

Minutes of the Regular Monthly Meeting of the 2025 FEB 18 PM 4:00
Suffield Water Pollution Control Authority & Treatment Facility
February 11, 2025
REC'D BY: Cmu

MEMBERS PRESENT:

Daniel Holmes, Chairman
Roger Ives, Vice
Chairman, Treasurer
Janet Davis
John Murphy
Todd Mervosh
Travis Watroba

MEMBERS ABSENT:

Frank Bauchiero

ALSO, PRESENT:

Jamie Kreller, Superintendent
Julie Nigro, Business Administrator
Attorney Andrew Lord, WPCA Legal Representative

1. **CALL TO ORDER:** Daniel Holmes called the Regular Monthly Meeting for February 11, 2025 to order at 7:00 pm.
2. **CITIZEN INPUT:** None
3. **APPROVAL OF MINUTES:**
 - January 14, 2025 Regular Monthly Meeting Minutes Review & Approval –
 - Travis Watroba motioned to approve the Regular Monthly Meeting Minutes of January 14, 2025
 - Roger Ives seconded the motion
 - Janet Davis requested an addition under the Chairman's update where it states, "Janet Davis expressed her disagreement with the Chairman's decision to exclude the list," to also clarify that her disagreement was based on the need for transparency with the delinquent list to the Commission.
 - Janet Davis stated that under the Superintendent's report, the first bullet point should be updated to include that the Commission had discussed that the Superintendent planned to talk to Tom Tyler at MDC and request 650 dry tons.
 - Motion with additions passed with John Murphy voting no, and Todd Mervosh abstaining due to his absence at the January 14th meeting.
4. **CHANGES TO THE AGENDA:**
 - Daniel Holmes requested adding the Engineering Contract Renewal to New Business, as it was accidentally omitted from the agenda distributed to the Commissioners but is included in the agenda posted at Town Hall.
 - Travis Watroba motioned to approve the add on to New Business.
 - John Murphy seconded the motion; motion passed unanimously
5. **CHAIRMAN'S UPDATE:** None

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6. TREASURER'S REPORT:

- Administration (O&M) Bills 2024/2025: \$109,609.83
- RCM Bills 2024/2025: \$52,892.00
- Administration fund distribution (January's payroll): \$76,495.09
 - Travis Watroba motioned to accept the Treasurer's report.
 - John Murphy seconded the motion; motion passed unanimously.

7. STAFF REPORTS:

- a. Superintendent's Report** - Jamie Kreller reviewed his report and highlighted the following:
- An email was sent to MDC requesting 650 dry tons. MDC responded with a request that the WPCA perform off hours dumping, between 9:00 pm and 6:00 am to accept the additional 50 dry ton request. Off hour dumping would require overtime expenses that are not budgeted, so in WPCA emailed back requesting 600 dry tons, with dumping during regular working hours.
 - WPCA operators renovated the plants tool room by painting the walls, ceiling, and floors, installing new lighting, a new exterior door, and pegboard for hanging tools.
 - WPCA operators replaced the CCTV trailer pigtail for the AV cable due to malfunction.
 - The WPCA is currently using 2 gallons of Bioxide at the Poole Rd pump station to reduce H2S production.
- b. Business Administrator's Report** - Julie Nigro reported the following:
- The budget variance report through the end of December for 24/25 fiscal year is 57% unexpended vs 50%.
 - The WPCA collected 20.71% (\$11,777.80) of the major delinquent list in January.
 - Overall delinquent amount is \$124,215.62 with \$77,625.61 being the 2024 sewer usage bill.
 - Current collection rate is 95.99%. Last year this time it was 95.09%.
 - Board of Finance held a meeting on February 10, 2025, to review the Audit, which went smoothly with no questions for the WPCA.

8. OLD BUSINESS:

- a. Stony Brook Design –**
- Jamie Kreller stated that all permits have been submitted to the Department of Energy & Environmental Protection (DEEP). The Conservation Commission meeting is scheduled for tonight, February 11, 2025, where we will learn if the application has been approved.
- b. Phase 2 Pipeline Rehabilitation – Cassotta Lane/Thompsonville Road Areas –**
- Jamie Kreller stated that the Phase 2 Pipeline Rehabilitation project is complete with one exception. One section of pipe that was supposed to be lined had a failed section of pipe preventing pipe lining. This section will require full replacement. The contractor is developing pricing before the work proceeds. The project is currently under budget.
- c. Hiring of Operator-in-Training/Operator 1 full time position -**
- Jamie Kreller stated the Operator-in-Training position has been offered, and the new employee is set to start on February 24, 2025.

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February 11, 2025

9. NEW BUSINESS:

a. Engineering Contract Renewal –

- Jamie Kreller distributed the new two-year Woodard & Curran contract, which includes rate increases for renewal.
 - Travis Watroba motioned to renew the Engineering Contract with Woodard & Curran.
 - Todd Mervosh seconded the motion; the motion passed unanimously.

10. EXECUTIVE SESSION:

- Travis Watroba motioned to enter Executive Session at 7:30 pm to discuss the Union contract negotiations with WPCA Attorney and Administrative staff present.
- John Murphy seconded the motion; motion passed unanimously.

- John Murphy motioned to end the Executive Session at 7:40 pm.
- Travis Watroba seconded the motion; motion passed unanimously.

- Daniel Holmes stated there were no motions nor decisions made during the Executive Session.

ADJOURNMENT:

- Todd Mervosh motioned to adjourn the Regular Meeting of February 11, 2025 at 7:41 pm.
- John Murphy seconded the motion; the motion passed unanimously.

Respectfully submitted,

Anna Clark

Assistant Business Administrator

Superintendent's Report January 2025

Plant Operations

- Plant average flow for the month was 0.822MGD. This was 41% of plant design flow.
- Hood's average flow for the month was 54,399 gallons. This was 7% of plant daily flow.
- Prison average daily flow for the month was 269,048 gallons. This was 33% of the plant's daily flow.
- BOD and TSS removal for the month was 99%. Our permit limit is a minimal 85% removal.
- Nitrogen average for the month was 16 pounds. Our permit limit is a yearly average of less than 45 pounds.

Call-Before-You-Dig

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

Unscheduled Overtime

- 1/6 – PS #1, 6, and 11 had power failures.
- 1/9 – PS #18 (Wisteria Lane) pump #1 tripped.
- 1/22 – PS #1 (Thompsonville Road) 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.
- Quarterly Sludge report was electronically submitted to DEEP.
- Quarterly ATMR (Aquatic Toxicity Monitoring Report) was electronically submitted to DEEP.

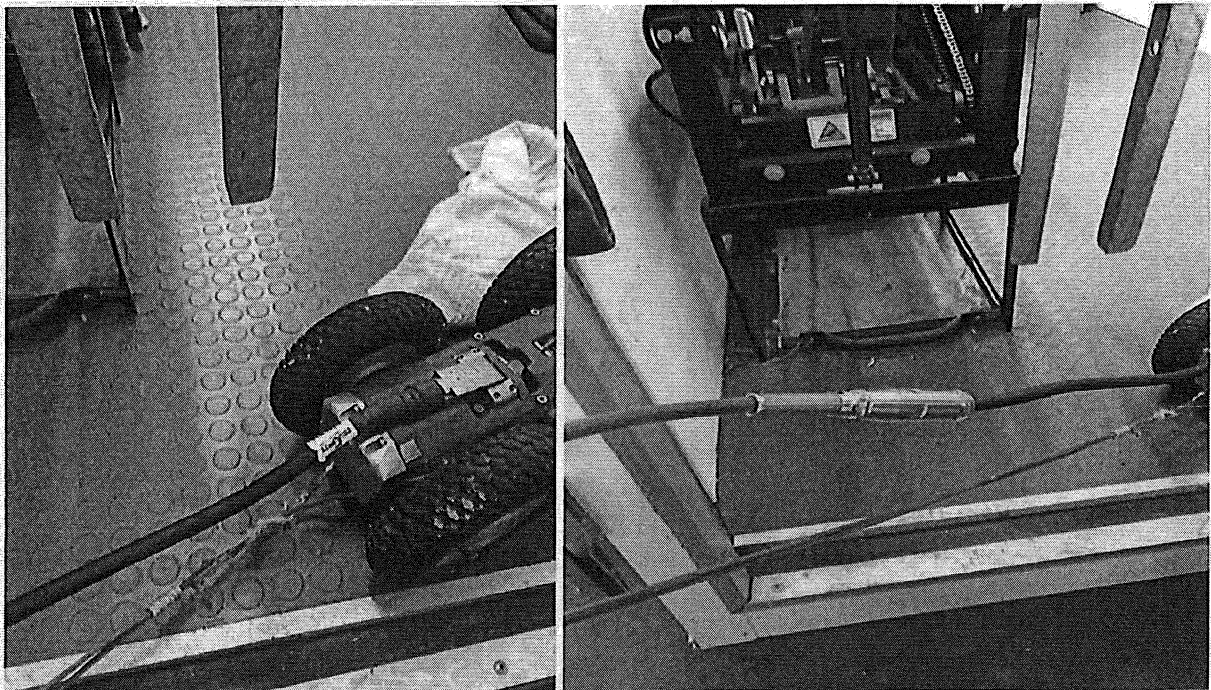
Training

- Alex and Jamie attended the annual 2025 NEWEA (New England Water Environment Association) Conference. Classes attended included: Opening Session, Government Affairs 1: Regulatory Round Table, Workforce Development, Residuals & Biosolids: Biosolids Management Risks and Regionalization Solutions Part 2, Plant Operations 1: Need to do more with less? Make That Process More Intense, and Plant Operations 2: Leveraging Data for Improved Design, Operations, and Control.

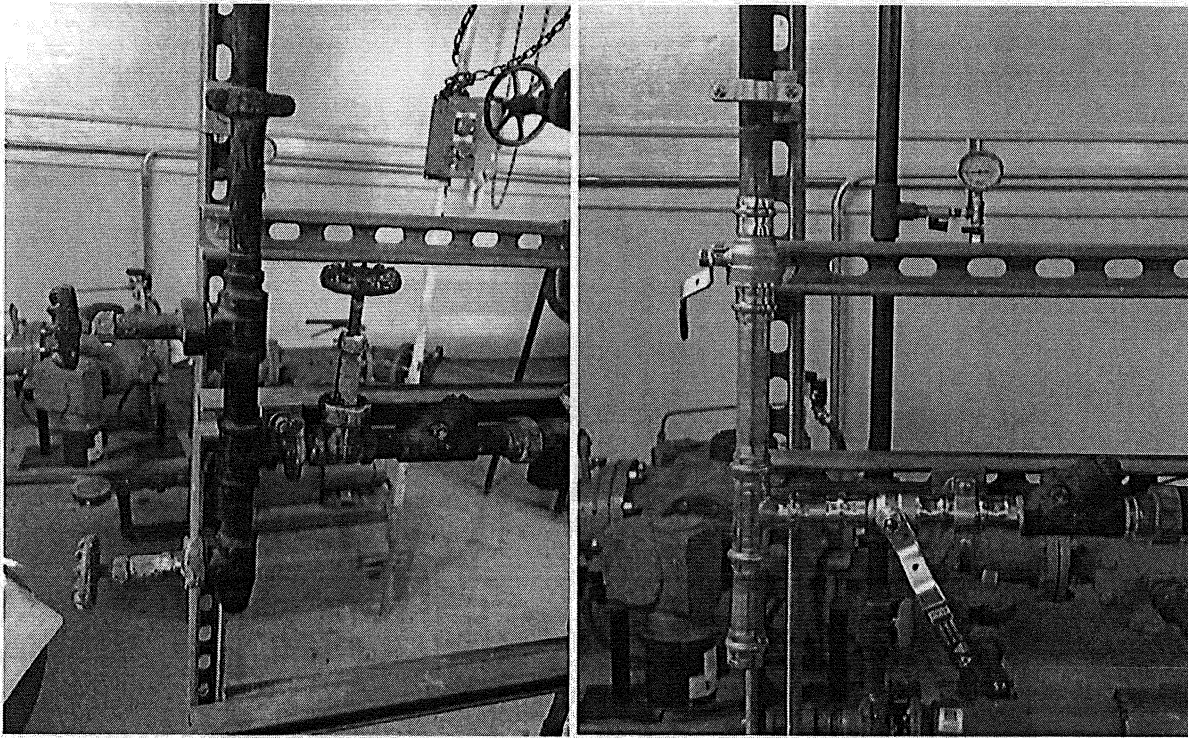
Maintenance

- Bi-monthly grit inspection was completed.

