

Superintendent's Report March 2025

Plant Operations

- Plant average flow for the month was 1.32 MGD. This was 65 % of plant designflow.
- Hood's average flow for the month was 48,126 gallons. This was 4% of plant daily flow.
- Prison average flow for the month was 267,725 gallons. This was 20% of the plant's daily flow.
- BOD and TSSremoval for the month was 99%. Our permit limit is a minimal 85% removal.
- Nitrogen average for the month was 37 pounds. Our permit limit is a yearly average of less than 45 pounds.

Call-Before-You-Dig

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

Unscheduled Overtime

- 3/15 -19 Primrose Lane Emergency CBYD.
- 3/25- PS#3 (Mountain Road) Power failure.
- 3/28-PS #10, 17, 19 power failure.
- 3/29- PS#1 (Thompsonville Road) Power failure.

Capacity Letter

- Capacity Letter was issued for 190 East Street North.
- Capacity Letter was issued for 920 Branch Street.

DEEP

- 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.
- Semi-annual Kent Farms testing was completed and mailed to DEEP.

Inspections

- Sewer lateral inspection was completed at 4 Fiddlehead place.

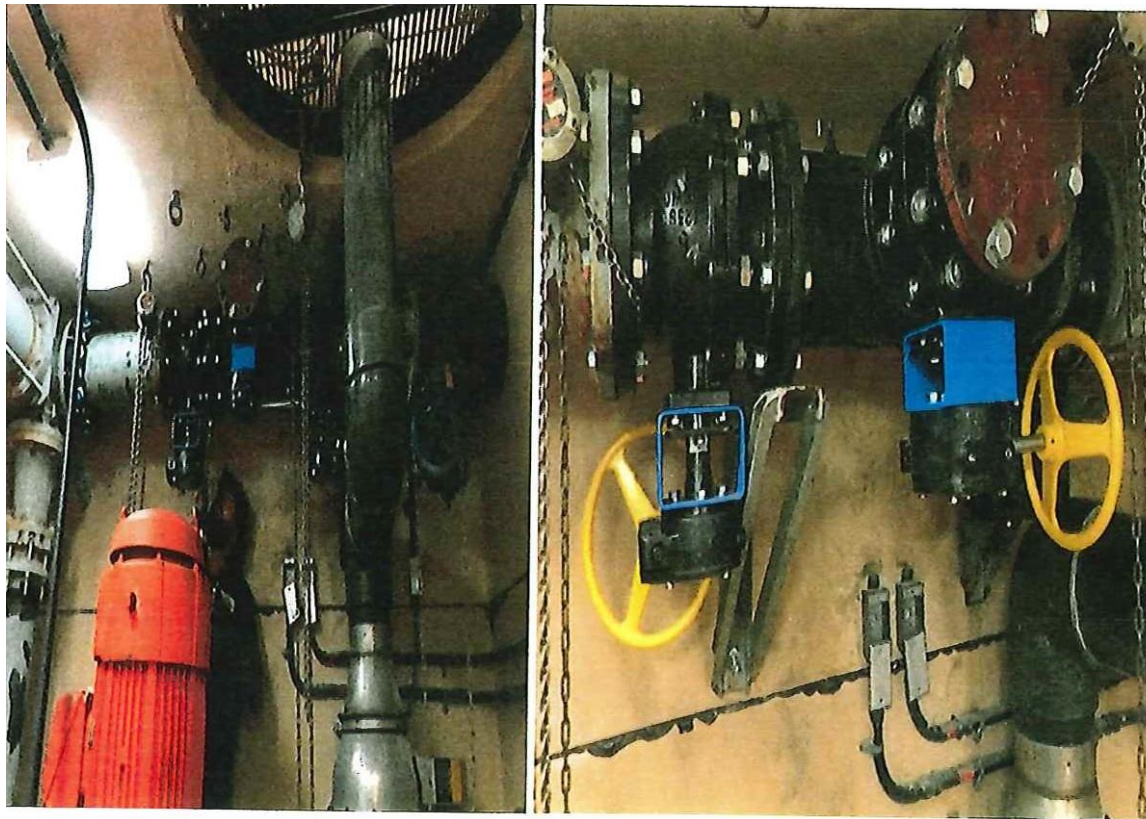
Maintenance

- Block heater was installed for the generator at PS#12 (Bridge Street).
- The roll-off truck had leaking canisters under the cab replaced.

- Power washing and greasing of the Belt Filter Presses (x2) were completed.
- A leak developed in the flushing water line for the step screen in the headworks building. WPCA operators repaired and replumbed the system.
- The grit system in the headwork's building became clogged. Operators bypassed the flow, inspected, flushed the lines out, and brought backonline.
- WPCA Operators stripped the site for the Morton Building.
- WPCA Operators placed silt sock around the perimeter of the Morton Building site for sedimentation control.
- New tires for the skid steer were installed.
- Operators CCTV'd Orr Avenue to locate manholes and laterals.
- Work for the winter overhaul of the UV system continued,
- Annual plant ladder inspections were completed.
- Semi-annual stormwater inspections were completed.
- Annual greasing of automatic gate was completed.
- Annual change of lab thermometers was completed.
- Quarterly RAS pump inspections were completed (X3).
- The quarterly jet cleaning of the Prison line at the plant was completed.
- Calibration of all wet well level transducers and scaling at all pump stations was completed.
- WPCA operators widened the gravel driveway at the head of the plant where the line is flushed out.
- WPCA regraded the area in front of the headworks building to address frequent water ponding.
- **WPCA operators installed a new exterior door in the basement of the digester building**

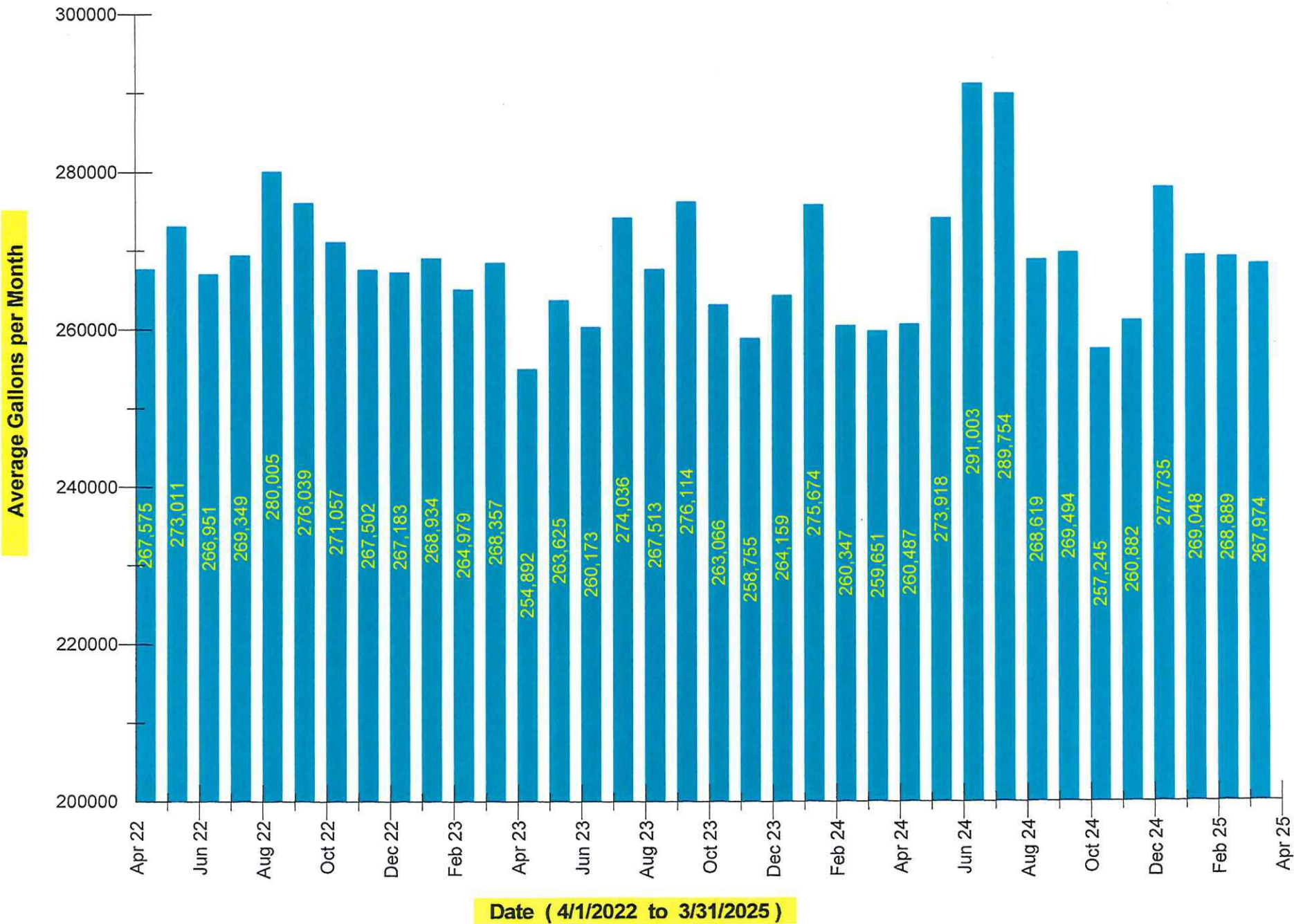


- Installation of force main bypass valve at PS#3 (Mountain Road) was completed.



Prison Flow - Average Gallons Per Month

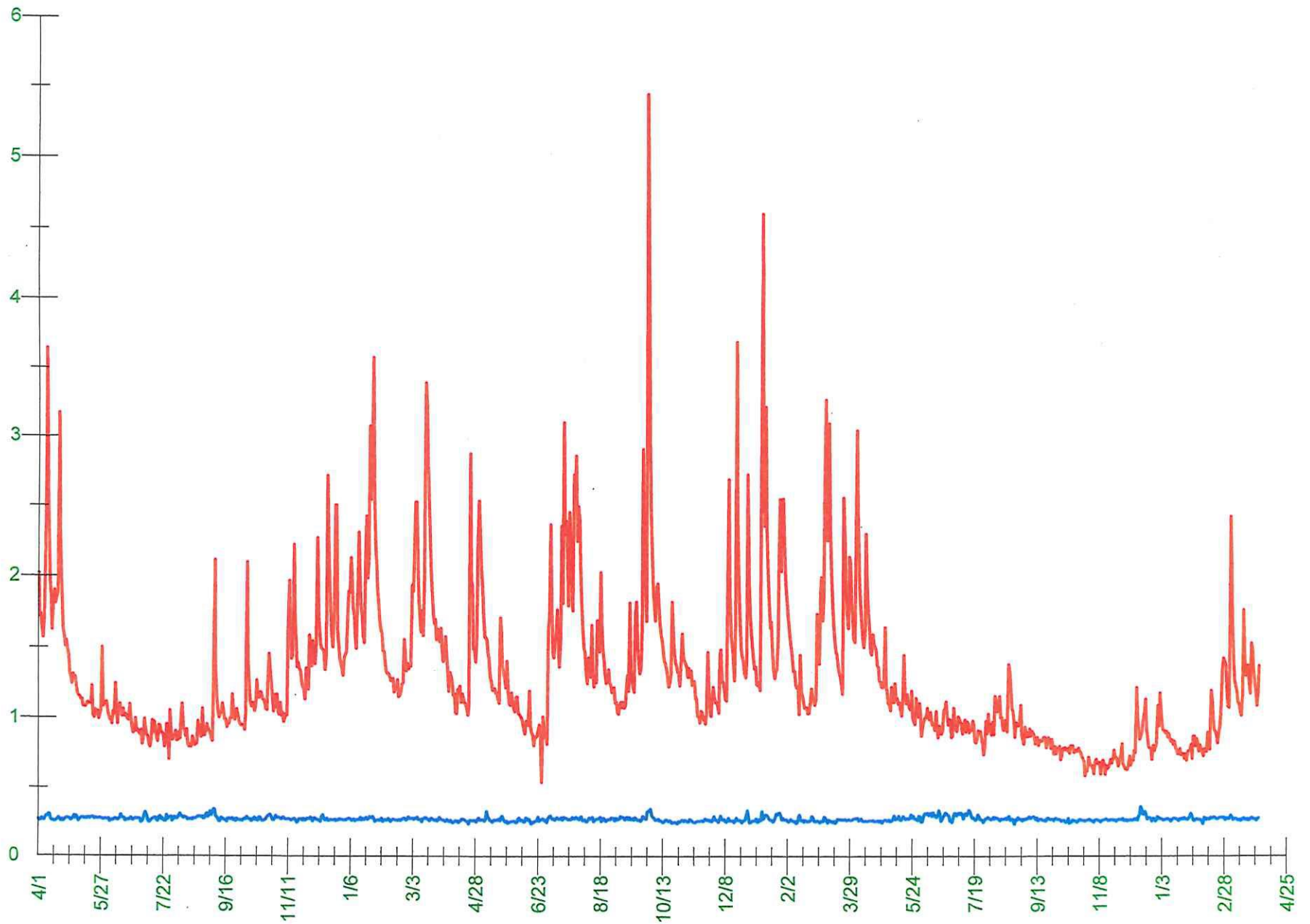
CALCULATED PRISON FLOW (Mo Avg)



