

Minutes of the Regular Monthly Meeting of the
Suffield Water Pollution Control Authority & Treatment Facility
January 9, 2024

MEMBERS PRESENT:

Janet Davis, Chairman
Frank Bauchiero
Daniel Holmes
Roger Ives
John P Murphy
Todd Mervosh
Travis Watroba

MEMBERS ABSENT:

ALSO, PRESENT:

Jamie Kreller, Superintendent
Julie Nigro, Business Administrator
Anna Clark, Assistant Business Administrator
Mike Headd, WPCA Engineer (Woodard & Curran)
Andrew Lord, WPCA Attorney
Colin Moll, First Selectman

1. CALL TO ORDER: Janet Davis called the Regular Monthly Meeting for January 9, 2024 to order at 7:00 p.m.

2. CITIZEN INPUT: None

3. APPROVAL OF MINUTES:

- December 12, 2023 Regular Meeting Minutes Review & Approval –
 - Frank Bauchiero motioned to approve the Regular Meeting Minutes of December 12, 2023.
 - John Murphy seconded the motion; the motion passed unanimously.

4. CHANGES TO THE AGENDA:

- Frank Bauchiero motioned to add “WPCA Bid and Purchase Policy” to the agenda as item A under New Business, before “Election of Officers”.
- John Murphy seconded the motion; the motion passed unanimously.
- Janet Davis motioned to add “The Hood contract” under Old Business, item E; and move the “WPCA Communication Policy” to item F.
- Frank Bauchiero seconded to motion; the motion passed unanimously.

5. CHAIRMAN’S UPDATE:

- Janet Davis stated that it would be good exposure for Alex Kaminski, Chief Operator, to attend the WPCA monthly regular meetings.

6. TREASURER’S REPORT:

- Administration (O&M) Bills 2023/2024: \$74,922.45
- RCM Bills 2023/2024: \$14,077.50
- Administration fund distribution: \$80,857.37 (December’s payroll)
 - Dan Holmes motioned to accept the Treasurer’s report.
 - Frank Bauchiero seconded the motion; the motion passed unanimously

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7. STAFF REPORTS:

a. Superintendent's Report-

- Jamie Kreller was asked by Janet Davis if he had any further information to add to the superintendent's report that is attached.
- Jamie Kreller said he wanted to review a couple of the topics covered in his report.
- Janet Davis stated that if it's already written in the report, then there's no need to re-state it.

b. Business Administrator's Report-

- Julie Nigro was asked by Janet Davis if there is any further information to add to the Business Administrator Report.
- Julie stated one individual has an environmental lien for the years 2017 through 2019 under the past due report, resulting in our delinquents dating back to 2020.

8. OLD BUSINESS:

a. Stony Brook Design –

- Mike Headd stated project is moving forward.
- Easement drawings are being developed.
- A draft letter will be provided to Jamie Kreller by the end of the week and can be distributed the following week.

b. Morton Building Progress – No new information provided.

c. Solids Evaluation –

- Janet Davis stated the email that was sent out to MDC on 11/15/23 received a reply to ensure the WPCA does not go over the allotted dry tons and in the event that it does to have a contingency plan in place.
- Jamie Kreller stated there have been phone calls made out to other companies to resolve this issue and are waiting on responses. One place looks promising to take 1% dry sludge if needed.
- The current dry ton disposal trend is projecting our annual total to be approximately 3 tons below our allotment.
- Jamie Kreller will email MDC in February to request a larger dry ton allocation for the following year, along with further information regarding the quantities.

d. Phase 2 Pipeline Rehabilitation – Cassotta Lane/Thompsonville Road Access –

- Mike Headd stated the 75% design drawings are set to be submitted to Jamie for review before the end of the month.

e. Hood Contract –

- Jamie Kreller stated that, he and Julie Nigro have been reviewing the existing Hood contract to see how it may be updated.
- A new contract will be ready for review at the next month's WPCA monthly meeting.

f. WPCA Communication Policy –

- Janet Davis stated that in the statute under Connecticut Code section 7-247, the WPCA commission may establish and revise rules and regulations for the supervision, management, control, operation and use of a sewerage system, including rules and regulations prohibiting or regulating the discharge into a sewerage system.
- Connecticut Code section 7-245 states the definition of WPCA commission is to maintain, supervise, manage, operate, and perform any act pertinent to the collection, transportation and disposal of sewage

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- The policy intent is to ensure the chairperson is copied on important email communication distributed by superintendent.
 - Frank Bauchiero motioned to accept the Communication Policy
 - John Murphy seconded the motion
- Vote: 4 in favor (Janet Davis, Frank Bauchiero, John Murphy, & Todd Mervosh) and 3 opposed (Dan Holmes, Travis Watroba, & Roger Ives). The motion passed.

9. NEW BUSINESS:

a. Purchase & Bid Policy –

- Currently, the Purchase & Bid policy states any purchase over \$2500 requires 3 verbal quotations along with signature of the Chairperson.
- Proposition is to increase the purchase value to \$4000, with anything over requiring 3 verbal quotations along with signature of the Chairperson.
 - John Murphy motioned to accept the updated Purchase & Bid Policy
 - Frank Bauchiero seconded the motion; motion passed unanimously; change is effective January 9, 2024.

b. Election of Officers –

- Frank Bauchiero motioned to reelect Janet Davis for Chairman
- John Murphy seconded the motion

Vote: 3 in favor (Janet Davis, Frank Bauchiero, & John Murphy) and 4 opposed (Dan Holmes, Travis Watroba, Todd Mervosh, and Roger Ives). The motion failed.

- Roger Ives motioned to nominate Daniel Holmes for Chairman
- Travis Watroba seconded the motion

Vote: 4 in favor (Dan Holmes, Travis Watroba, Todd Mervosh, and Roger Ives) and 3 opposed (Janet Davis, Frank Bauchiero, & John Murphy). The motion passed.

- Frank Bauchiero motioned to nominate Roger Ives for Vice Chairman
- Dan Holmes seconded the motion; the motion passed unanimously
- Frank Bauchiero motioned to nominate Roger Ives for Treasurer
- Travis Watroba seconded the motion; the motion passed unanimously

ADJOURNMENT:

- Frank Bauchiero motioned to adjourn the Regular Meeting of January 9, 2024 at 8:37pm.
- John Murphy seconded the motion; the motion passed unanimously.

Respectfully submitted,

Anna Clark

Anna Clark
Assistant Business Administrator

Superintendents Report December 2023

Plant Operation

- Plant average flow for the month was 1.64 MGD. This was 81% of plant design flow.
- Hood's average flow for the month was 49,672 gallons. This was 3% of plant flow.
- Prison average flow for the month was 264,159 gallons. This was 16% of plant flow.
- BOD and TSS removal for the month were 99% and 97%. Our permit limit is a minimal 85% removal.
- Nitrogen average for the month was 41 pounds. Our permit limit is a yearly average less than 45 pounds.

Call-Before-You-Dig

- 35 call-before-you-dig tickets were completed.

Unscheduled Overtime

- 12/11 – PS # 16 (Prospect Street) and PS# 14 (Spaulding School) Power Failure.
- 12/27 – Plant power failure alarm.
- 12/29 – PS # 19 (Lise Circle) High float alarm.

DEEP/EPA

- Monthly NAR (Nutrient Analysis Report) was electronically submitted to DEEP.
- Monthly MOR (Monthly Operating Report) was submitted to DEEP.
- Monthly DMR (Discharge Monitoring Report) was submitted electronically to EPA.
- Yearly Nitrogen Operation and Maintenance Survey was filled out and sent to DEEP. Connecticut DEEP uses the information in establishing the cost of a nitrogen credit.
- Bypass report (from secondary clarifiers) was filled out on 12/11.

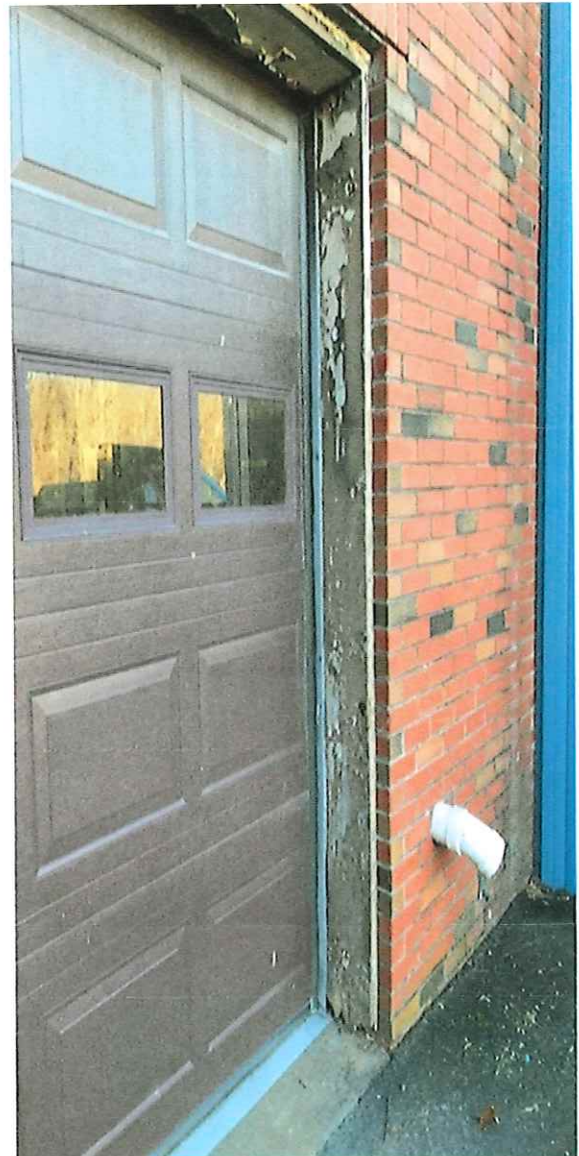
Correspondence

- Received emails with questions about effects of Hydrogen Sulfide on Remington Street.

Maintenance

- Valves were exercised at all 19 pump stations
- Bi-monthly belt filter press pressure wash was completed (x2).
- Bi-monthly belt filter press greasing was completed (x2).
- All batteries were replaced for our Mission alarms systems at all 19 pump stations.
- Battery for generator at PS #6 (Landing Circle) was replaced.
- Annual seal water filter change was completed for 7 pumps at the plant
- Annual maintenance was completed on our two strainers for effluent water.
- Semi-annual Hood line inspection was completed.