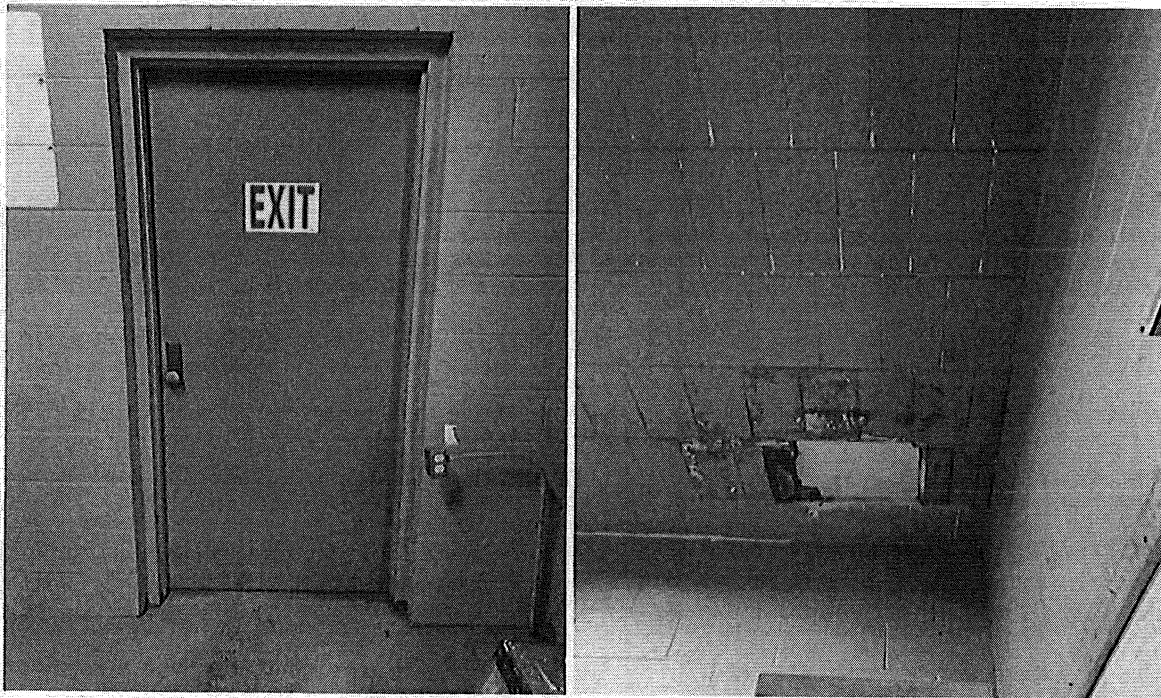
- Annual Vactor battery replacement was completed.
- Belt filter press greasing was replaced (x2).
- Quarterly pump station alarm system checks were completed (x19).
- Quarterly stormwater inspections were completed.
- Semi-annual plant lighting checks were completed.
- Semi-annual belt filter press pump inspections were completed (x2).
- Bi-monthly clarifier system inspections were completed (x4).
- Quarterly grease inspections at restaurants were completed.
- Annual elevator maintenance was completed (x2).
- Jetting nozzles for the Vactor were inspected by the factory rep for free. Our main nozzle was refurbished.
- Pump Station #7 (Poole Road) had the exhaust duct work modified for a new generator.
- The low water pressure alarm for the polymer system was replaced.
- The emergency float alarm for pump station #3 (Mountain Road) was tied to our Mission alarm system.
- Operators replaced piping to fix a leak on the step screen water supply.
- Operators completed CCTV work on Ffyer Place and Thompsonville Road.
- PS # 7, 13, and 18 had unresolved issues with transducer readings fixed.
- **CCTV trailer pigtail for AV cable was replaced by WPCA Operators.**

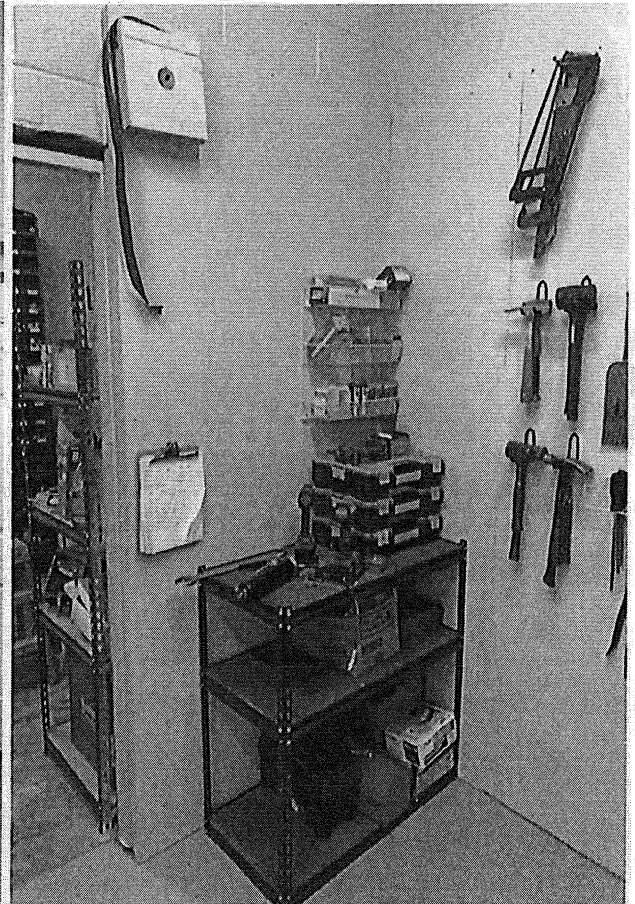
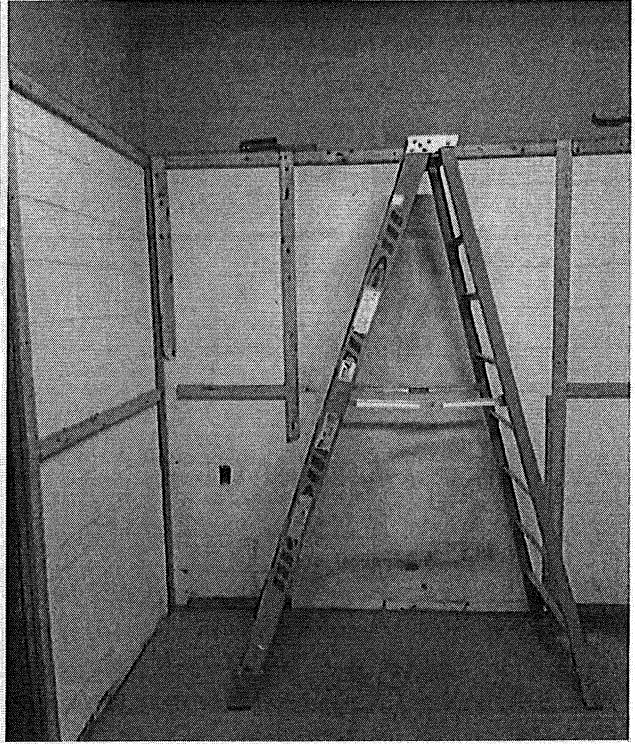


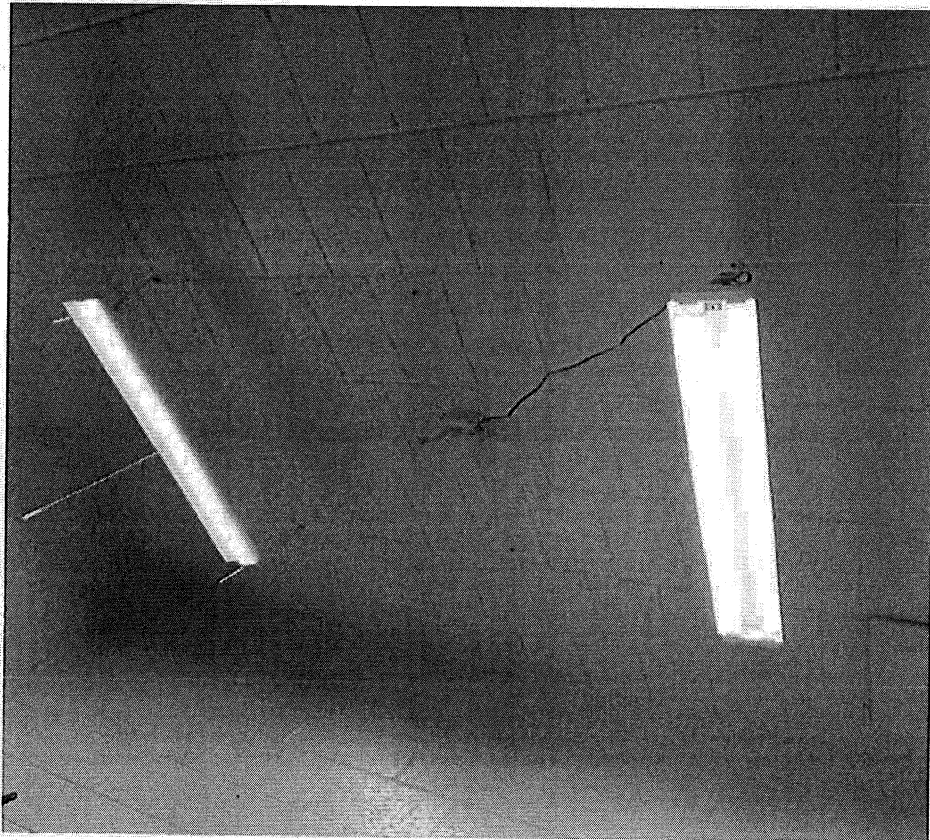
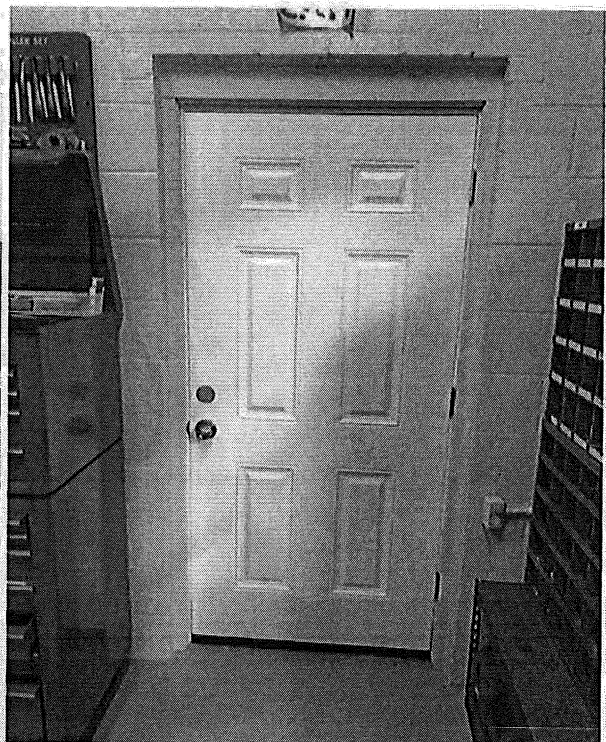
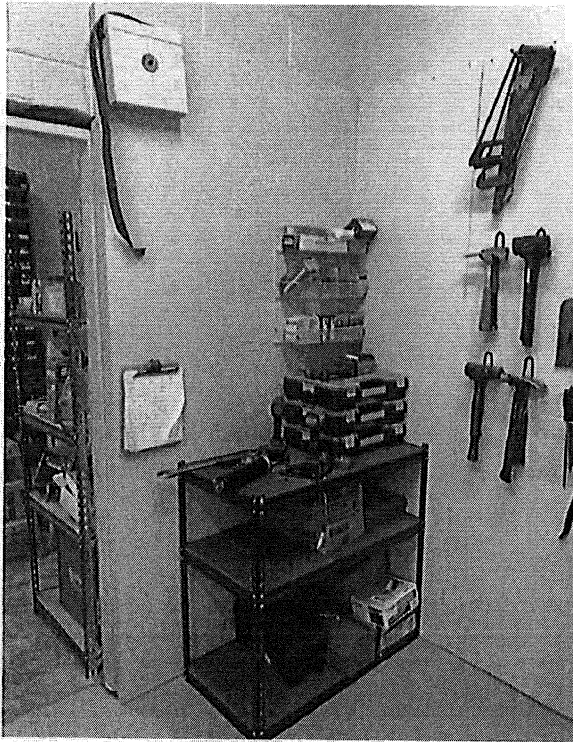
- WPCA Operators completed plumbing repairs to replace a valve for RAS pump 4.



- WPCA Operators overhauled the plant's tool room by painting the walls, ceiling, and floors, installing new lighting, adding a new exterior door, and installing a new pegboard for hanging tools.

