budget decreased \$218,216 or 7.00% and the Overall budget (ALL 3 BUDGETS: ADMIN, RCM, ASSESSMENT) has increased by 12.28%.
- The Equivalent Dwelling unit (EDU) charge for FY 2020-2021 has increased to \$350 , representing an approximate 2.94% increase.
- The increase in sewer fee and decrease in budget is due to the fact that we are not using any fund balance money toward projects this fiscal year (see line item “Transfer to RCM”).
- The most recent rate change was for the last fiscal year; we have capital projects planned out for future years and must plan for level increases accordingly.

**Capital projects this year include:**

- Paving inside and outside of the Plant gate & motorize the entrance gate to the Plant
- Vactor lease annual payment
- Pipe lining/point repairs
- Stony Brook repair study
- Studies/SSE programs for: Cassotta Lane, Kent Farms, and possible additional (depending on the Facilities Plan priorities)
- We don't plan on using any Fund balance money this fiscal period, as there is currently sufficient money in the Assessment and RCM funds for this year's projects.

**Payroll, Social Security & Pension:**

- Costs for WPCA employees total \$1,075,159 , or approximately 37% of operation and maintenance expenses.
- The aggregate increase in Payroll of 2.91% is comprised of: (1) a budgeted increase in pay for all administrative staff of 2.60% (from the Bureau of Labor Statistics dated April 16, 2020) with actual increases determined by the Commission in June.
- This line item also includes a 2.00% increase for the union staff under the Collective Bargaining Unit contract.
- Staff includes 10 employees: Superintendent, Chief Operator, 6 Operators, Business Administrator, and Assistant Business Administrator.

- Additionally, this includes unscheduled overtime and the cost of the WPCA's contribution to deferred compensation accounts.
- Social Security is based on 7.65% of budgeted salaries. The town's Pension Administrator determines WPCA's contribution to the Pension Fund. Employees hired after 6/30/2014 participate in the Town's 457 Deferred Compensation plan with matching up to 7% in lieu of a pension.

**Workers' Compensation, Employee Medical Insurance, Property, General Liability, Umbrella, Automobile and Boiler and Machinery Insurance:**

- The WPCA is included in the Town contracts.

**OPEB Contribution:**

This line item represents the WPCA's portion of "Other Postemployment Benefits" as provided by the Valuation Report by hooker & holcombe, Inc. dated July 1, 2018.

**Operation and Maintenance:**

- **Chemicals**

- The cost of purchasing chemicals used to treat wastewater. Chemical costs (Polymer) are estimated to be approximately 10% higher than last year. Polymer is used for sludge dewatering and usage is based on the Hood demand on the system.

- **Waste:**

- The cost of disposing of sludge at the Metropolitan District Commission sludge handling facility, and other waste produced during the treatment process. MDC's rate may increase from \$250/ton to \$270/ton and we've been trending 3% higher in tons delivered to MDC over last year.

- **Uniforms:**

- The cost of supplying uniforms, foul weather gear and safety footwear to all of its operational employees as required under the collective bargaining agreement has remained the same.

- **Laboratory Testing:**

- The cost of performing and reporting laboratory analysis using an outside vendor for the WPCA main facility and the Kent Farms Sewer District (due to the complex nature of the tests and advanced level of the technical equipment that is required, these tests are performed by outside vendors).

- **Training, Safety Supplies, and medical expenses:**

- The cost for employees to participate in appropriate training opportunities including training for Operators to pursue advanced licenses, safety courses, exam fees, safety supplies, and

equipment. In addition, any administrative classes (Business writing, advanced spreadsheet prep., etc.) are included in this line item.

- The Safety supplies line item is for the purchase of safety supplies including: OSHA compliance items, first aid supplies, gloves, and hard hats.

- Required medical tests and treatments for new hires, and DOT mandated testing.

- **Plant/ Process Equipment R&M and Collection System Maintenance: :**

General Plant Maintenance- Plant maintenance is guided by our JobPlus program and helps identify actual maintenance needs on a predictive and ideally, preventative basis.