Prison Flow VS Plant Flow

PRISON DAILY FLOW PLANT-TOTAL EFFLUENT FLOW

MGD



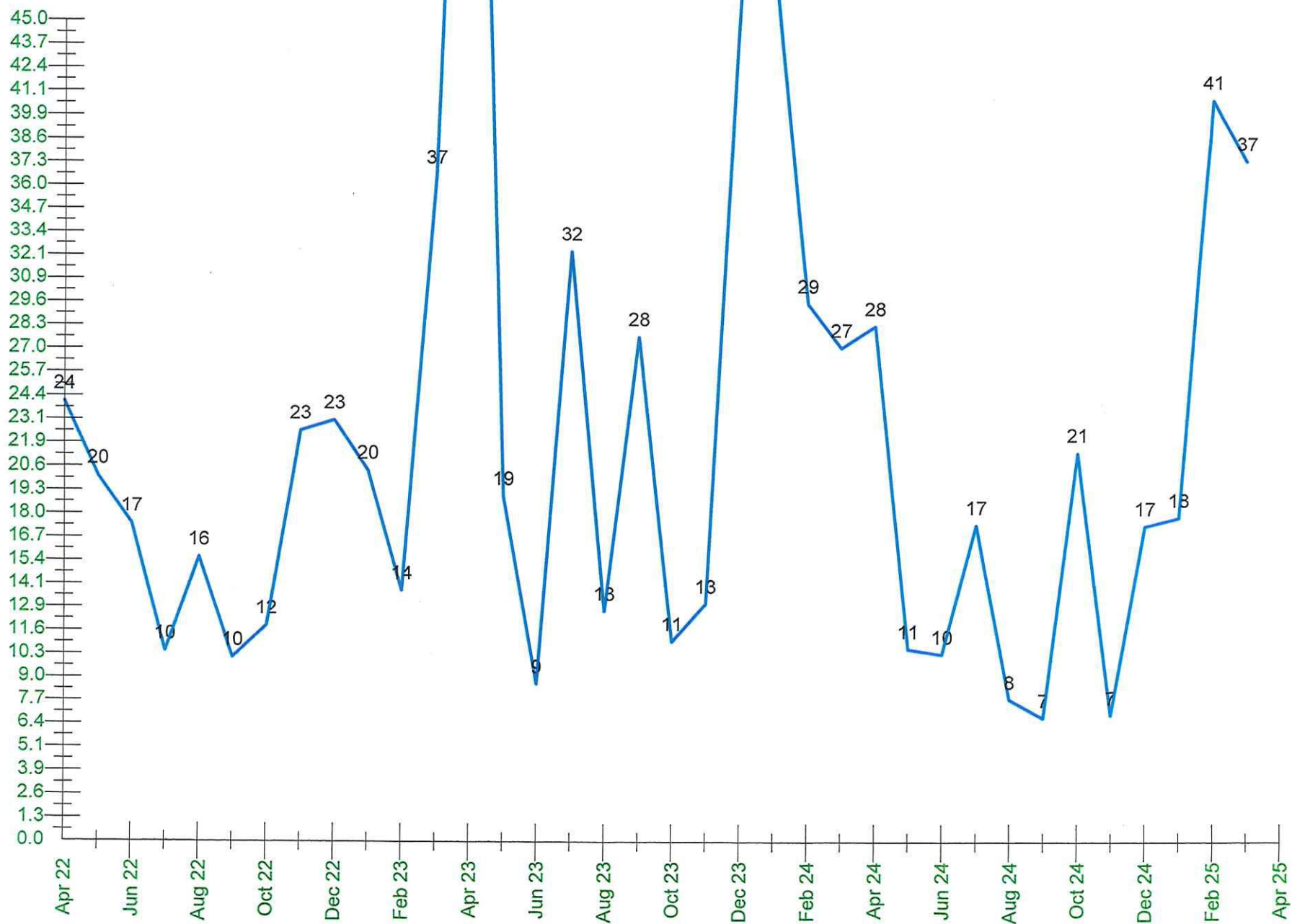
Date (4/1/2022 to 3/31/2025)

Prison Flow VS Plant Flow

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

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

Average lbs per Month

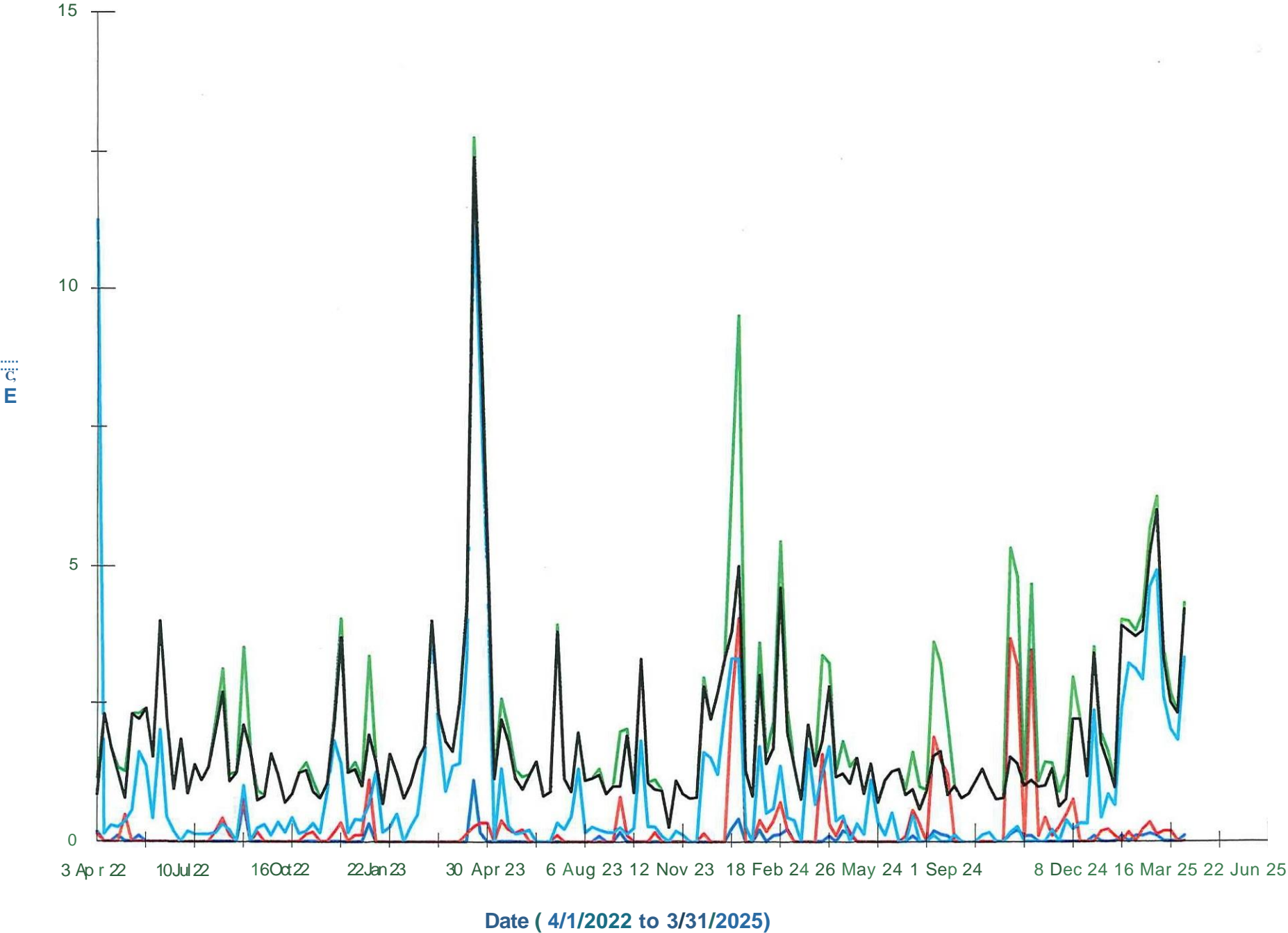


Date (4/1/2022 to 3/31/2025)

Monthly Average of Effluent Nitrogen Pounds

Weekly Average of Total Nitrogen VS Forms of Nitrogen

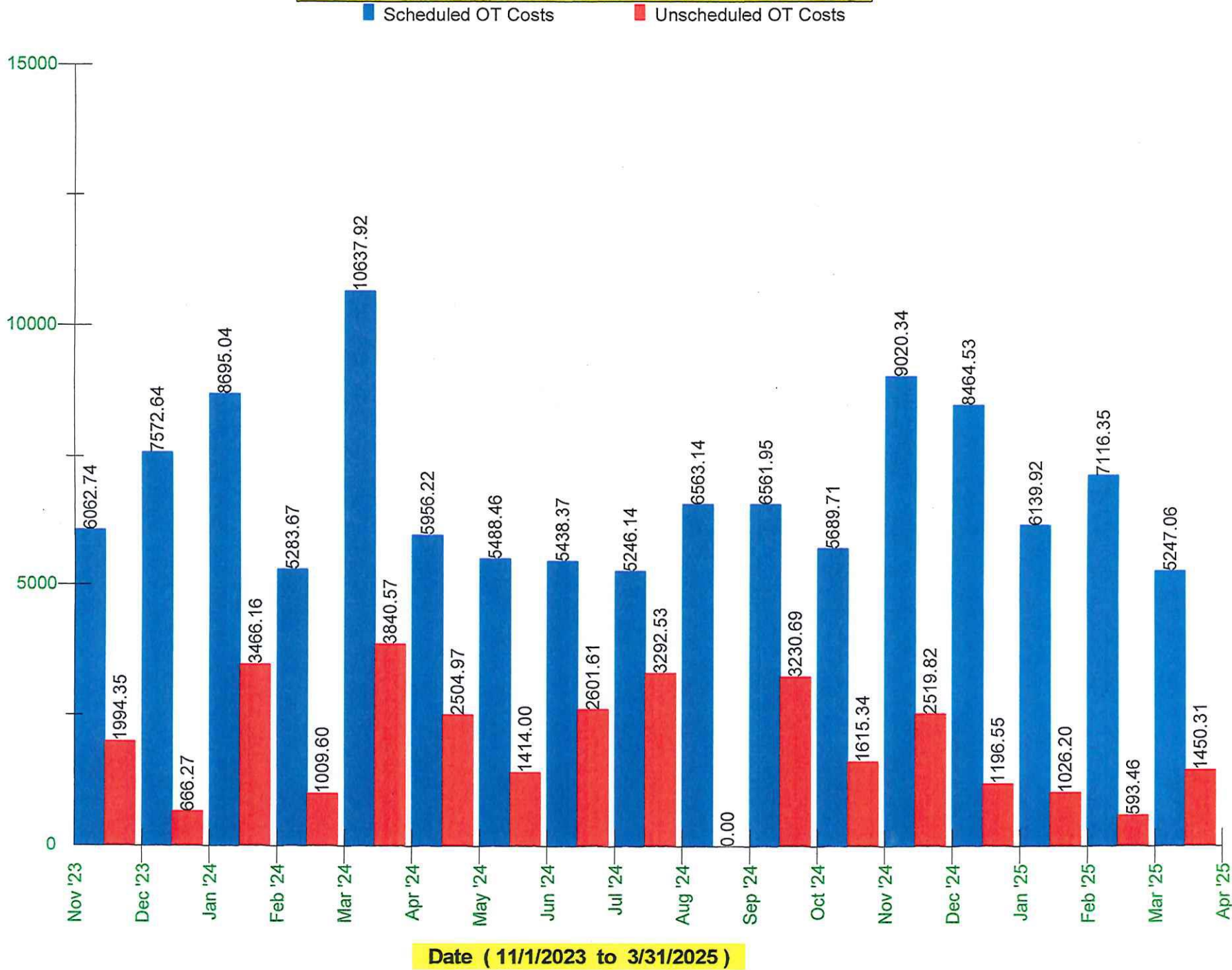
/ Nitrite / Nitrate / Total Nitrogen / Ammonia / Total Kjeldahl



