

Dept / Div: 60-01 Administration

Account	FY11 Actual	FY12 Actual	FY13 Budget	FY13 Actual	FY14 Budget	FY15 Requested
6001-0101 Full Time Salaries	210,676	225,355	227,000	224,420	239,138	246,311
6001-0110 Overtime	4,765	4,379	5,000	4,564	5,000	5,000
6001-0139 Sewer Commissioner's Sal	2,500	2,500	2,500	2,500	2,500	2,500
6001-0501 FICA / Medicare	16,774	17,867	17,500	17,812	19,000	19,500
6001-0505 Retirement / ICMA	6,332	8,749	8,500	10,418	13,000	16,300
6001-0510 Medical Insurance	71,109	74,203	81,000	80,199	86,000	97,620
6001-1005 Dues & Publications	1,061	937	1,000	980	1,000	1,200
6001-1013 Safety Equipment	2,731	1,855	3,000	3,425	2,500	2,500
6001-1014 Gas / Diesel / Oil	5,084	5,211	5,000	4,681	5,500	5,500
6001-1202 Professional Development	700	493	750	1,203	750	750
6001-1205 Uniforms / Clothing Allowance	1,250	1,250	1,250	1,250	1,250	1,250
6001-1520 Communications	1,579	1,657	2,000	1,712	2,000	3,500
6001-2005 Vehicle Maintenance	2,701	2,357	4,000	2,209	3,000	3,000
6001-2501 General Liability Ins	2,596	2,354	3,000	1,177	3,300	3,300
6001-2502 Auto Insurance	2,546	2,523	3,400	2,471	3,740	3,500
6001-2503 Property Insurance	1,628	1,685	2,000	1,723	2,200	2,200
6001-2504 Bond	154	240	200	149	220	250
6001-2506 Public Officials Liability	715	751	800	757	880	880
6001-2509 Unemployment Insurance	1,200	1,500	1,500	936	1,500	1,500
6001-2510 Workers Comp Insurance	5,701	6,955	8,000	6,533	8,000	8,600
6001-3001 General Legal	1,713	0	1,500	0	1,500	1,500
6001-3021 Drug Testing	65	0	200	0	200	200
6001-3025 Auditor	1,900	1,900	2,100	2,100	2,100	2,100
6001-3028 GIS Updates	0	4,841	3,000	1,481	3,000	1,500
6001-3041 Information Technology	2,830	1,153	3,500	2,407	3,500	7,500
6001-3063 Billing Services	27,662	29,899	29,500	30,409	30,750	31,125
Total Administration:	375,972	400,614	417,200	405,516	441,528	469,086

Full time salaries: Includes five full time Wastewater Department employees.

Overtime: The Wastewater Treatment facility, seven pump stations, and approximately seventeen miles of collection system operate around the clock and requires that a member of the crew be available to respond to emergencies outside of normal working hours.

Sewer Commisioners Salaries: 5 commisioners x \$500 = \$2500.

FICA / Medicare: 7.65% of wages.

Retirement / ICMA: 7.8% of wages for 4 employees.

Medical Insurance: Health insurance for 5 Wastewater Department employees.

L & Publications: To pay for professional memberships and publications relevant to the wastewater treatment field.

Safety Equipment: This covers the cost of the steel toe workboots that the crew is required to wear as well as any other safety related equipment that we purchase.

Gas / Diesel / Oil: To purchase fuel for Wastewater Department vehicles.

Professional Development: This covers the cost of annual training for the wastewater plant Chief Operatpr as well as for the two additional Wastewater Dept. employee who currently hold plant operators licenses. The training is required to maintain these licenses.

Uniforms / Clothing Allowance: 5 employees x \$250 per employee = \$1250

Communications: Covers the cost of phone service for the Treatment Plant, 3 pagers and 3 cell phones.

Vehicle Maintenance: Covers the cost of routine maintenance and replacement parts for all Wastewater Dept. vehicles.

General Liability Insurance: Covers Sewer operations.

Unemployment Insurance: 5 employees x \$12,000 x .015 (1.5%)

Legal: An estimate.

Drug Testing: Two members of the Wastewater Department crew hold Commercial Drivers Licenses, because of this they are subject to random drug tests.

Auditor: For FY14 audit.

GIS Updates: To cover the cost of maintaining the Wastewater data in the Town's GIS data base. Also for expanding the system.

Information Technology: For the licensing, support and service of our computer and computer related systems. Also for People GIS \$5,500 annual service fee.

Billing Services: All expenses associated with processing wastewater bills. This service is provided by MaineWater, Inc. I estimate that we will need to generate approximately 7500 bills during FY15 at a cost to the Town of \$4.10 per bill.

