

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

MEMBERS PRESENT:

Daniel Holmes, Chairman
Roger Ives, Vice
Chairman, Treasurer
Frank Bauchiero
Janet Davis
Todd Mervosh
John Murphy

MEMBERS ABSENT:

Travis Watroba

ALSO, PRESENT:

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

1. **CALL TO ORDER:** Daniel Holmes called the Regular Monthly Meeting for July 9, 2024 to order at 7:00 p.m. Todd Mervosh arrived at 7:01pm.
2. **CITIZEN INPUT:** None
3. **APPROVAL OF MINUTES:**
 - June 11, 2024 Regular Monthly Meeting Minutes Review & Approval –
 - Frank Bauchiero motioned to approve the Regular Monthly Meeting Minutes of June 11, 2024
 - Janet Davis seconded the motion; the motion passed
4. **CHANGES TO THE AGENDA:** Jamie Kreller requested that under New Business 9b, approval of capacity for a single lot at “83H-53-24A on Riverview Drive, should be added.
 - Frank Bauchiero motioned to approve the addition to the agenda
 - John Murphy seconded the motion; the motion passed unanimously
5. **CHAIRMAN’S UPDATE:** None
6. **TREASURER’S REPORT:**
 - Administration (O&M) Bills 2023/2024: \$58,664.27
 - Administration (O&M) Bills 2024/2025: \$233,934.66
 - RCM Bills 2023/2024: \$0
 - RCM Bills 2024/2025: \$63,051.40
 - Administration fund distribution (June’s payroll): \$80,172.02
 - John Murphy motioned to accept the Treasurer’s report.
 - Frank Bauchiero seconded the motion; motion passed unanimously

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7. STAFF REPORTS:

a. Superintendent's Report - Jamie Kreller reviewed his report and highlighted the following:

- The operational tank levels of WPCA and Nitrogen levels are back to normal.
- Sludge production for June was 40.19 dry tons. Our three month disposal total is 141.47 dry tons.
- WPCA operators received training for the new power washer, with instruction given by the factory representative.
- WPCA started the semi-annual brush hog of easements.
- Remington Rd chemicals are being switched to Bioxide, due to corrosion to the pumps.
- Kevin Bertrand passed the class 2 operators' exam.
- Anna Clark, Assistant Business Administrator, will increase her work week from 30 hours to 40 hours for the months of July and August.

b. Business Administrator's Report - Julie Nigro reported the following:

- The WPCA collected 3.12% (\$744.17) of the major delinquent list.
- The budget variance report through the end of June is 23% unexpended.
- Overall delinquent balance is \$89,397.16 with \$60,525.75 being 2023 Sewer use
- Collection rate at the end of the fiscal year is 97.09%. Last year this time it was 97.67%.
- There was a miscalculation in the May collection rate, and the actual collection rate was 96.48% versus the reported 97.63%
- Auditors are scheduled at the WPCA for a pre-audit the week of August 5, 2024.

8. OLD BUSINESS:

a. Stony Brook Design –

- Mike Headd stated the Stony Brook Emergency Project is out for pricing and bids are due by July 28, 2024, and a Stony Brook mandatory pre-bid site visit is scheduled for July 10, 2024 at 10:00 am.
- Stony Brook Main Project is still progressing on the permitting submittals. Woodard & Curran is targeting for the end of month to have the Army Corps of Engineer's submittal sent to the Conservation Commission.

b. Morton Building Progress –

- Jamie Kreller stated that the building permit has been submitted to the building department. Once it is approved the work will start.

c. Phase 2 Pipeline Rehabilitation – Cassotta/Lane/Thompsonville Road Areas –

- According to Mike Headd, an intent to award was sent to Raymakers and Sons, Inc., providing them with a deadline for returning all necessary paperwork. The award will be issued and contract signed as soon as the required documentation is received.

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July 9, 2024

9. NEW BUSINESS:

a. Set Public Hearing Meeting in August for New Sewer Benefit Assessments -

- Frank Bauchiero motioned to set the Public Hearing Meeting for New Sewer Benefit Assessments for August 13, 2024 at 7:00 pm
- Janet Davis seconded the motion; motion passed unanimously.

b. 83H-53-24A Lot on Riverview Drive Sewer Capacity for single lot–

- Frank Bauchiero motioned to approve the 83H-53-24A lot on Riverview Drive sewer capacity letter.
- Janet Davis seconded the motion; motion passed unanimously.

ADJOURNMENT:

- Frank Bauchiero motioned to adjourn the Regular Meeting of July 9, 2024, at 7:36 pm.
- Janet Davis seconded the motion; the motion passed unanimously.

Respectfully submitted,

Anna Clark

Anna Clark
Assistant Business Administrator

Superintendent's Report June 2024

Plant Operations

- Plant average flow for the month was 970,000. This was 48% of the plant design flow.
- Hood's average flow for the month was 64,423 gallons. This was 6% of plant daily flow.
- Prison average flow for the month was 291,003 gallons. This was 30% of the plant's monthly flow.
- BOD and TSS removals for the month were 99%.
- The E. Coli geometric mean for the month was 3.13. Our permit limit is a monthly geometric mean of less than 126.
- Nitrogen average for the month was 10 pounds. Our permit limit is a yearly average of less than 45 pounds.

Call-Before-You-Dig

- 65 Call-before-you-dig tickets were completed.

Unscheduled Overtime

- 6/16 – PS #3 (Mountain Road) pump #1 tripped.
- 6/16 – PS #14 (Spaulding School) low wet well.
- 6/21 – PS #3 (Mountain Road) power failure.
- 6/23 – PS #5 (Fair Hill Lane) float issue.
- 6/23 – PS #9 (Conservation Lane) pump #2 tripped-new pump was installed.
- 6/24 – Plant power failure.
- 6/26 – PS #16 (Prospect Street) power failure.

DEEP

- Monthly NAR (Nutrient Analysis Report) was electronically submitted to DEEP.
- Monthly MOR (Monthly Operating Report) was electronically submitted to DEEP.
- Monthly DMR (Discharge Monitoring Report) was electronically submitted to EPA.

Capacity Letter

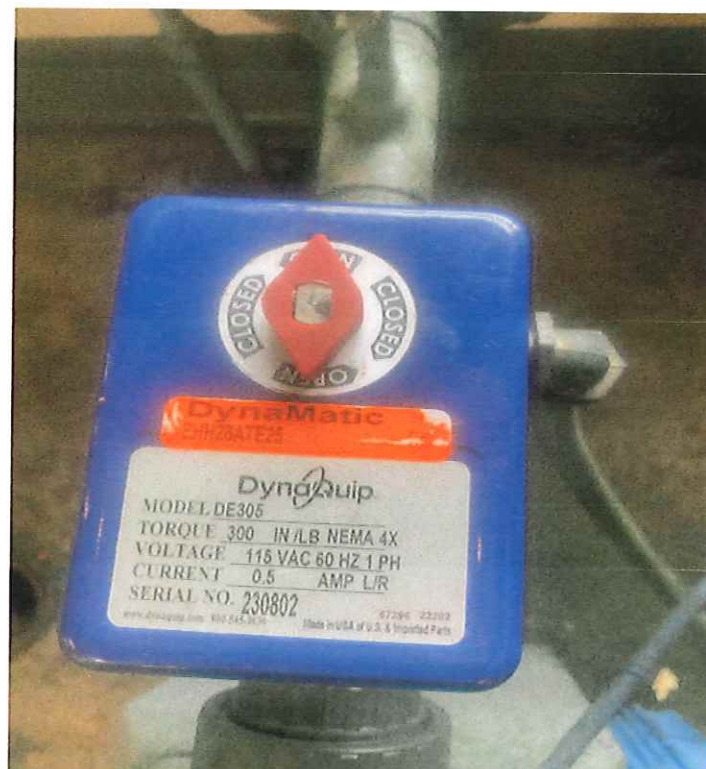
- Capacity letter was issued for 622 Thrall Avenue.
- Capacity letter was issued for Suffield Academy (tennis court support building).

Training

Training was completed for all WPCA operators on our new power washer by factory representative.

Maintenance

- Cleaned out catch basin for Suffield Highway Department on corner of Taintor Street and Pebble Circle.
- Quarterly cleaning of prison line at the plant was completed.
- Semi-annual carpet cleaning was completed.
- Annual HACH equipment service was completed.
- Annual pump station ladder inspections were completed.
- Annual grit screw lube change was completed.
- Quarterly maintenance for step screw was completed.
- Semi-annual replacement of safety plant sign markings.
- Quarterly restaurant grease trap inspections were completed.
- Located manholes at 1780 Mapleton Avenue.
- Lighting and ventilation were completed for wet well at PS #3 (Mountain Road).
- Removed wipes from pump #3 at PS #3 (Mountain Road).
- Replaced run capacitor, start capacitor, and run relay for pumps #1, and 2 at Pump Station #7 (Poole Road).
- Wet wells were cleaned at PS #7 (Poole Road) and PS #14 (Spaulding School).
- Pump at PS #15 (High School) wipes were removed.
- Quarterly pump station alarm check was completed.
- Started semi-annual brush hog of easements.
- **Automatic valve for belt filter press was replaced.**