Weekly Average of Total Nitrogen

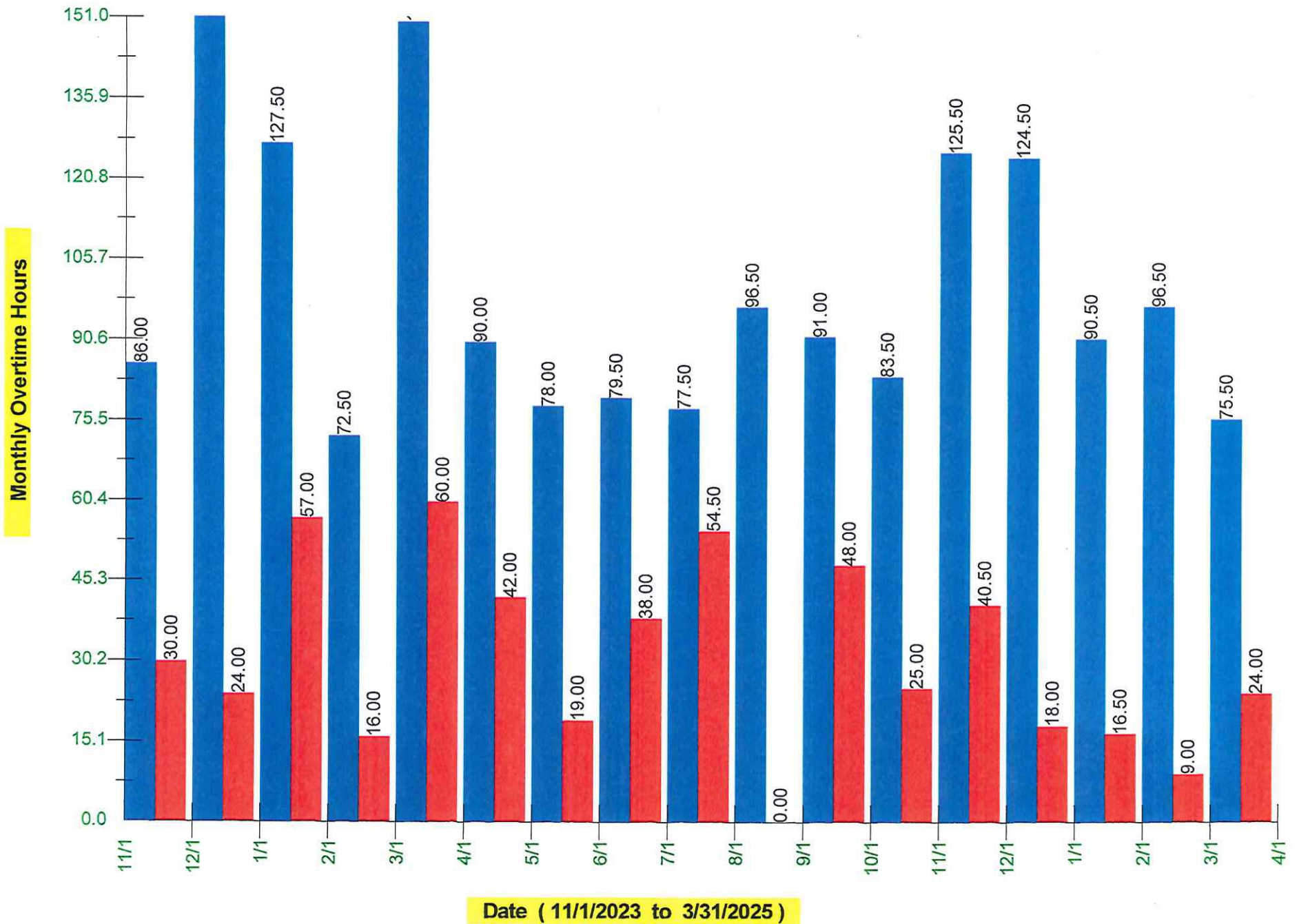
Monthly Overtime Costs in Dollars

Scheduled vs Unscheduled Overtime Costs



Scheduled vs Unscheduled Overtime Hours

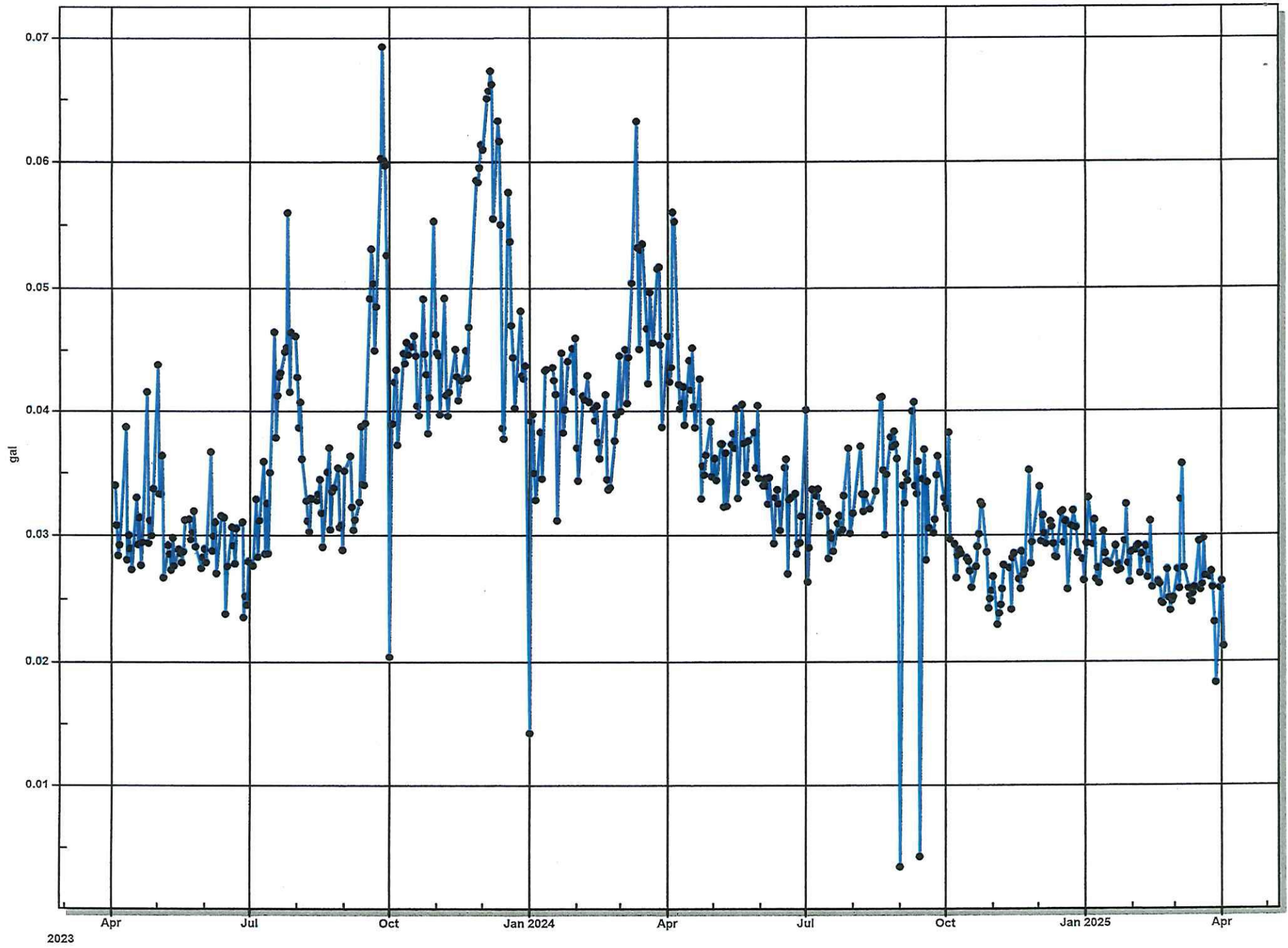
Scheduled Hours Unscheduled Hours



Scheduled vs Unscheduled Hours

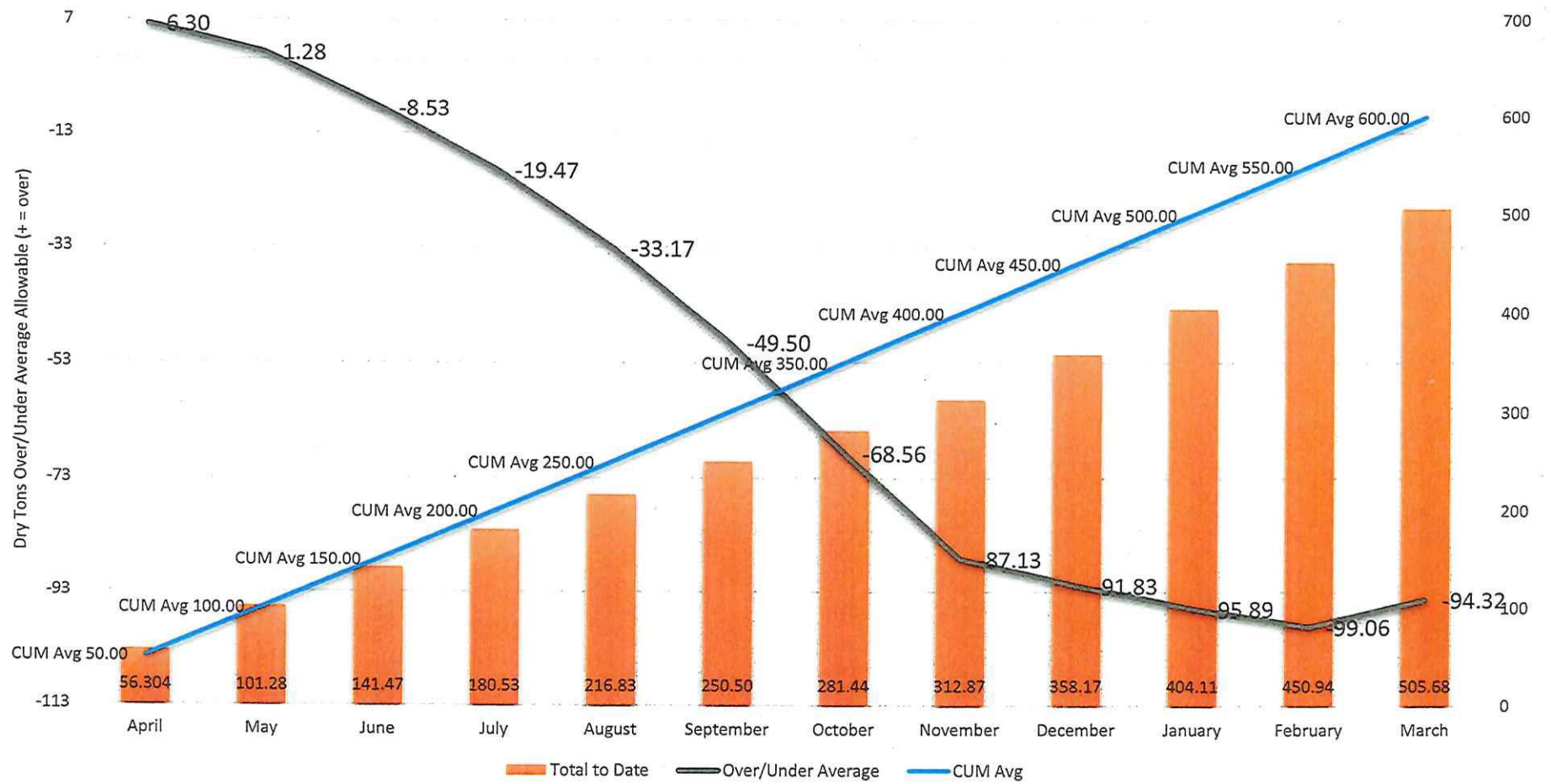
8012 - Gallons to be Wasted

4/3/2023 - 4/2/2025



	Monthly		Dry Tons	Percent of	Percent of WPCA Dry	
Date	Dry Tons	Total to Date	Available	Limit	Time	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	45.938	404.11	195.89	67.35%	83.33%	45.91
February	46.832	450.94	149.06	75.16%	91.67%	47.74
March	54.736	505.68	94.32	84.28%	100.00%	

Sludge Total Cumulative & Over/Under Average



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	\$	\$ 25.86	\$ 9,923.65	\$ (9,923.65)
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 LineItem	\$ 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	\$ 25.86	\$ 9,923.67	\$ 3,229,076.63