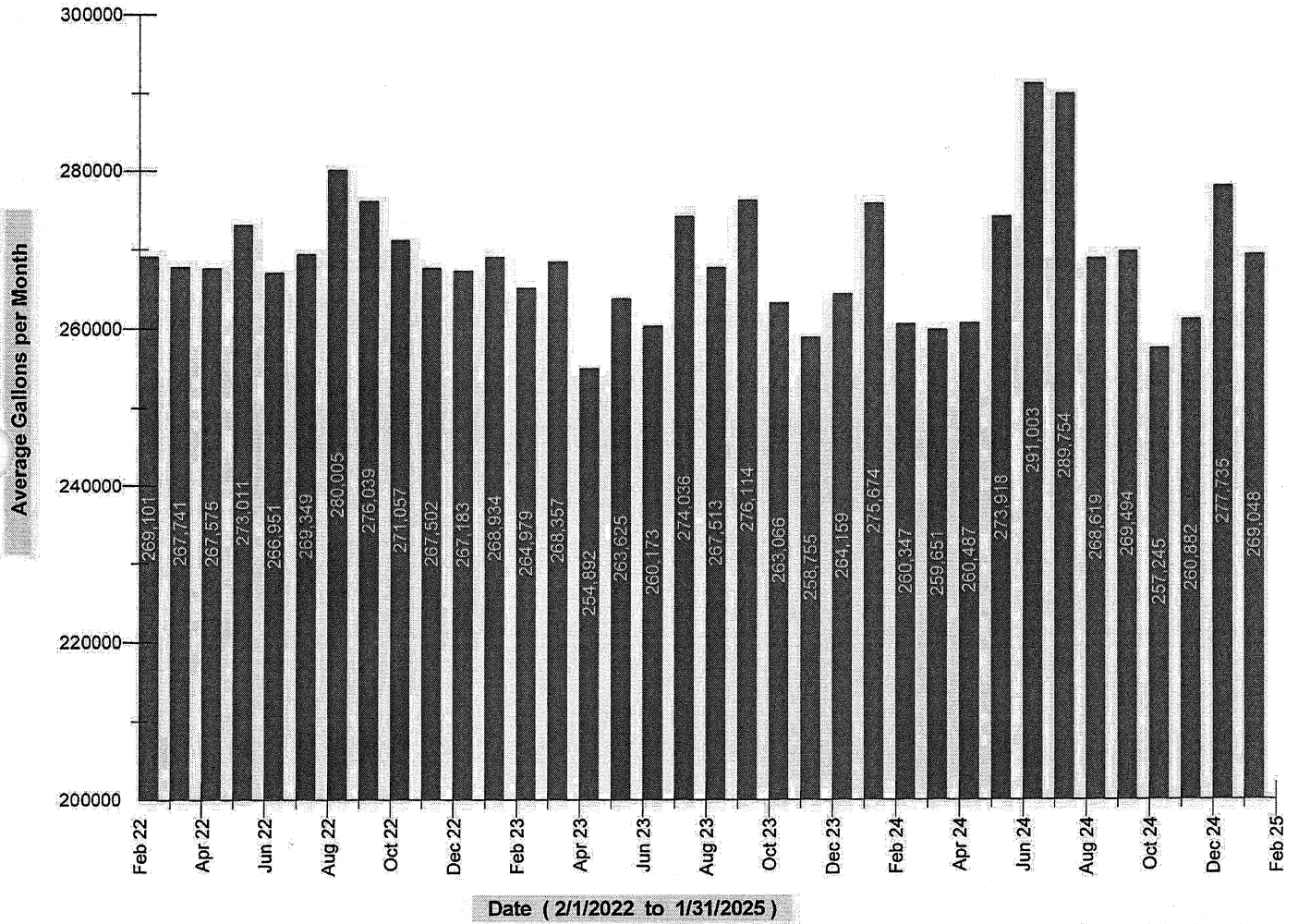






Prison Flow - Average Gallons Per Month

■ CALCULATED PRISON FLOW (Mo Avg)