- Quarterly pump station alarm inspections were completed at all 19 pump stations.
- Semi-annual cleaning of the plant windows was completed.
- Semi-annual polymer line flushing was completed.
- Semi-annual carpet cleaning was completed.
- Semi-annual RAS pump rotation was completed.
- Bi-monthly WAS pump maintenance was completed (x3).
- Semi-annual belt filter press pump rotation was completed.
- Quarterly dewater sludge pump maintenance was completed (x2).
- Volvo Roll-Off had diesel exhaust system replaced and system software was updated.
- New pump was installed at PS #16 (Prospect Street).
- Output card for WAS pumps at the plant was replaced.
- Wet wells were cleaned at PS #7 (Poole Road) and PS #16 (Prospect Street).
- Door frames around garage doors were rotten. WPCA Operators replaced the door frames.





- WPCA Operators added timbers and stone around the building at PS #18 Wisteria Lane to help prevent erosion.





- WPCA Operators completed air piston replacement on Volvo Roll-Off.

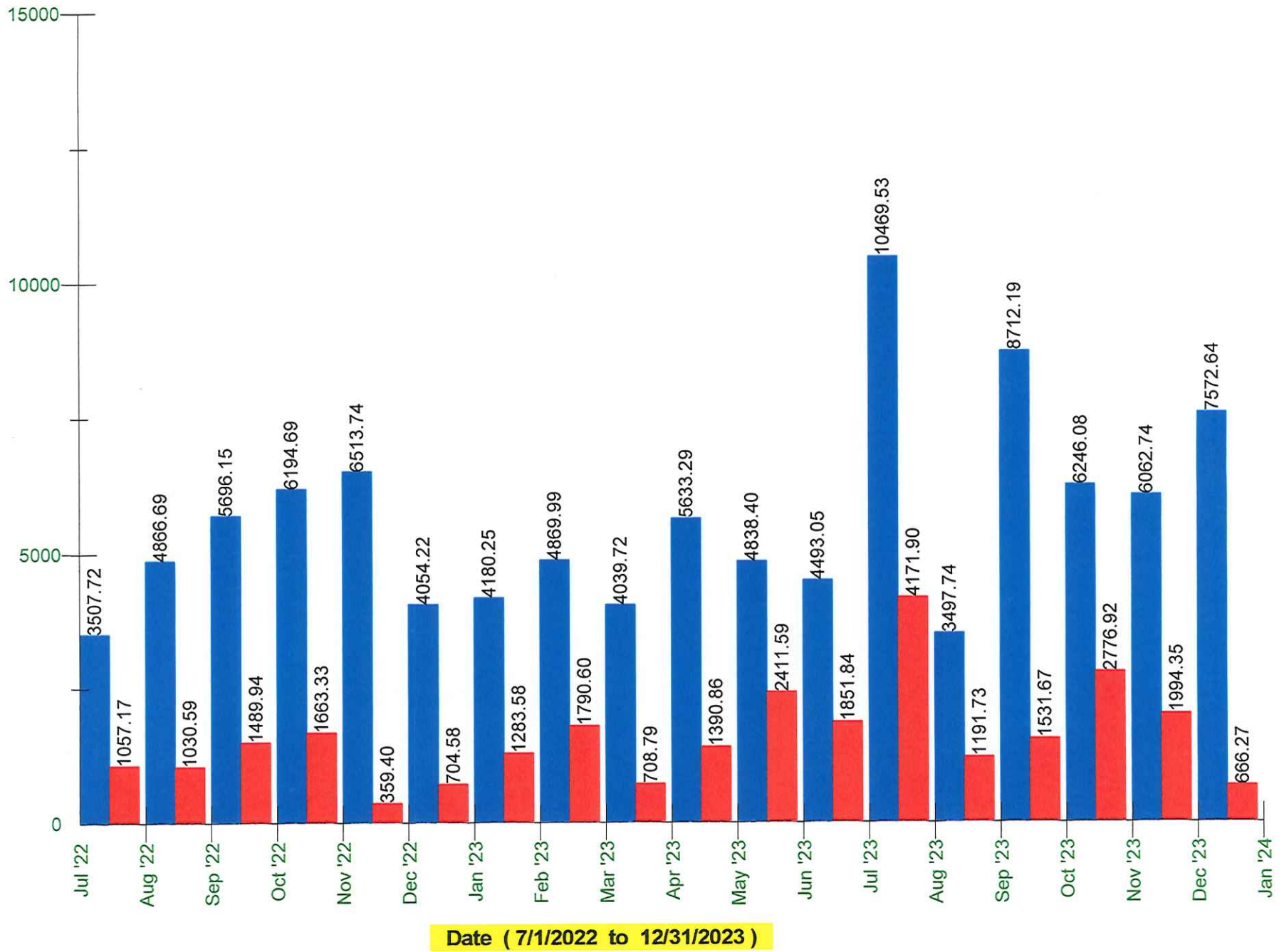


Scheduled vs Unscheduled Overtime Costs

■ Scheduled OT Costs

■ Unscheduled OT Costs

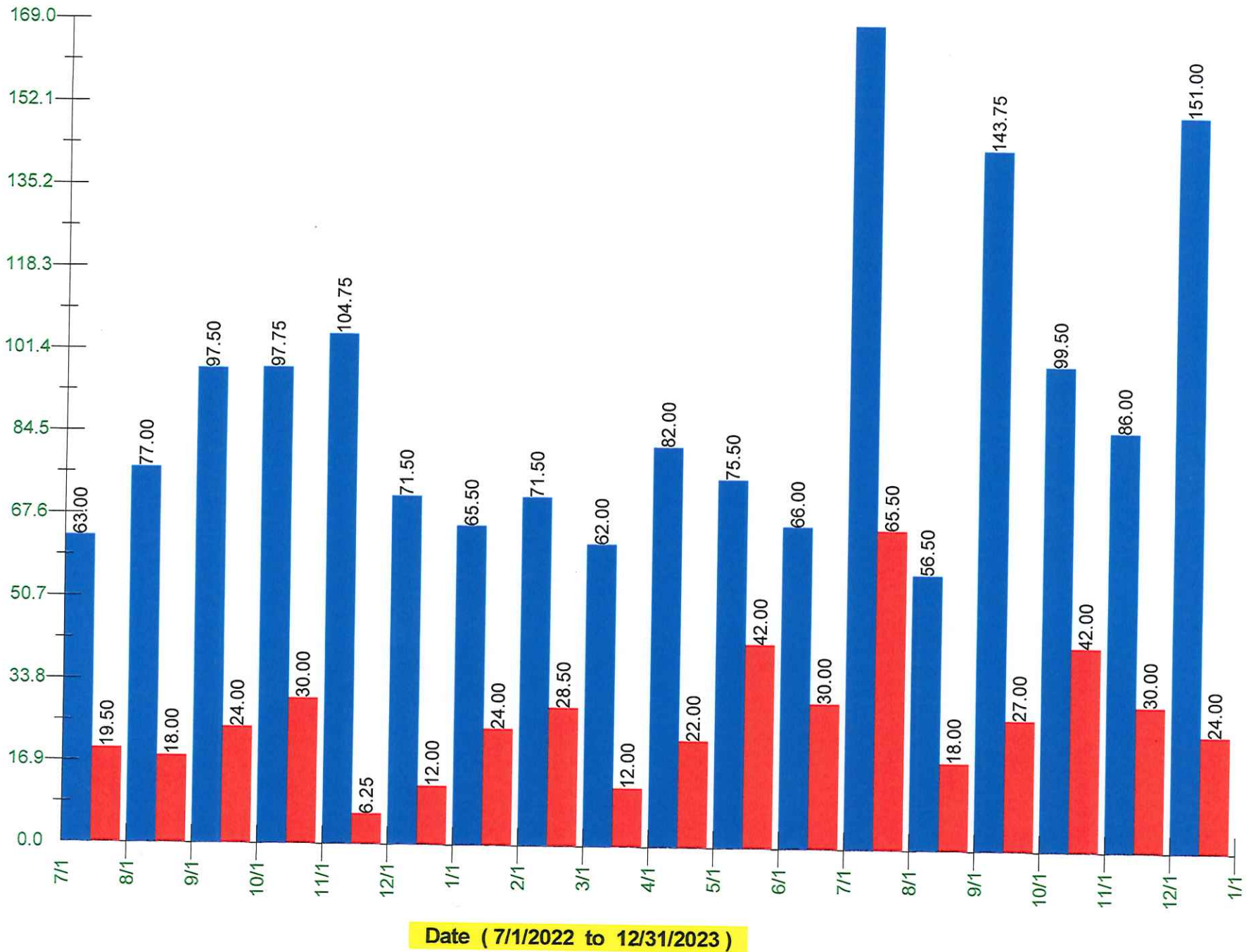
Monthly Overtime Costs in Dollars



Scheduled vs Unscheduled Overtime Hours

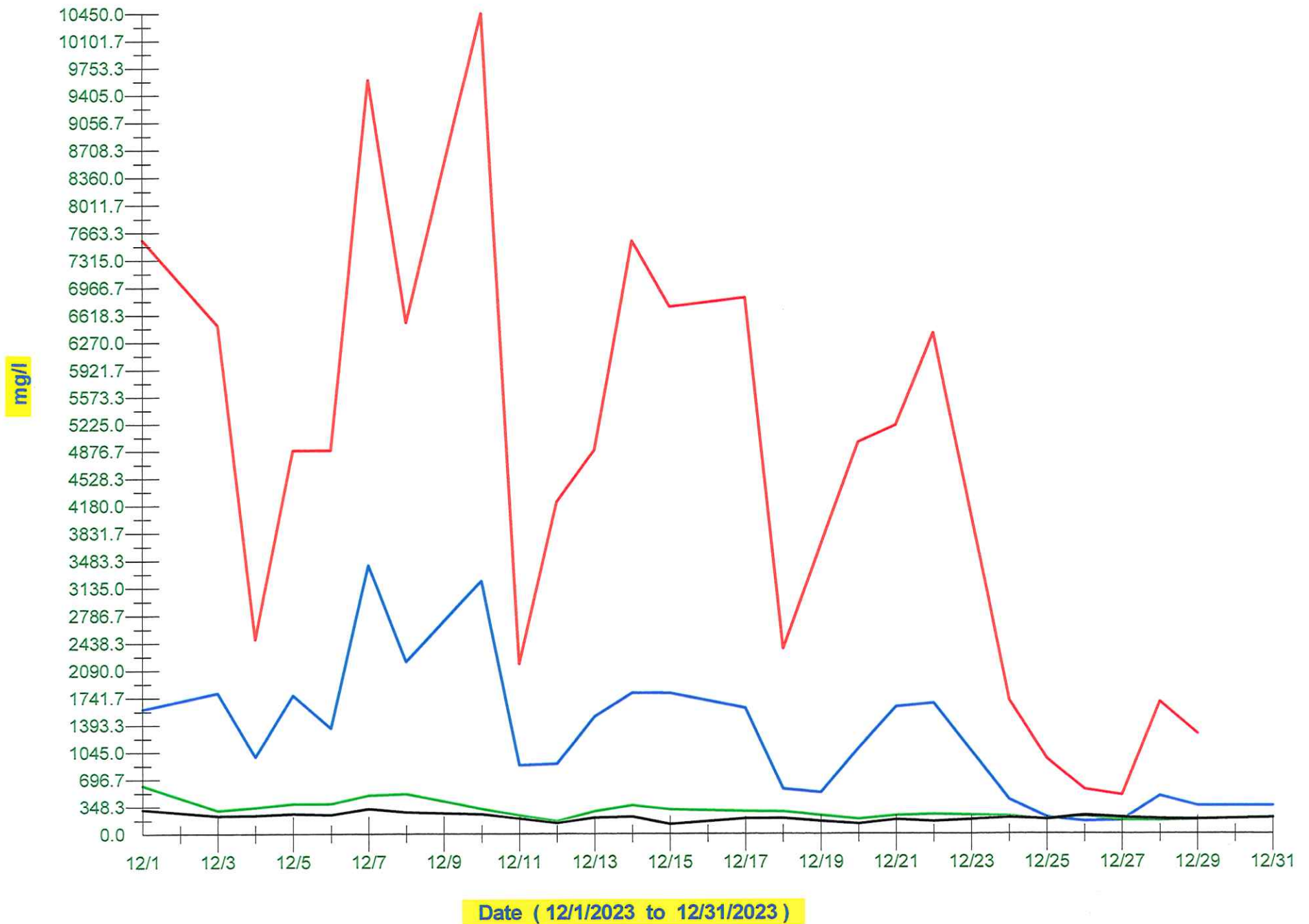
■ Scheduled Hours
 ■ Unscheduled Hours

Monthly Overtime Hours



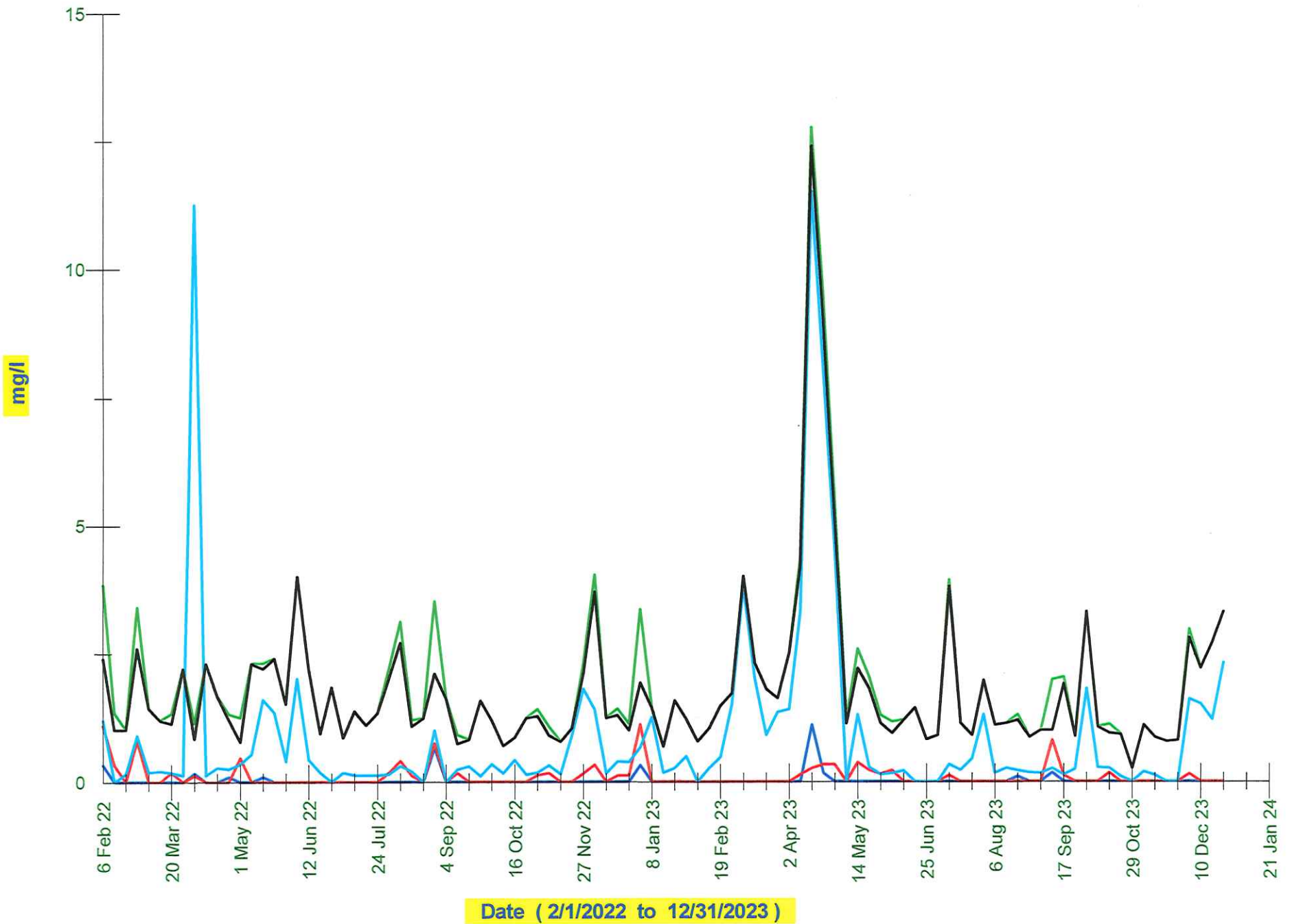
H.P. HOOD LOADING VS PLANT LOADING

■ Hood TSS ■ Hood BOD ■ Inf. Plant BOD ■ Inf. Plant TSS



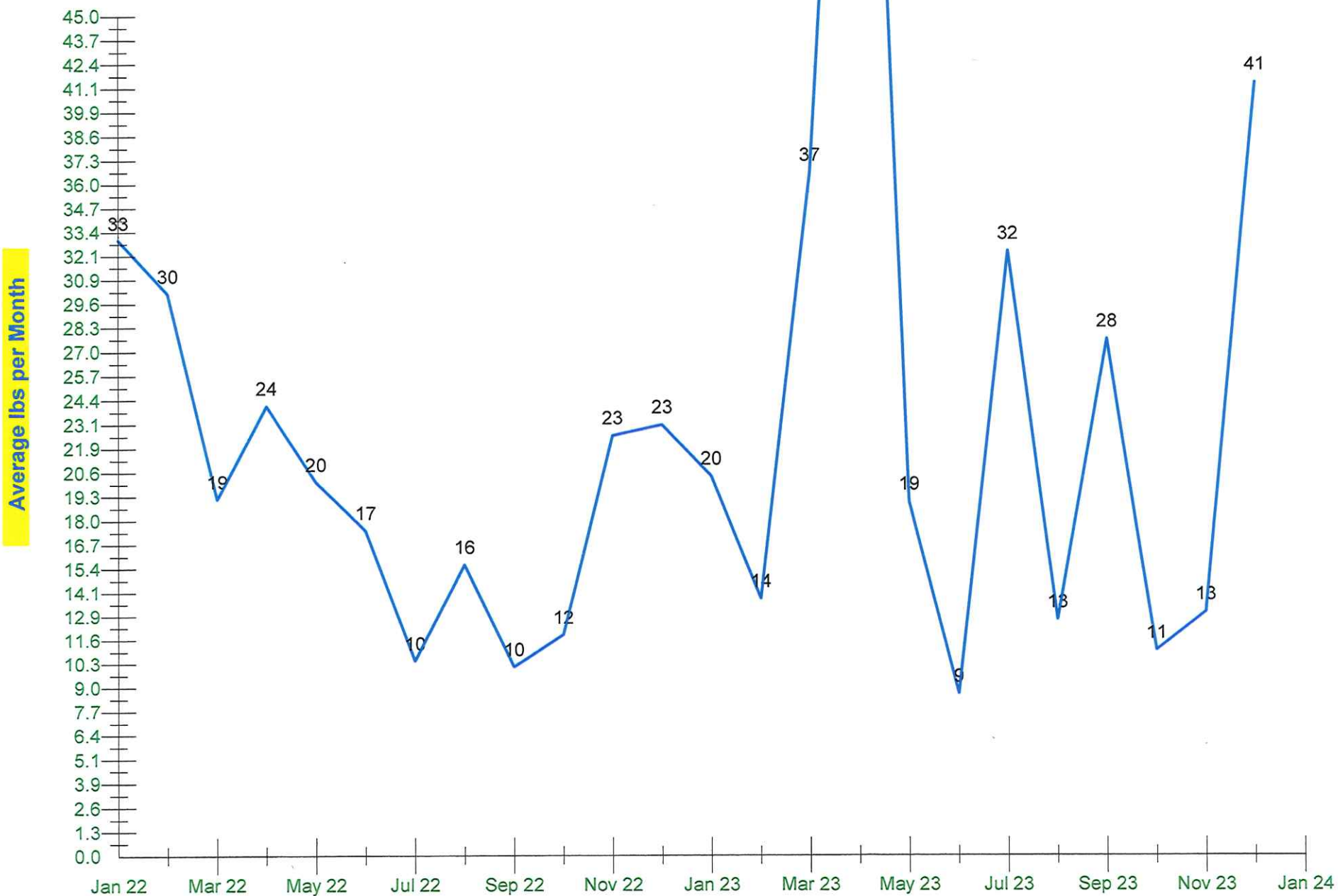
Weekly Average of Total Nitrogen VS Forms of Nitrogen

Nitrite Nitrate Total Nitrogen Ammonia Total Kjeldahl



Monthly Average of Effluent Nitrogen lbs/Suffield WPCA Monthly Limit 45 lbs

— Total Nitrogen lbs/day (Eff.) (Mo Avg)



Date (1/1/2022 to 12/31/2023)