Buildings and Grounds – These are expenses that are associated with the repair and maintenance of the treatment facility,

-Utilities related equipment

-Buildings HVAC,

-Windows and Doors,

-Structural repairs

-Computers and related equipment

-Process Equipment R&M- The cost of major process equipment maintenance including:

-Instrumentation

-repairs and maintenance for major mechanical components of the biological treatment process.

-annual UV parts - \$35k per year

**Collection system maintenance of public sewer system**

There is a significant increased focus on maintenance of the aging sewer system dating back to the 1960's, with an advanced focus on system requirements based on EPA recommended practices. This includes repair and maintenance of:

- Four (4) and soon to be 5 low pressure sewer systems. Plant Staff are only responsible for the pipes and related specialized low pressure sewer equipment in the public right of way, only up to and including the curb box shut off structures (generally at the private property line).

- Predictive, Preventive, and Corrective Maintenance (parts and materials) for underground assets such as pipes, manholes, force mains, CCTV, subcontracted repair work

- **Tools & Equipment:**

- This line item includes all miscellaneous tools and equipment (gauges, shovels, lab equipment, mower parts and accessories, etc.).
- This line item is significantly lower than last year, as we had budgeted for some large equipment last year.

- **Utilities: Telephone, Electricity, Fuel oil-generators, and Water:**

-These line items fund the cost of telephone, Cable internet, electrical service (including electric heat), generator, and potable water service to the treatment facility.

-The WPCA participates in the Town wide fuel oil contract for the small usage of heating oil for the Headworks building and pump station generators. The WPCA is currently in a two-year electricity contract for supply generation with a rate of \$0.0839 (to expire 11/19/2021). We continue to implement energy cost savings.

- **Vehicles: Gas-automotive, Mileage, R&M Vehicles:**

These line items fund the cost of providing gasoline and diesel fuel to:

-WPCA vehicles through the Town's Dieselgard and Keegard service; the cost of reimbursing WPCA employees for use of a personal vehicle for work related travel; vehicle repair and maintenance costs.

-The repair and maintenance budget remained the same with the purchase of a new Vactor last year – providing for less volatility in repair expenses.

-Auto gas has decreased based on actual usage over the last 2 years and lower estimated gas prices. The mileage reimbursement rate has decreased from \$0.58 to \$0.575 per mile.

**Administration Costs: Office Supplies, Postage, Advertising, Legal/Advice, Engineering Services, Service Contracts, Dues & Subscriptions:**

These line items fund costs associated with office operations:

- routine correspondence,
- Invoices and notices
- Certified mailings
- Legal advertising (projecting 8 RFP's this year – as a result of the Facilities Plan)
- Engineering review and advice
- Outside consultants
- Legal advice
- Copy machine, a wide format printer, and
- Various professional organizations and journals.

- **Contingency:**

– This line item represents at least 3% of the Operating budget (less the “Contingency” line item itself and the “Transfer to RCM” line item) and is designated for unforeseen items not planned for in the RCM Budget for emergencies.

- **Capital Costs:**

-Include the following Capital line items:

The “**Capital Replacement – Vehicles**”

-This line item funds the cost of replacing WPCA vehicles. This year’s line item is \$0 – with no new vehicle purchases.

The “**Interest Expense**” line item represents the interest portion of any financing- \$0 this year.

The **Reserve Cap Projects** – line item is designated to accrue for Capital Projects using Sewer Use fees revenue.

**KENT FARMS COMMUNITY SEPTIC SYSTEM**  
**2020/2021 Expense Budget - \$350**

The Kent Farms Community Septic System is operated by the WPCA as a separate sewer district.