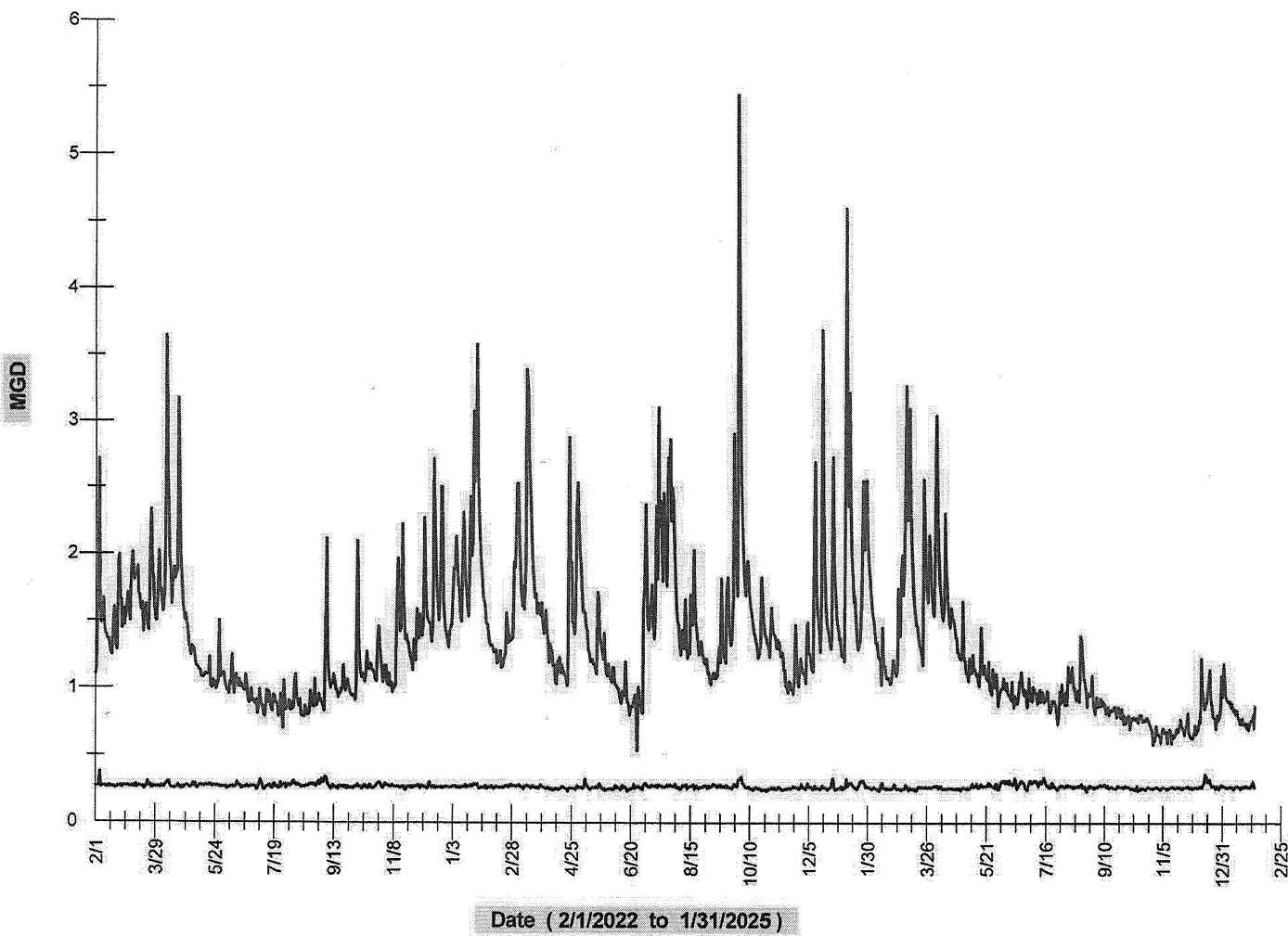


Prison Flow - Average Gallons Per Day

Prison Flow VS Plant Flow

/ PRISON DAILY FLOW

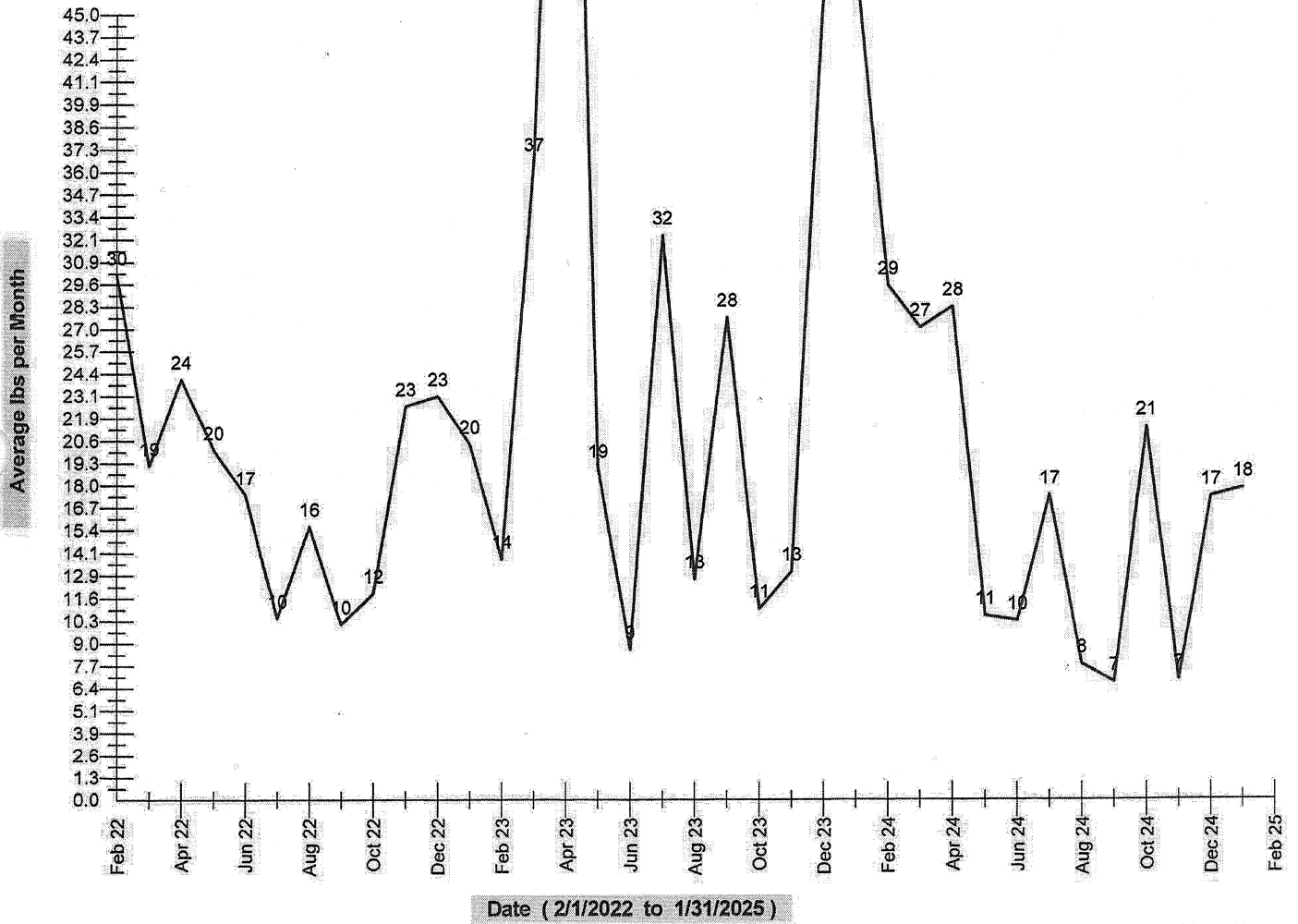
/ PLANT-TOTAL EFFLUENT FLOW



Prison Flow VS Plant Flow

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

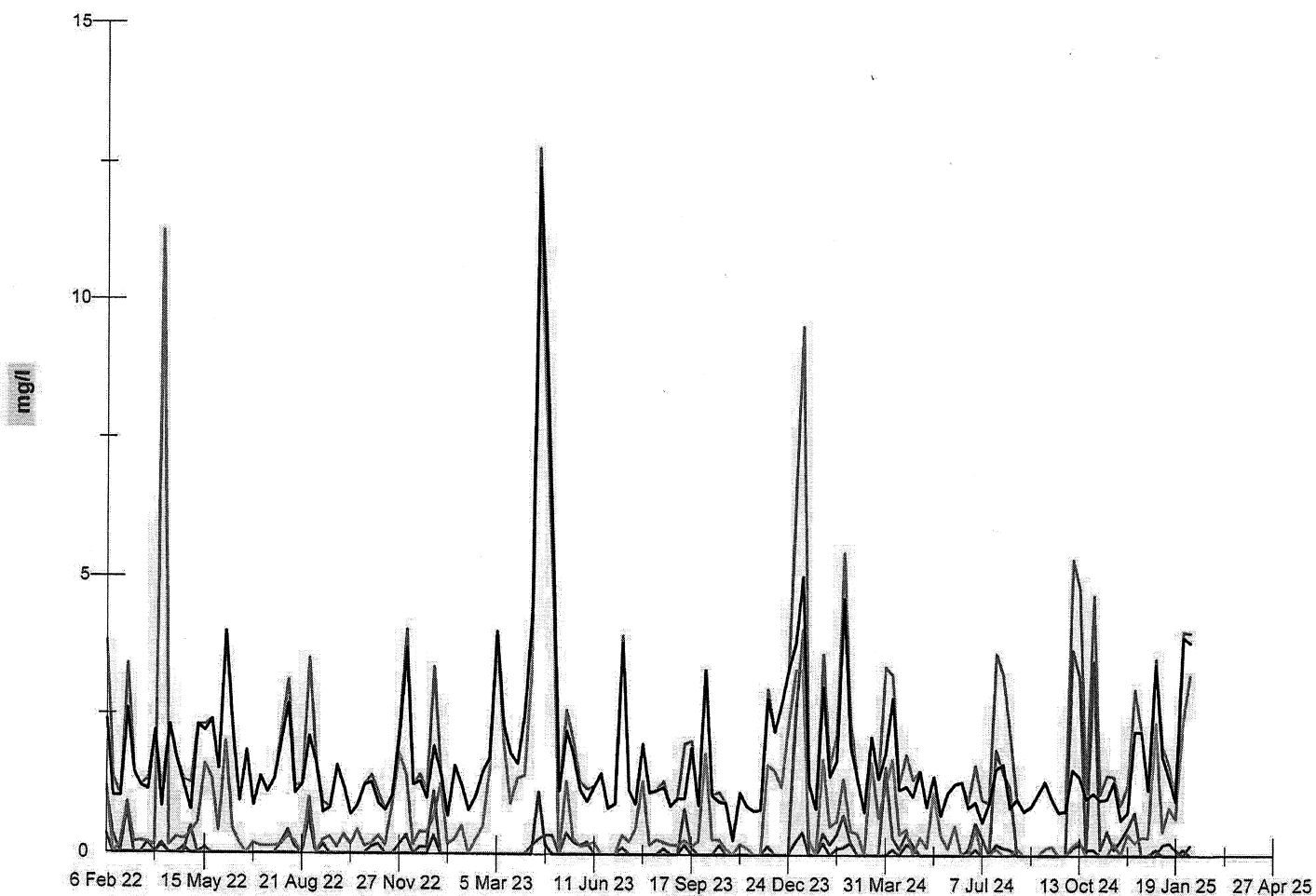
/ Total Nitrogen lbs/day (Eff.) (Mo Avg)



Monthly Average of Effluent Nitrogen Pounds

Weekly Average of Total Nitrogen VS Forms of Nitrogen

— Nitrite — Nitrate — Total Nitrogen — Ammonia — Total Kjeldahl

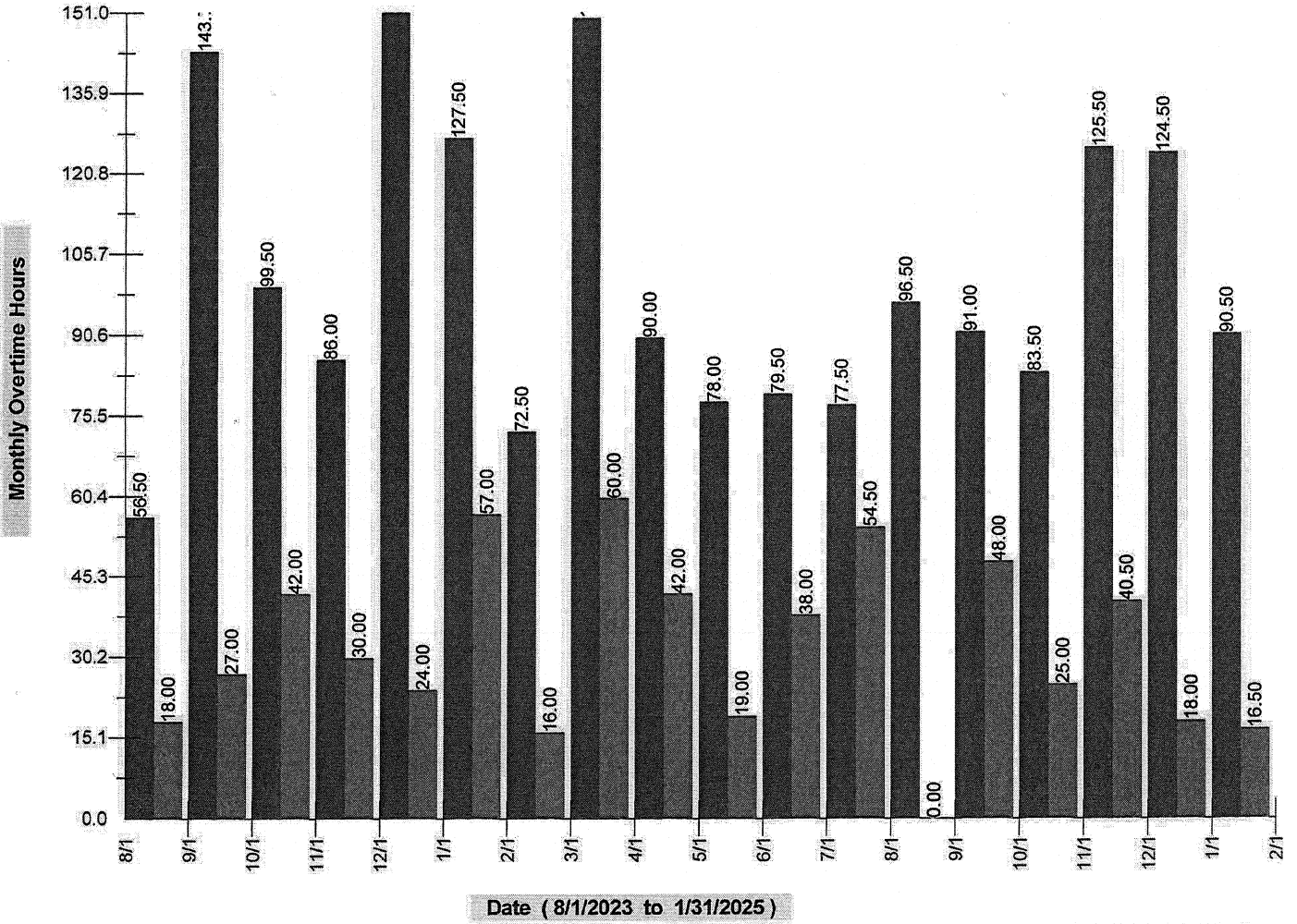


Date (2/1/2022 to 1/31/2025)