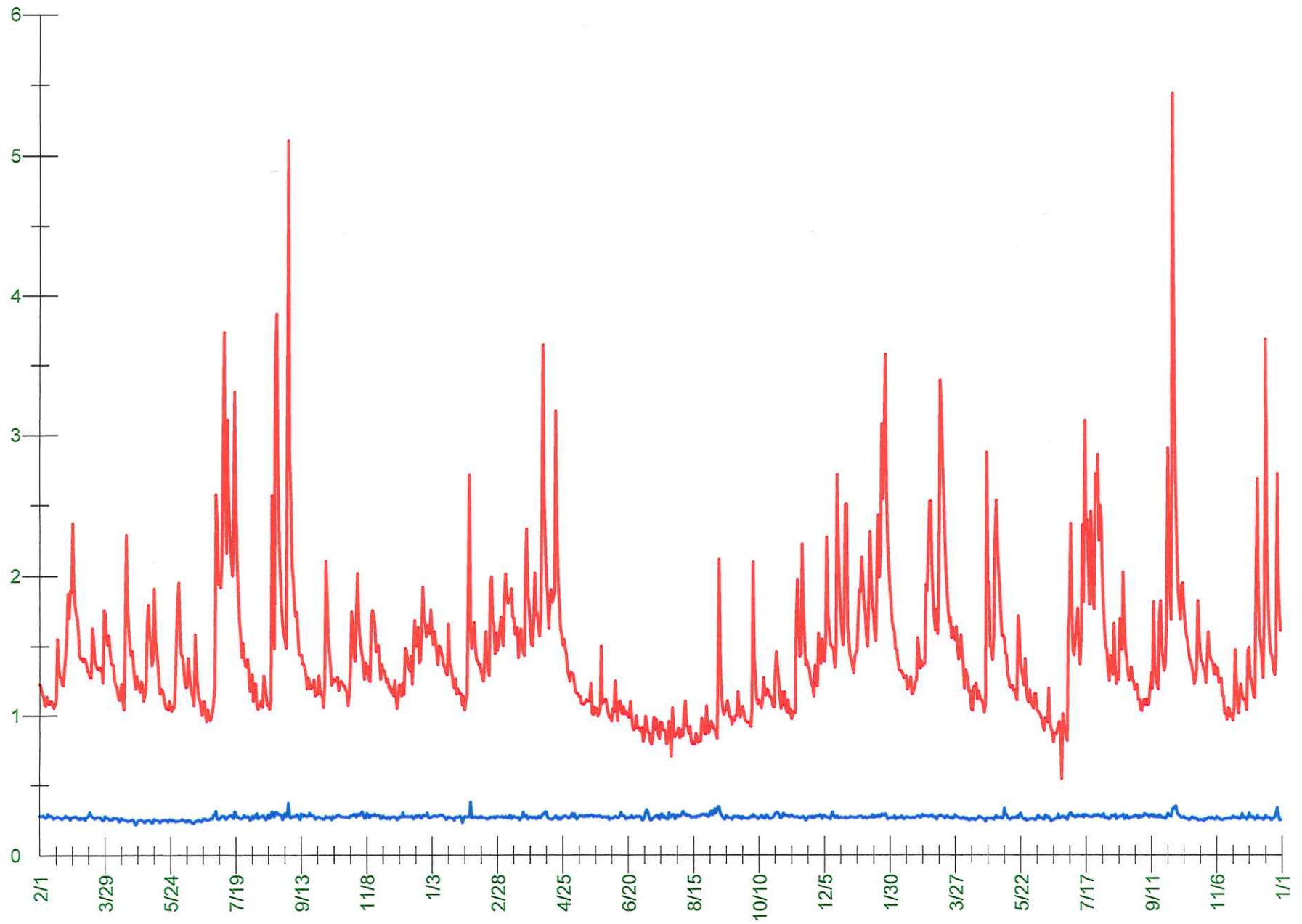
Monthly Average of Effluent Nitrogen Pounds

Prison Flow VS Plant Flow

PRISON DAILY FLOW

PLANT-TOTAL EFFLUENT FLOW

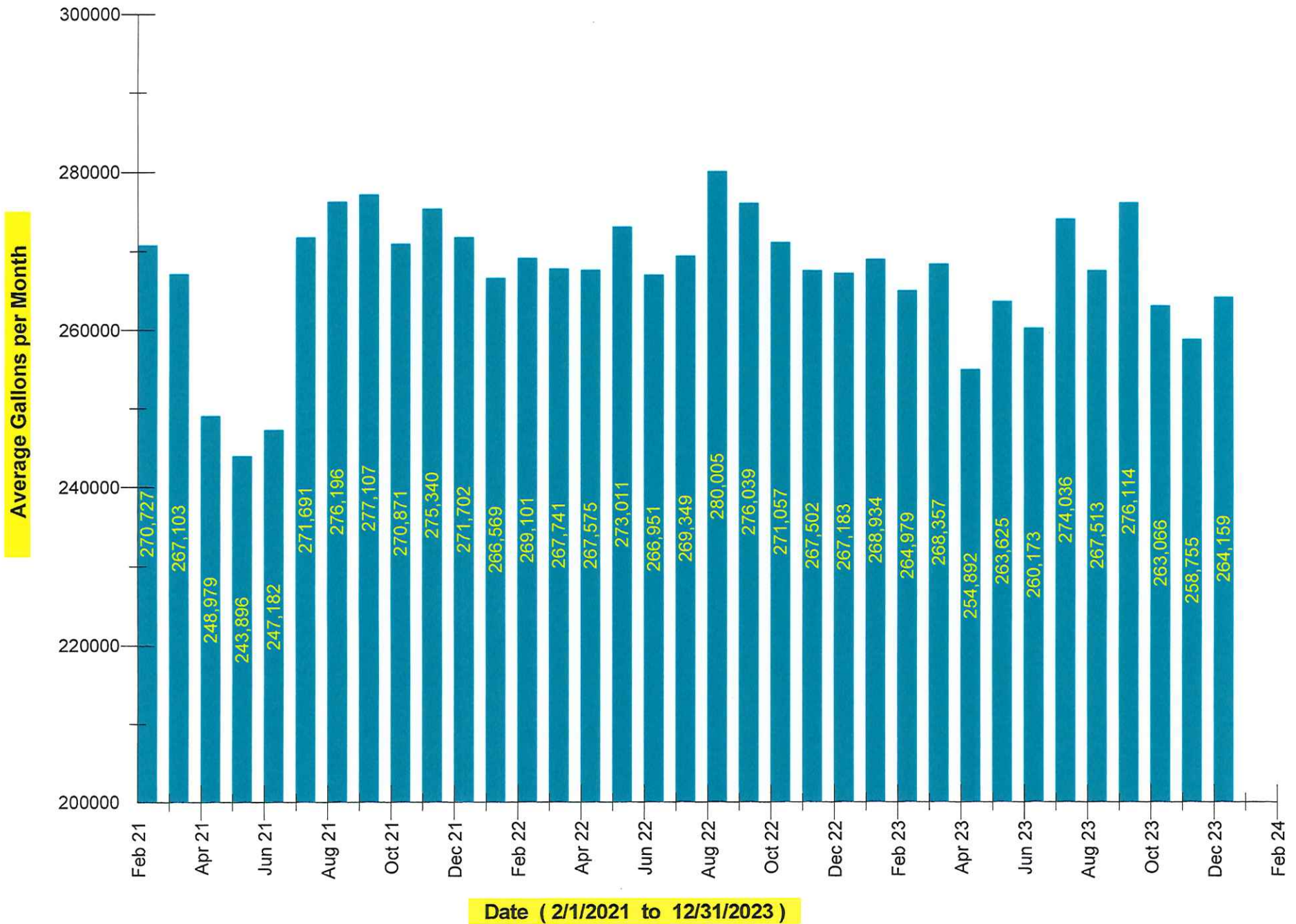
MGD



Date (2/1/2021 to 12/31/2023)

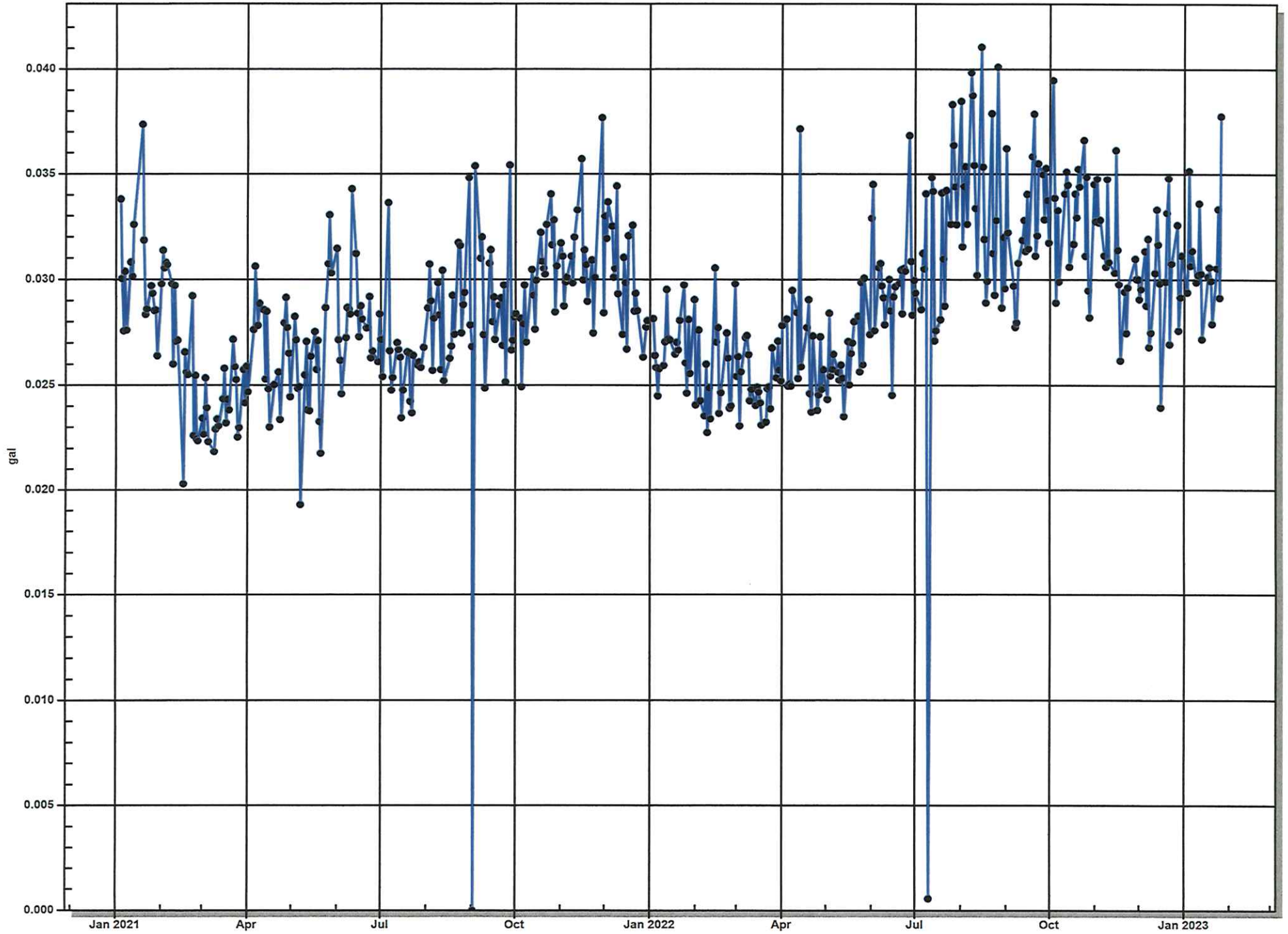
Prison Flow - Average Gallons Per Month

■ CALCULATED PRISON FLOW (Mo Avg)