- The system was designed to a maximum of 44 homes, and currently serves 44 homes.
- Based on the schedule of expenses for “Pump Station #8 – Plantation Drive”, the WPCA levies a separate user fee against property owners using that system.
- The WPCA is responsible for maintaining on-site septic systems in the Kent Farms Sewer District.
- The 2020/2021 Kent Farms Sewer Use Fee will increase from \$340 to \$350 , representing an approximate 3% increase.
- The fee covers pump station maintenance, electricity, time and labor for station monitoring, as well as pump-outs of the separate septic tanks for 1/3 of Kent Farms each year (homes are pumped out every three years), and the cost to treat this at the Plant.



## **2020/2021 WPCA Assessment Fund Budget - \$561,000**

The WPCA Assessment Fund is the account into which all WPCA Sewer Benefit Assessment payments or Sewer Connection Charges are deposited.

- A Sewer Benefit Assessment is levied against any property owner whose property is “specially benefited” by the installation of a public sewer line, as enabled by Chapter 103, Section 7-249 through 7-254 of the Connecticut General Statutes.
- The Sewer Connection Charges are assigned to a property whenever construction results in the creation of additional units connected to the existing sanitary sewer system per CGS§7-255.
- The cash in this fund is used to pay down any debt from the financing of the acquisition or construction of the sewerage system OR for the acquisition or construction of the sewerage system.
- There is currently no debt to the Town from the WPCA, therefore all Assessment and Sewer Connection revenues are transferred into the RCM fund for Capital Improvement Projects allowable by State statute.

**2020/2021 WPCA Reserve Capacity Maintenance Fund Budget – \$993,052**

This fund is used to help finance WPCA Collection System & Plant construction projects. Included in this year’s RCM budget besides Sewer Development are the following Plant Upgrade projects:

<b>Capital - Plant</b>		<b>\$</b>
Roads	Paving - inside & outside of Plant gate	\$210,000
Gate	motorize entrance gate to the Plant	\$20,000
Total Capital - Plant		<u>\$230,000</u>

<b>Capital - Pump Stations/Collections System</b>		
Vactor	Vactor 7 year lease (1st yr in Oper Budg)	\$63,052
Pipe lining/point repairs	Lining of Hood Interceptor OR repair to Rawlings Brook easement (Cassotta In)	\$100,000
Stony Brook Crossing repairs (permanent)	Study & Repair - possible Clean Water Fund loan	\$250,000
Studies/SSE Programs	Lake Congamond	\$100,000
Studies/SSE Programs	Cassotta Lane	\$150,000
Studies/SSE Programs	Kent Farms-possible Clean Water Fund loan	\$100,000
Total Capital - Pump Stations/Collections System		<u>\$763,052</u>

**TOTAL CAPITAL PROJECTS** **\$993,052**

## Suffield WPCA 2020/2021 O&M Revenue Budget

	2019/2020	2020/2021	variance	Description
Proposed 2020/2021 Use Fee	\$340.00	\$350.00	2.94%	2.94% increase in EDU cost from 2019 (*See Definition of EDU below)
Proposed Dollar Per Gallon (Com)	\$8.13	\$8.37	2.95%	Commercial excess gallons charge in excess of 1 EDU
Use Charges - Commercial	\$285,795	\$ 274,109	-4.09%	collection rate of 98% (last year 98%)
Use Charges - Residential billed	\$1,089,806	\$ 1,091,025	0.11%	collection rate of 93% (last year 96%)
Use Charges - Kent Farms	\$13,940	\$ 15,050	7.96%	collection rate of 98% (last year 93%)
Use Charges - Prison	\$849,168	\$ 880,967	3.74%	Increase based on trending flows as well as an increase in the Commercial rate to \$8.37
Use Charges - Hood	\$545,606	\$ 544,550	-0.19%	Increase based 1st 3 quarters of 2019/2020 & estimates on 4th qtr's with recent Hood flows and strength of flow.
Use Charges - Delinquent	\$21,584	\$ 22,346	3.53%	based on past delinquent collection rate of 60% on projected delinquent
Interest & Fees	\$35,868	\$ 14,172	-60.49%	based on average rate of 38% of total delinquent
Permits & Septic	\$28,000	\$ 38,548	37.67%	based on 3 yr average
Investment Income	\$8,000	\$ 17,733	121.67%	based on approximate interest bearing balance
Transfer from Fund Balance	\$238,949	\$ -	-100.00%	No use of Fund Balance - to be transferred to RCM Budget for Cap Projects