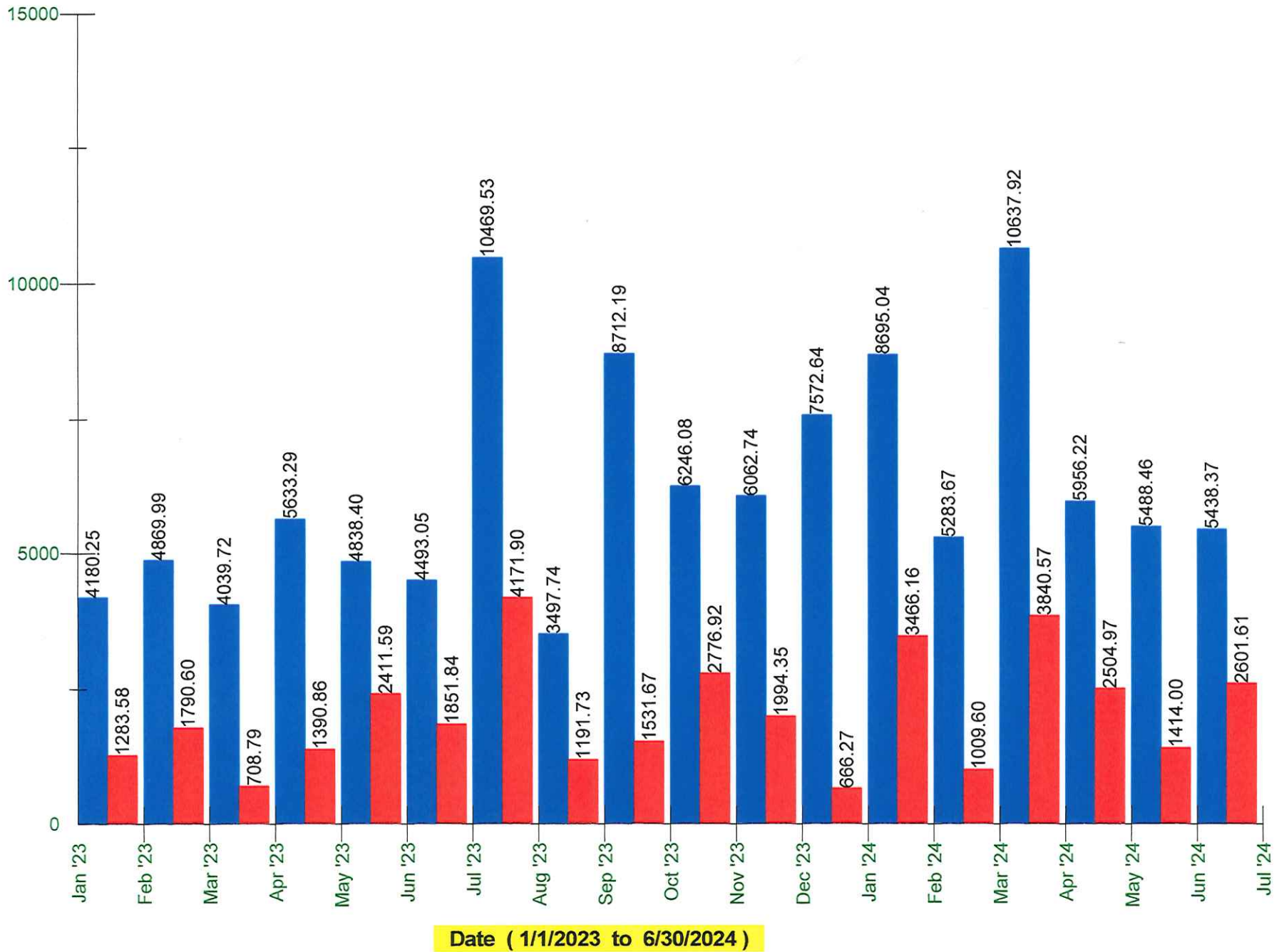


Scheduled vs Unscheduled Overtime Costs

■ Scheduled OT Costs

■ Unscheduled OT Costs

Monthly Overtime Costs in Dollars

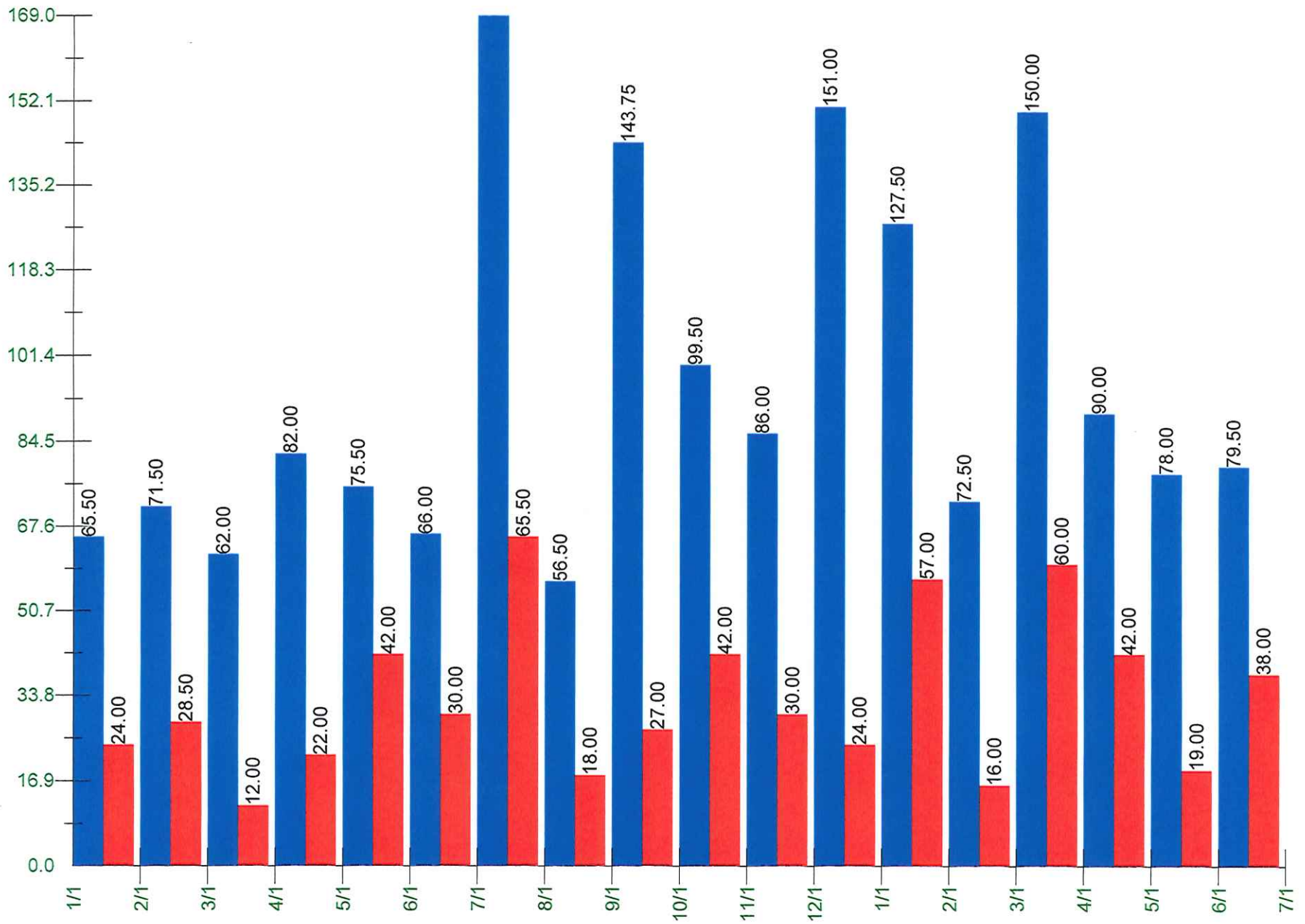


Scheduled vs Unscheduled Overtime Hours

Scheduled Hours

Unscheduled Hours

Monthly Overtime Hours

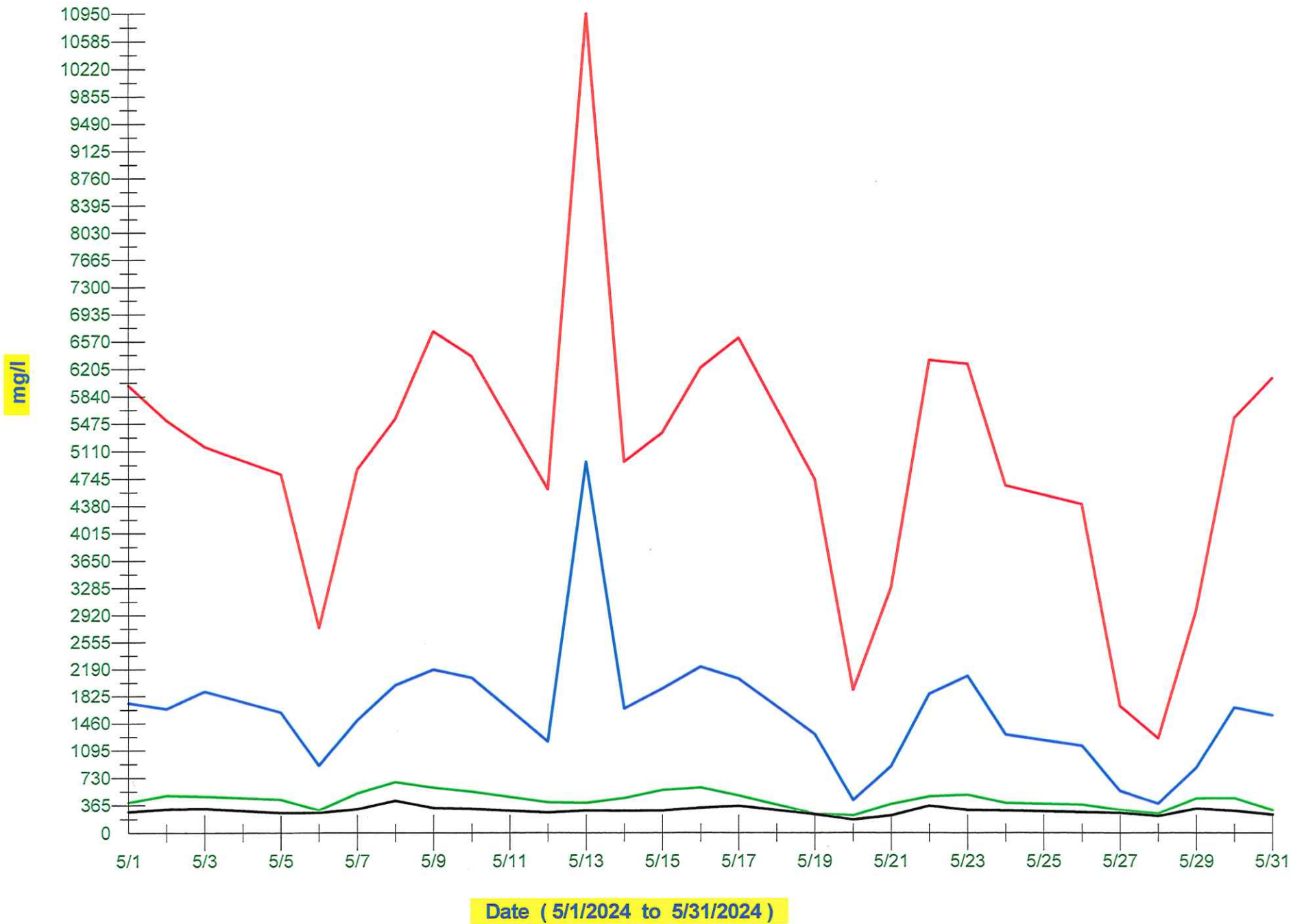


Date (1/1/2023 to 6/30/2024)