Dept / Div: 60-05 Treatment Plant O&M

Account	FY11 Actual	FY12 Actual	FY13 Budget	FY13 Actual	FY14 Budget	FY15 Requested
6005-1061 Chemicals	21,479	16,579	22,000	26,033	25,000	27,000
6005-1501 Electricity	51,847	40,975	64,000	39,717	55,000	50,000
6005-1505 Heat (oil)	4,969	5,144	12,000	6,440	8,000	8,000

6005-1510	Water / Sewer	1,543	1,495	1,500	1,092	1,500	1,500
6005-2062	Plant Maintenance	34,997	32,249	40,000	30,537	40,000	40,000
6005-3029	Laboratory Services	3,686	1,346	7,500	8,775	7,500	4,000
6005-3030	Mowing	5,000	5,000	5,000	5,000	5,000	5,000
6005-3062	Sludge Removal	86,401	95,170	85,000	93,393	75,000	80,000
Total Treatment Plant O&M		209,922	197,958	237,000	210,987	217,000	215,500

Chemicals: This covers the cost of approximately 5000 gal. of Sodium Hypochlorite (chlorine) for effluent disinfection, 450 gal. Sodium Bisulfite to remove chlorine before discharging effluent to harbor and 450 gal. of Cationic Polymer used in the process of sludge dewatering on the belt press.

Electricity: For operation of Wastewater Treatment Plant.

Heat (oil): For heating Control Building and Shop at Wastewater Treatment Plant. We use approximately 3500 gal. per year.

Water / Sewer: General plant water, and water used in the truck mounted sewer flushing machine.

Plant Maintenance: Used for general plant maintenance, replacement parts and supplies. This figure includes \$10,000 that I estimate will be required for Sludge Filter Press repairs and upkeep. This line will also be used to pay The Maine DEP Wastewater Discharge License Fee.

Laboratory Services: Our discharge license, issued by the DEP, requires that we perform tests to confirm our compliance. We are also required to test the sludge that we send to be composted per our agreement with Casella Organics.

Mowing: Lawn maintenance at the Treatment Plant, performed by the Parks & Rec. crew.

Sludge Removal: To cover the cost of sludge disposal. Our waste activated sludge is trucked to Unity where it is composted.

Dept / Div: 60-10 Collection System O&M

Account	FY11 Actual	FY12 Actual	FY13 Budget	FY13 Actual	FY14 Budget	FY15 Requested
6010-2061 Collection System Maint.	31,412	23,027	25,000	25,057	50,000	50,000
Total Collection System O&M	31,412	23,027	25,000	25,057	50,000	50,000

Collection System (Repair & Maintenance): To pay for minor repairs to the wastewater collection system. A typical project would be repairing manholes and adjusting manhole frames in conjunction with road rebuilding and resurfacing projects.

Dept / Div: 60-15 Wastewater Pump Station O&M

Account	FY11 Actual	FY12 Actual	FY13 Budget	FY13 Actual	FY14 Budget	FY15 Requested
6015-1501 Electricity	43,822	33,212	55,000	32,386	45,000	45,000
6015-1510 Water / Sewer	1,305	1,319	1,500	1,321	1,500	1,500
6015-2017 Pump Station Maintenance	6,791	3,268	5,000	7,869	5,000	5,000
6015-3035 Security Services	2,889	1,956	2,000	1,956	2,000	2,000
Total Wastewater Pump Station O&M	54,807	39,755	63,500	43,532	53,500	53,500

Electricity: Power to operate seven pump stations.

Water / Sewer: Water used for general clean up at Rawson Ave. and Public Landing pump stations, also used to administer Sodium Bisulfite for seasonal effluent dechlorination at Public Landing pump station.

Pump Station Maintenance: For general minor pump station repairs and replacement parts.

Security Services: This figure covers the cost of having Seacoast Security monitor the alarm systems at the Treatment Plant and the seven pump stations.

Dept / Div: 60-20 Capital Reserves

Account	FY11 Actual	FY12 Actual	FY13 Budget	FY13 Actual	FY14 Budget	FY15 Requested
Treatment Plant:						
6020-6262 WW Equipment	0	0	30,000	30,000	20,000	0
Collection System:						
6020-6363 I & I Reserve	0	0	0	0	20,000	20,000
6020-6364 Collection System Sewer Res.	0	60,000	0	0	60,000	40,000
6020-6465 WW Pump Station Reserve	0	20,000	0	0	20,000	20,000
Total Capital Reserves	0	80,000	30,000	30,000	120,000	80,000

Wastewater Department Reserve Accounts

Sewer Administration / WW Department Accrued Benefits: This fund would be used to cover the cost of any accrued benefits owed an employee if he or she were to leave the Towns employ.