Weekly Average of Total Nitrogen

Scheduled vs Unscheduled Overtime Hours

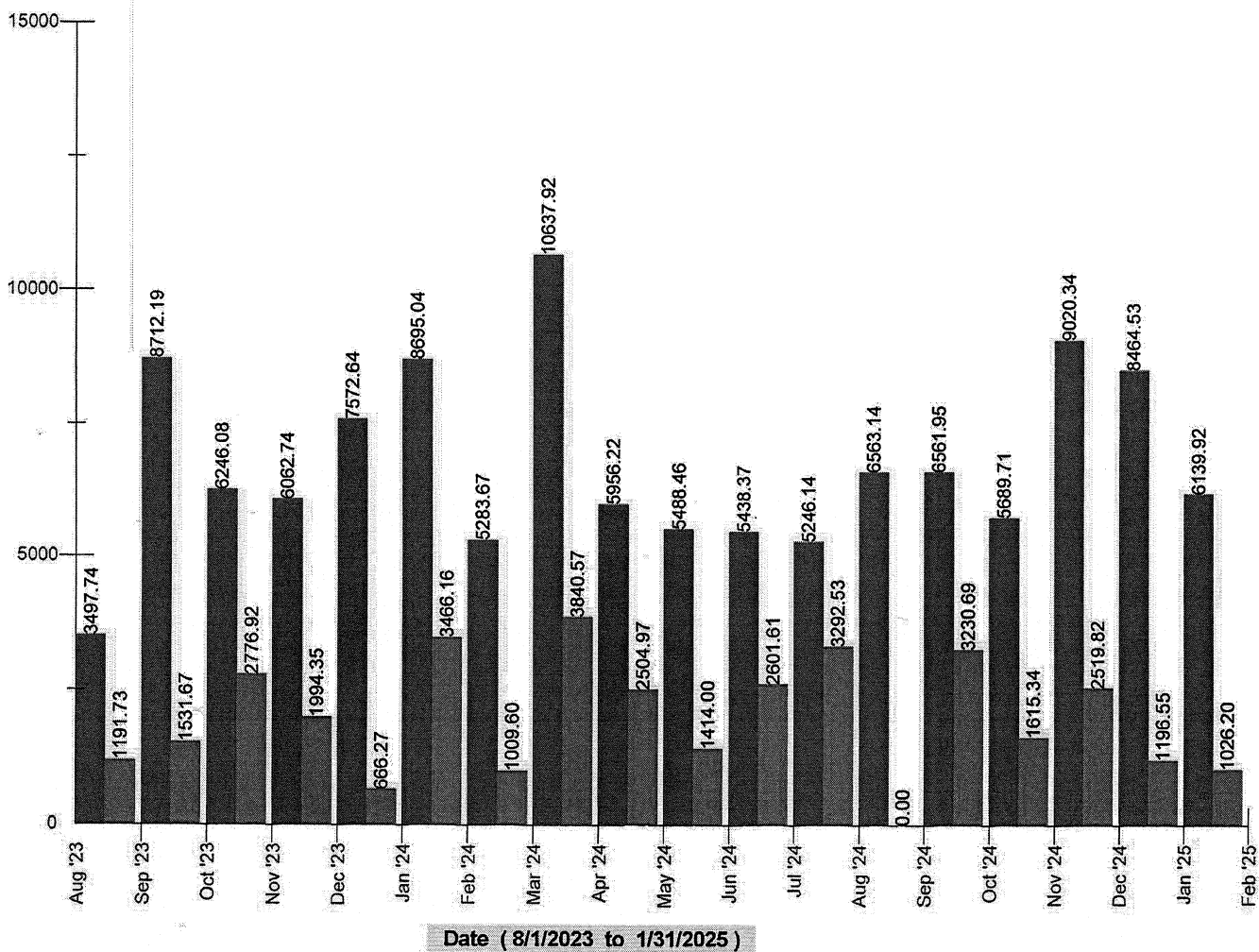
■ Scheduled Hours ■ Unscheduled Hours



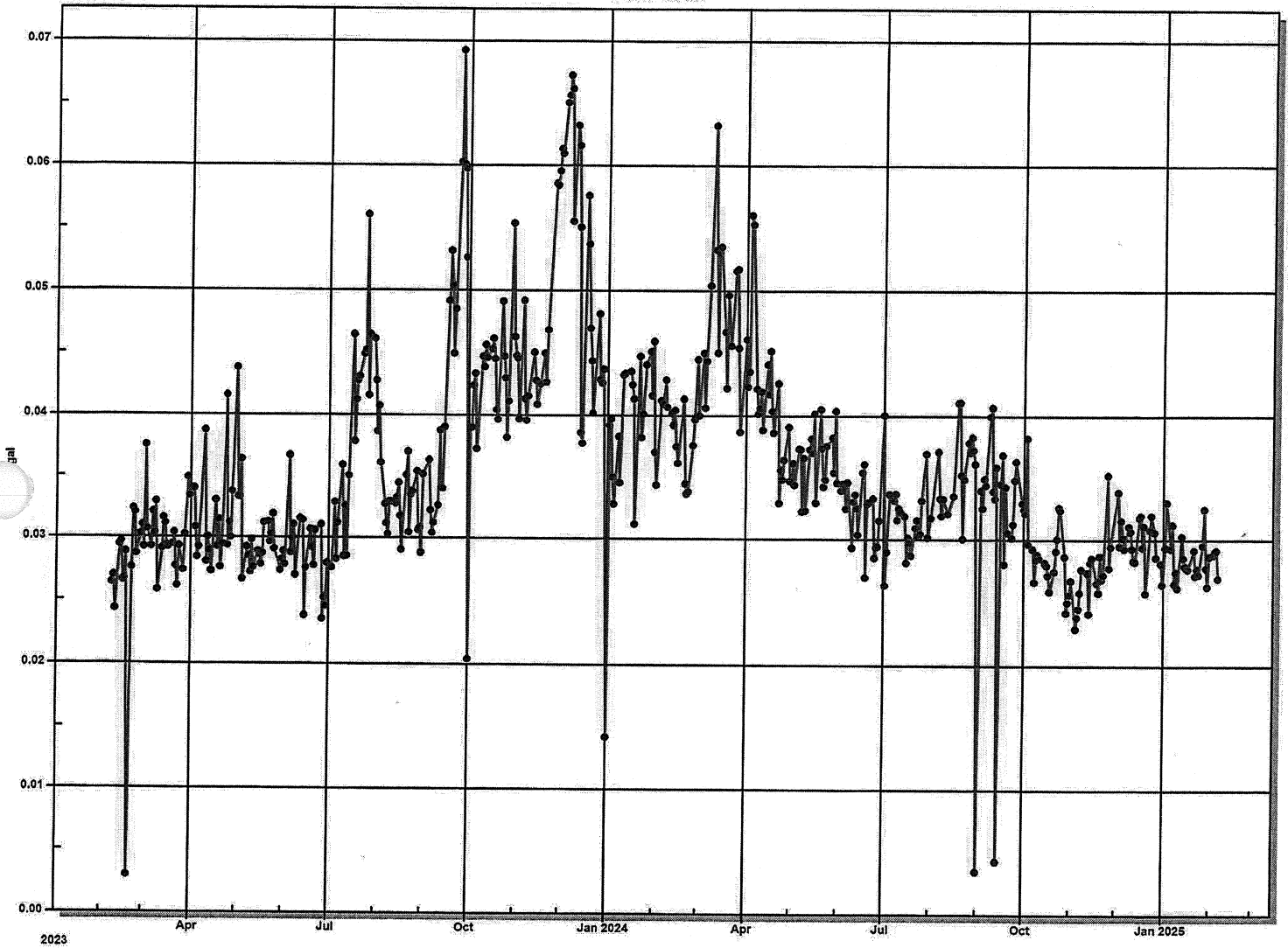
Scheduled vs Unscheduled Hours

Monthly Overtime Costs in Dollars

Scheduled vs Unscheduled Overtime Costs

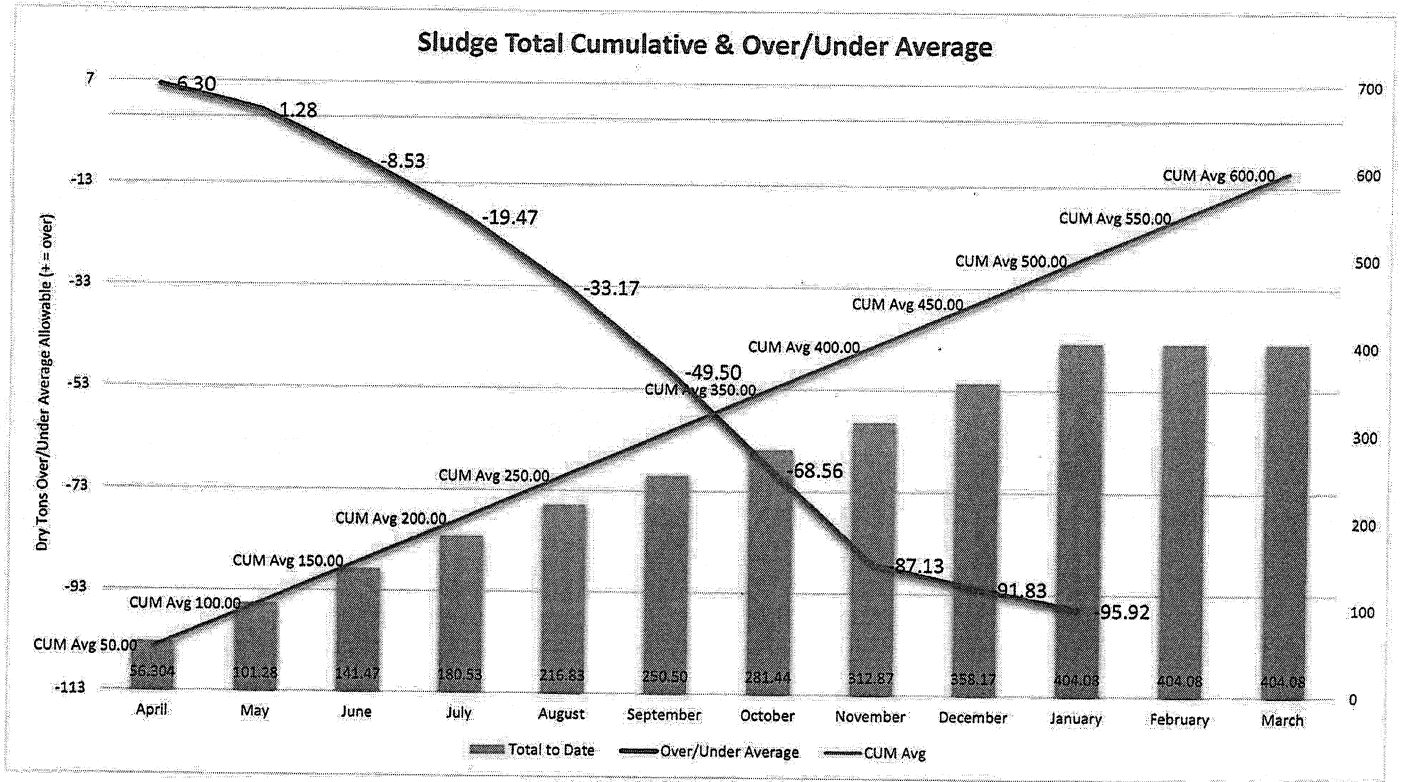


8012 - Gallons to be Wasted
2/8/2023 - 2/6/2025



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	39.056	180.53	419.47	30.09%	33.33%	39.03
August	36.300	216.83	383.17	36.14%	41.67%	36.08
September	33.675	250.50	349.50	41.75%	50.00%	32.68
October	30.940	281.44	318.56	46.91%	58.33%	30.74
November	31.423	312.87	287.13	52.14%	66.67%	31.52
December	45.304	358.17	241.83	59.70%	75.00%	48.69
January	45.907	404.08	195.92	67.35%	83.33%	
February		404.08	195.92	67.35%	91.67%	
March		404.08	195.92	67.35%	100.00%	

Sludge Total Cumulative & Over/Under Average



WPCA Reserve Capacity Maintenance Fund - 2024/2025

December 2024

Cash Balance @ 7/01/2024

FNB# 27650

\$ 48,520.44

CADRE

\$ 1,296,244.13

\$ 1,344,764.57

RECEIPTS:	BUDGET	MONTH	YTD	VARIANCE
Interest Income	\$ -	\$ 840.78	\$ 9,562.37	\$ (9,562.37)
From Clerk of the Works	\$ -	\$ -	\$ -	\$ -
Due From Other Funds	\$ -	\$ -	\$ 0.02	\$ (0.02)
Transfer In	\$ -	\$ -	\$ -	\$ -
Miscellaneous Income	\$ -	\$ -	\$ -	\$ -
Transfer from Assessment	\$ 100,000	\$ -	\$ -	\$ 100,000.00
Transfer from O&M Line Item	\$ 536,000	\$ -	\$ -	\$ 536,000.00
Grant Income	\$ 960,000	\$ -	\$ -	\$ 960,000.00
Transfer From Fund Balance	\$ 1,643,000	\$ -	\$ -	\$ 1,643,000.30
TOTAL RECEIPTS	\$ 3,239,000	\$ 840.78	\$ 9,562.39	\$ 3,229,437.91

DISBURSEMENTS:

Plant Upgrades	\$ 3,239,000	\$ 9,234.50	\$ 139,934.15	\$ 3,099,065.59
Emergency Repairs	\$ -	\$ 54,014.85	\$ 288,094.33	\$ (288,094.33)
Accounts Payable 2023 2024	\$ -	\$ -	\$ 34,452.38	\$ (34,452.38)
Misc Repairs	\$ -	\$ -	\$ -	\$ -
Transfer Out to ADMIN	\$ -	\$ -	\$ -	\$ -
Due From Other Funds	\$ -	\$ -	\$ 150,000.00	\$ (150,000.00)
Sewer Development	\$ -	\$ 102,220.00	\$ 171,329.88	\$ (171,329.88)
	\$ 3,239,000	\$ 165,469.35	\$ 783,810.74	\$ 2,455,189.00

CASH POSITION SUMMARY:

Transfers between Peoples/TD	\$ -		
Cash Balance @ 7/01/2024	\$ 1,344,764.57	\$ 24,709.72	First National Bank
YTD Receipts:	\$ 9,562.39	\$ 545,806.50	CADRE
YTD Disbursements:	\$ 783,810.74		
Cash Balance @ 12/31/2024	\$ 570,516.22	\$ 570,516.22	\$ -

WPCA Administration Fund - 2024/2025

December

2024

Cash Balance 7/1/2024

FNB# 6475

\$72,571.04

Scanned Account

\$8,038.38

Invoice Cloud

\$7,754.77

TDBank Admin

\$14,924.89

TDBank Reserve

\$473,577.47

STIF Account

\$3,290,118.05

04-Feb-25

\$ 3,866,984.60

RECEIPTS	BUDGET	MONTH	YTD	VARIANCE
User Fees 24 25	\$ 1,647,000	\$ 53,445.96	\$ 1,647,199.81	\$ (199.90)
Prison	\$ 905,000	\$ -	\$ 236,929.71	\$ 668,070.29
Prison 2023/2024	\$ -	\$ -	\$ 227,578.76	\$ (227,578.76)
Kent Farms	\$ 19,000	\$ -	\$ 19,350.00	\$ (350.00)
Delinquent Payments	\$ 32,000	\$ 2,073.18	\$ 37,574.07	\$ (5,574.07)
H.P. Hood	\$ 848,000	\$ -	\$ 245,001.09	\$ 602,998.91
H.P. Hood 2023/2024	\$ -	\$ -	\$ 312,537.20	\$ (312,537.20)
Interest & Fees	\$ 22,000	\$ 11,833.45	\$ 33,601.61	\$ (11,601.61)
Permits & Septic	\$ 40,000	\$ -	\$ 24,582.52	\$ 15,417.48
Misc Income	\$ -	\$ -	\$ -	\$ -
- Scrap metal	\$ -	\$ -	\$ 689.73	\$ (689.73)
Due To/Due From	\$ -	\$ -	\$ 150,000.00	\$ (150,000.00)
Clerk of the Works	\$ -	\$ -	\$ -	\$ -
Appropriation Refunds	\$ -	\$ -	\$ -	\$ -
Invest Income	\$ 72,000	\$ 20,321.21	\$ 111,297.54	\$ (39,297.54)
Grant \$ Received	\$ -	\$ -	\$ 1,237.00	\$ (1,237.00)
Transfer from Fund Balance	\$ 1,643,000	\$ -	\$ -	\$ 1,643,000.30
TOTAL RECEIPTS	\$ 5,228,000	\$ 87,673.80	\$ 3,047,579.04	\$ 2,180,421.17

EXPENDITURES

Payroll Payable (2023/2024)	\$ -	\$ -	\$ -	\$ -
Payroll (with SS)	\$ 1,154,000	\$ 82,902.02	\$ 544,197.67	\$ 609,802.33
Other Expenditures	\$ 2,431,000	\$ 66,141.34	\$ 681,554.89	\$ 1,749,445.11
Due To/Due From	\$ -	\$ (57,712.98)	\$ (61,314.64)	\$ 61,314.64
Clerk of the Works	\$ -	\$ -	\$ -	\$ -
Accounts Payable	\$ -	\$ -	\$ 96,309.70	\$ (96,309.70)
Transfer to RCM	\$ 1,643,000	\$ -	\$ -	\$ 1,643,000.00
TOTAL DISBURSEMENTS	\$ 5,228,000	\$ 91,330.38	\$ 1,260,747.62	\$ 3,967,252.38