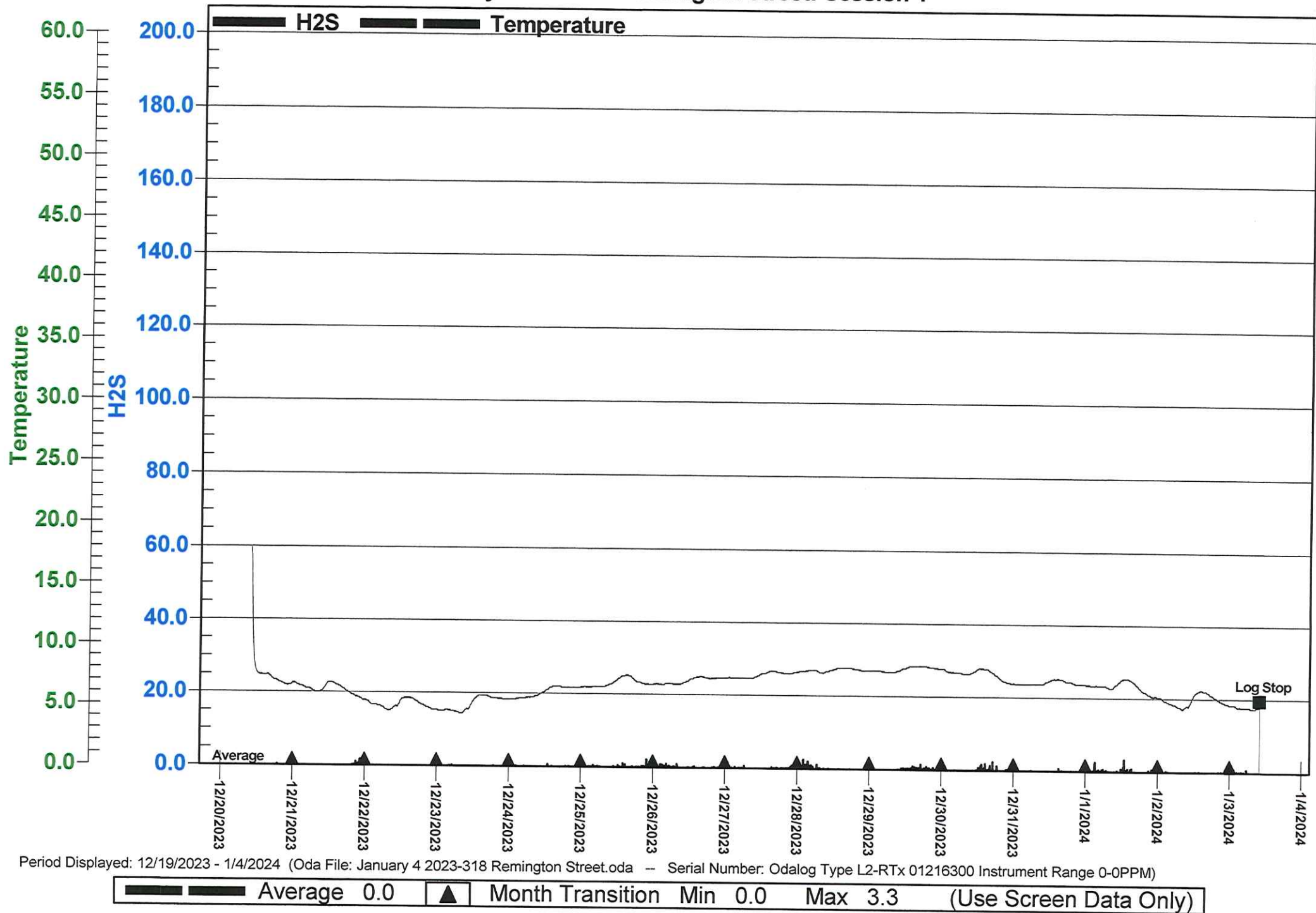
8012 - Gallons to be Wasted

1/4/2021 - 1/26/2023



Date	Monthly Dry Tons	Total to Date	Dry Tons Available	Percent of Limit	Percent of Time	WPCA Dry Tons
2023-2024						
April	47.4	47.4	477.6	9.03%	8.33%	43.95
May	55.692	103.092	421.908	19.64%	16.67%	54.89
June	41.357	144.449	380.551	27.51%	25.00%	38.841
July	39.933	184.382	340.618	35.12%	33.33%	39.212
August	51.734	236.116	288.884	44.97%	41.67%	50.756
September	41.645	277.761	247.239	52.91%	50.00%	40.588
October	34.358	312.119	212.881	59.45%	58.33%	32.059
November	31.877	343.996	181.004	65.52%	66.67%	31.72
December	46.419	390.415	134.585	74.36%	75.00%	
January		390.415	134.585	74.36%	83.33%	
February		390.415	134.585	74.36%	91.67%	
March		390.415	134.585	74.36%	100.00%	

January 4 2023-318 Remington Street: Session 1



WPCA Reserve Capacity Maintenance Fund - 2023/2024

November 2023

Cash Balance @ 7/01/2023

FNB# 27650

\$ 20,795.27

CADRE

\$ 851,904.25

\$ 872,699.52

RECEIPTS:	BUDGET	MONTH	YTD	VARIANCE
Interest Income	\$ -	\$ 1,103.73	\$ 5,927.52	\$ (5,927.52)
From Clerk of the Works	\$ -	\$ -	\$ -	\$ -
Due From Other Funds	\$ -	\$ -	\$ -	\$ -
Transfer In	\$ 562,000	\$ -	\$ -	\$ 562,000.00
Miscellaneous Income	\$ -	\$ -	\$ -	\$ -
Transfer from Assessment	\$ 288,000	\$ -	\$ -	\$ 288,000.00
Transfer from O&M Line Item	\$ 318,000	\$ -	\$ -	\$ 318,000.00
Grant Income	\$ 1,896,000	\$ -	\$ -	\$ 1,896,000.00
Transfer From Fund Balance	\$ 673,000	\$ -	\$ -	\$ 673,000.00
TOTAL RECEIPTS	\$ 3,737,000	\$ 1,103.73	\$ 5,927.52	\$ 3,731,072.48

DISBURSEMENTS:

Plant Upgrades	\$ 3,737,000	\$ 24,066.75	\$ 106,389.72	\$ 3,630,610.28
Emergency Repairs	\$ -	\$ -	\$ -	\$ -
Accounts Payable 2022 2023	\$ -	\$ -	\$ 105,563.33	\$ (105,563.33)
Misc Repairs	\$ -	\$ -	\$ -	\$ -
Transfer Out to ADMIN	\$ -	\$ -	\$ -	\$ -
Due From Other Funds	\$ -	\$ -	\$ -	\$ -
Sewer Development	\$ -	\$ 6,620.00	\$ 6,620.00	\$ (6,620.00)
	\$ 3,737,000	\$ 30,686.75	\$ 218,573.05	\$ 3,518,426.95

CASH POSITION SUMMARY:

Cash Balance @ 7/01/2023	\$ 872,699.52	\$ 27,222.22	First National Bank
YTD Receipts:	\$ 5,927.52	\$ 632,831.77	CADRE
YTD Disbursements:	\$ 218,573.05		
Cash Balance @ 11/30/2023	\$ 660,053.99	\$ 660,053.99	\$ -

WPCA Administration Fund - 2023/2024

November

2023

Cash Balance 7/1/2023

FNB# 6475

\$79,738.00

Scanned Account

\$6,742.29

AMBAC Admin

\$2,699,123.48

AMBAC Reserve

\$463,963.00

INVOICE CLOUD

\$2,823.52

03-Jan-24

\$ 3,252,390.29

RECEIPTS	BUDGET	MONTH	YTD	VARIANCE
User Fees 23 24	\$ 1,553,000	\$ 9,301.07	\$ 1,526,237.40	\$ 26,762.60
Prison	\$ 895,000	\$ 227,899.56	\$ 227,899.56	\$ 667,100.44
Prison 2022/2023	\$ -	\$ -	\$ 210,020.29	\$ (210,020.29)
Kent Farms	\$ 19,000	\$ 6.60	\$ 18,915.18	\$ 84.55
Delinquent Payments	\$ 51,000	\$ 3,783.51	\$ 17,913.32	\$ 33,086.68
H.P. Hood	\$ 665,000	\$ -	\$ -	\$ 665,000.00
H.P. Hood 2022/2023	\$ -	\$ 198,607.42	\$ 483,969.99	\$ (483,969.99)
Interest & Fees	\$ 31,000	\$ 3,038.89	\$ 19,860.80	\$ 11,139.20
Permits & Septic	\$ 54,000	\$ 200.00	\$ 14,315.01	\$ 39,684.99
Misc Income	\$ -	\$ -	\$ 1,191.97	\$ (1,191.97)
- Scrap metal	\$ -	\$ -	\$ -	\$ -
Due To/Due From	\$ -	\$ -	\$ -	\$ -
Clerk of the Works	\$ -	\$ -	\$ -	\$ -
Appropriation Refunds	\$ -	\$ -	\$ -	\$ -
Invest Income O&M	\$ 40,000	\$ 7,026.84	\$ 29,876.19	\$ 10,123.81
Invest Income Reserve	\$ -	\$ 787.16	\$ 4,000.63	\$ (4,000.63)
Grant \$ Received	\$ -	\$ -	\$ 884.00	\$ (884.00)
Transfer from Fund Balance	\$ 673,000	\$ -	\$ -	\$ 673,000.00
TOTAL RECEIPTS	\$ 3,981,000	\$ 450,651.05	\$ 2,555,084.34	\$ 1,425,915.39
EXPENDITURES				
Payroll Payable (2022/2023)	\$ -	\$ -	\$ 538.25	\$ (538.25)
Payroll (with SS)	\$ 1,130,000	\$ 119,424.57	\$ 427,964.30	\$ 702,035.70
Other Expenditures	\$ 2,178,000	\$ 132,365.70	\$ 597,078.85	\$ 1,580,921.15
Due To/Due From	\$ -	\$ (1,616.17)	\$ (18,580.90)	\$ 18,580.90
Clerk of the Works	\$ -	\$ -	\$ -	\$ -
Accounts Payable	\$ -	\$ -	\$ 193,799.65	\$ (193,799.65)
Transfer to RCM	\$ 673,000	\$ -	\$ -	\$ 673,000.00
TOTAL DISBURSEMENTS	\$ 3,981,000	\$ 250,174.10	\$ 1,200,800.15	\$ 2,780,199.85