DISBURSEMENTS:

Plant Upgrades	\$ 3,239,000	\$ 52,892.00	\$ 192,826.15	\$ 3,046,173.59
Emergency Repairs	\$	\$	\$ 589,639.69	\$ (589,639.69)
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	\$	\$	\$ 373,414.92	\$ (373,414.92)
	\$ 3,239,000	\$ 52,892.00	\$ 1,340,333.14	\$ 1,898,666.60

CASH POSITION SUMMARY:

Transfers between Peoples/TD	\$			
Cash Balance@ 7/01/2024	\$ 1,344,764.57	\$ 8,187.32	First National Bank	
YTD Receipts:	\$ 9,923.67	\$ 6,167.78	CADRE	
YTD Disbursements:	\$ 1,340,333.14			
	--			
Cash Balance@ 2/28/2025	\$ 14,355.10	\$ 14,355.10	\$	0.00

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
01-Apr-25		
		\$ 3,866,984.60

RECEIPTS	BUDGET	MONTH	YTD	VARIANCE
				--
User Fees 24 25	\$ 1,647,000	\$ 10,372.39	\$ 1,671,274.06	\$ (24,274.15)
Prison	\$ 905,000	\$ 227,753.03	\$ 464,682.74	\$ 440,317.26
Prison 2023/2024	\$	\$	\$ 227,578.76	\$ (227,578.76)
Kent Farms	\$ 19,000	\$ 450.00	\$ 19,800.00	\$ (800.00)
Delinquent Payments	\$ 32,000	\$ 5,033.02	\$ 46,863.47	\$ (14,863.47)
H.P. Hood	\$ 848,000	\$ 219,507.42	\$ 464,508.51	\$ 383,491.49
H.P. Hood 2023/2024	\$	\$	\$ 312,537.20	\$ (312,537.20)
Interest & Fees	\$ 22,000	\$ 9,498.13	\$ 47,902.44	\$ (25,902.44)
Permits & Septic	\$ 40,000	\$ 330.00	\$ 34,773.78	\$ 5,226.22
Misc Income	\$	\$	\$	\$
- Scrap metal	\$	\$	\$ 689.73	\$ (689.73)
Due To/Due From	\$	\$ 11,145.31	\$ 161,145.31	\$ (161,145.31)
Clerk of the Works	\$	\$	\$	\$
Appropriation Refunds	\$	\$	\$	\$
Invest Income	\$ 72,000	\$ 17,404.96	\$ 147,742.52	\$ (75,742.52)
Grant\$ Received	\$	\$	\$ 1,237.00	\$ (1,237.00)
Transfer from Fund Balance	\$ 1,643,000	\$	\$	\$ 1,643,000.30
TOTAL RECEIPTS	\$ 5,228,000	\$ 501,494.26	\$ 3,600,735.52	\$ 1,627,264.69

EXPENDITURES

Payroll Payable (2023/2024)	\$		\$	\$
Payroll (with SS)	\$ 1,154,000	\$ 79,115.60	\$ 699,808.36	\$ 454,191.64
Other Expenditures	\$ 2,431,000	\$ 109,246.83	\$ 907,712.06	\$ 1,523,287.94
Due To/Due From	\$	\$ (2,554.53)	\$ (62,229.81)	\$ 62,229.81
Clerk of theWorks	\$	\$	\$	\$
Accounts Payable	\$	\$	\$ 96,309.70	\$ (96,309.70)
Transfer to RCM	\$ 1,643,000	\$	\$	\$ 1,643,000.00
TOTAL DISBURSEMENTS	\$ 5,228,000	\$ 185,807.90	\$ 1,641,600.31	\$ 3,586,399.69

Cash Reconciliation 2/28/2025

XFERS TO OTHER ACCOUNT	\$		
FNB#6475	\$ 116,791.77		
Scanned Account	\$ 236,714.10		
Invoice Cloud	\$ 10,701.39		
TDBank Admin	\$ 104,115.38		
TDBank Reserve	\$ 479,332.99		
STIF Account	\$ 4,878,464.18		
	\$ 5,826,119.81	\$ 5,826,119.81	\$

Prior/Current Year Comparison
01-Apr-25
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RECEIPTS	2023/2024 Month	2024/2025 Month	Variance	2023/2024 Year To Date	2024/2025 Year To Date	Variance
User Fees current Year	\$ 2,634.80	\$ 10,372.39	\$ 7,737.59	\$ 1,556,467.50	\$ 1,671,274.06	\$ 114,806.56
Prison	\$	\$ 227,753.03	\$ 227,753.03	\$ 447,028.62	\$ 464,682.74	\$ 17,654.12
Prison Last Fiscal year	\$	\$	\$	\$ 210,020.29	\$ 227,578.76	\$ 17,558.47
Kent Farms	\$	\$ 450.00	\$ 450.00	\$ 18,915.18	\$ 19,800.00	\$ 884.82
Delinquent Payments	\$ 564.52	\$ 5,033.02	\$ 4,468.50	\$ 20,551.19	\$ 46,863.47	\$ 26,312.28
H.P. Hood	\$	\$ 219,507.42	\$ 219,507.42	\$ 389,046.58	\$ 464,508.51	\$ 75,461.93
H.P. Hood Last Fiscal year	\$	\$	\$	\$ 285,362.57	\$ 312,537.20	\$ 27,174.63
Interest & Fees	\$ 750.30	\$ 9,498.13	\$ 8,747.83	\$ 24,516.15	\$ 47,902.44	\$ 23,386.29
Permits & Septic	\$ 1,466.25	\$ 330.00	\$ (1,136.25)	\$ 27,505.02	\$ 34,773.78	\$ 7,268.76
Misc Income	\$ 1.00	\$	\$ (1.00)	\$ 1,192.97	\$	\$ (1,192.97)
- Scrap metal	\$	\$	\$	\$	\$ 689.73	\$ 689.73
Due To/Due From	\$	\$ 11,145.31	\$ 11,145.31	\$	\$ 161,145.31	\$ 161,145.31
Clerk of the Works	\$	\$	\$	\$	\$	\$
Appropriation Refunds	\$	\$	\$	\$	\$	\$
Invest Income	\$ 8,047.50	\$ 17,404.96	\$ 9,357.46	\$ 57,923.27	\$ 147,742.52	\$ 89,819.25
Grant \$ Received	\$	\$	\$	\$ 884.00	\$ 1,237.00	\$ 353.00
Transfer from Fund Balance	\$	\$	\$	\$	\$	\$
TOTAL RECEIPTS	\$ 13,464.37	\$ 501,494.26	\$ 488,029.89	\$ 3,039,413.34	\$ 3,600,735.52	\$ 561,322.18
EXPENDITURES						
Payroll Payable (Last Fiscal yr)	\$	\$	\$	\$ 538.25	\$	\$ (538.25)
Payroll (with SS)	\$ 77,411.56	\$ 79,115.60	\$ 1,704.04	\$ 667,139.85	\$ 699,808.36	\$ 32,668.51
Other Expenditures	\$ 116,380.89	\$ 109,246.83	\$ (7,134.06)	\$ 862,512.78	\$ 907,712.06	\$ 45,199.28
Due To/Due From	\$ 1,975.00	\$ (2,554.53)	\$ (4,529.53)	\$ (5,169.65)	\$ (62,229.81)	\$ (57,060.16)
Clerk of the Works	\$	\$	\$	\$	\$	\$
Accounts Payable	\$	\$	\$	\$ 193,799.65	\$ 96,309.70	\$ (97,489.95)
Transfer to RCM	\$	\$	\$	\$	\$	\$
TOTAL DISBURSEMENTS	\$ 195,767.45	\$ 185,807.90	\$ (9,959.55)	\$ 1,718,820.88	\$ 1,641,600.31	\$ (77,220.57)

WPCA Assessment Fund	2024/2025	February 2025	
Cash Balance 7/1/2024	FNB	\$15,751.60	
	CADRE	\$3,898.90	
01-Apr-25			
01:30 PM			\$19,650.50

RECEIPTS	BUDGET	MONTH	YTD	VARIANCE
Developer's Agreements	\$ 71,000	\$	\$ 19,088.80	\$ 51,911.20
Current Assessments	\$ 22,000	\$ 1,031.04	\$ 40,281.64	\$ (18,281.64)
Assessments-Prior Years	\$ 2,000	\$ 1,107.64	\$ 3,170.64	\$ (1,170.73)
Penalty Interest & Fees	\$ 1,000	\$ 415.85	\$ 1,526.05	\$ (526.05)
Advance Collection	\$ 2,000	\$	\$ 1,477.42	\$ 522.58
Due To Others	\$	\$ (13,699.84)	\$ (13,699.84)	\$ 13,699.84
Investment Interest	\$ 2,000	\$ 60.81	\$ 303.29	\$ 1,696.90
Transfer from Assessment Fund Bal	\$	\$	\$	\$
TOTAL REVENUE	\$ 100,000	\$ (11,084.50)	\$ 52,148.00	\$ 47,852.11

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
	\$ 100,000.44	\$	\$	\$ 100,000.44

Cash Balance @ 2/28/2025	XFERS.\$		
	FNB \$	23,695.09	
	CADRE \$	48,103.41	
	--		
	\$	71,798.50	\$ 71,798.50
			\$

Prior/Current Year Comparison

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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	\$ 19,088.80	\$ (12,911.20)
Current Assessments	\$	\$ 1,031.04	\$ 1,031.04	\$ 13,092.31	\$ 40,281.64	\$ 27,189.33
Assessments-Prior Years	\$	\$ 1,107.64	\$ 1,107.64	\$	\$ 3,170.64	\$ 3,170.64
Penalty Interest & Fees	\$	\$ 415.85	\$ 415.85	\$ 79.60	\$ 1,526.05	\$ 1,446.45
Advance Collection	\$	\$	\$	\$ 3,893.06	\$ 1,477.42	\$ (2,415.64)
Due To Others	\$	\$ (13,699.84)	\$ (13,699.84)	\$	\$ (13,699.84)	\$ (13,699.84)
Investment Interest	\$ 184.56	\$ 60.81	\$ (123.75)	\$ 1,431.84	\$ 303.29	\$ (1,128.55)
Transfer from Assessment Fund Bal	\$	\$	\$	\$ 146,000.00	\$	\$ (146,000.00)
TOTAL RECEIPTS	\$ 184.56	\$ (11,084.50)	\$ (11,269.06)	\$ 196,496.81	\$ 52,148.00	\$ (144,348.81)
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**