Cash Reconciliation 12/31/2024

XFERS TO OTHER ACCOUNT

FNB# 6475

\$ 62,811.11

Scanned Account

\$ 64,257.38

Invoice Cloud

\$ 64,019.86

TDBank Admin

\$ 68,971.11

TDBank Reserve

\$ 478,057.11

STIF Account

\$ 4,915,699.45

\$ 5,653,816.02 \$ 5,653,816.02 \$

WPCA Administration Fund - 2024/2025

December 2024

Prior/Current Year Comparison

RECEIPTS	2023/2024 Month	2024/2025 Month	Variance	2023/2024 Year To Date	2024/2025 Year To Date	Variance
User Fees current Year	\$ 9,818.17	\$ 53,445.96	\$ 43,627.79	\$ 1,536,055.57	\$ 1,647,199.81	\$ 111,144.24
Prison	\$ -	\$ -	\$ -	\$ 227,899.56	\$ 236,929.71	\$ 9,030.15
Prison Last Fiscal year	\$ -	\$ -	\$ -	\$ 210,020.29	\$ 227,578.76	\$ 17,558.47
Kent Farms	\$ -	\$ -	\$ -	\$ 18,915.18	\$ 19,350.00	\$ 434.82
Delinquent Payments	\$ 1,012.72	\$ 2,073.18	\$ 1,060.46	\$ 18,926.04	\$ 37,574.07	\$ 18,648.03
H.P. Hood	\$ -	\$ -	\$ -	\$ 198,607.42	\$ 245,001.09	\$ 46,393.67
H.P. Hood Last Fiscal year	\$ -	\$ -	\$ -	\$ 285,362.57	\$ 312,537.20	\$ 27,174.63
Interest & Fees	\$ 2,454.81	\$ 11,833.45	\$ 9,378.64	\$ 22,315.61	\$ 33,601.61	\$ 11,286.00
Permits & Septic	\$ 5,423.76	\$ -	\$ (5,423.76)	\$ 19,738.77	\$ 24,582.52	\$ 4,843.75
Misc Income	\$ -	\$ -	\$ -	\$ 1,191.97	\$ -	\$ (1,191.97)
- Scrap metal	\$ -	\$ -	\$ -	\$ -	\$ 689.73	\$ 689.73
Due To/Due From	\$ -	\$ -	\$ -	\$ -	\$ 150,000.00	\$ 150,000.00
Clerk of the Works	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Appropriation Refunds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Invest Income	\$ 7,973.46	\$ 20,321.21	\$ 12,347.75	\$ 41,850.28	\$ 111,297.54	\$ 69,447.26
Grant \$ Received	\$ -	\$ -	\$ -	\$ 884.00	\$ 1,237.00	\$ 353.00
Transfer from Fund Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS	\$ 26,682.92	\$ 87,673.80	\$ 60,990.88	\$ 2,581,767.26	\$ 3,047,579.04	\$ 465,811.78
EXPENDITURES						
Payroll Payable (Last Fiscal yr)	\$ -	\$ -	\$ -	\$ 538.25	\$ -	\$ (538.25)
Payroll (with SS)	\$ 80,857.37	\$ 82,902.02	\$ 2,044.65	\$ 508,821.67	\$ 544,197.67	\$ 35,376.00
Other Expenditures	\$ 74,130.59	\$ 66,141.34	\$ (7,989.25)	\$ 671,209.44	\$ 681,554.89	\$ 10,345.45
Due To/Due From	\$ 9,820.08	\$ (57,712.98)	\$ (67,533.06)	\$ (8,760.82)	\$ (61,314.64)	\$ (52,553.82)
Clerk of the Works	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounts Payable	\$ -	\$ -	\$ -	\$ 193,799.65	\$ 96,309.70	\$ (97,489.95)
Transfer to RCM	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL DISBURSEMENTS	\$ 164,808.04	\$ 91,330.38	\$ (73,477.66)	\$ 1,365,608.19	\$ 1,260,747.62	\$ (104,860.57)

WPCA Assessment Fund

2024/2025

December 2024

Cash Balance 7/1/2024

FNB
CADRE

\$15,751.60

\$3,898.90

04-Feb-25
02:12 PM

\$19,650.50

RECEIPTS

BUDGET

MONTH

YTD

VARIANCE

Developer's Agreements	\$ 71,000	\$ -	\$ 16,000.00	\$ 55,000.00
Current Assessments	\$ 22,000	\$ 1,546.57	\$ 39,250.60	\$ (17,250.60)
Assessments-Prior Years	\$ 2,000	\$ -	\$ 2,063.00	\$ (63.09)
Penalty Interest & Fees	\$ 1,000	\$ 92.79	\$ 1,110.20	\$ (110.20)
Advance Collection	\$ 2,000	\$ -	\$ 1,477.42	\$ 522.58
Due To Others	\$ -	\$ 1,572.31	\$ (1,639.36)	\$ 1,639.36
Investment Interest	\$ 2,000	\$ 64.67	\$ 175.69	\$ 1,824.50
Transfer from Assessment Fund Bal	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 100,000	\$ 3,276.34	\$ 58,437.55	\$ 41,562.56

DISBURSEMENTS

Service Charge	\$ -	\$ -	\$ -	\$ -
To General Fund Prior Year	\$ -	\$ -	\$ -	\$ -
To General Fund Current Year	\$ -	\$ -	\$ -	\$ -
Due To Others	\$ -	\$ -	\$ -	\$ -
Misc Expense	\$ -	\$ -	\$ -	\$ -
Transfer to RCM	\$ 100,000	\$ -	\$ -	\$ 100,000.44
	\$ 100,000	\$ -	\$ -	\$ 100,000.44

Cash Balance @ 12/31/2024

XFERS	\$ -
FNB	\$ 31,751.60
CADRE	\$ 46,336.45
	\$ 78,088.05

\$78,088.05

\$ -

WPCA Assessment Fund - 2024/2025

December 2024

Prior/Current Year Comparison 04-Feb-25
02:13 PM

RECEIPTS	Prior Year Month	Current Year Month	Variance	Prior Year Year To Date	Current Year Year To Date	Variance
Developer's Agreements	\$ -	\$ -	\$ -	\$ 32,000.00	\$ 16,000.00	\$ (16,000.00)
Current Assessments	\$ -	\$ 1,546.57	\$ 1,546.57	\$ 13,092.31	\$ 39,250.60	\$ 26,158.29
Assessments-Prior Years	\$ -	\$ -	\$ -	\$ -	\$ 2,063.00	\$ 2,063.00
Penalty Interest & Fees	\$ -	\$ 92.79	\$ 92.79	\$ 79.60	\$ 1,110.20	\$ 1,030.60
Advance Collection	\$ -	\$ -	\$ -	\$ 3,893.06	\$ 1,477.42	\$ (2,415.64)
Due To Others	\$ -	\$ 1,572.31	\$ 1,572.31	\$ (1,616.17)	\$ (1,639.36)	\$ (23.19)
Investment Interest	\$ 194.34	\$ 64.67	\$ (129.67)	\$ 1,051.69	\$ 175.69	\$ (876.00)
Transfer from Assessment Fund	\$ 146,000.00	\$ -	\$ (146,000.00)	\$ 146,000.00	\$ -	\$ (146,000.00)
TOTAL RECEIPTS	\$ 146,194.34	\$ 3,276.34	\$ (142,918.00)	\$ 194,500.49	\$ 58,437.55	\$ (136,062.94)
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
2024/2025 Operation and Maintenance Budget**

**2024
DECEMBER**

	24/25 Budget	24/25 Current Month	24/25 Year To Date	24/25 Variance	24/25 % Unexpended	
50160 · Payroll	\$ 1,072,000	\$ 80,335.57	\$ 506,199.06	\$ 565,800.94	53%	
50220 · Social security	\$ 82,000	\$ 5,814.58	\$ 36,708.28	\$ 45,291.72	55%	
50230 · Pension	\$ 105,000		\$ 105,000.00	\$ -	0%	
50232 · OPEB CONTRIBUTION	\$ 84,000		\$ 84,000.00	\$ -	0%	
50270 · Workers Comp	\$ 9,000		\$ 8,466.00	\$ 534.00	6%	
50290 · Safety Supplies	\$ 14,000	\$ 337.20	\$ 1,532.57	\$ 12,467.43	89%	
50341 · Legal/advice	\$ 53,000	\$ 1,444.73	\$ 9,556.93	\$ 43,443.07	82%	
50384 · Uniforms	\$ 7,000	\$ 95.67	\$ 3,270.98	\$ 3,729.02	53%	
50385 · Tests	\$ 51,000	\$ 4,350.84	\$ 14,851.16	\$ 36,148.84	71%	
50409 · Waste disposal	\$ 296,000	\$ 13,383.43	\$ 62,346.80	\$ 233,653.20	79%	
50433 · Process Equip - R&M	\$ 115,000	\$ 3,781.40	\$ 9,789.07	\$ 105,210.93	91%	
50436 · R & M - Vehicles	\$ 17,000	\$ 1,840.71	\$ 12,624.27	\$ 4,375.73	26%	
50439 · Service Contracts	\$ 46,000	\$ 2,240.25	\$ 20,816.34	\$ 25,183.66	55%	
50445 · Plant Maint	\$ 77,000	\$ 4,737.06	\$ 17,254.96	\$ 59,745.04	78%	
50446 · Collection System	\$ 35,000	\$ 659.69	\$ 15,265.71	\$ 19,734.29	56%	
50520 · Insurance	\$ 37,000		\$ 18,445.24	\$ 18,554.76	50%	
50521 · Employee Insur	\$ 280,000	\$ (53.78)	\$ 92,470.18	\$ 187,529.82	67%	
50530 · Postage	\$ 4,000	\$ 168.68	\$ 751.35	\$ 3,248.65	81%	
50531 · Telephone	\$ 19,000	\$ 1,234.54	\$ 9,868.26	\$ 9,131.74	48%	
50540 · Advertising	\$ 3,000		\$ 2,053.54	\$ 946.46	32%	
50581 · Mileage	\$ 2,000		\$ 174.07	\$ 1,825.93	91%	
50612 · Office supplies	\$ 18,000	\$ 387.53	\$ 2,951.95	\$ 15,048.05	84%	
50622 · Electricity	\$ 197,000	\$ 13,758.99	\$ 61,181.70	\$ 135,818.30	69%	
50624 · Fuel oil - heat	\$ 7,000	\$ 340.40	\$ 1,002.90	\$ 5,997.10	86%	
50626 · Gas - automotive	\$ 23,000	\$ 2,112.35	\$ 5,613.78	\$ 17,386.22	76%	
50627 · Water	\$ 8,000	\$ 1,324.95	\$ 3,397.27	\$ 4,602.73	58%	
50750 · Cap Replace - Vehicles	\$ -		\$ -	\$ -	#DIV/0!	
50755 · Cap Improve	\$ -		\$ -	\$ -	#DIV/0!	
50760 · Tools & Equip	\$ 35,000	\$ 311.96	\$ 18,213.91	\$ 16,786.09	48%	
50802 · Administration Fees/REFUNDS	\$ -		\$ -	\$ -	#DIV/0!	
50810 · Dues & Subs	\$ 4,000	\$ 151.00	\$ 1,029.00	\$ 2,971.00	74%	
50812 · Training	\$ 20,000		\$ 1,813.00	\$ 18,187.00	91%	
50855 · Medical Exps	\$ 3,000		\$ 100.00	\$ 2,900.00	97%	
50899 · Reserve Cap Projects	\$ 536,000		\$ -	\$ 536,000.00	100%	
50911 · Transfer to RCM	\$ 1,643,000		\$ -	\$ 1,643,000.30	100%	
50920 · Contingency	\$ 105,000		\$ -	\$ 105,000.00	100%	
50940 · Engineering Services	\$ 30,000		\$ 3,350.25	\$ 26,649.75	89%	
50955 · Interest Expense	\$ 3,000		\$ -	\$ 3,000.00	100%	
50969 · Chemicals	\$ 33,000	\$ 5,060.00	\$ 15,177.00	\$ 17,823.00	54%	
#1 -Thompsonville Rd-63	\$ 24,000	\$ 1,071.61	\$ 5,994.81	\$ 18,005.19	75%	
#10 - Mapleton Estates-71	\$ 4,000	\$ 104.41	\$ 5,227.94	\$ (1,227.94)	-31%	
#11 - Mapleton Ave-72	\$ 9,000	\$ 245.75	\$ 3,044.30	\$ 5,955.70	66%	
#12 - Bridge St-73	\$ 11,000	\$ 170.10	\$ 1,722.21	\$ 9,277.79	84%	
#13 - Stony Brook-74	\$ 4,000	\$ 125.46	\$ 1,161.42	\$ 2,838.58	71%	
#2 - Southfield-62	\$ 3,000	\$ 112.42	\$ 1,109.15	\$ 1,890.85	63%	
#3 - Mountain Road-64	\$ 15,000	\$ 1,306.88	\$ 4,527.60	\$ 10,472.40	70%	
#4 - River Blvd-65	\$ 8,000	\$ 348.08	\$ 2,456.73	\$ 5,543.27	69%	
#5 - Fairhill Lane-66	\$ 12,000	\$ 116.26	\$ 3,239.12	\$ 8,760.88	73%	
#6 - Suffield Meadows-67	\$ 9,000	\$ 134.83	\$ 1,668.71	\$ 7,331.29	81%	
#7 - Poole Rd.-68	\$ 14,000	\$ 167.19	\$ 8,336.26	\$ 5,663.74	40%	
#8 - Plantation Dr-69	\$ 15,000	\$ 69.85	\$ 6,777.49	\$ 8,222.51	55%	
#9 - Eagles Watch-70	\$ 7,000	\$ 44.00	\$ 2,233.36	\$ 4,766.64	68%	
#16 Prospect Hill Estates	\$ 5,000	\$ 122.24	\$ 1,166.13	\$ 3,833.87	77%	
#17 Cedar Crest Drive	\$ 5,000	\$ 194.45	\$ 1,494.11	\$ 3,505.89	70%	
#18 Wisteria Lane	\$ 5,000	\$ 98.22	\$ 1,062.77	\$ 3,937.23	79%	
#19 Malec Farms	\$ 5,000	\$ 123.62	\$ 1,184.53	\$ 3,815.47	76%	
	\$ 5,228,000	\$ 148,373.12	\$ 1,197,682.17	\$ 4,030,318.13	77%	s/b 50%