Scheduled vs Unscheduled Hours

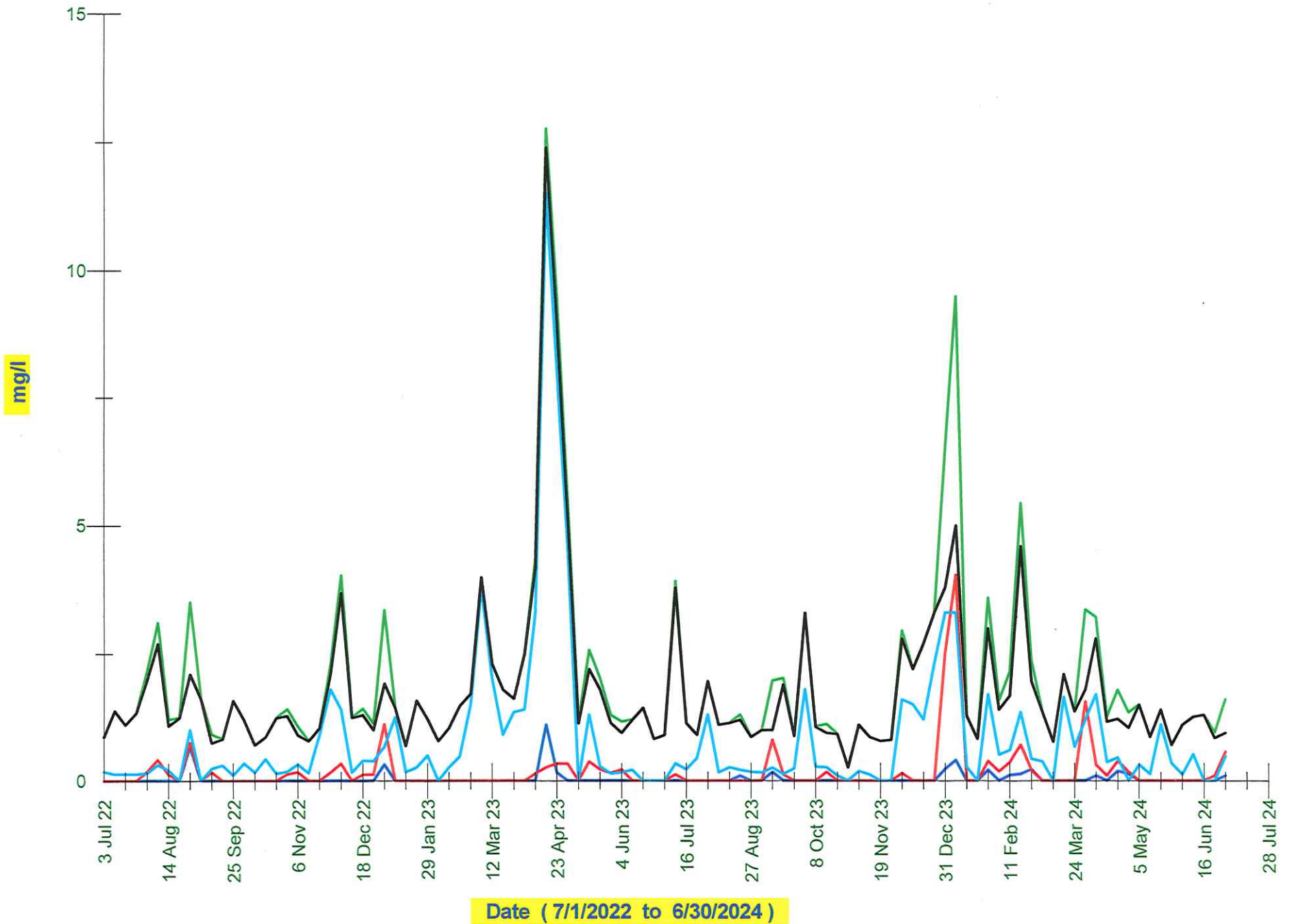
H.P. HOOD LOADING VS PLANT LOADING

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



Weekly Average of Total Nitrogen VS Forms of Nitrogen

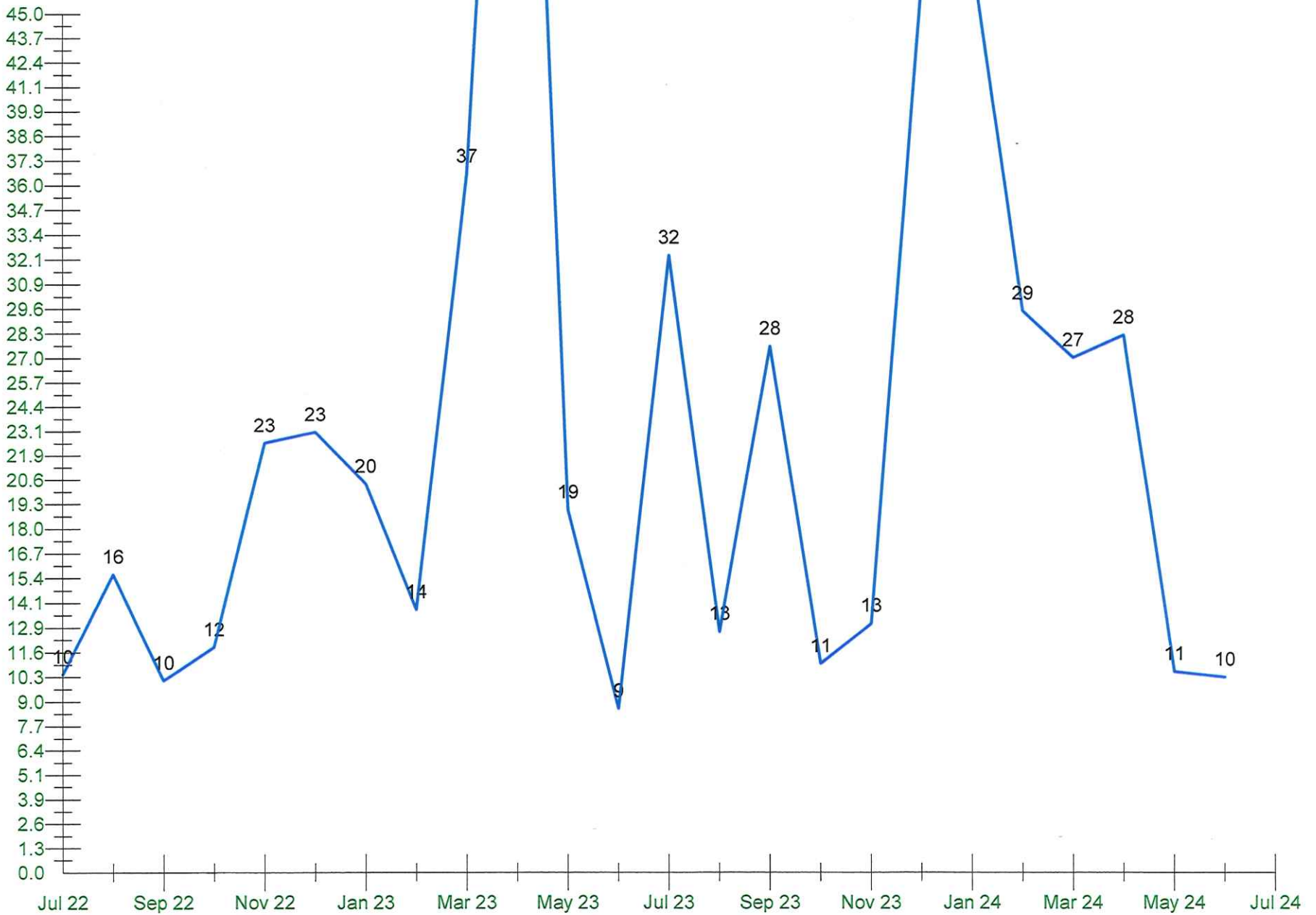
Nitrite Nitrate Total Nitrogen Ammonia Total Kjeldahl



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

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

Average lbs per Month



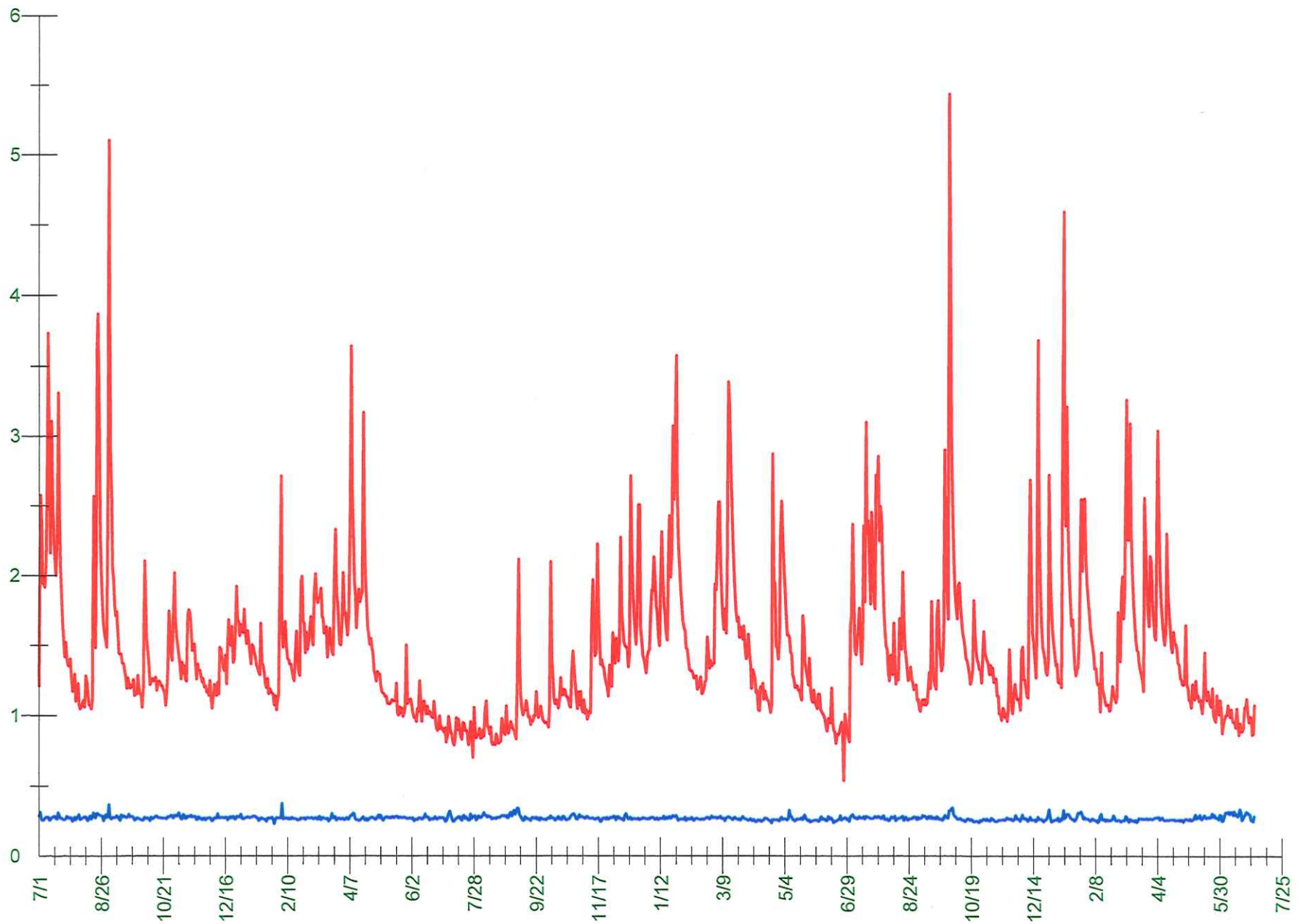
Date (7/1/2022 to 6/30/2024)