\$	----- 3,116,716	\$	----- 2,898,500	----- *	<b>EDU - Equivalent Dwelling Unit =</b>
		\$	(218,216)	-7.00%	46,000 gpy per single family dwelling or 126 gpd
Kent Farms rate	\$	340	\$	350	

Expenses	\$	2,898,500
Revenue	\$	2,898,500
Difference from Revenue	\$	(0)

## Suffield WPCA O&M 2020/2021 Budget

	2019/2020	2020/2021	variance	Description
Payroll	\$ 883,596	\$ 909,274	2.91%	Assumes Admin wage increase of 2.6% (State of CT Labor Situation Press Release April 16, 2020 - <a href="https://www1.ctdol.state.ct.us/lmi/laborsit.pdf">https://www1.ctdol.state.ct.us/lmi/laborsit.pdf</a> ) & 2.0% for Union per contract.
Social security	\$ 67,595	\$ 69,559	2.91%	7.65% of Payroll
Pension	\$ 112,016	\$ 96,326	-14.01%	Per Pension estimate dated 2/26/20 from Debbie
Workers Comp	\$ 19,000	\$ 20,000	5.26%	assumes 3% per Debbie 3/20/20
Office supplies	\$ 16,000	\$ 22,000	37.50%	incr. based on purchase of 3 computers (2 for SCADA & 1 to replace Operator's computer)
Chemicals	\$ 24,000	\$ 26,000	8.34%	incr. based on possible 10% increase in Polymer totes
Postage	\$ 4,500	\$ 4,000	-11.11%	decr. based on 3 yrs actuals
Telephone	\$ 15,000	\$ 14,000	-6.67%	decr. based on actuals for bundled telephone with internet/cameras - avg 3 yrs
Electricity	\$ 158,000	\$ 130,000	-17.72%	decr. based on LY's actuals and remaining estimated Eversource credit
Water	\$ 6,200	\$ 6,000	-3.23%	decr. based on 3 yrs actuals
Gas - automotive	\$ 16,500	\$ 12,000	-27.27%	decr. based on last 2 yrs actuals gallons used & estimated gas price of \$1.71/gal & diesel @ \$2.00/gal
Fuel oil - heat	\$ 8,000	\$ 6,000	-25.00%	decr based on reduced fuel usage with electric heat. Plan to fill Plant generator 1/2 (4000 gallon tank).
Mileage	\$ 3,000	\$ 2,000	-33.32%	decr. based on 4 year actuals
Waste disposal	\$ 130,000	\$ 125,000	-3.85%	decr. based on 2 year actuals and includes possible rate increase of 8%
Insurance	\$ 31,882	\$ 32,000	0.37%	incr. based on Finance's estimated 3% increase over 2019/2020 + increase for New Vactor
Advertising	\$ 3,200	\$ 8,000	150.00%	incr. based on 2 years' actuals & RFP's as a result of Facilities Plan-for Capital Projects
Legal/advice	\$ 52,000	\$ 65,000	25.00%	incr. based on 3 yrs legal fees & begin union negotiations Jan 2021
Engineering Services	\$ 30,000	\$ 30,000	0.00%	no change
Service Contracts	\$ 38,000	\$ 40,000	5.26%	incr- based on 3 YRS actuals on service contracts with: TAB computers, WINN -11, HACH, Huber, Otis, HACH sensors, & service from TAB
Uniforms	\$ 5,500	\$ 5,500	0.00%	no change
Tests	\$ 24,000	\$ 24,000	0.00%	no change
Dues & Subscriptions	\$ 1,500	\$ 1,500	0.00%	no change
Employee Insur	\$ 321,000	\$ 353,000	9.97%	The cost of Health insurance for current employees + 1 new hire & 100% of 1 retiree/spouse, plus cost of: Life, std & ltd insurance, H S A contributions, and retirees medicare supplemental policies - used estimate of 12% incr. in cost over last year
Training	\$ 20,000	\$ 20,000	0.00%	no change
Medical Expenses	\$ 2,700	\$ 2,700	0.00%	no change
Plant Maintenance	\$ 65,000	\$ 50,000	-23.08%	decr. based on last 3 years of actuals
