

Dept / Div: 60-01 Administration

Account	FY12 Actual	FY13 Budget	FY14 Budget	FY15 Budget	FY16 Requested
6001-0101 Full Time Salaries	225,355	227,000	239,138	246,311	252,515
6001-0110 Overtime	4,379	5,000	5,000	5,000	6,500
6001-0139 Sewer Commissioner's Sal	2,500	2,500	2,500	2,500	2,500
6001-0501 FICA / Medicare	17,867	17,500	19,000	19,500	19,800
6001-0505 Retirement / ICMA	8,749	8,500	13,000	16,300	22,200
6001-0510 Medical Insurance	74,203	81,000	86,000	97,620	89,800
6001-1005 Dues & Publications	937	1,000	1,000	1,200	1,500
6001-1013 Safety Equipment	1,855	3,000	2,500	2,500	3,000
6001-1014 Gas / Diesel / Oil	5,211	5,000	5,500	5,500	5,500
6001-1202 Professional Development	493	750	750	750	2,500
6001-1205 Uniforms / Clothing Allowance	1,250	1,250	1,250	1,250	1,500
6001-1520 Communications	1,657	2,000	2,000	3,500	3,500
6001-2005 Vehicle Maintenance	2,357	4,000	3,000	3,000	3,000
6001-2501 General Liability Ins	2,354	3,000	3,300	3,300	2,700
6001-2502 Auto Insurance	2,523	3,400	3,740	3,500	3,300
6001-2503 Property Insurance	1,685	2,000	2,200	2,200	2,200
6001-2504 Bond	240	200	220	250	250
6001-2506 Public Officials Liability	751	800	880	880	700
6001-2509 Unemployment Insurance	1,500	1,500	1,500	1,500	1,500
6001-2510 Workers Comp Insurance	6,955	8,000	8,000	8,600	8,600
6001-3001 General Legal	0	1,500	1,500	1,500	1,500
6001-3021 Drug Testing	0	200	200	200	230
6001-3025 Auditor	1,900	2,100	2,100	2,100	2,100
6001-3028 GIS Updates	4,841	3,000	3,000	1,500	3,000
6001-3041 Information Technology	1,153	3,500	3,500	7,500	7,500
6001-3063 Billing Services	29,899	29,500	30,750	31,125	31,125
Total Administration:	400,614	417,200	441,528	469,086	478,520

Full time salaries: Includes six 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.

Dues & 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. This line was increased to purchase a vent fan.

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

Professional Development: This covers the cost of annual training for the wastewater plant Superintendent 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: 6 employees x \$250 per employee = \$1500

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: 6 employees x \$12,000 x .015 (1.5%)

General 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 FY16 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. We will generate approximately 7500 bills during FY16 at a cost to the Town of \$4.10 per bill.

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

Account	FY12 Actual	FY13 Budget	FY14 Budget	FY15 Budget	FY16 Requested
6005-1061 Chemicals	16,579	22,000	25,000	27,000	27,000
6005-1501 Electricity	40,975	64,000	55,000	50,000	50,000
6005-1505 Heat (oil)	5,144	12,000	8,000	8,000	8,000
6005-1510 Water / Sewer	1,495	1,500	1,500	1,500	1,500
6005-2062 Plant Maintenance	32,249	40,000	40,000	40,000	50,000
6005-3029 Laboratory Services	1,346	7,500	7,500	4,000	8,000
6005-3030 Mowing	5,000	5,000	5,000	5,000	5,000
6005-3062 Sludge Removal	95,170	85,000	75,000	80,000	80,000
Total Treatment Plant O&M	197,958	237,000	217,000	215,500	229,500

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 line will also be used to pay the Maine DEP Wastewater Discharge License Fee. Increased this line for a \$10,000 belt press repair contingency.

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 NEO. This line increased to allow species specific bacteria testing which may help find sources of contamination.

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	FY12 Actual	FY13 Budget	FY14 Budget	FY15 Budget	FY16 Requested
6010-2061 Collection System Maint.	23,027	25,000	50,000	50,000	80,000
Total Collection System O&M	23,027	25,000	50,000	50,000	80,000

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. Increased this line to allow inspection of 20,000 feet of pipe by outside contractor.

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

Account	FY12 Actual	FY13 Budget	FY14 Budget	FY15 Budget	FY16 Requested
6015-1501 Electricity	33,212	55,000	45,000	50,000	50,000
6015-1510 Water / Sewer	1,319	1,500	1,500	1,500	1,500
6015-2017 Pump Station Maintenance	3,268	5,000	5,000	5,000	18,000
6015-3035 Security Services	1,956	2,000	2,000	2,000	3,100
Total Wastewater Pump Station O&M	39,755	63,500	53,500	58,500	72,600

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. This line was increased due to one of the Bayview Pump Station pumps needs a new seal and bearings.

Security Services: This figure covers the cost of having Seacoast Security monitor the alarm systems at the treatment plant and the seven pump stations. This line was increased to cover cost for enhanced alarm capabilities.

Dept / Div: 60-20 Capital Reserves

Account	FY12 Actual	FY13 Budget	FY14 Budget	FY15 Budget	FY16 Requested
Treatment Plant:					
6020-6262 WW Equipment	0	30,000	20,000	0	20,000
Collection System:					
6020-6363 I & I Reserve	0	0	20,000	20,000	20,000
6020-6364 Collection System Sewer Res.	60,000	0	60,000	40,000	40,000
6020-6465 WW Pump Station Reserve	20,000	0	20,000	20,000	20,000
Total Capital Reserves	80,000	30,000	120,000	80,000	100,000

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 (05/31/15).

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

Current balance: \$186,446 (05/31/15).

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: \$43,370 (05/31/15).

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

Current balance: \$92,066 (05/31/15).

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

Current balance: \$88,330 (05/31/15).

Dept / Div: 60-25 Capital Improvements

Account	FY12 Actual	FY13 Budget	FY14 Budget	FY15 Budget	FY16 Requested
Sewer Administration:					
6025-6166 Info Tech	0	0	0	0	0
Treatment Plant:					
6025-6267 Capital Equip Replacement	30,775	20,000	20,000	18,000	191,000
Collection System:					
6025-6366 Inflow & Infiltration Study	29,542	25,000	15,000	15,000	30,000
6025-6367 Jetter Lease Payment	14,450	14,500	14,500	14,450	14,450
Pump Stations:					
Total Capital Improvements	74,767	59,500	49,500	47,450	235,450

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 replacement of a headworks blower and motor, plant concrete and pavement pavement repair, CCTV equipment, a pickup and plant upgrade evaluation.

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. This line was increased to cover a larger portion of town in FY16.

Jetter Lease Payment: Annual lease payment for Sewer Flushing Machine upgrade.

	FY12 Actual	FY13 Budget	FY14 Budget	FY15 Budget	FY16 Requested
Total	816,121	832,200	931,528	915,536	1,196,070
Offsetting Use of Surplus	80,000	0	120,000	60,000	0
Total Wastewater Department	736,121	832,200	811,528	855,536	1,196,070

WASTEWATER DEPARTMENT OPERATIONS

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

FY15 (current): Rate
\$4.04/100 cubic feet

FY16 (recommended): TBD/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.

FY15 Rate: \$2.73 per gallon

Adjusted rate for FY16: \$3.12 per gallon
(Based on May 2015 Construction Cost Index of 10036)

Approved by Board of Wastewater Commissioners