Prison Flow VS Plant Flow

PRISON DAILY FLOW

PLANT-TOTAL EFFLUENT FLOW

MGD

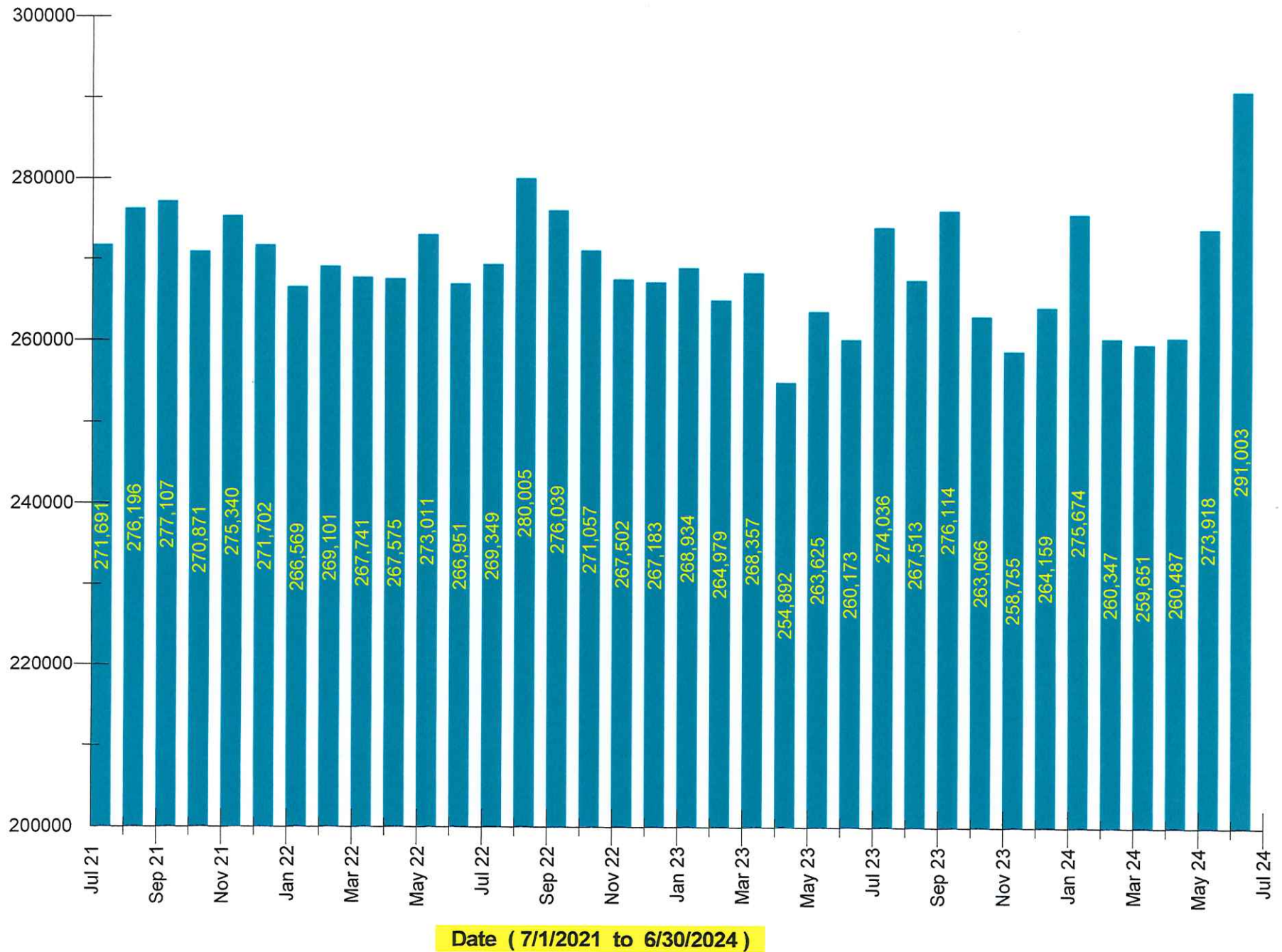


Date (7/1/2021 to 6/30/2024)

Prison Flow - Average Gallons Per Month

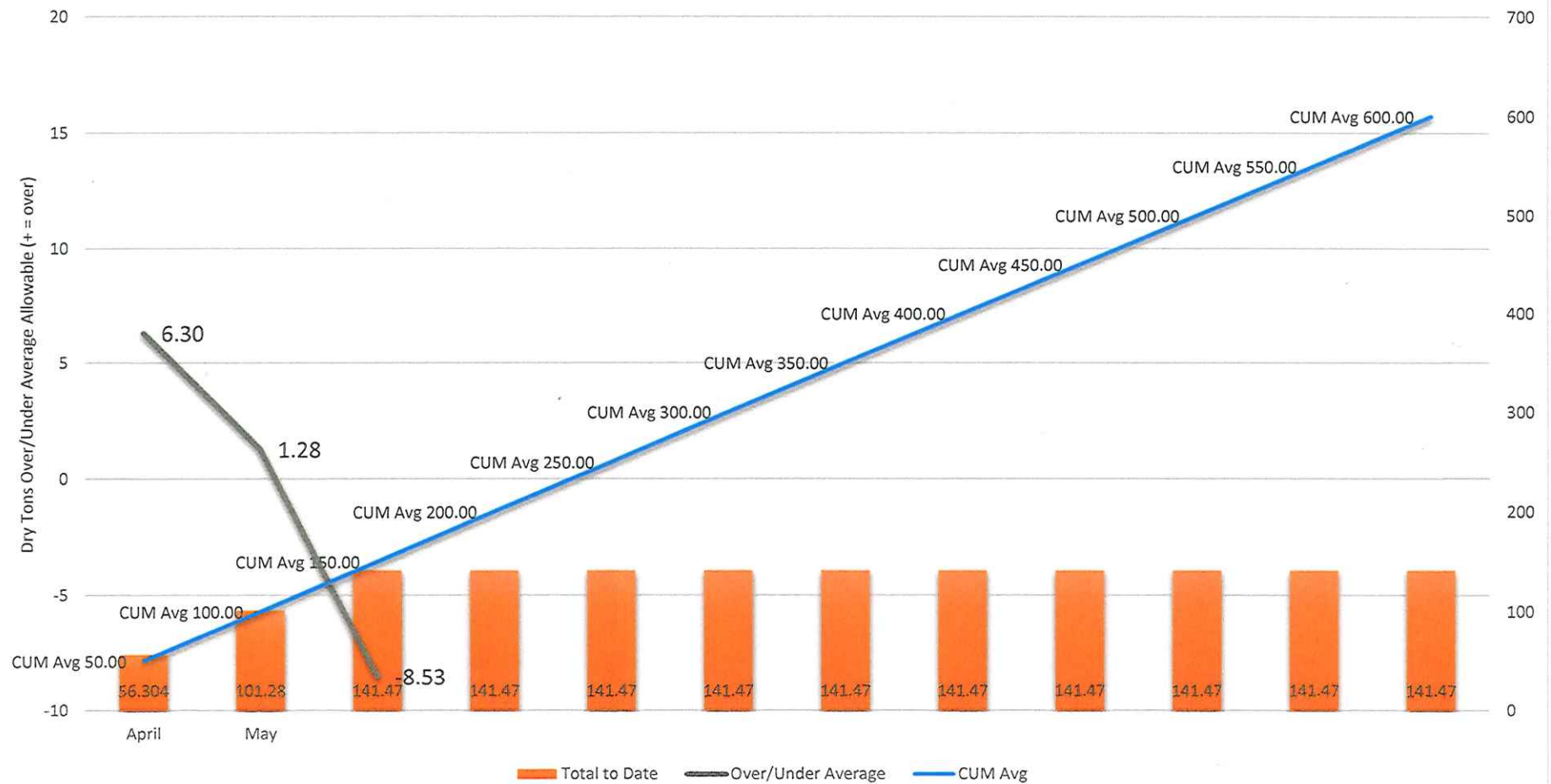
■ CALCULATED PRISON FLOW (Mo Avg)