Cash Reconciliation 11/30/2023

XFERS TO OTHER ACCOUNT

FNB# 6475

\$ 146,545.48

Scanned Account

\$ 209,540.53

Invoice Cloud

\$ 6,813.13

AMBAC Admin

\$ 3,775,811.71

AMBAC Reserve

\$ 467,963.63

\$ 4,606,674.48

\$ 4,606,674.48

0.00

WPCA Administration Fund - 2023/2024

November 2023

Prior/Current Year Comparison

RECEIPTS	2022/2023 Month	2023/2024 Month	Variance	2022/2023 Year To Date	2023/2024 Year To Date	Variance
User Fees current Year	\$ 23,796.60	\$ 9,301.07	\$ (14,495.53)	\$ 1,454,388.93	\$ 1,526,237.40	\$ 71,848.47
Prison	\$ -	\$ 227,899.56	\$ 227,899.56	\$ -	\$ 227,899.56	\$ 227,899.56
Prison Last Fiscal year	\$ -	\$ -	\$ -	\$ 210,937.16	\$ 210,020.29	\$ (916.87)
Kent Farms	\$ -	\$ 6.60	\$ 6.60	\$ 15,174.82	\$ 18,915.18	\$ 3,740.36
Delinquent Payments	\$ 2,352.21	\$ 3,783.51	\$ 1,431.30	\$ 28,356.39	\$ 17,913.32	\$ (10,443.07)
H.P. Hood	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
H.P. Hood Last Fiscal year	\$ -	\$ 198,607.42	\$ 198,607.42	\$ 219,361.04	\$ 483,969.99	\$ 264,608.95
Interest & Fees	\$ 2,249.62	\$ 3,038.89	\$ 789.27	\$ 17,877.33	\$ 19,860.80	\$ 1,983.47
Permits & Septic	\$ 3,083.13	\$ 200.00	\$ (2,883.13)	\$ 17,481.89	\$ 14,315.01	\$ (3,166.88)
Misc Income	\$ 2,500.00	\$ -	\$ (2,500.00)	\$ 10,514.30	\$ 1,191.97	\$ (9,322.33)
- Scrap metal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due To/Due From	\$ (60,000.00)	\$ -	\$ 60,000.00	\$ -	\$ -	\$ -
Clerk of the Works	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Appropriation Refunds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Invest Income O&M	\$ 3,900.87	\$ 7,026.84	\$ 3,125.97	\$ 13,622.05	\$ 29,876.19	\$ 16,254.14
Invest Income Reserve	\$ 639.84	\$ 787.16	\$ 147.32	\$ 2,355.18	\$ 4,000.63	\$ 1,645.45
Grant \$ Received	\$ -	\$ -	\$ -	\$ -	\$ 884.00	\$ 884.00
Transfer from Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS	\$ (21,477.73)	\$ 450,651.05	\$ 472,128.78	\$ 1,990,069.09	\$ 2,555,084.34	\$ 565,015.25
EXPENDITURES						
Payroll Payable (Last Fiscal y	\$ -	\$ -	\$ -	\$ -	\$ 538.25	\$ 538.25
Payroll (with SS)	\$ 108,106.04	\$ 119,424.57	\$ 11,318.53	\$ 393,633.68	\$ 427,964.30	\$ 34,330.62
Other Expenditures	\$ 151,148.03	\$ 132,365.70	\$ (18,782.33)	\$ 608,575.30	\$ 597,078.85	\$ (11,496.45)
Due To/Due From	\$ 782.66	\$ (1,616.17)	\$ (2,398.83)	\$ (5,828.19)	\$ (18,580.90)	\$ (12,752.71)
Clerk of the Works	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts Payable	\$ -	\$ -	\$ -	\$ 165,847.28	\$ 193,799.65	\$ 27,952.37
Transfer to RCM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL DISBURSEMENTS	\$ 260,036.73	\$ 250,174.10	\$ (9,862.63)	\$ 1,162,228.07	\$ 1,200,800.15	\$ 38,572.08

WPCA Assessment Fund - 2023/2024

November 2023

Prior/Current Year Comparison

02-Jan-24
02:02 PM

RECEIPTS	Prior Year Month	Current Year Month	Variance	Prior Year Year To Date	Current Year Year To Date	Variance
Developer's Agreements	\$ -	\$ -	\$ -	\$ 64,110.64	\$ 32,000.00	\$ (32,110.64)
Current Assessments	\$ 4,148.77	\$ 1,546.57	\$ (2,602.20)	\$ 34,104.33	\$ 13,092.31	\$ (21,012.02)
Assessments-Prior Years	\$ -	\$ -	\$ -	\$ 4,168.15	\$ -	\$ (4,168.15)
Penalty Interest & Fees	\$ 119.44	\$ 69.60	\$ (49.84)	\$ 1,137.20	\$ 79.60	\$ (1,057.60)
Advance Collection	\$ 1,559.98	\$ -	\$ (1,559.98)	\$ 3,016.21	\$ 3,893.06	\$ 876.85
Due To Others	\$ 782.66	\$ 8,203.91	\$ 7,421.25	\$ (5,828.19)	\$ (1,616.17)	\$ 4,212.02
Investment Interest	\$ 942.01	\$ 187.20	\$ (754.81)	\$ 3,355.20	\$ 857.35	\$ (2,497.85)
Transfer from Assessment Fund Bal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS	\$ 7,552.86	\$ 10,007.28	\$ 2,454.42	\$ 104,063.54	\$ 48,306.15	\$ (55,757.39)
EXPENDITURES						
Service Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
To General Fund Prior Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
To General Fund Current Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due To Others	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Misc Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to RCM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL DISBURSEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

WPCA Assessment Fund

2023/2024

November 2023

Cash Balance	7/1/2023	FNB	\$	75,251.60
		CADRE	\$	95,310.83
	02-Jan-24 02:13 PM			<u>\$ 170,562.43</u>

RECEIPTS	BUDGET	MONTH	YTD	VARIANCE
-----	-----	-----	-----	-----
Developer's Agreements	\$ 110,000	\$ -	\$ 32,000.00	\$ 78,000.00
Current Assessments	\$ 21,000	\$ 1,546.57	\$ 13,092.31	\$ 7,907.69
Assessments-Prior Years	\$ 1,000	\$ -	\$ -	\$ 1,000.00
Penalty Interest & Fees	\$ 1,000	\$ 69.60	\$ 79.60	\$ 920.40
Advance Collection	\$ 2,000	\$ -	\$ 3,893.06	\$ (1,893.06)
Due To Others	\$ -	\$ 8,203.91	\$ (1,616.17)	\$ 1,616.17
Investment Interest	\$ 7,000	\$ 187.20	\$ 857.35	\$ 6,142.65
Transfer from Assessment Fund Bal	\$ 146,000	\$ -	\$ -	\$ 146,000.00
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TOTAL REVENUE	\$ 288,000	\$ 10,007.28	\$ 48,306.15	\$ 239,693.85

DISBURSEMENTS

Service Charge	\$ -	\$ -	\$ -	\$ -
To General Fund Prior Year	\$ -	\$ -	\$ -	\$ -
To General Fund Current Year	\$ -	\$ -	\$ -	\$ -
Due To Others	\$ -	\$ -	\$ -	\$ -
Misc Expense	\$ -	\$ -	\$ -	\$ -
Transfer to RCM	\$ 288,000	\$ -		
	-----	-----	-----	-----
	\$ 288,000	\$ -	\$ -	\$ -

Cash Balance @ 11/30/2023

FNB	\$	107,251.60	
CADRE	\$	111,616.98	
		<u>218,868.58</u>	
	\$		\$ 218,868.58
			\$ -