**2025
FEBRUARY**

	24/25 Budget	24/25 Current Month	24/25 Year To Date	24/25 Variance	24/25 % Unexpended	
50160 - Payroll	\$ 1,072,000	\$ 76,647.54	\$ 657,052.70	\$ 414,947.30	39%	
50220 - Social security	\$ 82,000	\$ 5,541.94	\$ 47,613.09	\$ 34,386.91	42%	
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	\$ 539.33	\$ 2,314.54	\$ 11,685.46	83%	
50341 - Legal/advice	\$ 53,000	\$ (1,648.57)	\$ 16,009.02	\$ 36,990.98	70%	
50384 - Uniforms	\$ 7,000	\$ 232.86	\$ 3,503.84	\$ 3,496.16	50%	
50385 - Tests	\$ 51,000	\$ 2,381.66	\$ 22,600.28	\$ 28,399.72	56%	
50409 - Waste disposal	\$ 296,000	\$ 19,352.73	\$ 95,283.25	\$ 200,716.75	68%	
50433 - Process Equip - R&M	\$ 115,000	\$ 1,692.54	\$ 13,779.61	\$ 101,220.39	88%	
50436 - R & M - Vehicles	\$ 17,000	\$ 1,369.92	\$ 14,767.19	\$ 2,232.81	13%	
50439 - Service Contracts	\$ 46,000	\$ 3,451.97	\$ 25,729.56	\$ 20,270.44	44%	
50445 - Plant Maint	\$ 77,000	\$ 8,964.77	\$ 30,350.25	\$ 46,649.75	61%	
50446 - Collection System	\$ 35,000	\$ 147.00	\$ 17,597.51	\$ 17,402.49	50%	
50520 - Insurance	\$ 37,000	\$ -	\$ 18,445.24	\$ 18,554.76	50%	
50521 - Employee Insur	\$ 280,000	\$ 16,092.25	\$ 129,142.96	\$ 150,857.04	54%	
50530 - Postage	\$ 4,000	\$ 176.51	\$ 969.50	\$ 3,030.50	76%	
50531 - Telephone	\$ 19,000	\$ 1,234.99	\$ 12,517.79	\$ 6,482.21	34%	
50540 - Advertising	\$ 3,000	\$ 102.31	\$ 2,155.85	\$ 844.15	28%	
50581 - Mileage	\$ 2,000	\$ 329.67	\$ 596.67	\$ 1,403.33	70%	
50612 - Office supplies	\$ 18,000	\$ 1,031.55	\$ 4,979.63	\$ 13,020.37	72%	
50622 - Electricity	\$ 197,000	\$ 24,107.84	\$ 106,433.85	\$ 90,566.15	46%	
50624 - Fuel oil - heat	\$ 7,000	\$ 411.97	\$ 1,653.09	\$ 5,346.91	76%	
50626 - Gas - automotive	\$ 23,000	\$ 1,268.52	\$ 6,882.30	\$ 16,117.70	70%	
50627 - Water	\$ 8,000	\$ 96.92	\$ 3,731.05	\$ 4,268.95	53%	
50750 - Cap Replace - Vehicles	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
50755 - Cap Improve	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
50760 - Tools & Equip	\$ 35,000	\$ 29.72	\$ 18,243.63	\$ 16,756.37	48%	
50802 - Administration Fees/REFUNDS	\$ -	\$ -	\$ -	\$ -	#DIV/0!	
50810 - Dues & Subs	\$ 4,000	\$ 151.00	\$ 1,331.00	\$ 2,669.00	67%	
50812 - Training	\$ 20,000	\$ 2,669.53	\$ 4,244.53	\$ 15,755.47	79%	
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	\$ -	\$ 10,000.00	\$ 95,000.00	90%	
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	\$ -	\$ 15,177.00	\$ 17,823.00	54%	
#1 -Thompsonville Rd-63	\$ 24,000	\$ 2,207.53	\$ 12,834.43	\$ 11,165.57	47%	
#10 - Mapleton Estates-71	\$ 4,000	\$ 202.72	\$ 5,593.32	\$ (1,593.32)	-40%	
#11 - Mapleton Ave-72	\$ 9,000	\$ 521.87	\$ 5,289.53	\$ 3,710.47	41%	
#12 - Bridge St-73	\$ 11,000	\$ 344.96	\$ 2,905.12	\$ 8,094.88	74%	
#13 - Stony Brook-74	\$ 4,000	\$ 286.94	\$ 1,746.92	\$ 2,253.08	56%	
#2 - Southfield-62	\$ 3,000	\$ 257.12	\$ 1,734.39	\$ 1,265.61	42%	
#3 - Mountain Road-64	\$ 15,000	\$ 3,903.85	\$ 10,363.61	\$ 4,636.19	31%	
#4 - River Blvd-65	\$ 8,000	\$ 717.45	\$ 3,703.40	\$ 4,296.60	54%	
#5 - Fairhill Lane-66	\$ 12,000	\$ 855.23	\$ 5,357.80	\$ 6,642.20	55%	
#6 - Suffield Meadows-67	\$ 9,000	\$ 298.35	\$ 2,244.35	\$ 6,755.65	75%	
#7 - Poole Rd.-68	\$ 14,000	\$ 376.33	\$ 12,267.39	\$ 1,712.61	12%	
#8 - Plantation Dr-69	\$ 15,000	\$ 121.61	\$ 7,254.58	\$ 7,745.42	52%	
#9 - Eagles Watch-70	\$ 7,000	\$ 258.41	\$ 3,084.89	\$ 3,915.11	56%	
#16 Prospect Hill Estates	\$ 5,000	\$ 299.68	\$ 2,105.80	\$ 2,894.20	58%	
#17 Cedar Crest Drive	\$ 5,000	\$ 306.19	\$ 2,170.58	\$ 2,829.42	57%	
#18 Wisteria Lane	\$ 5,000	\$ 4,713.64	\$ 6,381.86	\$ (1,381.86)	-28%	
#19 Malec Farms	\$ 5,000	\$ 241.40	\$ 1,939.40	\$ 3,060.60	61%	
	\$ 5,228,000	\$ 182,289.75	\$ 1,571,018.75	\$ 3,656,981.55	70%	s/b 33%

Accruals

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

2025 February	24/25 Budget	24/25 Current Month	24/25 Year To Date	24/25 Variance	24/25 % Unexpended
50160 - Payroll	\$ 1,072,000	\$ 76,647.54	\$ 657,052.70	\$ 414,947.30	39%
50220 - Social security	\$ 82,000	\$ 5,541.94	\$ 47,613.09	\$ 34,386.91	42%
50230 - Pension	\$ 105,000	\$ 8,750.00	\$ 70,000.00	\$ 35,000.00	33%
50232 - OPEB CONTRIBUTION	\$ 84,000	\$ 7,000.00	\$ 56,000.00	\$ 28,000.00	33%
50270 - Workers Comp	\$ 9,000	\$ 750.00	\$ 6,000.00	\$ 3,000.00	33%
50290 - Safety Supplies	\$ 14,000	\$ 539.33	\$ 2,314.54	\$ 11,685.46	83%
50341 - Legal/advice	\$ 53,000	\$ (1,648.57)	\$ 16,009.02	\$ 36,990.98	70%
50384 - Uniforms	\$ 7,000	\$ 232.86	\$ 3,503.84	\$ 3,496.16	50%
50385 - Tests	\$ 51,000	\$ 2,381.66	\$ 22,600.28	\$ 28,399.72	56%
50409 - Waste disposal	\$ 296,000	\$ 19,352.73	\$ 95,283.25	\$ 200,716.75	68%
50433 - Process Equip - R&M	\$ 115,000	\$ 1,692.54	\$ 13,779.61	\$ 101,220.39	88%
50436 - R & M - Vehicles	\$ 17,000	\$ 1,369.92	\$ 14,767.19	\$ 2,232.81	13%
50439 - Service Contracts	\$ 46,000	\$ 3,451.97	\$ 25,729.56	\$ 20,270.44	44%
50445 - Plant Maint	\$ 77,000	\$ 8,964.77	\$ 30,350.25	\$ 46,649.75	61%
50446 - Collection System	\$ 35,000	\$ 147.00	\$ 17,597.51	\$ 17,402.49	50%
50520 - Insurance	\$ 37,000	\$ 3,083.33	\$ 24,666.67	\$ 12,333.33	33%
50521 - Employee Insur	\$ 280,000	\$ 16,092.25	\$ 129,142.96	\$ 150,857.04	54%
50530 - Postage	\$ 4,000	\$ 176.51	\$ 969.50	\$ 3,030.50	76%
50531 - Telephone	\$ 19,000	\$ 1,234.99	\$ 12,517.79	\$ 6,482.21	34%
50540 - Advertising	\$ 3,000	\$ 102.31	\$ 2,155.85	\$ 844.15	28%
50581 - Mileage	\$ 2,000	\$ 329.67	\$ 596.67	\$ 1,403.33	70%
50612 - Office supplies	\$ 18,000	\$ 1,031.55	\$ 4,979.63	\$ 13,020.37	72%
50622 - Electricity	\$ 197,000	\$ 24,107.84	\$ 106,433.85	\$ 90,566.15	46%
50624 - Fuel oil - heat	\$ 7,000	\$ 411.97	\$ 1,653.09	\$ 5,346.91	76%
50626 - Gas - automotive	\$ 23,000	\$ 1,268.52	\$ 6,882.30	\$ 16,117.70	70%
50627 - Water	\$ 8,000	\$ 96.92	\$ 3,731.05	\$ 4,268.95	53%
50750 - Cap Replace - Vehicles	\$ -	\$ -	\$ -	\$ -	#DIV/0!
50755 - Cap Improve	\$ -	\$ -	\$ -	\$ -	#DIV/0!
50760 - Tools & Equip	\$ 35,000	\$ 29.72	\$ 18,243.63	\$ 16,756.37	48%
50802 - Administration Fees/REFUNDS	\$ -	\$ -	\$ -	\$ -	#DIV/0!
50810 - Dues & Subs	\$ 4,000	\$ 151.00	\$ 1,331.00	\$ 2,669.00	67%
50812 - Training	\$ 20,000	\$ 2,669.53	\$ 4,244.53	\$ 15,755.47	79%
50855 - Medical Exps	\$ 3,000	\$ -	\$ 100.00	\$ 2,900.00	0%
50899 - Reserve Cap Projects	\$ 536,000	\$ 44,666.67	\$ 357,333.33	\$ 178,666.67	33%
50911 - Transfer to RCM	\$ 1,643,000	\$ 136,916.69	\$ 1,095,333.53	\$ 547,666.77	33%
50920 - Contingency	\$ 105,000	\$ 8,750.00	\$ 70,000.00	\$ 35,000.00	33%
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	\$ -	\$ 15,177.00	\$ 17,823.00	54%
#1 -Thompsonville Rd-63	\$ 24,000	\$ 2,207.53	\$ 12,834.43	\$ 11,165.57	47%
#10 - Mapleton Estates-71	\$ 4,000	\$ 202.72	\$ 5,593.32	\$ (1,593.32)	-40%
#11 - Mapleton Ave-72	\$ 9,000	\$ 521.87	\$ 5,289.53	\$ 3,710.47	41%
#12 - Bridge St-73	\$ 11,000	\$ 344.96	\$ 2,905.12	\$ 8,094.88	74%
#13 - Stony Brook-74	\$ 4,000	\$ 286.94	\$ 1,746.92	\$ 2,253.08	56%
#2 - Southfield-62	\$ 3,000	\$ 257.12	\$ 1,734.39	\$ 1,265.61	42%
#3 - Mountain Road-64	\$ 15,000	\$ 3,903.85	\$ 10,363.81	\$ 4,636.19	31%
#4 - River Blvd-65	\$ 8,000	\$ 717.45	\$ 3,703.40	\$ 4,296.60	54%
#5 - Fairhill Lane-66	\$ 12,000	\$ 855.23	\$ 5,357.80	\$ 6,642.20	55%
#6 - Suffield Meadows-67	\$ 9,000	\$ 298.35	\$ 2,244.35	\$ 6,755.65	75%
#7 - Poole Rd.-68	\$ 14,000	\$ 376.33	\$ 12,287.39	\$ 1,712.61	12%
#8 - Plantation Dr-69	\$ 15,000	\$ 121.61	\$ 7,254.58	\$ 7,745.42	52%
#9 - Eagles Watch-70	\$ 7,000	\$ 258.41	\$ 3,084.89	\$ 3,915.11	56%
#16 Prospect Hill Estates	\$ 5,000	\$ 299.68	\$ 2,105.80	\$ 2,894.20	58%
#17 Cedar Crest Drive	\$ 5,000	\$ 306.19	\$ 2,170.58	\$ 2,829.42	57%
#18 Wisteria Lane	\$ 5,000	\$ 4,713.64	\$ 6,381.86	\$ (1,381.86)	-28%
#19 Malec Farms	\$ 5,000	\$ 241.40	\$ 1,939.40	\$ 3,060.60	61%
	\$ 5,228,000	\$ 392,206.44	\$ 3,024,441.04	\$ 2,203,559.26	42%
					s/b 33%

Town of Suffield WPCA Administration Fund
Trial Balance

As of February 28, 2025

	Feb 28, 25	
	Debit	Credit
10141 •Cash - FNB	116,791.77	
10142 • Transfer - FNB	0.00	
10143 • Cash-TD Bank	104,115.38	
10144 • WPCA Reserve Fund	479,332.99	
10145 • Petty Cash	0.00	
10146 • Lockbox	0.00	
10177 • STIF Account	4,878,464.18	
10926 • INVOICE CLOUD	10,701.39	
10927 • Scanned Account-Town TDBank	236,714.10	
10203 • Accounts Receivable	108,176.16	
10207 • Septage Fees Receivable	5,735.24	
10209 • OEP Grant Receiveable		2.00
1140 •Prison GrantReceivable	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 • Landimprovement	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		14,350.50
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
20602 • Capital Lease Liability - UT		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		147,742.52
40596 • User charges		2,681,428.26
40597 • Penalties and Interest		34,936.75
40598 • Permitsfseptic		32,186.28
40803 • Misellaneous income	1,810.27	
50160 • Payroll	657,052.70	
50220 • Social security	47,613.09	
50230 • Pension	105,000.00	
50232 • OPEB Contribution	84,000.00	
50270 • Workers compensation	8,466.00	
50290 •Safety/Wellness	2,314.54	
50341 • Legal/advice	16,009.02	
50384 • Uniformsfcleaning	3,503.84	
50385 • Tests	22,881.16	
50409 •Waste disposal	95,283.25	
50433 • Process equip .repairmain	23,065.62	
50436 • R & M .vehicles	14,767.19	
50439 • Service maintenance contracts	36,431.56	
50445 • Plant maintenance	31,630.90	
50446 •Collection system main	28,339.66	
50520 •Property/llability/umbrella ins	18,445.24	