Average Gallons per Month



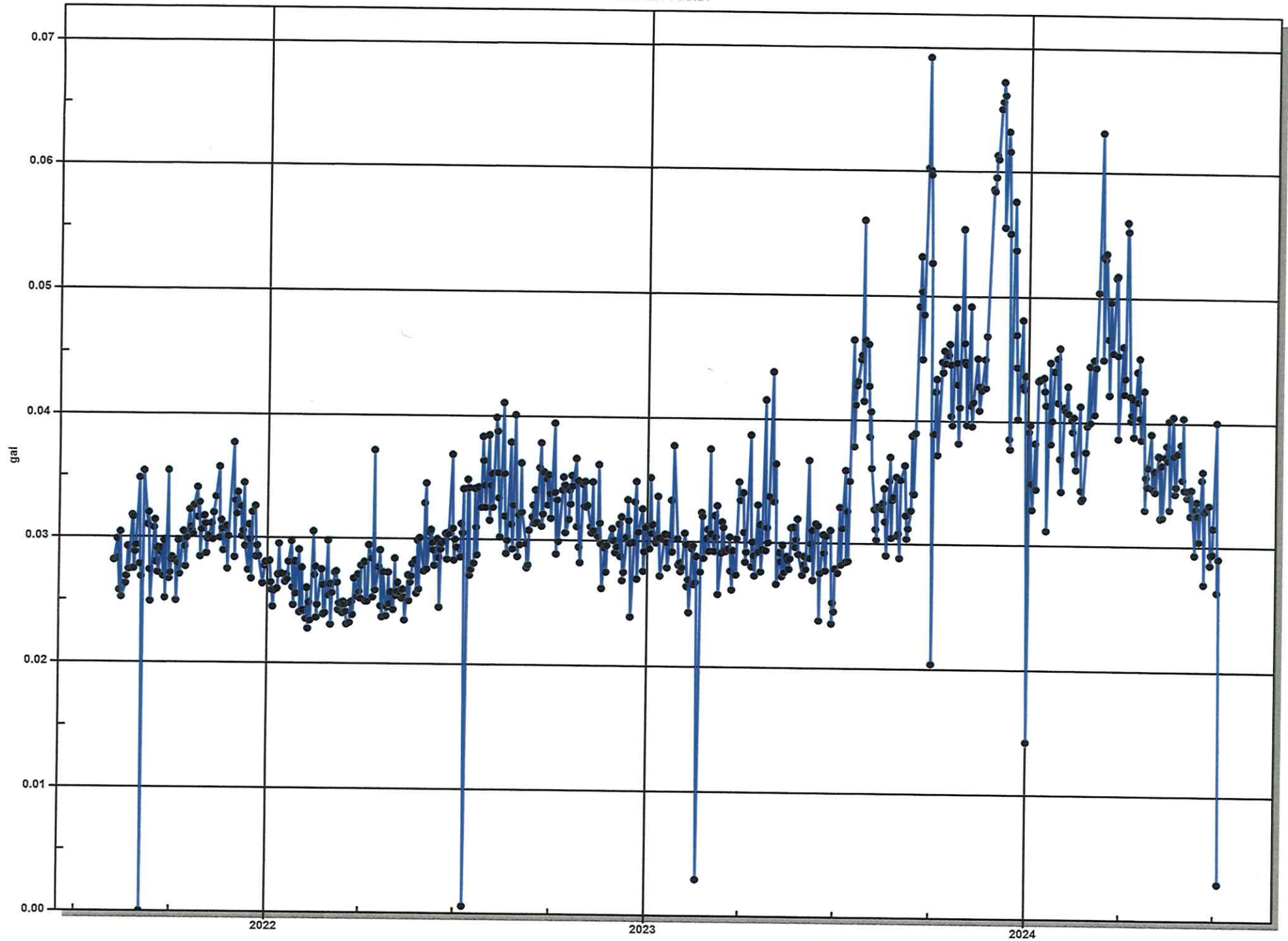
Date	Monthly Dry Tons	Total to Date	Dry Tons Available	Percent of Limit	Percent of Time	WPCA Dry Tons
2024-2025						
April	56.304	56.304	543.70	9.38%	8.33%	55.87
May	44.975	101.28	498.72	16.88%	16.67%	44.36
June	40.194	141.47	458.53	23.58%	25.00%	40.19
July		141.47	458.53	23.58%	33.33%	
August		141.47	458.53	23.58%	41.67%	
September		141.47	458.53	23.58%	50.00%	
October		141.47	458.53	23.58%	58.33%	
November		141.47	458.53	23.58%	66.67%	
December		141.47	458.53	23.58%	75.00%	
January		141.47	458.53	23.58%	83.33%	
February		141.47	458.53	23.58%	91.67%	
March		141.47	458.53	23.58%	100.00%	
	141.473					

Sludge Total Cumulative & Over/Under Average



8012 - Gallons to be Wasted

8/6/2021 - 7/5/2024



WPCA Reserve Capacity Maintenance Fund - 2023/2024

May 2024

Cash Balance @ 7/01/2023

FNB# 27650

\$ 20,795.27

CADRE

\$ 851,904.25

\$ 872,699.52

RECEIPTS:	BUDGET	MONTH	YTD	VARIANCE
Interest Income	\$ -	\$ 933.53	\$ 11,674.82	\$ (11,674.82)
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	\$ 75,000.00	\$ 75,000.00	\$ 1,821,000.00
Transfer From Fund Balance	\$ 673,000	\$ -	\$ -	\$ 673,000.00
TOTAL RECEIPTS	\$ 3,737,000	\$ 75,933.53	\$ 648,674.82	\$ 3,088,325.18

DISBURSEMENTS:

Plant Upgrades	\$ 3,737,000	\$ 13,356.00	\$ 168,214.39	\$ 3,568,785.61
Emergency Repairs	\$ -	\$ 16,914.86	\$ 16,914.86	\$ (16,914.86)
Accounts Payable 2022 2023	\$ -	\$ -	\$ 105,563.33	\$ (105,563.33)
Misc Repairs	\$ -	\$ -	\$ -	\$ -
Transfer Out to ADMIN	\$ -	\$ -	\$ -	\$ -
Due From Other Funds	\$ -	\$ -	\$ -	\$ -
Sewer Development	\$ -	\$ -	\$ 81,582.25	\$ (81,582.25)
	\$ 3,737,000	\$ 30,270.86	\$ 372,274.83	\$ 3,364,725.17

CASH POSITION SUMMARY:

Transfers between Peoples/TD	\$ (562,000.00)		
Cash Balance @ 7/01/2023	\$ 872,699.52	\$ 48,520.44	First National Bank
YTD Receipts:	\$ 648,674.82	\$ 538,579.07	CADRE
YTD Disbursements:	\$ 372,274.83		
Cash Balance @ 5/31/2024	\$ 587,099.51	\$ 587,099.51	\$ -

WPCA Administration Fund - 2023/2024

May 2024

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-Jul-24

\$ 3,252,390.29

RECEIPTS

BUDGET

MONTH

YTD

VARIANCE

User Fees 23 24	\$ 1,553,000	\$ 16,355.00	\$ 1,578,538.89	\$ (25,538.89)
Prison	\$ 895,000	\$ -	\$ 666,507.82	\$ 228,492.18
Prison 2022/2023	\$ -	\$ -	\$ 210,020.29	\$ (210,020.29)
Kent Farms	\$ 19,000	\$ -	\$ 18,915.18	\$ 84.82
Delinquent Payments	\$ 51,000	\$ 2,087.00	\$ 25,357.31	\$ 25,642.69
H.P. Hood	\$ 665,000	\$ -	\$ 594,697.29	\$ 70,302.71
H.P. Hood DELINQUENT	\$ -	\$ -	\$ 285,362.57	\$ (285,362.57)
Interest & Fees	\$ 31,000	\$ 3,705.42	\$ 31,939.21	\$ (939.21)
Permits & Septic	\$ 54,000	\$ 466.25	\$ 35,301.27	\$ 18,698.73
Misc Income	\$ -	\$ -	\$ 1,192.97	\$ (1,192.97)
- Scrap metal	\$ -	\$ -	\$ -	\$ -
Due To/Due From	\$ -	\$ -	\$ -	\$ -
Clerk of the Works	\$ -	\$ -	\$ -	\$ -
Appropriation Refunds	\$ -	\$ -	\$ -	\$ -
Invest Income STIF	\$ -	\$ 16,406.16	\$ 42,028.01	\$ (42,028.01)
Invest Income O&M	\$ 40,000	\$ 827.01	\$ 55,951.21	\$ (15,951.21)
Invest Income Reserve	\$ -	\$ 819.49	\$ 8,820.04	\$ (8,820.04)
Grant \$ Received	\$ -	\$ -	\$ 884.00	\$ (884.00)
Transfer from Fund Balance	\$ 673,000	\$ -	\$ -	\$ 673,000.00
TOTAL RECEIPTS	\$ 3,981,000	\$ 40,666.33	\$ 3,555,516.06	\$ 425,483.94

EXPENDITURES

Payroll Payable (2022/2023)	\$ -	\$ -	\$ 538.25	\$ (538.25)
Payroll (with SS)	\$ 1,130,000	\$ 119,408.59	\$ 950,538.63	\$ 179,461.37
Other Expenditures	\$ 2,178,000	\$ 89,543.69	\$ 1,156,653.49	\$ 1,021,346.51
Due To/Due From	\$ -	\$ -	\$ 3,133.85	\$ (3,133.85)
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	\$ 208,952.28	\$ 2,304,663.87	\$ 1,676,336.13