Collection System	\$ 56,000	\$ 45,000	-19.64%	decr. based on last 3 years of actuals
R & M - Vehicles	\$ 16,000	\$ 16,000	0.00%	no change
Cap Replace - Vehicles	\$ 17,000	\$ -	-100.00%	no vehicle purchases or leases - RCM budget includes Vactor lease payment
Cap Improve	\$ -	\$ -	0.00%	no change
Tools & Equipment	\$ 20,300	\$ 12,000	-40.89%	decr. due to purchase of misc tools & annual Tractor lease payment (0% interest)
Process Equipment - R&M	\$ 62,000	\$ 118,000	90.32%	incr. based on last 2 years actuals and older equipment being replaced + programming 2 new SCADA computers
Reserve Cap Projects	\$ 277,637	\$ 272,450	-1.87%	accruing for capital projects @ 3% over last year - toward Capital Projects in RCM budget
Interest Expense	\$ 7,000	\$ -	-100.00%	no financing of vehicles or equipment - RCM budget includes financed Vactor
OPEB Contribution	\$ 140,823	\$ 141,727	0.64%	incr. based on the Actuarial Valuation Report from hooker & holcombe dated July 1, 2018
Transfer to RCM	\$ 238,949	\$ -	-100.00%	No usage of Fund Balance - to be transferred to RCM Budget for Capital Projects
Safety Supplies	\$ 20,000	\$ 14,000	-30.00%	decr. based on less police traffic duty. Includes costs for AED lease & safety equipment and supplies
Contingency	\$ 83,819	\$ 84,464	0.7691%	3%+ of budget (less the fund balance transfer) for unforeseen items not planned for in RCM for emergencies
#1 -Thompsonville Rd	\$ 16,000	\$ 17,000	6.25%	routine exp including Electricity + Mission Communic.
#10 - Mapleton Estates	\$ 7,000	\$ 7,000	0.00%	routine exp including Electricity + Mission Communic.-overhaul building (in-house)
#11 - Mapleton Ave	\$ 6,000	\$ 7,000	16.67%	routine exp including Electricity + Mission Communic.
#12 - Bridge St	\$ 8,000	\$ 8,000	0.00%	routine exp including Electricity + Mission Communic.
#13 - Stony Brook	\$ 4,000	\$ 4,000	0.00%	routine exp including Electricity + Mission Communic.
#2 - Willow Creek	\$ 4,000	\$ 4,000	0.00%	routine exp including Electricity + Mission Communic.
#3 - Mountain Road	\$ 10,000	\$ 11,000	10.00%	routine exp including Electricity + Mission Communic.
#4 - River Blvd	\$ 7,000	\$ 6,000	-14.29%	routine exp including Electricity + Mission Communic.
#5 - Fairhill Lane	\$ 8,000	\$ 7,000	-12.50%	routine exp including Electricity + Mission Communic.
#6 - Suffield Meadows	\$ 9,000	\$ 7,000	-22.22%	routine exp including Electricity + Mission Communic.
#7 - Poole Rd.	\$ 7,000	\$ 8,000	14.29%	routine exp including Electricity + Mission Communic.
#8 - Plantation Dr	\$ 7,000	\$ 8,000	14.29%	routine exp including Electricity + Mission Communic.
#9 - Eagles Watch	\$ 8,000	\$ 8,000	0.00%	routine exp including Electricity + Mission Communic.-overhaul building (in-house)
#16 Prospect Hill Estates	\$ 4,000	\$ 4,000	0.00%	routine exp including Electricity + Mission Communic.
#17 Cedar Crest Drive	\$ 4,000	\$ 5,000	25.00%	routine exp including Electricity + Mission Communic.
#18 Wisteria Lane	\$ 6,000	\$ 6,000	0.00%	routine exp including Electricity + Mission Communic.
#19 Malec Farms	\$ 4,000	\$ 4,000	0.00%	routine exp including Electricity + Mission Communic.
	3,116,716	2,898,500	-7.00%	
		-218,215.95		