**Town of Suffield Water Pollution Control Authority
2023/2024 Operation and Maintenance Budget**

2023

NOVEMBER

	23/24 Budget	23/24 Current Month	23/24 Year To Date	23/24 Variance	23/24 % Unexpended
50160 · Payroll	\$ 1,050,000	\$ 113,970.51	\$ 394,081.04	\$ 655,918.96	62%
50220 · Social security	\$ 80,000	\$ 8,382.92	\$ 28,745.94	\$ 51,254.06	64%
50230 · Pension	\$ 108,000		\$ 107,897.00	\$ 103.00	0%
50232 · OPEB CONTRIBUTION	\$ 82,000		\$ 82,219.00	\$ (219.00)	0%
50270 · Workers Comp	\$ 18,000		\$ 8,466.00	\$ 9,534.00	53%
50290 · Safety Supplies	\$ 14,000	\$ 498.18	\$ 3,769.48	\$ 10,230.52	73%
50341 · Legal/advice	\$ 48,000	\$ 2,501.54	\$ 3,462.94	\$ 44,537.06	93%
50384 · Uniforms	\$ 7,000	\$ 1,000.31	\$ 3,145.04	\$ 3,854.96	55%
50385 · Tests	\$ 45,000	\$ 2,334.98	\$ 17,077.69	\$ 27,922.31	62%
50409 · Waste disposal	\$ 255,000	\$ 15,505.92	\$ 50,561.52	\$ 204,438.48	80%
50433 · Process Equip - R&M	\$ 115,000	\$ 3,725.97	\$ 7,418.42	\$ 107,581.58	94%
50436 · R & M - Vehicles	\$ 16,000	\$ 1,967.57	\$ 5,665.13	\$ 10,334.87	65%
50439 · Service Contracts	\$ 46,000	\$ 2,410.15	\$ 24,077.93	\$ 21,922.07	48%
50445 · Plant Maint	\$ 77,000	\$ 6,353.42	\$ 17,787.83	\$ 59,212.17	77%
50446 · Collection System	\$ 44,000		\$ 11,211.27	\$ 32,788.73	75%
50520 · Insurance	\$ 36,000		\$ 17,908.00	\$ 18,092.00	50%
50521 · Employee Insur	\$ 331,000	\$ 32,750.87	\$ 84,615.38	\$ 246,384.62	74%
50530 · Postage	\$ 4,000	\$ 49.75	\$ 894.72	\$ 3,105.28	78%
50531 · Telephone	\$ 16,000	\$ 1,212.58	\$ 4,976.48	\$ 11,023.52	69%
50540 · Advertising	\$ 3,000		\$ 1,697.16	\$ 1,302.84	43%
50581 · Mileage	\$ 2,000		\$ 101.20	\$ 1,898.80	95%
50612 · Office supplies	\$ 21,000	\$ 642.77	\$ 3,495.91	\$ 17,504.09	83%
50622 · Electricity	\$ 185,000	\$ 46.01	\$ 4,543.13	\$ 180,456.87	98%
50624 · Fuel oil - heat	\$ 7,000	\$ 379.00	\$ 1,027.01	\$ 5,972.99	85%
50626 · Gas - automotive	\$ 23,000	\$ 2,655.40	\$ 5,459.00	\$ 17,541.00	76%
50627 · Water	\$ 7,000	\$ 245.40	\$ 2,193.94	\$ 4,806.06	69%
50750 · Cap Replace - Vehicles	\$ -		\$ -	\$ -	#DIV/0!
50755 · Cap Improve	\$ -		\$ -	\$ -	#DIV/0!
50760 · Tools & Equip	\$ 35,000	\$ 3,664.84	\$ 12,801.22	\$ 22,198.78	63%
50802 · Administration Fees/REFUNDS	\$ -		\$ -	\$ -	#DIV/0!
50810 · Dues & Subs	\$ 4,000	\$ 150.00	\$ 878.00	\$ 3,122.00	78%
50812 · Training	\$ 20,000	\$ 815.00	\$ 3,072.00	\$ 16,928.00	85%
50855 · Medical Exps	\$ 3,000		\$ 180.00	\$ 2,820.00	94%
50899 · Reserve Cap Projects	\$ 318,000		\$ -	\$ 318,000.00	100%
50911 · Transfer to RCM	\$ 673,000		\$ -	\$ 673,000.00	100%
50920 · Contingency	\$ 96,000		\$ -	\$ 96,000.00	100%
50940 · Engineering Services	\$ 11,000	\$ 15,630.00	\$ 19,848.75	\$ (8,848.75)	-80%
50955 · Interest Expense	\$ 5,000		\$ -	\$ 5,000.00	100%
50969 · Chemicals	\$ 27,000	\$ 5,060.00	\$ 10,120.00	\$ 16,880.00	63%
#1 -Thompsonville Rd-63	\$ 19,000	\$ 18,429.77	\$ 24,165.23	\$ (5,165.23)	-27%
#10 - Mapleton Estates-71	\$ 4,000	\$ 87.53	\$ 1,046.35	\$ 2,953.65	74%
#11 - Mapleton Ave-72	\$ 9,000	\$ 415.17	\$ 2,623.65	\$ 6,376.35	71%
#12 - Bridge St-73	\$ 11,000	\$ 217.60	\$ 1,794.16	\$ 9,205.84	84%
#13 - Stony Brook-74	\$ 5,000	\$ 88.49	\$ 823.80	\$ 4,176.20	84%
#2 - Southfield-62	\$ 4,000	\$ 84.72	\$ 1,227.20	\$ 2,772.80	69%
#3 - Mountain Road-64	\$ 15,000	\$ 6,028.58	\$ 9,244.37	\$ 5,755.63	38%
#4 - River Blvd-65	\$ 9,000	\$ 369.35	\$ 1,898.39	\$ 7,101.61	79%
#5 - Fairhill Lane-66	\$ 12,000	\$ 937.39	\$ 2,935.15	\$ 9,064.85	76%
#6 - Suffield Meadows-67	\$ 10,000	\$ 275.75	\$ 1,381.86	\$ 8,618.14	86%
#7 - Poole Rd.-68	\$ 9,000	\$ 1,532.96	\$ 8,404.49	\$ 595.51	7%
#8 - Plantation Dr-69	\$ 12,000	\$ 65.64	\$ 976.67	\$ 11,023.33	92%
#9 - Eagles Watch-70	\$ 7,000	\$ 79.47	\$ 792.83	\$ 6,207.17	89%
#16 Prospect Hill Estates	\$ 6,000	\$ 201.81	\$ 1,143.27	\$ 4,856.73	81%
#17 Cedar Crest Drive	\$ 6,000	\$ 161.15	\$ 1,117.77	\$ 4,882.23	81%
#18 Wisteria Lane	\$ 6,000	\$ 68.17	\$ 754.66	\$ 5,245.34	87%
#19 Malec Farms	\$ 5,000	\$ 92.34	\$ 928.55	\$ 4,071.45	81%
	\$ 3,981,000	\$ 251,088.98	\$ 1,000,656.53	\$ 2,980,343.47	75%

s/b

58%

Accruals

Town of Suffield Water Pollution Control Authority
2023/2024 Operation and Maintenance Budget

2023 November	23/24 Budget	23/24 Current Month	23/24 Year To Date	23/24 Variance	23/24 % Unexpended
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50230 · Pension	\$ 108,000	\$ 9,000.00	\$ 45,000.00	\$ 63,000.00	58%
50232 · OPEB CONTRIBUTION	\$ 82,000	\$ 6,833.33	\$ 34,166.67	\$ 47,833.33	58%
50270 · Workers Comp	\$ 18,000	\$ 1,500.00	\$ 7,500.00	\$ 10,500.00	58%
50290 · Safety Supplies	\$ 14,000	\$ 498.18	\$ 3,769.48	\$ 10,230.52	73%
50341 · Legal/advice	\$ 48,000	\$ 2,501.54	\$ 3,462.94	\$ 44,537.06	93%
50384 · Uniforms	\$ 7,000	\$ 1,000.31	\$ 3,145.04	\$ 3,854.96	55%
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50445 · Plant Maint	\$ 77,000	\$ 6,353.42	\$ 17,787.83	\$ 59,212.17	77%
50446 · Collection System	\$ 44,000	\$ -	\$ 11,211.27	\$ 32,788.73	75%
50520 · Insurance	\$ 36,000	\$ 3,000.00	\$ 15,000.00	\$ 21,000.00	58%
50521 · Employee Insur	\$ 331,000	\$ 32,750.87	\$ 84,615.38	\$ 246,384.62	74%
50530 · Postage	\$ 4,000	\$ 49.75	\$ 894.72	\$ 3,105.28	78%
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50540 · Advertising	\$ 3,000	\$ -	\$ 1,697.16	\$ 1,302.84	43%
50581 · Mileage	\$ 2,000	\$ -	\$ 101.20	\$ 1,898.80	95%
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50802 · Administration Fees/REFUNDS	\$ -	\$ -	\$ -	\$ -	#DIV/0!
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50812 · Training	\$ 20,000	\$ 815.00	\$ 3,072.00	\$ 16,928.00	85%
50855 · Medical Exps	\$ 3,000	\$ -	\$ 180.00	\$ 2,820.00	0%
50899 · Reserve Cap Projects	\$ 318,000	\$ 26,500.00	\$ 132,500.00	\$ 185,500.00	58%
50911 · Transfer to RCM	\$ 673,000	\$ 56,083.33	\$ 280,416.67	\$ 392,583.33	58%
50920 · Contingency	\$ 96,000	\$ 8,000.00	\$ 40,000.00	\$ 56,000.00	58%
50940 · Engineering Services	\$ 11,000	\$ 15,630.00	\$ 19,848.75	\$ (8,848.75)	0%
50955 · Interest Expense	\$ 5,000	\$ -	\$ -	\$ 5,000.00	100%
50969 · Chemicals	\$ 27,000	\$ 5,060.00	\$ 10,120.00	\$ 16,880.00	63%
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#9 - Eagles Watch-70	\$ 7,000	\$ 79.47	\$ 792.83	\$ 6,207.17	89%
#16 Prospect Hill Estates	\$ 6,000	\$ 201.81	\$ 1,143.27	\$ 4,856.73	81%
#17 Cedar Crest Drive	\$ 6,000	\$ 161.15	\$ 1,117.77	\$ 4,882.23	81%
#18 Wisteria Lane	\$ 6,000	\$ 68.17	\$ 754.66	\$ 5,245.34	87%
#19 Malec Farms	\$ 5,000	\$ 92.34	\$ 928.55	\$ 4,071.45	81%
	\$ 3,981,000	\$ 362,005.65	\$ 1,338,749.86	\$ 2,642,250.14	66%