Cash Reconciliation 5/31/2024

XFERS TO OTHER ACCOUNT

\$ -

FNB# 6475

\$ 64,134.94

Scanned Account

\$ 6,593.51

Invoice Cloud

\$ 15,553.91

AMBAC Admin

\$ 351,140.07

AMBAC Reserve

\$ 472,783.04

STIF ACCOUNT

\$ 3,593,037.01

\$ 4,503,242.48 \$ 4,503,242.48 \$ -

WPCA Administration Fund - 2023/2024

May 2024

Prior/Current Year Comparison

03-Jul-24
10:58 AM

RECEIPTS	2022/2023 Month	2023/2024 Month	Variance	2022/2023 Year To Date	2023/2024 Year To Date	Variance
User Fees current Year	\$ 16,961.82	\$ 16,355.00	\$ (606.82)	\$ 1,524,057.68	\$ 1,578,538.89	\$ 54,481.21
Prison	\$ 214,030.82	\$ -	\$ (214,030.82)	\$ 653,974.23	\$ 666,507.82	\$ 12,533.59
Prison Last Fiscal year	\$ -	\$ -	\$ -	\$ 210,937.16	\$ 210,020.29	\$ (916.87)
Kent Farms	\$ -	\$ -	\$ -	\$ 15,544.82	\$ 18,915.18	\$ 3,370.36
Delinquent Payments	\$ 2,968.88	\$ 2,087.00	\$ (881.88)	\$ 39,688.23	\$ 25,357.31	\$ (14,330.92)
H.P. Hood	\$ 155,931.46	\$ -	\$ (155,931.46)	\$ 501,614.76	\$ 594,697.29	\$ 93,082.53
H.P. Hood Last Fiscal year	\$ 204.79	\$ -	\$ (204.79)	\$ 219,565.83	\$ 285,362.57	\$ 65,796.74
Interest & Fees	\$ 9,534.93	\$ 3,705.42	\$ (5,829.51)	\$ 46,758.79	\$ 31,939.21	\$ (14,819.58)
Permits & Septic	\$ 4,278.75	\$ 466.25	\$ (3,812.50)	\$ 44,629.40	\$ 35,301.27	\$ (9,328.13)
Misc Income	\$ -	\$ -	\$ -	\$ 10,987.70	\$ 1,192.97	\$ (9,794.73)
- Scrap metal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due To/Due From	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Clerk of the Works	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Appropriation Refunds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Invest Income STIF	\$ -	\$ 16,406.16	\$ 16,406.16	\$ -	\$ 42,028.01	\$ 42,028.01
Invest Income O&M	\$ 5,295.34	\$ 827.01	\$ (4,468.33)	\$ 41,859.04	\$ 55,951.21	\$ 14,092.17
Invest Income Reserve	\$ 805.04	\$ 819.49	\$ 14.45	\$ 6,971.37	\$ 8,820.04	\$ 1,848.67
Grant \$ Received	\$ -	\$ -	\$ -	\$ -	\$ 884.00	\$ 884.00
Transfer from Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS	\$ 410,011.83	\$ 40,666.33	\$ (369,345.50)	\$ 3,316,589.01	\$ 3,555,516.06	\$ 238,927.05
EXPENDITURES						
Payroll Payable (Last Fiscal yr)	\$ -	\$ -	\$ -	\$ -	\$ 538.25	\$ 538.25
Payroll (with SS)	\$ 110,551.97	\$ 119,408.59	\$ 8,856.62	\$ 849,689.80	\$ 950,538.63	\$ 100,848.83
Other Expenditures	\$ 181,930.58	\$ 89,543.69	\$ (92,386.89)	\$ 1,437,674.33	\$ 1,156,653.49	\$ (281,020.84)
Due To/Due From	\$ -	\$ -	\$ -	\$ 4,062.57	\$ 3,133.85	\$ (928.72)
Clerk of the Works	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts Payable	\$ -	\$ -	\$ -	\$ 165,847.28	\$ 193,799.65	\$ 27,952.37
Transfer to RCM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 292,482.55	\$ 208,952.28	\$ (83,530.27)	\$ 2,457,273.98	\$ 2,304,663.87	\$ (152,610.11)

WPCA Assessment Fund

2023/2024

May 2024

Cash Balance 7/1/2023

FNB
CADRE

\$75,251.60

\$95,310.83

03-Jul-24

11:03 AM

\$170,562.43

RECEIPTS

BUDGET

MONTH

YTD

VARIANCE

Developer's Agreements	\$ 110,000	\$ 6,500.00	\$ 86,500.00	\$ 23,500.00
Current Assessments	\$ 21,000	\$ -	\$ 14,956.05	\$ 6,043.95
Assessments-Prior Years	\$ 1,000	\$ -	\$ 1,863.74	\$ (863.74)
Penalty Interest & Fees	\$ 1,000	\$ -	\$ 840.46	\$ 159.54
Advance Collection	\$ 2,000	\$ -	\$ 18,756.93	\$ (16,756.93)
Due To Others	\$ -	\$ -	\$ -	\$ -
Investment Interest	\$ 7,000	\$ 231.94	\$ 2,084.39	\$ 4,915.61
Transfer from Assessment Fund Bal	\$ 146,000	\$ -	\$ 146,000.00	\$ -
TOTAL REVENUE	\$ 288,000	\$ 6,731.94	\$ 271,001.57	\$ 16,998.43

DISBURSEMENTS

Service Charge	\$ -	\$ -	\$ -
To General Fund Prior Year	\$ -	\$ -	\$ -
To General Fund Current Year	\$ -	\$ -	\$ -
Due To Others	\$ -	\$ -	\$ -
Misc Expense	\$ -	\$ -	\$ -
Transfer to RCM	\$ 288,000	\$ -	\$ 288,000.00
	\$ 288,000	\$ -	\$ 288,000.00

Cash Balance @ 5/31/2024

XFERS \$ 146,000.00

FNB \$ 161,751.60

CADRE \$ 133,812.40

\$ 441,564.00

\$441,564.00

\$0.00

WPCA Assessment Fund - 2023/2024

May 2024

Prior/Current Year Comparison

03-Jul-24
11:03 AM

RECEIPTS	Prior Year Month	Current Year Month	Variance	Prior Year Year To Date	Current Year Year To Date	Variance
Developer's Agreements	\$ 16,000.00	\$ 6,500.00	\$ (9,500.00)	\$ 196,110.64	\$ 86,500.00	\$ (109,610.64)
Current Assessments	\$ -	\$ -	\$ -	\$ 42,843.43	\$ 14,956.05	\$ (27,887.38)
Assessments-Prior Years	\$ -	\$ -	\$ -	\$ 4,168.15	\$ 1,863.74	\$ (2,304.41)
Penalty Interest & Fees	\$ -	\$ -	\$ -	\$ 1,147.20	\$ 840.46	\$ (306.74)
Advance Collection	\$ -	\$ -	\$ -	\$ 3,016.21	\$ 18,756.93	\$ 15,740.72
Due To Others	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Interest	\$ 165.38	\$ 231.94	\$ 66.56	\$ 8,600.00	\$ 2,084.39	\$ (6,515.61)
Transfer from Assessment Fund Bal	\$ -	\$ -	\$ -	\$ 775,000.00	\$ 146,000.00	\$ (629,000.00)
TOTAL RECEIPTS	\$ 16,165.38	\$ 6,731.94	\$ (9,433.44)	\$ 1,030,885.63	\$ 271,001.57	\$ (759,884.06)
EXPENDITURES						
Service Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
To General Fund Prior Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
To General Fund Current Year	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Due To Others	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Misc Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer to RCM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL DISBURSEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

11
91.67%

**2024
MAY**

	23/24 Budget	23/24 Current Month	23/24 Year To Date	23/24 Variance	23/24 % Unexpended	
50160 · Payroll	\$ 1,050,000	\$ 114,144.90	\$ 897,850.21	\$ 152,149.79	14%	64,649.79
50220 · Social security	\$ 80,000	\$ 8,365.17	\$ 65,395.98	\$ 14,604.02	18%	7,937.35
50230 · Pension	\$ 108,000		\$ 107,897.00	\$ 103.00	0%	(8,897.00)
50232 · OPEB CONTRIBUTION	\$ 82,000		\$ 82,219.00	\$ (219.00)	0%	(7,052.33)
50270 · Workers Comp	\$ 18,000		\$ 8,466.00	\$ 9,534.00	53%	8,034.00
50290 · Safety Supplies	\$ 14,000	\$ 363.57	\$ 5,733.57	\$ 8,266.43	59%	7,099.76
50341 · Legal/advice	\$ 48,000	\$ (199.86)	\$ 16,532.28	\$ 31,467.72	66%	27,467.72
50384 · Uniforms	\$ 7,000		\$ 3,636.24	\$ 3,363.76	48%	2,780.43
50385 · Tests	\$ 45,000	\$ 3,583.17	\$ 40,643.51	\$ 4,356.49	10%	606.49
50409 · Waste disposal	\$ 255,000	\$ 19,031.52	\$ 162,929.23	\$ 92,070.77	36%	70,820.77
50433 · Process Equip - R&M	\$ 115,000	\$ 4,076.03	\$ 35,747.53	\$ 79,252.47	69%	69,669.14
50436 · R & M - Vehicles	\$ 16,000	\$ 797.71	\$ 11,864.66	\$ 4,135.34	26%	2,802.01
50439 · Service Contracts	\$ 46,000	\$ 1,475.00	\$ 37,669.16	\$ 8,330.84	18%	4,497.51
50445 · Plant Maint	\$ 77,000	\$ 5,045.24	\$ 49,219.80	\$ 27,780.20	36%	21,363.53
50446 · Collection System	\$ 44,000		\$ 12,792.12	\$ 31,207.88	71%	27,541.21
50520 · Insurance	\$ 36,000		\$ 35,816.00	\$ 184.00	1%	(2,816.00)
50521 · Employee Insur	\$ 331,000	\$ 17,120.61	\$ 192,403.68	\$ 138,596.32	42%	111,012.99
50530 · Postage	\$ 4,000	\$ 58.11	\$ 1,114.91	\$ 2,885.09	72%	2,551.76
50531 · Telephone	\$ 16,000	\$ 1,211.11	\$ 11,383.09	\$ 4,616.91	29%	3,283.58
50540 · Advertising	\$ 3,000	\$ 401.37	\$ 2,098.53	\$ 901.47	30%	651.47
50581 · Mileage	\$ 2,000		\$ 710.82	\$ 1,289.18	64%	1,122.51
50612 · Office supplies	\$ 21,000	\$ 2,825.46	\$ 11,179.18	\$ 9,820.82	47%	8,070.82
50622 · Electricity	\$ 185,000	\$ 13,053	\$ 51,363.73	\$ 133,636.27	72%	118,219.60
50624 · Fuel oil - heat	\$ 7,000	\$ 320.85	\$ 2,826.61	\$ 4,173.39	60%	3,590.06
50626 · Gas - automotive	\$ 23,000	\$ 2,203.76	\$ 11,978.24	\$ 11,021.76	48%	9,105.09
50627 · Water	\$ 7,000	\$ 262.81	\$ 5,433.59	\$ 1,566.41	22%	983.08
50750 · Cap Replace - Vehicles	\$ -		\$ -	\$ -	#DIV/0!	0.00
50755 · Cap Improve	\$ -		\$ -	\$ -	0%	0.00
50760 · Tools & Equip	\$ 35,000	\$ 2,224.40	\$ 20,420.67	\$ 14,579.33	42%	11,662.66
50802 · Administration Fees/REFUNDS	\$ -		\$ -	\$ -	#DIV/0!	0.00
50810 · Dues & Subs	\$ 4,000	\$ 150.00	\$ 3,945.70	\$ 54.30	1%	(279.03)
50812 · Training	\$ 20,000		\$ 6,058.82	\$ 13,941.18	70%	12,274.51
50855 · Medical Exps	\$ 3,000		\$ 540.00	\$ 2,460.00	82%	2,210.00
50899 · Reserve Cap Projects	\$ 318,000		\$ -	\$ 318,000.00	100%	291,500.00
50911 · Transfer to RCM	\$ 673,000		\$ -	\$ 673,000.00	100%	616,916.67
50920 · Contingency	\$ 96,000		\$ -	\$ 96,000.00	100%	88,000.00
50940 · Engineering Services	\$ 11,000	\$ 1,155.00	\$ 32,615.25	\$ (21,615.25)	-197%	(22,531.92)
50955 · Interest Expense	\$ 5,000		\$ -	\$ 5,000.00	100%	4,583.33
50969 · Chemicals	\$ 27,000	\$ 2,000.00	\$ 23,194.28	\$ 3,805.72	14%	1,555.72
#1 -Thompsonville Rd-63	\$ 19,000	\$ 1,370.00	\$ 47,991.33	\$ (28,991.33)	-153%	(30,574.66)
#10 - Mapleton Estates-71	\$ 4,000	\$ 99.44	\$ 1,772.82	\$ 2,227.18	56%	1,893.85
#11 - Mapleton Ave-72	\$ 9,000	\$ 961.13	\$ 5,609.64	\$ 3,390.36	38%	2,640.36
#12 - Bridge St-73	\$ 11,000	\$ 539.27	\$ 6,628.81	\$ 4,371.19	40%	3,454.52
#13 - Stony Brook-74	\$ 5,000	\$ 202.40	\$ 1,865.46	\$ 3,134.54	63%	2,717.87
#2 - Southfield-62	\$ 4,000	\$ 152.44	\$ 2,434.37	\$ 1,565.63	39%	1,232.30
#3 - Mountain Road-64	\$ 15,000	\$ 1,027.78	\$ 15,630.32	\$ (630.32)	-4%	(1,880.32)
#4 - River Blvd-65	\$ 9,000	\$ 434.05	\$ 4,950.54	\$ 4,049.46	45%	3,299.46
#5 - Fairhill Lane-66	\$ 12,000	\$ 781.30	\$ 7,187.28	\$ 4,812.72	40%	3,812.72
#6 - Suffield Meadows-67	\$ 10,000	\$ 226.44	\$ 2,755.85	\$ 7,244.15	72%	6,410.82
#7 - Poole Rd.-68	\$ 9,000	\$ 1,824.48	\$ 12,883.61	\$ (3,883.61)	-43%	(4,633.61)
#8 - Plantation Dr-69	\$ 12,000	\$ 388.12	\$ 6,047.26	\$ 5,952.74	50%	4,962.74
#9 - Eagles Watch-70	\$ 7,000	\$ 138.37	\$ 1,559.97	\$ 5,440.03	78%	4,856.70
#16 Prospect Hill Estates	\$ 6,000	\$ 202.80	\$ 2,350.09	\$ 3,649.91	61%	3,149.91
#17 Cedar Crest Drive	\$ 6,000	\$ 191.32	\$ 3,119.68	\$ 2,880.32	48%	2,380.32
#18 Wisteria Lane	\$ 6,000	\$ 482.99	\$ 2,117.61	\$ 3,882.39	65%	3,382.39
#19 Malec Farms	\$ 5,000	\$ 121.12	\$ 3,410.89	\$ 1,589.11	32%	1,172.44
						s/b
	\$ 3,981,000	\$ 208,812.42	\$ 2,079,994.92	\$ 1,901,005.08	48%	8%