Town of Suffield WPCA Administration Fund

Trial Balance

As of February 28, 2025

	Feb 28,25	
	Debit	Credit
50521 • Employee insurance	129,142.96	
50530 • Postage	969.50	
50531 • Telephone	12,517.79	
50540 • Advertising	2,155.85	
50581 • Mileage/car allowance	596.67	
50612 • Office supplies	4,979.63	
50622 • Electricity	142,871.23	
50624 • Fuel oil -heat	5,843.64	
50626 • Gas -automotive	6,882.30	
50627 • Water	3,821.42	
50760 • Tools and equipment	22,835.21	
50802 • Refunds	0.00	
50810 • Dues and Subscriptions	1,331.00	
50812 • Training	4,244.53	
50855 • Medical expenses	100.00	
50920 • CONTINGENCY	10,000.00	
50940 • Engineering Services	3,350.25	
50969 • Chemicals	24,573.00	
TOTAL	<u>57,065,315.75</u>	<u>57,065,315.75</u>

Town of Suffield Sewer Project Fund
Trial Balance
As of February 28, 2025

	Feb 28,25	
	Debit	Credit
10143 • Cash - CADRE	6,167.78	
10147 • Cash - WPCA RCA	8,187.32	
10148 •Cash - Reich & Tang	0.00	
10209 • - Grants Recelvable		0.10
20801 • Due from generalfund	0.00	
20201 • Accounts payable	0.00	
20501 • Deferred revenue	0.18	
20701 • Due to other agencies		0.04
20883 • DTIDF 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		9,923.65
50447 • Emergency Repairs	589,639.69	
50785 • Sewer Development	373,414.92	
50786 •Plant Upgrades	139,934.15	
50800 • Miscellaneous Expense	52,892.00	
50909 • Transfer Out	0.00	
TOTAL	1,170,236.04	1,170,236.04

Town of Suffield Sewer Assessment Fund

Trial Balance

As of February 28, 2025

Accrual Basis

	Feb 28, 25	
	Debit	Credit
10143 • Cash - CADRE	48,103.41	
10149 • Cash - WPCA Assessment	23,695.09	
10250 • Assessments	131,804.71	
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	11,145.25	
20501 • Deferred revenue		131,804.71
20501 • Deferred revenue:2210 • Assessments paid in advance	0.00	
30301 • Fund balance		19,615.50
40025 • Revenue - Assessments		40,897.69
40030 • Revenue - Advance Collections		1,477.42
40035 • Revenue - Liens, interest, fees		1,526.05
40040 • Developers Agreements		19,088.80
40402 • Revenue - Use of Money & Proper		303.29
TOTAL	214,748.46	214,748.46

Kent Farms Reserve

Trial Balance

As of February 28, 2025

	Feb 28, 25	
	Debit	Credit
10111 - Cash	119,649.32	
20860 - DT/DF WPCA	0.00	
Opening Balance Equity		146,215.81
Retained Earnings	28,003.21	
40402 Interest Income		1,436.72
TOTAL	147,652.53	147,652.53

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

CC:

Date: April 8, 2025

Re: Delinquent Accounts

We collected \$8,506.75 in the month of March-17.63% of the major delinquents.

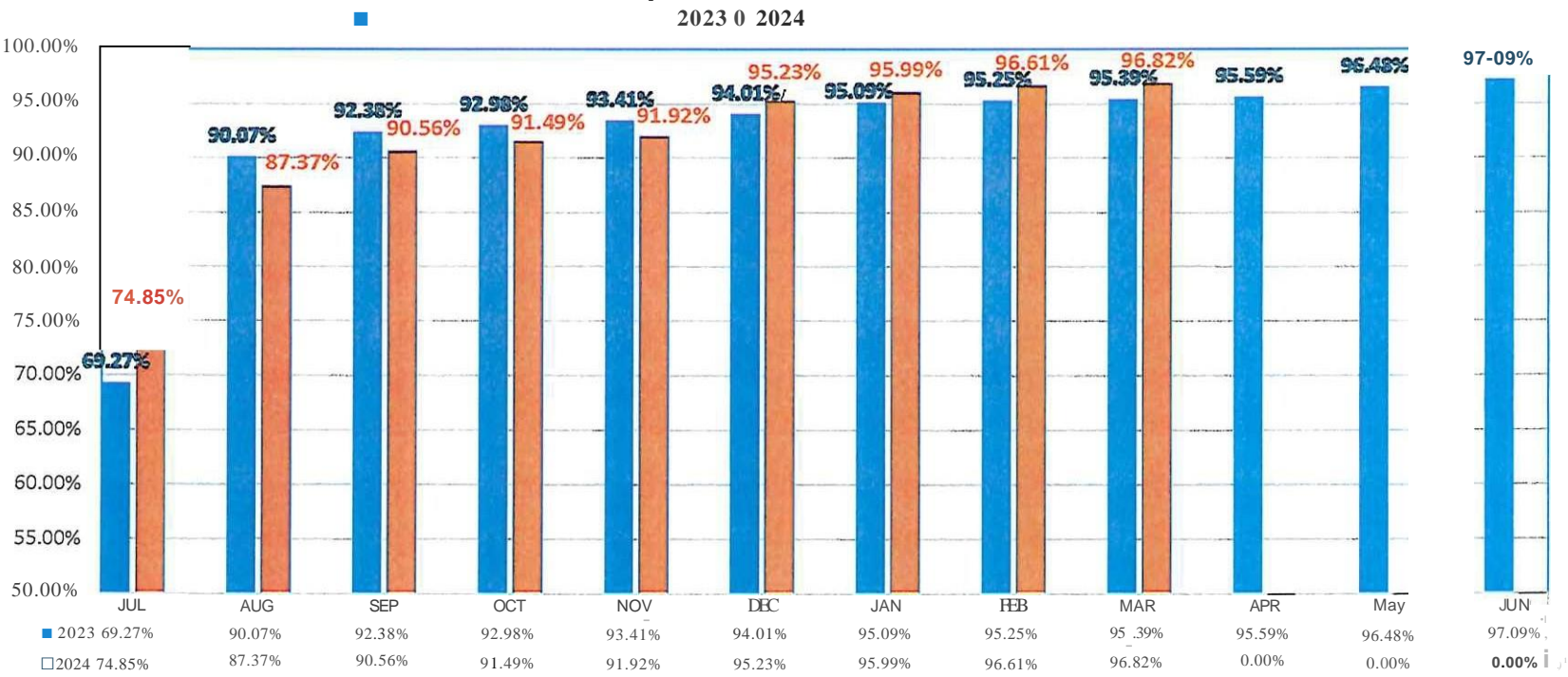
Three accounts paid in full.

Our overall delinquent balance is \$99,446.03 with \$63,306.84 being the 2024 Sewer use, and a collection rate of 96.82% thru the end of March. Last year's collection rate at this time was 95.39%.