Accruals

Town of Suffield Water Pollution Control Authority
2024/2025 Operation and Maintenance Budget

2024 December	24/25 Budget	24/25 Current Month	24/25 Year To Date	24/25 Variance	24/25 % Unexpended
50160 - Payroll	\$ 1,072,000	\$ 80,335.57	\$ 506,199.06	\$ 565,800.94	53%
50220 - Social security	\$ 82,000	\$ 5,814.58	\$ 36,708.28	\$ 45,291.72	55%
50230 - Pension	\$ 105,000	\$ 8,750.00	\$ 52,500.00	\$ 52,500.00	50%
50232 - OPEB CONTRIBUTION	\$ 84,000	\$ 7,000.00	\$ 42,000.00	\$ 42,000.00	50%
50270 - Workers Comp	\$ 9,000	\$ 750.00	\$ 4,500.00	\$ 4,500.00	50%
50290 - Safety Supplies	\$ 14,000	\$ 337.20	\$ 1,532.57	\$ 12,467.43	89%
50341 - Legal/advice	\$ 53,000	\$ 1,444.73	\$ 9,556.93	\$ 43,443.07	82%
50384 - Uniforms	\$ 7,000	\$ 95.67	\$ 3,270.98	\$ 3,729.02	53%
50385 - Tests	\$ 51,000	\$ 4,350.84	\$ 14,851.16	\$ 36,148.84	71%
50409 - Waste disposal	\$ 296,000	\$ 13,363.43	\$ 62,346.80	\$ 233,653.20	79%
50433 - Process Equip - R&M	\$ 115,000	\$ 3,781.40	\$ 9,789.07	\$ 105,210.93	91%
50436 - R & M - Vehicles	\$ 17,000	\$ 1,840.71	\$ 12,624.27	\$ 4,375.73	26%
50439 - Service Contracts	\$ 46,000	\$ 2,240.25	\$ 20,816.34	\$ 25,183.66	55%
50445 - Plant Maint	\$ 77,000	\$ 4,737.06	\$ 17,254.96	\$ 59,745.04	78%
50446 - Collection System	\$ 35,000	\$ 659.69	\$ 15,265.71	\$ 19,734.29	56%
50520 - Insurance	\$ 37,000	\$ 3,083.33	\$ 18,500.00	\$ 18,500.00	50%
50521 - Employee Insur	\$ 280,000	\$ (53.78)	\$ 92,470.18	\$ 187,529.82	67%
50530 - Postage	\$ 4,000	\$ 168.68	\$ 751.35	\$ 3,248.65	81%
50531 - Telephone	\$ 19,000	\$ 1,234.54	\$ 9,868.26	\$ 9,131.74	48%
50540 - Advertising	\$ 3,000	\$ -	\$ 2,053.54	\$ 946.46	32%
50581 - Mileage	\$ 2,000	\$ -	\$ 174.07	\$ 1,825.93	91%
50612 - Office supplies	\$ 18,000	\$ 387.53	\$ 2,951.95	\$ 15,048.05	84%
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50624 - Fuel oil - heat	\$ 7,000	\$ 340.40	\$ 1,002.90	\$ 5,997.10	86%
50626 - Gas - automotive	\$ 23,000	\$ 2,112.35	\$ 5,613.78	\$ 17,386.22	76%
50627 - Water	\$ 8,000	\$ 1,324.95	\$ 3,397.27	\$ 4,602.73	58%
50750 - Cap Replace - Vehicles	\$ -	\$ -	\$ -	\$ -	#DIV/0!
50755 - Cap Improve	\$ -	\$ -	\$ -	\$ -	#DIV/0!
50760 - Tools & Equip	\$ 35,000	\$ 311.96	\$ 18,213.91	\$ 16,786.09	48%
50802 - Administration Fees/REFUNDS	\$ -	\$ -	\$ -	\$ -	#DIV/0!
50810 - Dues & Subs	\$ 4,000	\$ 151.00	\$ 1,029.00	\$ 2,971.00	74%
50812 - Training	\$ 20,000	\$ -	\$ 1,813.00	\$ 18,187.00	91%
50855 - Medical Exps	\$ 3,000	\$ -	\$ 100.00	\$ 2,900.00	0%
50899 - Reserve Cap Projects	\$ 536,000	\$ 44,666.87	\$ 268,000.00	\$ 268,000.00	50%
50911 - Transfer to RCM	\$ 1,643,000	\$ 136,916.69	\$ 821,500.15	\$ 821,500.15	50%
50920 - Contingency	\$ 105,000	\$ 8,750.00	\$ 52,500.00	\$ 52,500.00	50%
50940 - Engineering Services	\$ 30,000	\$ -	\$ 3,350.25	\$ 26,649.75	0%
50955 - Interest Expense	\$ 3,000	\$ -	\$ -	\$ 3,000.00	100%
50969 - Chemicals	\$ 33,000	\$ 5,060.00	\$ 15,177.00	\$ 17,823.00	54%
#1 -Thompsonville Rd-63	\$ 24,000	\$ 1,071.61	\$ 5,994.81	\$ 18,005.19	75%
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#3 - Mountain Road-64	\$ 15,000	\$ 1,306.68	\$ 4,527.60	\$ 10,472.40	70%
#4 - River Blvd-65	\$ 8,000	\$ 348.08	\$ 2,456.73	\$ 5,543.27	69%
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#7 - Poole Rd.-68	\$ 14,000	\$ 167.19	\$ 8,336.26	\$ 5,663.74	40%
#8 - Plantation Dr-69	\$ 15,000	\$ 69.85	\$ 6,777.49	\$ 8,222.51	55%
#9 - Eagles Watch-70	\$ 7,000	\$ 44.00	\$ 2,233.36	\$ 4,766.64	68%
#16 Prospect Hill Estates	\$ 5,000	\$ 122.24	\$ 1,166.13	\$ 3,833.87	77%
#17 Cedar Crest Drive	\$ 5,000	\$ 194.45	\$ 1,494.11	\$ 3,505.89	70%
#18 Wisteria Lane	\$ 5,000	\$ 98.22	\$ 1,062.77	\$ 3,937.23	79%
#19 Malec Farms	\$ 5,000	\$ 123.62	\$ 1,184.53	\$ 3,815.47	76%
	\$ 5,228,000	\$ 358,289.81	\$ 2,241,271.08	\$ 2,986,729.22	57%

s/b
50%

2:17 PM

Town of Suffield WPCA Administration Fund

02/04/25

Trial Balance

Accrual Basis

As of December 31, 2024

	Dec 31, 24	
	Debit	Credit
10141 · Cash - FNB	62,811.11	
10142 · Transfer - FNB	0.00	
10143 · Cash - TD Bank	68,971.11	
10144 · WPCA Reserve Fund	478,057.11	
10145 · Petty Cash	0.00	
10146 · Lockbox	0.00	
10177 · STIF Account	4,915,699.45	
10926 · INVOICE CLOUD	64,019.86	
10927 · Scanned Account - Town TDBank	64,257.38	
10203 · Accounts Receivable	142,821.52	
10207 · Septage Fees Receivable	13,548.37	
10209 · DEP Grant Receivable		2.00
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		184,223.28
10801 · Buildings	10,652,894.50	
10802 · Construction in Progress	681,717.32	
10803 · Land	16,038,335.00	
10804 · Land improvement	0.00	
10805 · Vehicles	822,091.00	
10806 · Equipment	17,775,014.22	
10807 · Jet Truck	0.00	
10808 · Less accumulated depreciation		28,843,216.50
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		2,290.02
20403 · Due to Town (aka 20403)		62,380.59
20404 · Due to Sewer Project (RCM)	0.10	
20451 · Accrued Expenses		11,567.43
20801 · Due to GF (aka 20860)		255.73
20802 · Capital Lease Liability - L/T		67,228.42
30350 · Retained Earnings		24,984,713.10
30910 · FUND BALANCE-UNRESERVED-contra	2,136,209.95	
3100 · Opening Bal Equity		0.10
40402 · Interest income		111,297.54
40596 · User charges		2,235,555.76
40597 · Penalties and interest		28,510.96
40598 · Permits/septic		29,808.15
40803 · Miscellaneous income	1,810.27	
50160 · Payroll	506,199.06	
50220 · Social security	36,708.28	
50230 · Pension	105,000.00	
50232 · OPEB Contribution	84,000.00	
50270 · Workers compensation	8,466.00	
50290 · Safety/Wellness	1,532.57	
50341 · Legal/advice	9,556.93	
50384 · Uniforms/cleaning	3,270.98	
50385 · Tests	15,132.04	
50409 · Waste disposal	62,346.80	
50433 · Process equip - repair/main	11,746.38	
50436 · R & M - vehicles	12,624.27	
50439 · Service maintenance contracts	31,518.34	
50445 · Plant maintenance	18,029.98	

2:17 PM

Town of Suffield WPCA Administration Fund

Trial Balance

02/04/25

As of December 31, 2024

Accrual Basis

		Dec 31, 24	
		Debit	Credit
50446 • Collection system main		22,232.21	
50520 • Property/liability/umbrella ins		18,445.24	
50521 • Employee insurance		92,470.18	
50530 • Postage		751.35	
50531 • Telephone		9,868.26	
50540 • Advertising		2,053.54	
50581 • Mileage/car allowance		174.07	
50612 • Office supplies		2,951.95	
50622 • Electricity		81,694.80	
50624 • Fuel oil - heat		1,268.78	
50626 • Gas - automotive		5,613.78	
50627 • Water		3,487.64	
50760 • Tools and equipment		22,805.49	
50802 • Refunds		0.00	
50810 • Dues and Subscriptions		1,029.00	
50812 • Training		1,813.00	
50855 • Medical expenses		100.00	
50940 • Engineering Services		3,350.25	
50969 • Chemicals		21,441.00	
TOTAL		56,562,133.87	56,562,133.87

2:18 PM

02/04/25

Accrual Basis

Town of Suffield Sewer Project Fund

Trial Balance

As of December 31, 2024

	Dec 31, 24	
	Debit	Credit
10143 · Cash - CADRE	545,806.50	
10147 · Cash - WPCA RCA	24,709.72	
10148 · Cash - Relch & 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		0.04
20883 · DT/DF WPCA ADMIN	0.00	
2100 · Due to general fund	0.00	
30300 · Opening Bal Equity	0.00	
30301 · Fund balance		1,160,312.25
40402 · Interest		9,562.37
50447 · Emergency Repairs	288,094.33	
50785 · Sewer Development	171,329.88	
50786 · Plant Upgrades	139,934.15	
50909 · Transfer Out	0.00	
TOTAL	1,169,874.76	1,169,874.76

2:21 PM

02/04/25

Accrual Basis

Town of Suffield Sewer Assessment Fund
Trial Balance
As of December 31, 2024

	Dec 31, 24	
	Debit	Credit
10143 · Cash - CADRE	46,336.45	
10149 · Cash - WPCA Assessment	31,751.60	
10250 · Assessments	136,591.08	
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	1,639.30	
20501 · Deferred revenue		136,591.08
20501 · Deferred revenue:2210 · Assessments paid In advance	0.00	
30301 · Fund balance		19,615.50
40025 · Revenue - Assessments		41,313.54
40030 · Revenue - Advance Collections		1,477.42
40035 · Revenue - Liens, interest, fees		1,110.20
40040 · Developers Agreements		16,000.00
40402 · Revenue - Use of Money & Proper		175.69
TOTAL	216,318.43	216,318.43

2:23 PM

02/04/25

Accrual Basis

Kent Farms Reserve

Trial Balance

As of December 31, 2024

	Dec 31, 24	
	Debit	Credit
10111 - Cash	119,330.83	
20860 - DT/DF WPCA	0.00	
Opening Balance Equity		146,215.81
Retained Earnings	28,003.21	
40402 - Interest Income		1,118.23
TOTAL	147,334.04	147,334.04

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 *JN*

CC:

Date: February 11, 2025

Re: Delinquent Accounts

We collected \$11,777.80 in the month of January – 20.71% of the major delinquents.