Accruals

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

2024 May	23/24 Budget	23/24 Current Month	23/24 Year To Date	23/24 Variance	23/24 % Unexpended
50160 - Payroll	\$ 1,050,000	\$ 114,144.90	\$ 897,850.21	\$ 152,149.79	14%
50220 - Social security	\$ 80,000	\$ 8,365.17	\$ 65,395.98	\$ 14,604.02	18%
50230 - Pension	\$ 108,000	\$ 9,000.00	\$ 99,000.00	\$ 9,000.00	8%
50232 - OPEB CONTRIBUTION	\$ 82,000	\$ 6,833.33	\$ 75,166.67	\$ 6,833.33	8%
50270 - Workers Comp	\$ 18,000	\$ 1,500.00	\$ 16,500.00	\$ 1,500.00	8%
50290 - Safety Supplies	\$ 14,000	\$ 363.57	\$ 5,733.57	\$ 8,266.43	59%
50341 - Legal/advice	\$ 48,000	\$ (199.86)	\$ 16,532.28	\$ 31,467.72	66%
50384 - Uniforms	\$ 7,000	\$ -	\$ 3,636.24	\$ 3,363.76	48%
50385 - Tests	\$ 45,000	\$ 3,583.17	\$ 40,643.51	\$ 4,356.49	10%
50409 - Waste disposal	\$ 255,000	\$ 19,031.52	\$ 162,929.23	\$ 92,070.77	36%
50433 - Process Equip - R&M	\$ 115,000	\$ 4,076.03	\$ 35,747.53	\$ 79,252.47	69%
50436 - R & M - Vehicles	\$ 16,000	\$ 797.71	\$ 11,864.66	\$ 4,135.34	26%
50439 - Service Contracts	\$ 46,000	\$ 1,475.00	\$ 37,669.16	\$ 8,330.84	18%
50445 - Plant Maint	\$ 77,000	\$ 5,045.24	\$ 49,219.80	\$ 27,780.20	36%
50446 - Collection System	\$ 44,000	\$ -	\$ 12,792.12	\$ 31,207.88	71%
50520 - Insurance	\$ 36,000	\$ 3,000.00	\$ 33,000.00	\$ 3,000.00	8%
50521 - Employee Insur	\$ 331,000	\$ 17,120.61	\$ 192,403.68	\$ 138,596.32	42%
50530 - Postage	\$ 4,000	\$ 58.11	\$ 1,114.91	\$ 2,885.09	72%
50531 - Telephone	\$ 16,000	\$ 1,211.11	\$ 11,383.09	\$ 4,616.91	29%
50540 - Advertising	\$ 3,000	\$ 401.37	\$ 2,098.53	\$ 901.47	30%
50581 - Mileage	\$ 2,000	\$ -	\$ 710.82	\$ 1,289.18	64%
50612 - Office supplies	\$ 21,000	\$ 2,825.46	\$ 11,179.18	\$ 9,820.82	47%
50622 - Electricity	\$ 185,000	\$ 13,053.04	\$ 51,363.73	\$ 133,636.27	72%
50624 - Fuel oil - heat	\$ 7,000	\$ 320.85	\$ 2,826.61	\$ 4,173.39	60%
50626 - Gas - automotive	\$ 23,000	\$ 2,203.76	\$ 11,978.24	\$ 11,021.76	48%
50627 - Water	\$ 7,000	\$ 262.81	\$ 5,433.59	\$ 1,566.41	22%
50750 - Cap Replace - Vehicles	\$ -	\$ -	\$ -	\$ -	#DIV/0!
50755 - Cap Improve	\$ -	\$ -	\$ -	\$ -	#DIV/0!
50760 - Tools & Equip	\$ 35,000	\$ 2,224.40	\$ 20,420.67	\$ 14,579.33	42%
50802 - Administration Fees/REFUNDS	\$ -	\$ -	\$ -	\$ -	#DIV/0!
50810 - Dues & Subs	\$ 4,000	\$ 150.00	\$ 3,945.70	\$ 54.30	1%
50812 - Training	\$ 20,000	\$ -	\$ 6,058.82	\$ 13,941.18	70%
50855 - Medical Exps	\$ 3,000	\$ -	\$ 540.00	\$ 2,460.00	0%
50899 - Reserve Cap Projects	\$ 318,000	\$ 26,500.00	\$ 291,500.00	\$ 26,500.00	8%
50911 - Transfer to RCM	\$ 673,000	\$ 56,083.33	\$ 616,916.67	\$ 56,083.33	8%
50920 - Contingency	\$ 96,000	\$ 8,000.00	\$ 88,000.00	\$ 8,000.00	8%
50940 - Engineering Services	\$ 11,000	\$ 1,155.00	\$ 32,615.25	\$ (21,615.25)	0%
50955 - Interest Expense	\$ 5,000	\$ -	\$ -	\$ 5,000.00	100%
50969 - Chemicals	\$ 27,000	\$ 2,000.00	\$ 23,194.28	\$ 3,805.72	14%
#1 -Thompsonville Rd-63	\$ 19,000	\$ 1,370.00	\$ 47,991.33	\$ (28,991.33)	-153%
#10 - Mapleton Estates-71	\$ 4,000	\$ 99.44	\$ 1,772.82	\$ 2,227.18	56%
#11 - Mapleton Ave-72	\$ 9,000	\$ 961.13	\$ 5,609.64	\$ 3,390.36	38%
#12 - Bridge St-73	\$ 11,000	\$ 539.27	\$ 6,628.81	\$ 4,371.19	40%
#13 - Stony Brook-74	\$ 5,000	\$ 202.40	\$ 1,865.46	\$ 3,134.54	63%
#2 - Southfield-62	\$ 4,000	\$ 152.44	\$ 2,434.37	\$ 1,565.63	39%
#3 - Mountain Road-64	\$ 15,000	\$ 1,027.78	\$ 15,630.32	\$ (630.32)	-4%
#4 - River Blvd-65	\$ 9,000	\$ 434.05	\$ 4,950.54	\$ 4,049.46	45%
#5 - Fairhill Lane-66	\$ 12,000	\$ 781.30	\$ 7,187.28	\$ 4,812.72	40%
#6 - Suffield Meadows-67	\$ 10,000	\$ 226.44	\$ 2,755.85	\$ 7,244.15	72%
#7 - Poole Rd.-68	\$ 9,000	\$ 1,824.48	\$ 12,883.61	\$ (3,883.61)	-43%
#8 - Plantation Dr-69	\$ 12,000	\$ 388.12	\$ 6,047.26	\$ 5,952.74	50%
#9 - Eagles Watch-70	\$ 7,000	\$ 138.37	\$ 1,559.97	\$ 5,440.03	78%
#16 Prospect Hill Estates	\$ 6,000	\$ 202.80	\$ 2,350.09	\$ 3,649.91	61%
#17 Cedar Crest Drive	\$ 6,000	\$ 191.32	\$ 3,119.68	\$ 2,880.32	48%
#18 Wisteria Lane	\$ 6,000	\$ 482.99	\$ 2,117.61	\$ 3,882.39	65%
#19 Malec Farms	\$ 5,000	\$ 121.12	\$ 3,410.89	\$ 1,589.11	32%
	\$ 3,981,000	\$ 319,729.09	\$ 3,065,680.25	\$ 915,319.75	23%