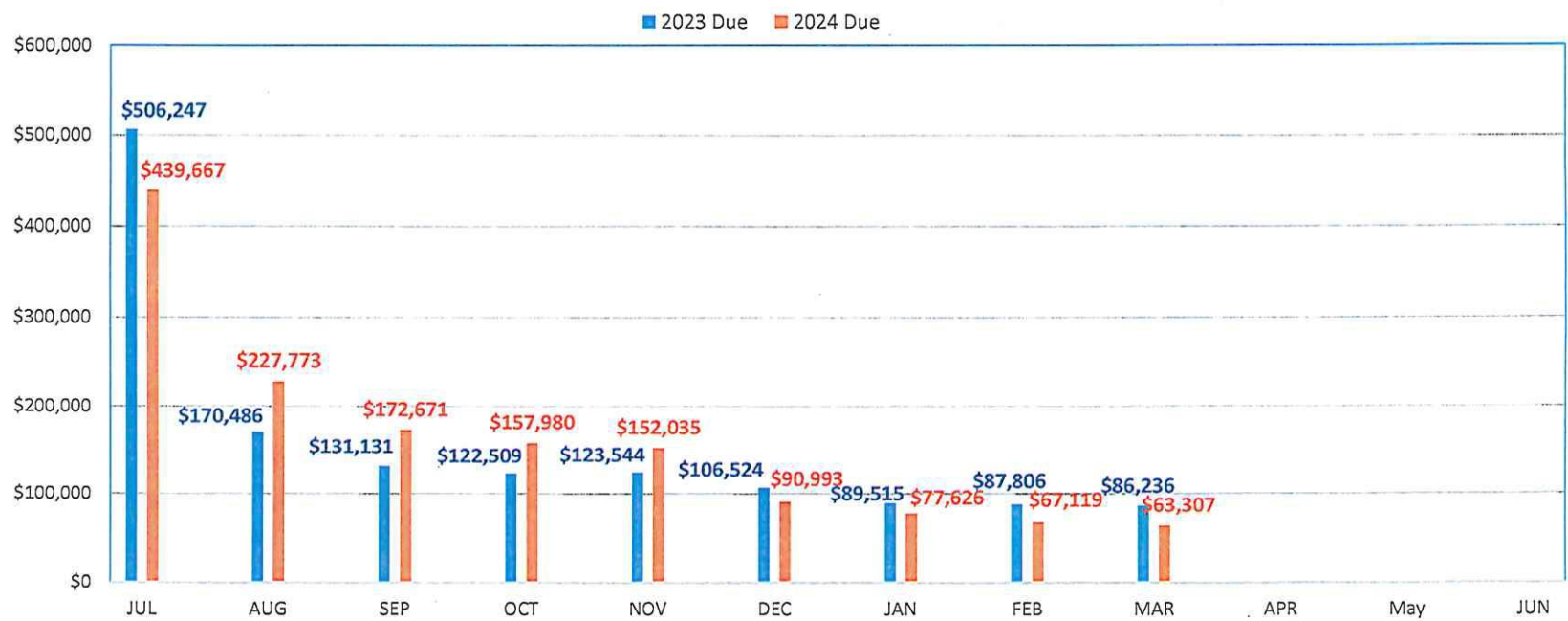
PAST DUE AS OF MARCH 31, 2025

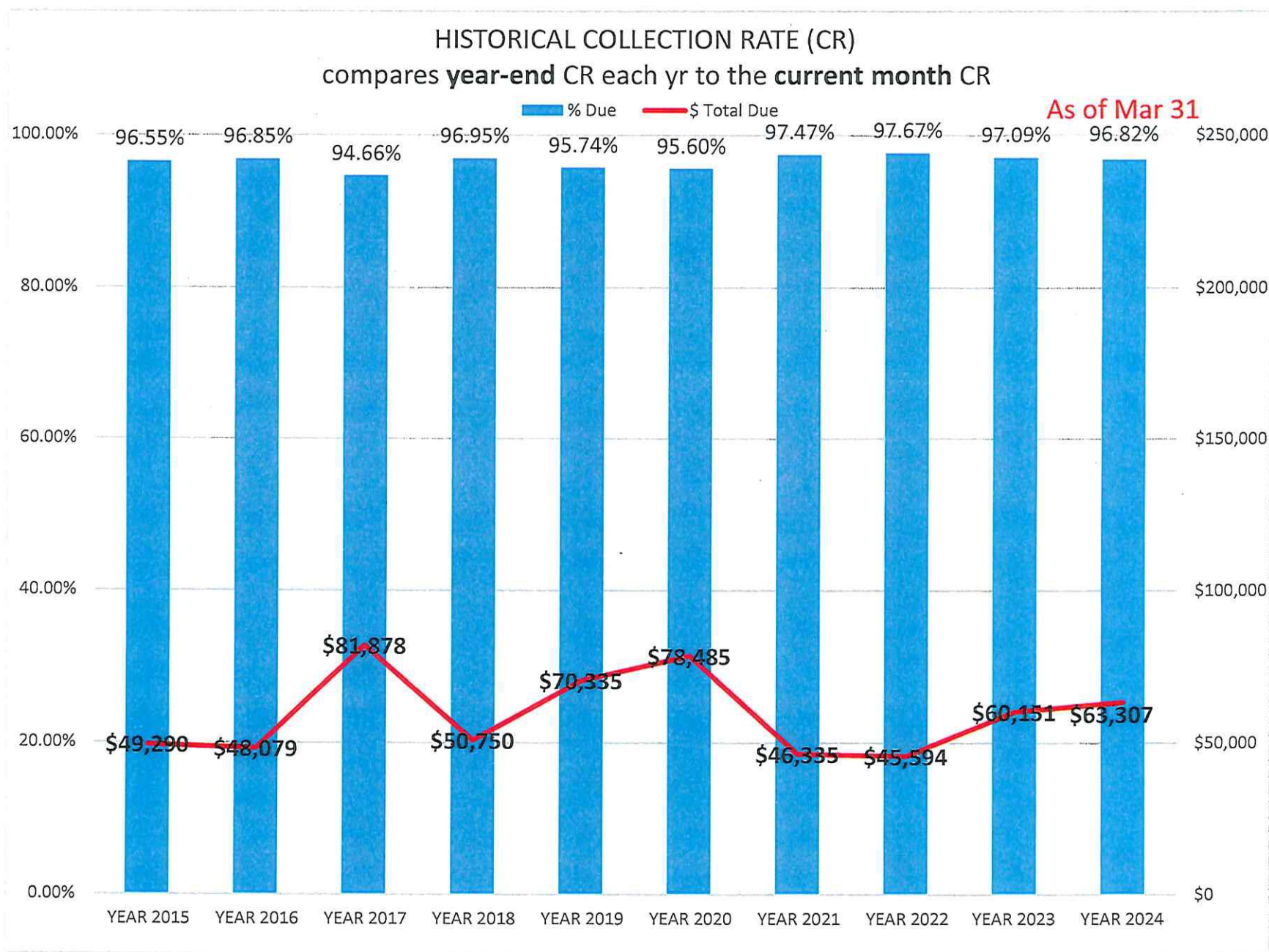
VEAR BILLED	BILLED	TOT Paid	Tax Due	INT Due	Lien Due	Fee Due	Total Due	Collection Rate to Date
VEAR2017	1,286,911.21	1,286,911.21	0.00	0.00	0.00	0.00	0.00	100.00%
VEAR2018	1,339,846.52	1,339,846.52	0.00	0.00	0.00	0.00	0.00	100.00%
VEAR2019	1,445,473.70	1,445,473.70	0.00	0.00	0.00	0.00	0.00	100.00%
VEAR2020	1,465,371.73	1,465,371.73	0.00	0.00	0.00	0.00	0.00	100.00%
VEAR2021	1,544,595.53	1,544,236.13	359.40	75.00	0.00	1,669.19	2,103.59	99.98%
VEAR2022	1,572,073.13	1,569,868.68	2,204.45	651.46	72.00	7,128.01	10,055.92	99.86%
VEAR2023	1,651,143.31	1,635,413.22	15,730.09	4,094.32	767.00	3,388.27	23,979.68	99.05%
VEAR2024	1,750,984.22	1,695,296.14	55,688.08	7,609.76	0.00	9.00	63,306.84	96.82%
GRAND TOTAL			73,982.02	12,430.54	839.00	12,194.47	99,446.03	

Collection Rate Comparison to Last Year - Same Month



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





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

CC:

Date: April 8, 2025

Re, 2025 2026 Draft Budget

The following is the DRAFT 2025/2026 budget for discussion.

Please note, we've added 10% for the Contingency line item this year versus our typical 3% to account for the economic volatility and cost of goods.

DRAFT

TOWN OF SUFFIELD WATER POLLUTION CONTROL AUTHORITY 2025/2026 BUDGET

FUNDS:

ADMINISTRATION
ASSESSMENT
RESERVE CAPACITY MAINTENANCE
KENT FARMS

APRIL 8, 2025

WPCA Meeting - May 13, 2025

Questions May Be Directed To:

Jamie Kreller, Superintendent OR Julie Nigro, Business Administrator
Town of Suffield WPCA
860-668-3857



WATER POLLUTION CONTROL AUTHORITY
BUDGET SUMMARY

	<u>2024-2025</u>	<u>2025-2026</u>
ADMINISTRATION:	\$5,228,000	\$4,326,000
ASSESSMENT:	\$100,000	\$94,000
RESERVECAPACITY MAINTENANCE:	<u>\$3,239,000</u>	<u>\$2,400,000</u>
	\$8,567,000	\$6,820,000

	<u>2024-2025</u>		<u>2025-2026</u>	
2025-2026 Town of Suffield Sewer UseFee:	\$390	per unit	\$400	per unit
2025-2026 Kent Farm Sewer Use Fee:	\$450	per unit	\$460	per unit
2025-2026 Dollar Per 1,000 Gallons:	\$9.33		\$9.57	

Water Pollution Control Authority Commission Members:

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

TOWN OF SUFFIELD WATER POLLUTION CONTROL AUTHORITY
2025/2026 Expense Budget - \$4,326,000

General

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

- The 2025/2026 Expense Budget decreased -\$902,000 or -17.25% with the inclusion of Fund Balance money, however, the actual increase in expenses is 11.25%. The Overall budget (ALL 3 BUDGETS: ADMIN, RCM, ASSESSMENT) has decreased by -17.59%.
- The Equivalent Dwelling unit (EDU) charge for FY 2025/2026 has increased to \$400, representing a 2.56% increase.
- We anticipate using up to \$557,000 of fund balance money for projects in 2025/2026. Note, we anticipate only performing \$1,866,000 of the \$3,239,000 in projects for fiscal 2024/2025. This was largely due to the Stony Brook Permanent Repair project being moved to fiscal 25/26, and represented by a loan amount in 25/26 versus the entire project amount.
- This year's rate change of \$10/year is equal to last year's rate change to allow for steady level increases for planned future capital projects, and is in line with the inflation rate.

Capital projects this year include (\$2,400,000):

- Fire Alarm system
- Belt Filter Press system overhaul
- Spare waste grinder
- Grit classifier
- Plant Generator
- Pnmp Station #1 - replace pumps
- VFD's at pump stations
- Pnmp station #3 pumps, valves, and bypass line
- Stony Brook Crossing repairs (permanent) + Engineering costs
- Spare Pumps
- PS#10 rehab
- Manhole rehab
- Pump station capital repairs
- PLC screens

Payroll, Social Security & Pension:

- Costs for WPCA employees total \$1,280,000, or approximately 29.59% of operation and maintenance expenses.
- The aggregate increase in Payroll of 1.68% is comprised of: (1) A budgeted annual increase for administrative staff of 3.00%.

- This line item also includes an estimated 3.00% increase for the union staff under the Collective Bargaining Unit contract.
- Additionally, this includes unscheduled overtime and the cost of the WPCA's contribution to deferred compensation accounts.
- Social Security is based on 7.65% of budgeted salaries. The town's Pension Administrator determines WPCA's contribution to the Pension Fund. Employees hired after 6/30/2014 participate in the Town's 457 Deferred Compensation plan with matching up to 7% in lieu of a pension.

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

- The WPCA is included in the Town contracts.

OPED Contribution:

This line item represents the WPCA's portion of "Other Postemployment Benefits" as provided by the Finance Director for the Town.

Operation and Maintenance:

- **Chemicals**
-The cost of purchasing chemicals used to treat wastewater. Chemical costs (Polymer) are estimated to be approximately 15.00% higher per ton than last year. Polymer is used for sludge dewatering and usage is based on the Hood demand on the system.
- **Waste:**
- The cost of disposing of sludge at the Metropolitan District Commission sludge handling facility, and other waste produced during the treatment process. MDC's rate is increasing 14.5%, from \$415/ton to \$475/ton. This line item also accounts for hauling liquid waste to an alternative source, should we approach our max limit to MDC.
- **Uniforms:**
- The cost of supplying uniforms, foul weather gear and safety footwear to all of its operational employees as required under the collective bargaining agreement.
- **Laboratory Testing:**
- The cost of performing and reporting laboratory analysis using an outside vendor for the WPCA main facility and the Kent Farms Sewer District (due to the complex nature of the tests and advanced level of the technical equipment that is required, these tests are performed by outside vendors).
- **Training, Safety Supplies, and medical expenses:**
- The cost for employees to participate in appropriate training opportunities including training for Operators to pursue advanced licenses, safety courses, exam fees, safety supplies, and

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

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

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

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

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

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

-Utilities related equipment

-Buildings HVAC,

-Windows and Doors,

-Structural repairs

-Computers and related equipment

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

-Instrumentation

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

-annual UV pairs - \$35k per year

Collection system maintenance of public sewer system

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

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

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

- **Tools & Equipment:**

- This line item includes all miscellaneous tools and equipment (gauges, shovels, lab equipment, mower parts and accessories, etc.).

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

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

- The WPCA participates in the Town wide fuel oil contract for the small usage of heating oil for the Headworks building and pump station generators. The WPCA is currently in a three year electricity contract for supply generation with a rate of \$0.1013 (to expire 11/19/2027).

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

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

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

- The repair and maintenance budget increased to accommodate inspections & preventative maintenance on a 9-year-old Roll-off truck and a 6-year-old Vactor truck.

- Auto gas has remained the same over last year. The mileage reimbursement rate has increased from \$0.67 to \$0.70 per mile.

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

These line items fund costs associated with office operations:

-routine correspondence,

- Invoices and notices
- Certified mailings
- Legal advertising - including RFP's
- Engineering review and advice
- Outside consultants
- Legal advice
- Copy machine, a wide format printer, and

- Various professional organizations and journals.

- **Contingency:**

- This line item represents approximately 10% of the Operating budget (less the "Contingency" line item itself and the "Transfer to RCM" line item) and is designated for unforeseen items not planned for in the RCM Budget for emergencies. We've used 3% in previous years, however, with the volatility of the economic conditions, we used 10% to account for possible unusual price increases for pumps, UV lights, and other equipment purchased outside of the United States.

- **Capital Costs:**

- Include the following Capital line items:

- The "**Capital Replacement - Vehicles**"

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

- The "**Interest Expense**" line item represents the interest portion of any financing. The previous loan for the Vector has been paid off, and therefore, the current expense is \$0.

- The **Reserve Cap Projects** - line item is designated to be transferred to the RCM fund for Capital Projects, using Sewer Use fees revenue.

KENT FARMS COMMUNITY SEPTIC SYSTEM
2025/2026 Expense Budget - \$460

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

- The system was designed to a maximum of 44 homes, and currently serves 44 homes.
- Based on the schedule of expenses for "Pump Station #8 - Plantation Drive", the WPCA levies a separate user fee against property owners using that system.
- The WPCA is responsible for maintaining on-site septic systems in the Kent Farms Sewer District.
- The 2025/2026 Kent Farms Sewer Use Fee will increase from \$450 to \$460 , representing an approximate 2.22% increase. The fee includes capital expenditures for replacing aging tanks. Tanks will be replaced at a rate of about 3 tanks per year (total of 44).
- The fee covers pump station maintenance, electricity, time and labor for station monitoring, as well as pump-outs of the separate septic tanks for 1/3 of Kent Farms each year (homes are pumped out every three years), and the cost to treat this at the Plant.