**Town of Suffield Water Pollution Control Authority  
2020/2021 Reserve Capacity Maintenance (RCM) Revenue Budget**

	2019/2020	2020/2021	Variance	
Transfer from RCM Fund Balance \$	-	\$ 159,603		Balance on hand year end 2019/2020
Transfer from Assessment Fund \$	120,800	\$ 561,000	\$ 440,200	All funds generated from Assessment Fund transferred into this fund for Capital Projects revenue generated by sewer use fees & earmarked for cap projects
Transfer from O&M Line Item \$	277,637	\$ 272,450	\$ (5,186)	
Grant Income \$	90,750	\$ -	\$ (90,750)	No Grant Reimbursement Projects
Transfer from Fund Balance \$	238,949	\$ -	\$ (238,949)	No Sewer Use Fund Balance used this FY
<b>TOTAL REVENUE \$</b>	<b>728,135</b>	<b>\$ 993,052</b>		
Plant Upgrades (Capital Improvements)		\$ 230,000		Paving inside and outside of Plant gate & Motorize entrance gate to Plant
Plant Upgrades-Collection system (Capital Improvements)		\$ 763,052		'Vactor lease payment; Lining of pipes; Stony Brook repair-study; Studies/SSE Programs for: Cassotta Lane, Kent Farms, etc.
- Facility Plan portion \$	165,000	\$ -	\$ (165,000)	Facility Plan completed LY
- Non Facility Plan Portion \$	563,135	\$ -	\$ (563,135)	
<b>TOTAL EXPENSES \$</b>	<b>728,135</b>	<b>\$ 993,052</b>		

**Town of Suffield Water Pollution Control Authority  
2020/2021 Assessment/Connection Revenue Budget**

	2019/2020	2020/2021	Variance	Description
2020-2021 New Assessments/Sewer Connections	\$ 3,500	\$ 2,500	\$ (1,000)	2 new accounts
Developer's Agreements	\$ 80,000	\$ 75,000	\$ (5,000)	Based on current Developments & estimated over 3 yrs
Current Assessments	\$ 27,600	\$ 26,000	\$ (1,600)	based on 2020 annual billing at 85% collection rate
Assessments - Prior Years	\$ 2,190	\$ 6,000	\$ 3,811	25% of total projected delinquent
Penalty Interest & Fees	\$ 395	\$ 1,000	\$ 605	18% of delinquent amount collected
Advance Collection	\$ 7,110	\$ 6,500	\$ (610)	5% of principal not billed
Investment Interest	\$ 5	\$ 5	\$ (0)	very little interest earned - as funds are transferred to RCM
Total:	<u>\$ 120,800</u>	<u>\$ 117,005</u>		
Transfer from Assessment Fund Balance	\$ -	\$ 443,995	\$ 443,995	Estimated year end cash balance year end 1920
<b>TOTAL REVENUE</b>	<u><b>\$ 120,800</b></u>	<u><b>\$ 561,000</b></u>		
Transfer to Town General Fund	\$ -	\$ -	\$ -	
Transfer to RCM	\$ 120,800	\$ 561,000	\$ 440,201	
<b>TOTAL EXPENSES</b>	<u><b>\$ 120,800</b></u>	<u><b>\$ 561,000</b></u>		