s/b
8%

11:08 AM

07/03/24

Accrual Basis

Town of Suffield WPCA Administration Fund

Trial Balance

As of May 31, 2024

	May 31, 24	
	Debit	Credit
10141 • Cash - FNB	64,134.94	
10142 • Transfer - FNB	0.00	
10143 • Cash - TD Bank	351,140.07	
10144 • WPCA Reserve Fund	472,783.04	
10145 • Petty Cash	0.00	
10146 • Lockbox	0.00	
10177 • STIF Account	3,593,037.01	
10926 • INVOICE CLOUD	15,553.91	
10927 • Scanned Account - Town TDBank	6,593.51	
10203 • Accounts Receivable	100,942.79	
10207 • Septage Fees Receivable	12,361.49	
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)		219,364.28
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		650.67
20403 • Due to Town (aka 20403)	39.70	
20404 • Due to Sewer Project (RCM)	0.10	
20451 • Accrued Expenses		11,567.43
20801 • Due to GF (aka 20860)		713.43
20602 • Capital Lease Liability - L/T		132,292.47
30350 • Retained Earnings		24,284,422.95
30910 • FUND BALANCE-UNRESERVED-contra	2,136,209.95	
3100 • Opening Bal Equity		0.10
40120 • Grant Income		884.00
40402 • Interest income		106,799.26
40596 • User charges		2,912,440.95
40597 • Penalties and interest		24,635.24
40598 • Permits/septic		43,127.52
40803 • Miscellaneous income		1,145.21
50160 • Payroll	897,850.21	
50220 • Social security	65,395.98	
50230 • Pension	107,897.00	
50232 • OPEB Contribution	82,219.00	
50270 • Workers compensation	8,466.00	
50290 • Safety/Wellness	5,733.57	
50341 • Legal/advice	16,532.28	
50384 • Uniforms/cleaning	3,636.24	
50385 • Tests	41,205.27	
50409 • Waste disposal	162,929.23	
50433 • Process equip - repair/main	56,837.63	
50436 • R & M - vehicles	11,864.66	
50439 • Service maintenance contracts	37,669.16	
50445 • Plant maintenance	71,429.18	
50446 • Collection system main	27,380.01	

11:08 AM

07/03/24

Accrual Basis

Town of Suffield WPCA Administration Fund
Trial Balance
As of May 31, 2024

	May 31, 24	
	Debit	Credit
50520 · Property/liability/umbrella ins	35,816.00	
50521 · Employee insurance	192,403.68	
50530 · Postage	1,114.91	
50531 · Telephone	12,250.30	
50540 · Advertising	2,098.53	
50581 · Mileage/car allowance	710.82	
50612 · Office supplies	11,152.61	
50622 · Electricity	112,839.54	
50624 · Fuel oil - heat	3,517.89	
50626 · Gas - automotive	11,978.24	
50627 · Water	5,602.15	
50760 · Tools and equipment	21,390.70	
50802 · Refunds	0.00	
50810 · Dues and Subscriptions	3,078.49	
50812 · Training	6,058.82	
50855 · Medical expenses	540.00	
50940 · Engineering Services	32,615.25	
50969 · Chemicals	29,781.57	
TOTAL	<u>56,233,303.90</u>	<u>56,233,303.90</u>

11:10 AM

07/03/24

Accrual Basis

Town of Suffield Sewer Project Fund
Trial Balance
As of May 31, 2024

	May 31, 24	
	Debit	Credit
10143 · Cash - CADRE	538,579.07	
10147 · Cash - WPCA RCA	48,520.44	
10148 · Cash - Reich & Tang	0.00	
10209 · - Grants Receivable		0.10
20801 · Due from general fund	0.00	
20201 · Accounts payable	0.00	
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
40120 · Grant Income		75,000.00
40402 · Interest		11,674.82
50447 · Emergency Repairs	16,914.86	
50785 · Sewer Development	81,582.25	
50786 · Plant Upgrades	168,214.39	
TOTAL	853,811.19	853,811.19

11:12 AM

07/03/24

Accrual Basis

Town of Suffield Sewer Assessment Fund

Trial Balance

As of May 31, 2024

	May 31, 24	
	Debit	Credit
10143 · Cash - CADRE	133,812.40	
10149 · Cash - WPCA Assessment	161,751.60	
10250 · Assessments	118,353.27	
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	19,352.21	
20501 · Deferred revenue		118,353.27
20501 · Deferred revenue:2210 · Assessments paid in advance	0.00	
30301 · Fund balance		170,527.43
40025 · Revenue - Assessments		51,121.14
40030 · Revenue - Advance Collections		3,807.79
40035 · Revenue - Liens, interest, fees		840.46
40040 · Developers Agreements		86,500.00
40402 · Revenue - Use of Money & Proper		2,084.39
TOTAL	433,269.48	433,269.48

11:14 AM
07/03/24
Accrual Basis

Kent Farms Reserve
Trial Balance
As of May 31, 2024

	May 31, 24	
	Debit	Credit
10111 - Cash	118,013.81	
20860 - DT/DF WPCA	0.00	
Opening Balance Equity		146,215.81
Retained Earnings	30,403.63	
40402 - Interest Income		2,201.63
TOTAL	148,417.44	148,417.44

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: July 9, 2024

Re: Delinquent Accounts

We collected \$744.17 in the month of June – 3.12% of the major delinquents.

Our overall delinquent balance is \$89,397.16, with \$60,525.74 being the 2023 Sewer use, and a collection rate of 97.09% thru the end of this fiscal period. Last year's collection rate on new bills was 97.67%. Please note, I made an error in the May collection rate, and the actual collection rate was 96.48% versus the reported 97.63%. I've made the adjustments to the attached graphs, and we ended up with a year-end collection rate slightly lower than last year's collection rate by 0.54%, representing approximately \$9,600 less than last year.

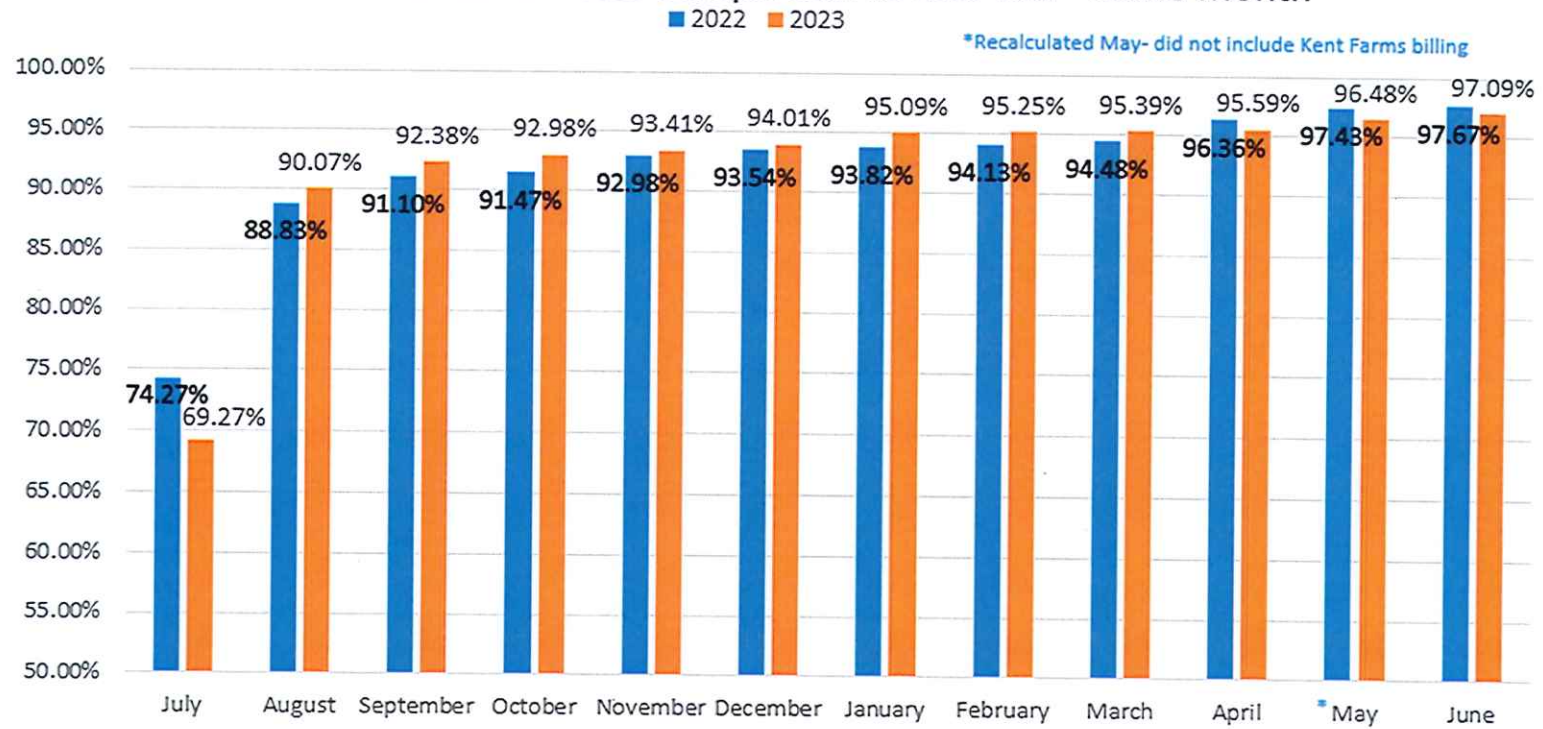
Andrew Lord is initiating a foreclosure for 2 properties owned by the same person.

Several accounts were emailed reminders for missed payments in June. A follow-up letter will go out July 8th.

PAST DUE AS OF JUNE 30, 2024

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	390.60	24.00	0.00	724.60	99.98%
YEAR 2018	1,339,846.52	1,339,526.52	320.00	345.60	24.00	0.00	689.60	99.98%
YEAR 2019	1,445,473.70	1,445,133.70	340.00	306.00	24.00	0.00	670.00	99.98%
YEAR 2020	1,465,371.73	1,465,021.73	350.00	252.00	24.00	0.00	626.00	99.98%
YEAR 2021	1,544,595.53	1,543,001.42	1,594.11	427.53	48.00	446.60	2,516.24	99.90%
YEAR 2022	1,572,073.13	1,555,174.23	16,898.90	5,762.08	984.00	0.00	23,644.98	98.93%
YEAR 2023	* 1,651,143.31	1,603,091.19	48,427.16	9,116.58	2,952.00	30.00	60,525.74	97.09%
*Kent Farms was missing all year- added here & affects collection rate negatively								
GRAND TOTAL			68,240.17	16,600.39	4,080.00	476.60	89,397.16	

Collection Rate Comparison to Last Year - Same Month



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