2025/2026 WPCA Assessment Fund Budget - \$94,000

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

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

2025/2026 WPCA Reserve Capacity Maintenance Fund Budget - \$2,400,000

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

PROPOSED PROJECTS

		Capital - Plant	
Plant	Fire Alarm System	\$	34,500
	BFP system overhaul	\$	115,000
	Spare waste grinder	\$	34,500
	Grit classifier	\$	115,000
	Generator	\$	230,000
		Total Capital - Plant	<u>\$529,000</u>
Capital - Pump Stations/Collections System			
Pump Station 1 pump	Replace with new pump & installation		\$115,000
	VFD's at Stations		\$115,000
Replace Station #3	Pumps, valves, and bypass line		\$115,000
	Stony Brook Crossing repairs (permanent)		\$478,000
	Spare Pumps		\$230,000
p/s#10	PS Rehab		\$115,000
	Manhole Rehab		\$46,000
	Stony Brook Permanent Repair - ENGINEERING		\$42,000
	Pump Station Capital repairs		\$300,000
	Pipe Lining Capital Repairs		\$200,000
	PLC SCREENS		\$115,000
		Total Capital- Pump Stations/Collections System	<u>\$1,871,000</u>
		TOTAL CAPITAL PROJECTS	<u>\$2,400,000</u>

Suffield WPCA 2025/2026 O&M Revenue Budget

	2024/2025	2025/2026	variance	Description
Proposed 2025/2026 Use Fee	\$390.00	\$400.00	2.56%	2.56% Increase in EDU cost from 2024 (*See Definition of EDU below)
Proposed Dollar Per Gallon (Com)	\$9.33	\$9.57	2.57%	Commercial excess gallons charge in excess of 1 EDU
Use Charges - Commercial	\$ 370,888	\$ 407,000	9.74%	collection rate of 99% (as of 3/31/2025)
Use Charges - Residential billed	\$ 1,276,112	\$ 1,335,000	4.61%	collection rate of 94% (as of 3/31/2025)
Use Charges - Kent Farms	\$ 19,000	\$ 19,000	0.00%	collection rate of 98% (as of 3/31/2025)
Use Charges - Prison	\$ 905,000	\$ 948,000	4.75%	Increase based on higher Commercial rate from \$9.33 to \$9.57
Use Charges - Hood	\$ 848,000	\$ 857,000	1.06%	Increase based 1st 3 quarters of 2024/2025 & estimates on 4th qtr's with recent Hood flows and strength of flow.
Use Charges - Delinquent	\$ 32,000	\$ 37,000	15.63%	based on collection rate of delinquent accounts - 68%
Interest & Fees	\$ 22,000	\$ 25,000	13.64%	based on average rate of 49% of total delinquent
Permits & Septic	\$ 40,000	\$ 57,000	42.50%	based on last year's receipts
Investment Income	\$ 72,000	\$ 84,000	16.67%	based on use of higher yielding STIF account
Transfer from Fund Balance	\$ 1,643,000	\$ 557,000		Use of Fund Balance for projects budgeted - to be transferred to RCM Budget for Cap Projects

	\$ 5,228,000	\$ 4,326,000	*	EDU - Equivalent Dwelling Unit =
Kent Farms rate	\$450	(902,000) \$460		46,000 gpy per single family dwelling or 126 gpd

Expenses	\$ 4,326,000
Revenue	\$ 4,326,000
Difference from Revenue	\$ (0)

Suffield WPCAO&M
2025/2026 Budget

	2024/2025	2025/2026	variance		Descript_ion
Payroll	\$ 1,072,000	\$ 1,090,000	18,000	1.68%	Assumes Admin wage Increases at current Inflation rate or 1.00% and Union control ratio of 1% for Union staff; and 2 Operators allowing for Operator 2
Social security	\$ 82,000	\$ 84,000	2,000	2.44%	7.65% of Payroll
Pension	\$ 105,000	\$ 106,000	1,000	0.95%	Per Hooker & Holcombe Actuarial Valuation Report - from Finance Director 3/13/2024
Workers Comp	\$ 9,000	\$ 9,000	0	0.00%	Per Finance Director - ratio Iner= 0%
Office supplies	\$ 18,000	\$ 20,000	2,000	11.11%	based on average fast 5 years spend and price Increases
Chemicals	\$ 33,000	\$ 38,000	5,000	15.15%	based on same usage of Polymer totes (5) with a 15% price Increase + settling chemicals
Postage	\$ 4,000	\$ 5,000	1,000	25.00%	Iner. based on projected postage Increase and additional delinquent notifications
Telephone	\$ 19,000	\$ 17,000	(2,000)	-10.53%	decr. based on cost of Internet and cellphones (last year included an upgraded telephone system)
Electricity	\$ 197,000	\$ 236,000	39,000	19.80%	Iner. due to new contract rate Increase in November 2024 (old contract rate of \$0.0763/kwh vs anticipated approx. \$0.10/kwh). Lodeslar solar contracts also included in this line item.
Water	\$ 8,000	\$ 9,000	1,000	12.50%	Iner. based on actual use with 9.9% price increase
Gas - automatic	\$ 23,000	\$ 23,000	0	0.00%	no change
Fuel oil - heat	\$ 7,000	\$ 7,000	0	0.00%	no change
Mileage	\$ 2,000	\$ 2,000	0	0.00%	no change
Waste disposal	\$ 296,000	\$ 269,000	(27,000)	-9.12%	Iner. based on 14.46% Increase in price per dry ton for disposal at MDC. This line item also includes the possibility of additional cost to haul liquid sludge, as necessary. Note: this year is currently projected to end up at approx. \$214k
Insurance	\$ 37,000	\$ 38,000	1,000	2.70%	Per CIRMA letter 3/5/2024 to Colin Moll - rate Iner= NTE 3%
Advertising	\$ 3,000	\$ 4,000	1,000	33.33%	Iner. based on number of bid requests this year, delinquent notices; accounts payable
Legal advice	\$ 53,000	\$ 33,000	(20,000)	-37.74%	decr. based on actual anticipated 25/26 spend (less Union contract negotiation legal fees from previous year)
Engineering Services	\$ 30,000	\$ 32,000	2,000	6.67%	Iner. based on 5 yrs or actual spend for non-capital engineering costs
Service Contracts	\$ 46,000	\$ 50,000	4,000	8.70%	Iner. based on 3 YRS actuals on service contracts: TAB computers, WINN-11, HACH, Huber, Odis, HACH sensors, service from TAB, and addition of IDEX contract + estimated price Increase
Uniforms	\$ 7,000	\$ 7,000	0	0.00%	no change
Tests	\$ 51,000	\$ 51,000	0	0.00%	no change
Dues & Subscriptions	\$ 4,000	\$ 4,000	0	0.00%	no change
Employee Insur	\$ 280,000	\$ 343,000	63,000	22.50%	The cost of Health Insurance for current employees plus cost of: Life, std & ltd Insurance, HSA contributions, used estimate or 20.0% Iner. In cost over fast year. Note that retirees medicare supplemental policies are included in OPEB
Training	\$ 20,000	\$ 20,000	0	0.00%	no change
Medical Expenses	\$ 3,000	\$ 3,000	0	0.00%	no Iner. based on Union contract allowable medical injections for industry-type exposures (ex: hepatitis, typhoid, diphtheria, flu, and tetanus).
Plant Maintenance	\$ 77,000	\$ 77,000	0	0.00%	no change
Control System	\$ 35,000	\$ 40,000	5,000	14.29%	Iner. based on fast 7 years actuals + anticipated price increases on pumps, etc.
R & M - Vehicles	\$ 17,000	\$ 22,000	5,000	29.41%	Iner. based on fast 3 years + aging vehicles
Cap Replace - Vehicles	\$ -	\$ -	0	0.00%	no change
Cap Improve	\$ -	\$ -	0	0.00%	no change
Tools & Equipment	\$ 35,000	\$ 35,000	0	0.00%	no change
Process Equipment - R&M	\$ 115,000	\$ 115,000	0	0.00%	no change
Reserve Cap Projects	\$ 536,000	\$ 377,000	(159,000)	-29.66%	use fees to be applied to current year capital projects - See RCM budget
Interest Expense	\$ 3,000	\$ -	(3,000)	100.00%	decr. Vector lease ended last year
OPEB Contribution	\$ 84,000	\$ 69,000	(15,000)	-17.86%	Final per Actuarial
Transfer to RCM	\$ 1,643,000	\$ 557,000	(1,086,000)	-66.10%	Planned usage of Fund balance
Safety Supplies	\$ 14,000	\$ 14,000	0	0.00%	no change
Contingency	\$ 105,000	\$ 342,000	237,000	225.71%	100% of budget (less the fund balance transfer) for unforeseen items not planned for in RCM for emergencies
#1 - Thompsonville Rd	\$ 24,000	\$ 29,000	5,000	20.83%	routine exp Including Electricity + Mission Communlc.
#10 - Mapleton Estates	\$ 4,000	\$ 5,000	1,000	25.00%	routine exp Including Electricity + Mission Communlc.
#11 - Mapleton Ave	\$ 9,000	\$ 9,000	0	0.00%	routine exp Including Electricity + Mission Communlc.
#12 - Bridge St	\$ 11,000	\$ 11,000	0	0.00%	routine exp Including Electricity + Mission Communlc.
#13 - Stony Brook	\$ 4,000	\$ 5,000	1,000	25.00%	routine exp Including Electricity + Mission Communlc.
#2 - Willow Creek	\$ 3,000	\$ 4,000	1,000	33.33%	routine exp Including Electricity + Mission Communlc.
#3 - Mountain Road	\$ 15,000	\$ 19,000	4,000	26.67%	routine exp Including Electricity + Mission Communlc.
#4 - River Blvd	\$ 8,000	\$ 9,000	1,000	12.50%	routine exp Including Electricity + Mission Communlc.
#5 - Fairhill Lane	\$ 12,000	\$ 14,000	2,000	16.67%	routine exp Including Electricity + Mission Communlc.
#6 - Suffield Meadows	\$ 9,000	\$ 9,000	0	0.00%	routine exp Including Electricity + Mission Communlc.
#7 - Poole Rd.	\$ 14,000	\$ 16,000	2,000	14.29%	routine exp Including Electricity + Mission Communlc.
#8 - Plantation Dr	\$ 15,000	\$ 15,000	0	0.00%	routine exp Including Electricity + Mission Communlc. (Includes \$3k for tank replacement)
#9 - Eagles Watch	\$ 7,000	\$ 7,000	0	0.00%	routine exp Including Electricity + Mission Communlc.
#16 Prospect Hill Estates	\$ 5,000	\$ 6,000	1,000	20.00%	routine exp Including Electricity + Mission Communlc.
#17 Cedar Crest Drive	\$ 5,000	\$ 6,000	1,000	20.00%	routine exp Including Electricity + Mission Communlc.
#10 Wisteria Lane	\$ 5,000	\$ 9,000	4,000	80.00%	routine exp Including Electricity + Mission Communlc.
1119 MacFarlane Farms	\$ 5,000	\$ 5,000	0	0.00%	routine exp Including Electricity + Mission Communlc.
	5,228,000	4,326,000	-902,000	-17.25%	BUDGET INCR/DECR - (INCLUDING FUND BALANCE USAGE) -
	3,585,000	3,769,000	184,000	5.13%	BUDGET INCR/DECR - (INCLUDING FUND BALANCE USAGE) -

**Town of Suffield Water Pollution Control Authority
2025/2026 Reserve Capacity Maintenance (RCM) Revenue Budget**

	2024/2025	2025/2026	Variance	
Transfer from RCM Fund Balance	\$ -	\$ 892,000		Balance on hand year-end 2024/2025 RCM Fund Balance
Transfer from Assessment Fund	\$ 100,000	\$ 94,000	\$ (6,000)	All funds generated from Assessment Fund transferred into this fund for Capital Projects
Transfer from O&M Line Item	\$ 536,000	\$ 377,000	\$ (159,000)	revenue generated by sewer use fees & earmarked for cap projects
Grant Income	\$ 960,000	\$ 480,000	\$ (480,000)	State Grant for Stony Brook
Transfer from Fund Balance	\$ 1,643,000	\$ 557,000	\$ (1,086,000)	Use of Fund Balance
TOTAL REVENUE	\$ 3,239,000	\$ 2,400,000		
Plant Upgrades (Capital Improvements)	\$ 325,000	\$ 529,000	\$ 204,000	
Plant Upgrades-Collection system (Capital Improvements)	\$ 2,914,000	\$ 1,871,000	\$ (1,043,000)	
TOTAL EXPENSES	\$ 3,239,000	\$ 2,400,000	\$ (839,000)	

Town of Suffield Water Pollution Control Authority
2025/2026 Assessment/Connection Revenue Budget

	2024/2025	2025/2026	Variance	Description
2025-2026 New Assessments/Sewer Connections	\$ 2,500	\$ 2,500	\$	2 new accounts
Developer's Agreements	\$ 71,000	\$ 56,000	\$ (15,000)	Based on current Developments & estimated over 3 yrs of receipts
Current Assessments	\$ 19,500	\$ 24,000	\$ 4,500	based on 2024 annual billing (as of 1/31/2025) @ 5-year average collection rate of 90%
Assessments - Prior Years	\$ 2,000	\$ 3,000	\$ 1,000	20% of delinquent balance
Penalty Interest & Fees	\$ 1,000	\$ 2,000	\$ 1,000	estimate 5% of (current assessments+ delinquent assessments)
Advance Collection	\$ 2,000	\$ 6,000	\$ 4,000	5% of principal not billed
Investment Interest	\$ 2,000	\$ 500	\$ (1,500)	based on anticipated average balance and avg interest earned
Total:	<u>\$ 100,000</u>	<u>\$ 94,000</u>		
Transfer from Assessment Fund Balance	<u>\$</u>		<u>\$</u>	Estimated year end cash balance year end 2425
TOTAL REVENUE	<u>\$</u>			
	<u>\$ 100,000</u>	<u>\$ 94,000</u>		
Transfer to Town General Fund	\$	\$	\$	
Transfer to RCM	<u>\$ 100,000</u>	<u>\$ 94,000</u>	\$ (6,000)	
TOTAL EXPENSES	<u>\$ 100,000</u>	<u>\$ 94,000</u>		