Current balance: \$24,784 (03/31/14).

Treatment Plant / WW Equipment Replacement Fund: For the purpose of upgrading equipment primarily at the Treatment plant.

Current balance: \$186,446 (03/31/14).

Collection System / I & I Reserve: To be used for future maintenance of the wastewater collection system to eliminate

sources of inflow and infiltration.

Current balance: \$23,370 (03/31/14).

Collection System / Intown Sewer Reserve: Minor sewer replacement, repair and extension projects.

Current balance: \$52,066 (03/31/14).

WW Pump Station Reserve: For equipment repair and upgrade projects that are beyond the scope of the routine maintenance budget.

Current balance: \$81,310 (03/31/14).

Dept / Div: 60-25 Capital Improvements

Account	FY11 Actual	FY12 Actual	FY13 Budget	FY13 Actual	FY14 Budget	FY15 Requested
Sewer Administration:						
6025-6166 Info Tech	770	0	0	0	0	0
Treatment Plant:						
6025-6267 Capital Equip Replacement	40,583	30,775	20,000	20,000	20,000	18,000
Collection System:						
6025-6366 Inflow & Infiltration Study	9,134	29,542	25,000	25,000	15,000	15,000
6025-6367 Jetter Lease Payment	13,000	14,450	14,500	14,450	14,500	14,450
Pump Stations:						
Total Capital Improvements	63,487	74,767	59,500	59,450	49,500	47,450

Information Technology: For the replacement of computers and computer related equipment. Recently we've been covering these expenses with the Information Technology line under Administration..

Capital Equipment Replacement: For the repair or replacement of the roof on the building that sludge dewatering equipment at the Treatment Plant.

Inflow & Infiltration (I & I) Study: We would like to continue to work with Wright-Pierce Engineers on our collection system Inflow & Infiltration (I&I) study.

Estimated cost \$15,000.

Jetter Lease Payment: Annual lease payment for Sewer Flushing Machine upgrade: **\$14,450.**

	FY11 Actual	FY12 Actual	FY13 Budget	FY13 Actual	FY14 Budget	FY15 Requested
Total	735,600	816,121	832,200	774,542	931,528	915,536
Setting Use of Surplus	0	80,000	0	0	120,000	60,000
Total Wastewater Department	735,600	736,121	832,200	774,542	811,528	855,536

WASTEWATER DEPARTMENT OPERATIONS

Wastewater User Rate: Wastewater is billed at a base rate for each 100 cubic feet.

	<u>Rate</u>
FY14 (current):	\$4.04/100 cubic feet
FY15 (recommended):	\$4.04/100 cubic feet
Approved FY15 Rate:	\$ /100 cubic feet

Wastewater I & I Fee: Before any building located in a development, and requiring subdivision approval or site plan review is connected to the public sewer, the owner must pay an I & I abatement fee based on the Construction Cost Index found in the Engineering News-Record.

FY14 Rate: \$2.66 per gallon

Adjusted rate for FY15: \$2.73 per gallon
(Based on 04/14/2014 Construction Cost Index of 9750)

Approved by Board of Wastewater Commissioners Date: June 24,2014







SECTION	TYPE	# OF BILLS	REVENUE	USAGE IN 100'S CF
Oct-13 (Billed 10/2013)				
10	METERED	1719	\$ 242,576.11	56,682
12	SEASONAL			
13	WELLS	145	\$ 10,037.89	
Total		1864	\$ 252,614.00	56,682

SECTION	TYPE	# OF BILLS	REVENUE	USAGE IN 100'S CF
Jan-14 (Billed 1/2014)				
10	METERED	1688	\$ 186,148.04	41,849
12	SEASONAL	8	\$ 1,483.01	390
13	WELLS	146	\$ 10,037.89	
Total		1842	\$ 196,649.94	42,339

SECTION	TYPE	# OF BILLS	REVENUE	USAGE IN 100'S CF
Apr-14 (Billed 4/2014)				
10	METERED	1688	\$ 184,954.19	40,087
12	SEASONAL	1	\$ 754.78	187
13	WELLS	146	\$ 10,078.32	
Total		1835	\$ 195,487.29	40,284

SECTION	TYPE	# OF BILLS	REVENUE	USAGE IN 100'S CF
Jul-14 (Estimated)				
10	METERED	1,698	\$186,339.66	46,630
12	SEASONAL	20	\$3,891.41	670
13	WELLS	145	\$ 10,037.89	
Total		1863	\$212,268.97	48,300