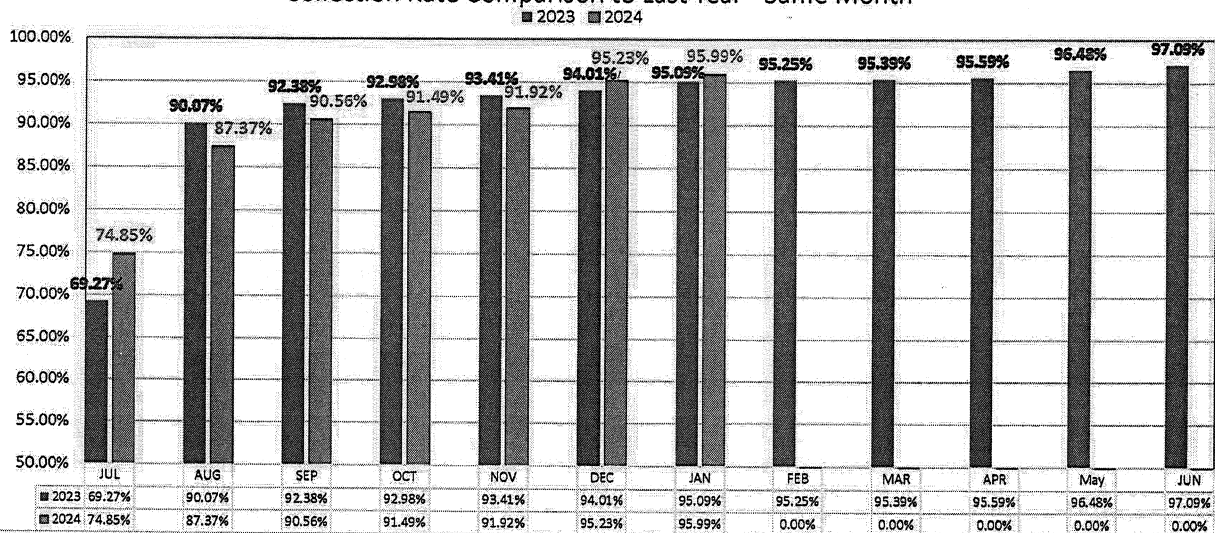
Four accounts paid in full.

Our overall delinquent balance is \$124,215.62 with \$77,625.61 being the 2024 Sewer use, and a collection rate of 95.99% thru the end of January. Last year's collection rate at this time was 95.09%.

PAST DUE AS OF JANUARY 31, 2025

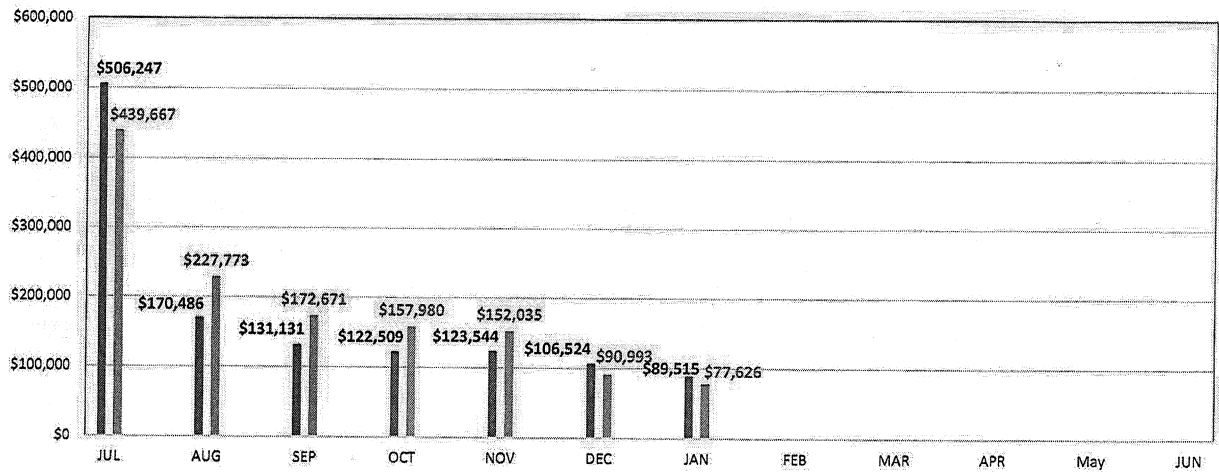
YEAR BILLED	BILLED	TOT Paid	Tax Due	INT Due	Lien Due	Fee Due	Total Due	Collection Rate to Date
YEAR 2017	1,286,911.21	1,286,601.21	310.00	423.15	24.00	0.00	757.15	99.98%
YEAR 2018	1,339,846.52	1,339,526.52	320.00	379.20	24.00	0.00	723.20	99.98%
YEAR 2019	1,445,473.70	1,445,133.70	340.00	341.70	24.00	0.00	705.70	99.98%
YEAR 2020	1,465,371.73	1,465,021.73	350.00	288.75	24.00	0.00	662.75	99.98%
YEAR 2021	1,544,595.53	1,543,662.49	933.04	486.81	48.00	1,520.45	2,988.30	99.94%
YEAR 2022	1,572,073.13	1,568,391.12	3,682.01	1,145.92	168.00	8,222.90	13,218.83	99.77%
YEAR 2023	1,651,143.31	1,630,432.18	20,711.13	5,338.12	1,127.00	357.83	27,534.08	98.75%
YEAR 2024	1,750,984.22	1,680,850.28	70,133.94	7,482.67	0.00	9.00	77,625.61	95.99%
GRAND TOTAL			96,780.12	15,886.32	1,439.00	10,110.18	124,215.62	

Collection Rate Comparison to Last Year - Same Month

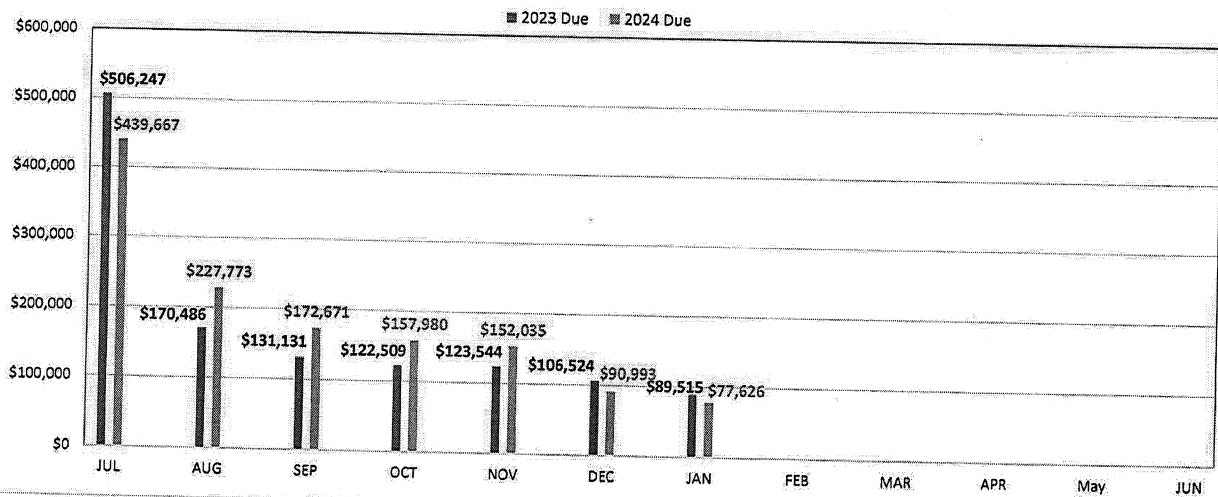


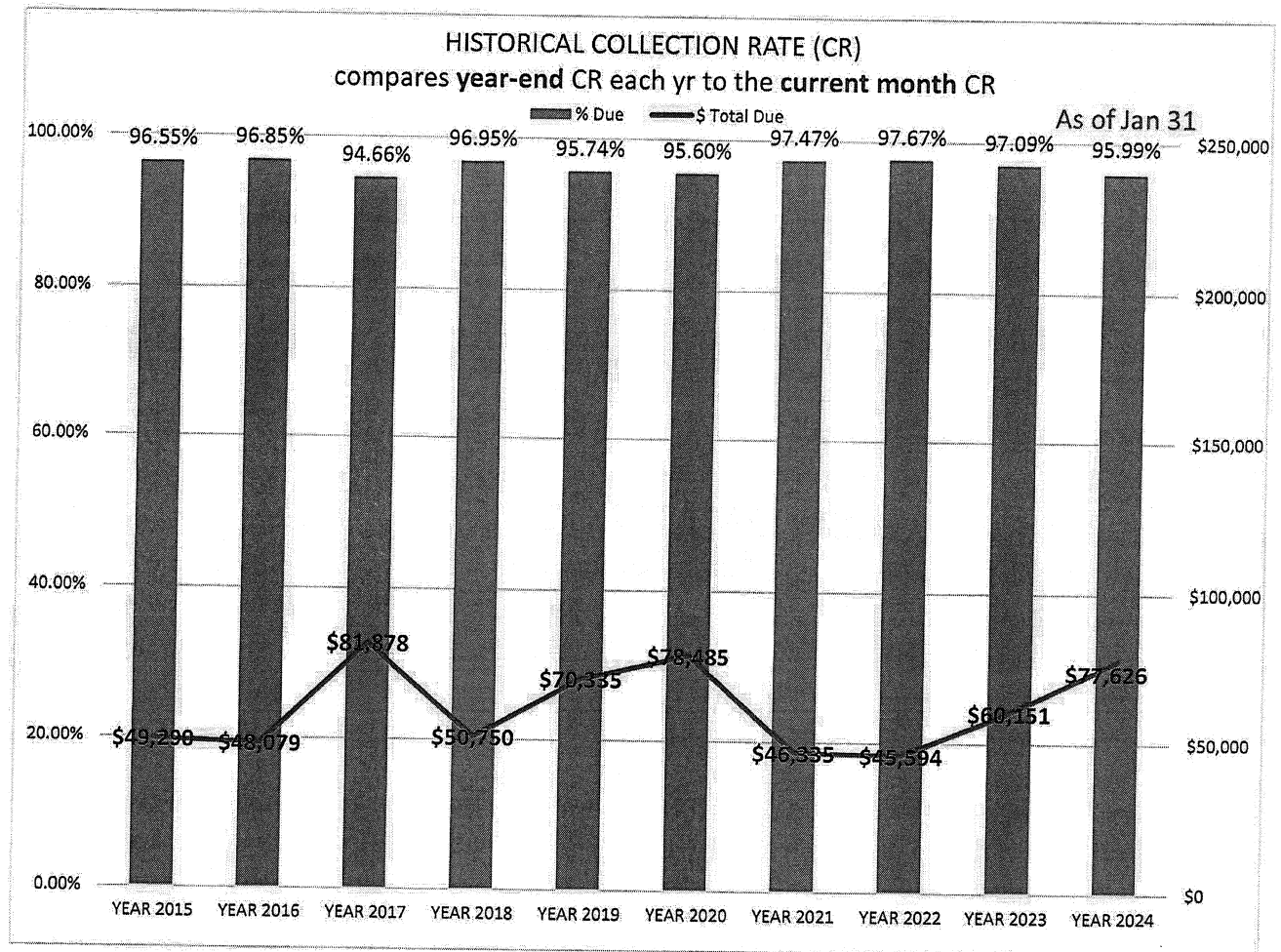
Sewer Use Due in \$ - Comparison to Last Year - Same Month

■ 2023 Due ■ 2024 Due



Sewer Use Due in \$ - Comparison to Last Year - Same Month (includes pen int & fees)





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