s/b
58%

11:14 AM

Town of Suffield WPCA Administration Fund

Trial Balance

01/03/24

Accrual Basis

As of November 30, 2023

	Nov 30, 23	
	Debit	Credit
10141 • Cash - FNB	146,545.48	
10142 • Transfer - FNB	0.00	
10143 • Cash - TD Bank	3,775,811.71	
10144 • WPCA Reserve Fund	467,963.63	
10145 • Petty Cash	0.00	
10146 • Lockbox	0.00	
10926 • INVOICE CLOUD	6,813.13	
10927 • Scanned Account - Town TDBank	209,540.53	
10203 • Accounts Receivable	164,954.84	
10207 • Septage Fees Receivable	1,385.24	
10209 • DEP Grant Receivable	0.00	
1140 • Prison Grant Receivable	0.00	
10920 • Inventory Asset	0.00	
10921 • Deposit clearing	0.00	
10922 • Prepaid Expense	0.00	
10923 • Uncategorized Income	0.00	
10924 • Undeposited Funds	0.00	
1200 • Grants receivable	0.00	
10800 • Capital Contributions (from RCM)		996,651.28
10801 • Buildings	10,652,894.50	
10802 • Construction in Progress	497,494.32	
10803 • Land	16,038,335.00	
10804 • Land improvement	0.00	
10805 • Vehicles	822,091.00	
10806 • Equipment	17,943,504.22	
10807 • Jet Truck	0.00	
10808 • Less accumulated depreciation		28,494,176.10
10809 • Infrastructure	1,446,193.43	
10925 • Deferred costs	0.00	
20201 • Accounts Payable		1,084.29
20204 • Payroll Payable	0.00	
20450 • Loans Payable To Town	0.00	
2050 • Accrued Payroll	0.00	
20601 • Lease Liability	0.00	
20205 • Clerk of the works	0.00	
20402 • Due to other funds		2,266.84
20403 • Due to Town (aka 20403)	40.70	
20404 • Due to Sewer Project (RCM)	0.10	
20451 • Accrued Expenses		11,567.43
20801 • Due to GF (aka 20860)		20,422.31
20602 • Capital Lease Liability - L/T		132,292.47
30350 • Retained Earnings		23,507,135.95
30910 • FUND BALANCE-UNRESERVED-contra	2,136,209.95	
3100 • Opening Bal Equity		0.10
40120 • Grant Income		884.00
40402 • Interest income		33,876.82
40596 • User charges		2,082,119.09
40597 • Penalties and interest		14,965.41
40598 • Permits/septic		11,765.01
40803 • Miscellaneous income		1,145.21
50160 • Payroll	394,081.04	
50220 • Social security	28,745.94	
50230 • Pension	107,897.00	
50232 • OPEB Contribution	82,219.00	
50270 • Workers compensation	8,466.00	
50290 • Safety/Wellness	3,769.48	
50341 • Legal/advice	3,380.94	
50384 • Uniforms/cleaning	3,145.04	
50385 • Tests	17,358.57	
50409 • Waste disposal	50,561.52	
50433 • Process equip - repair/main	22,795.24	
50436 • R & M - vehicles	5,665.13	
50439 • Service maintenance contracts	24,077.93	
50445 • Plant maintenance	28,598.72	
50446 • Collection system main	19,388.02	
50520 • Property/liability/umbrella ins	17,908.00	

11:14 AM

01/03/24

Accrual Basis

Town of Suffield WPCA Administration Fund

Trial Balance

As of November 30, 2023

	Nov 30, 23	
	Debit	Credit
50521 • Employee insurance	84,615.38	
50530 • Postage	894.72	
50531 • Telephone	4,976.48	
50540 • Advertising	1,697.16	
50581 • Mileage/car allowance	101.20	
50612 • Office supplies	3,495.91	
50622 • Electricity	25,984.09	
50624 • Fuel oil - heat	1,292.89	
50626 • Gas - automotive	5,459.00	
50627 • Water	2,234.82	
50760 • Tools and equipment	13,675.09	
50802 • Refunds	0.00	
50810 • Dues and Subscriptions	878.00	
50812 • Training	3,072.00	
50855 • Medical expenses	180.00	
50940 • Engineering Services	20,573.75	
50969 • Chemicals	13,386.47	
TOTAL	55,310,352.31	55,310,352.31

11:16 AM

01/03/24

Accrual Basis

Town of Suffield Sewer Project Fund

Trial Balance

As of November 30, 2023

	Nov 30, 23	
	Debit	Credit
10143 • Cash - CADRE	632,831.77	
10147 • Cash - WPCA RCA	31,667.89	
10148 • Cash - Reich & Tang	0.00	
10209 • - Grants Receivable		0.10
20801 • Due from general fund	0.00	
20201 • Accounts payable		4,445.67
20501 • Deferred revenue	0.18	
20701 • Due to other agencies		0.02
2100 • Due to general fund	0.00	
30300 • Opening Bal Equity	0.00	
30301 • Fund balance		767,136.25
40402 • Interest		5,927.52
50785 • Sewer Development	6,620.00	
50786 • Plant Upgrades	106,389.72	
TOTAL	<u>777,509.56</u>	<u>777,509.56</u>

11:17 AM

01/03/24

Accrual Basis

Town of Suffield Sewer Assessment Fund
Trial Balance
As of November 30, 2023

	Nov 30, 23	
	Debit	Credit
10143 · Cash - CADRE	111,816.98	
10149 · Cash - WPCA Assessment	107,251.60	
10250 · Assessments	134,473.57	
10601 · Due From Other Accounts	0.00	
1150 · Deposit Clearing	0.00	
1200 · Due from general fund	0.00	
20201 · Accounts Payable		35.00
20400 · Due to general fund	0.00	
20402 · Due To Other Funds	1,616.17	
20501 · Deferred revenue		134,473.57
20501 · Deferred revenue:2210 · Assessments paid in advance	0.00	
30301 · Fund balance		170,527.43
40025 · Revenue - Assessments		13,177.58
40030 · Revenue - Advance Collections		3,807.79
40035 · Revenue - Liens, interest, fees		79.60
40040 · Developers Agreements		32,000.00
40402 · Revenue - Use of Money & Proper		857.35
TOTAL	354,958.32	354,958.32

11:19 AM
01/03/24
Accrual Basis

Kent Farms Reserve
Trial Balance
As of November 30, 2023

	Nov 30, 23	
	Debit	Credit
10111 - Cash	116,810.80	
20860 - DT/DF WPCA	0.00	
Opening Balance Equity		146,215.81
Retained Earnings	30,403.63	
40402 - Interest Income		998.62
TOTAL	147,214.43	147,214.43

TOWN OF SUFFIELD WPCA

844 East Street South, Suffield, CT 06078
www.suffieldct.gov



Julie Nigro
Business Administrator
jnigro@suffieldct.gov
860-668-3856

To: WPCA Commission

From: Julie Nigro, WPCA Business Administrator

JMN

CC:

Date: January 9, 2024

Re: Delinquent Accounts

We collected \$533.60 in the month of December – 2.33% of the major delinquents.

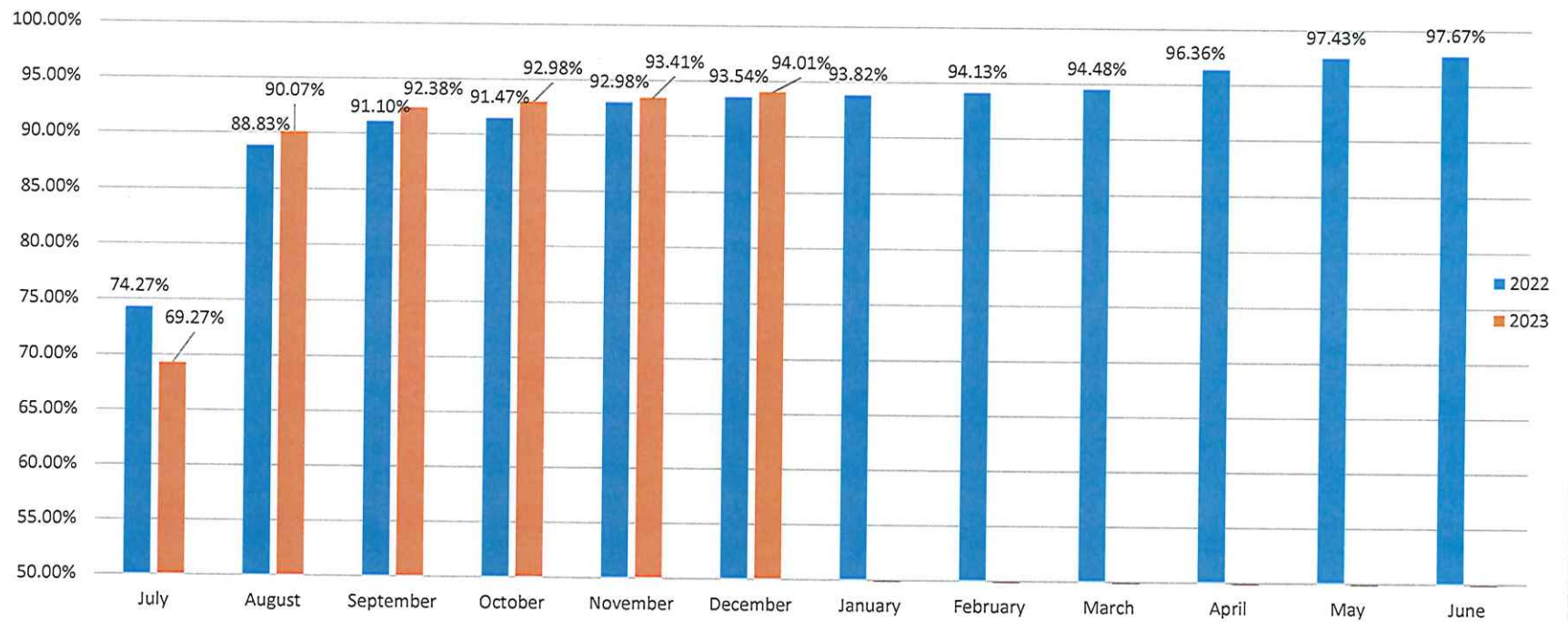
Our overall delinquent balance is \$144,547.91, with \$106,524.26 being the 2023 Sewer use, and a collection rate of 94.01% thru the end of December. Last year's collection rate thru the end of December on new bills was 93.54%.

Andrew B. to pursue foreclosure on three unresponsive accounts.

PAST DUE AS OF DECEMBER 31, 2023

YEAR BILLED	BILLED	TOT Paid	Tax Due	INT Due	Lien Due	Fee Due	Total Due	Collection Rate to Date
YEAR 2017	1,286,911.21	1,286,601.21	310.00	362.70	24.00	0.00	696.70	99.98%
YEAR 2018	1,339,846.52	1,339,526.52	320.00	316.80	24.00	0.00	660.80	99.98%
YEAR 2019	1,445,473.70	1,445,133.70	340.00	275.40	24.00	0.00	639.40	99.98%
YEAR 2020	1,465,371.73	1,464,646.61	725.12	221.81	24.00	0.00	970.93	99.95%
YEAR 2021	1,544,595.53	1,540,490.33	4,105.20	1,109.55	144.00	532.00	5,890.75	99.73%
YEAR 2022	1,572,073.13	1,549,881.72	22,191.41	5,539.21	1,434.45	0.00	29,165.07	98.59%
YEAR 2023	1,649,433.31	1,550,615.40	98,817.91	7,606.42	0.00	99.93	106,524.26	94.01%
GRAND TOTAL			126,809.64	15,431.89	1,674.45	631.93	144,547.91	

Collection Rate Comparison to Last Year - Same Month



HISTORICAL COLLECTION RATE (CR)
compares year-end CR each yr to the current month CR