FISCAL YEAR TOTALS: 7403.75 \$ 860,020.20 188,605

Irrigation Credit Adj., Abatement, Leak Adj	\$	(9,104.72)
Correction to Billing	\$	(100.40)
Refund	\$	1,253.33
Lien Fee	\$	209.53
Back Bill Sewer	\$	285.39
Transfer Balances	\$	(337.51)
Charge Backs(return check)	\$	807.77
Bank Fees-(return check)	\$	42.00
Late Payment Fees/Interest	\$	1,783.21
Adj are May 2013 through April 2014	\$	(5,181.40)

SECTION	TYPE	# OF BILLS	REVENUE	USAGE IN 100'S CF
Oct-12 (Billed 10/2012)				
10	METERED	1710	\$ 230,714.94	54,075
12	SEASONAL	1	\$ 367.64	110
13	WELLS	144	\$ 10,013.30	
Total		1855	\$ 241,095.90	54,186

SECTION	TYPE	# OF BILLS	REVENUE	USAGE IN 100'S CF
Jan-13 (Billed 1/2013)				
10	METERED	1702	\$ 171,921.95	39,713
12	SEASONAL	5	\$ 1,866.68	356
13	WELLS	146	\$ 10,078.32	
Total		1853	\$ 183,866.95	40,269

SECTION	TYPE	# OF BILLS	REVENUE	USAGE IN 100'S CF
Apr-13 (Billed 4/13)				
10	METERED	1675	\$ 176,975.05	38,264
12	SEASONAL	0	\$ -	
13	WELLS	146	\$ 10,078.32	
Total		1821	\$ 186,953.37	38,264

SECTION	TYPE	# OF BILLS	REVENUE	USAGE IN 100'S CF
Jul-13 (Billed 7/13)				
10	METERED	1,720	\$219,493.67	50,801
12	SEASONAL	9	\$2,892.55	593
13	WELLS	146	\$10,078.32	
Total		1875	\$232,454.54	51,394

FISCAL YEAR TOTAL 7404 \$ 844,390.76 184,112

Irrigation Credit Adj., Abatement, L	\$	(6,547.22)
Correction to Billings	\$	(430.59)
Refund	\$	4,473.86
Lien Fee	\$	332.50
Back Bill Sewer	\$	77.00
Transfer Balances	\$	(382.16)
Charge Backs(return check)	\$	427.97
Bank Fees-(return check)	\$	38.00
Late Payment Fees/Interest	\$	1,468.58
Adj are May 2011 through April 20	\$	(542.06)

SECTION	TYPE	# OF BILLS	REVENUE	USAGE IN 100'S CF
Oct-11 (Billed 10/2011)				
10	METERED	1691	\$ 217,152.17	53,550
12	SEASONAL	19	\$ 2,261.00	489
13	WELLS	146	\$ 10,051.85	
Total		1856	\$ 228,465.02	54,039

SECTION	TYPE	# OF BILLS	REVENUE	USAGE IN 100'S CF
Jan-12 (Billed 1/2012)				
10	METERED	1683	\$ 171,921.95	40,469
12	SEASONAL	26	\$ 1,236.79	332
13	WELLS	147	\$ 9,616.90	
Total		1856	\$ 182,775.64	40,831

SECTION	TYPE	# OF BILLS	REVENUE	USAGE IN 100'S CF
Apr-12 (Billed 4/12)				
10	METERED	1697	\$ 155,791.77	34,912
12	SEASONAL	6	\$ 228.22	40
13	WELLS	147	\$ 9,636.15	
Total		1820	\$ 165,554.14	34,952

SECTION	TYPE	# OF BILLS	REVENUE	USAGE IN 100'S CF
Jul-12 (Billed 7/12)				
10	METERED	1,710	\$188,579.95	45,402
12	SEASONAL	12	\$2,952.95	506
13	WELLS	145	\$8,535.80	
Total		1867	\$201,057.70	45,908

FISCAL YEAR TOTAL 7399 \$ 778,952.50 175,730

Irrigation Credit Adj. & Leak Adj	\$	(8,847.07)
Correction to Billings	\$	(827.32)
Refund	\$	475.76
Lien Fee	\$	214.75
Back Bill Sewer	\$	1,295.21
Transfer Balances	\$	(69.79)
Charge Backs(return check)	\$	134.54
Bank Fees-(return check)	\$	6.00
Late Payment Fees/Interest	\$	651.14
Adj are May 2011 through April 2012	\$	(6,766.78)