Dept / Div: 60-01 Administration

	Account	FY09 Actual	FY10 Actual	FY11 Budget	FY11 Actual	FY12 Budget	FY13 Requested
6001-0101	Full Time Salaries	202,008	209,699	211,651	210,676	215,000	227,000
6001-0110	Overtime	4,212	4,925	5,000	4,765	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	16,065	16,711	16,191	16,774	16,500	17,500
6001-0505	Retirement / ICMA	4,918	5,060	6,230	6,332	7,950	8,500
6001-0510	Medical Insurance	61,087	65,348	68,845	71,109	75,000	81,000
6001-1005	Dues & Publications	1,018	968	1,000	1,061	1,000	1,000
6001-1013	Safety Equipment	3,594	1,769	2,500	2,731	3,000	3,000
6001-1014	Gas / Diesel / Oil	3,303	4,138	5,000	5,084	5,000	5,000
6001-1202	Professional Development	1,088	350	500	700	750	750
6001-1205	Uniforms / Clothing Allowance	1,250	1,250	1,250	1,250	1,250	1,250
6001-1520	Communications	1,978	1,499	2,000	1,579	2,000	2,000
6001-2005	Vehicle Maintenance	4,328	3,980	4,000	2,701	4,000	4,000
6001-2501	General Liability Ins	3,175	2,680	3,000	2,596	3,000	3,000
6001-2502	Auto Insurance	3,166	3,102	3,400	2,546	3,400	3,400
6001-2503	Property Insurance	1,871	2,000	2,300	1,628	2,000	2,000
6001-2504	Bond	150	160	200	154	200	200
6001-2506	Public Officials Liability	775	762	800	715	800	800
6001-2509	Unemployment Insurance	1,098	1,380	1,500	1,200	1,500	1,500
6001-2510	Workers Comp Insurance	7,667	6,240	7,000	5,701	7,000	8,000
6001-3001	General Legal	0	96	2,500	1,713	1,500	1,500
6001-3021	Drug Testing	0	0	250	65	250	200
6001-3025	Auditor	1,900	1,900	1,900	1,900	1,900	2,100
6001-3028	GIS Updates	13,888	1,016	4,000	0	4,000	3,000
6001-3041	Information Technology	0	0	4,000	2,830	5,000	3,500
6001-3063	Billing Services	26,669	25,741	27,800	27,662	29,500	29,500
Total Administration:		**367,708**	**363,274**	**385,317**	**375,972**	**399,000**	**417,200**

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

Overtime: The Wastewater Treatment facility, seven pump stations, and 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: 2.8% of wages for 4 employees.

Medical Insurance: Health insurance for 5 Wastewater Department employees.

Dues & Publications: To pay for professional memberships and publications relevent 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 Department Superintendent, this training is required to maintain a plant operators license. It also provides training for other Wastewater Department personnel appropriate to their job responsibilities

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

Communications: Covers the cost of phone service for the Treatment Plant, and 5 pagers.

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 .0235 (2.35%)

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 FY13 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.

Billing Services: All expenses associated with processing wastewater bills. This service is provided by MaineWater, Inc. I estimate that we will need to generate approximatly 7500 bills during FY13 at a cost to the Town of $3.95 per bill.

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

Account		FY09 Actual	FY10 Actual	FY11 Budget	FY11 Actual	FY12 Budget	FY13 Requested
6005-1061	Chemicals	13,509	14,941	15,000	21,479	18,000	22,000
6005-1501	Electricity	60,710	59,067	60,000	51,847	64,000	64,000
6005-1505	Heat (oil)	8,359	3,853	8,200	4,969	10,500	12,000
6005-1510	Water / Sewer	1,048	1,107	1,500	1,543	1,500	1,500
6005-2062	Plant Maintenance	44,621	37,858	40,000	34,997	40,000	40,000
6005-3029	Laboratory Services	1,247	5,226	3,000	3,686	3,000	7,500
6005-3030	Mowing	5,000	5,000	5,000	5,000	5,000	5,000
6005-3062	Sludge Removal	83,003	82,651	80,000	86,401	83,000	85,000
Total Treatment Plant O&M		**217,497**	**209,703**	**212,700**	**209,922**	**225,000**	**237,000**

Chemicals: This covers the cost of approximatly 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 approximatly 3500 gal. per year. ($3.20/gal)

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 New England Organics.

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

Sludge Removal: Contractor has increased rates by 1.8% for FY13. I have adjusted the amount budgeted for this service accordingly.

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

Account		FY09 Actual	FY10 Actual	FY11 Budget	FY11 Actual	FY12 Budget	FY13 Requested
6010-2061	Collection System Repair & Maint	10,009	10,372	20,000	31,412	25,000	25,000
Total Collection System O&M		**10,009**	**10,372**	**20,000**	**31,412**	**25,000**	**25,000**

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

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

Account		FY09 Actual	FY10 Actual	FY11 Budget	FY11 Actual	FY12 Budget	FY13 Requested
6015-1501	Electricity	51,688	49,561	55,000	43,822	55,000	55,000
6015-1510	Water / Sewer	1,118	1,164	1,500	1,305	1,500	1,500
6015-2017	Pump Station Maintenance	2,499	2,534	6,000	6,791	5,000	5,000
6015-3035	Security Services	1,836	1,870	1,900	2,889	2,000	2,000
Total Wastewater Pump Station O&M		**57,141**	**55,129**	**64,400**	**54,807**	**63,500**	**63,500**

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	FY09 Actual	FY10 Actual	FY11 Budget	FY11 Actual	FY12 Budget	FY13 Requested
Treatment Plant:						
6020-6262 WW Equipment	10,000	0	0	0	0	30,000
Collection System:						
6020-6363 I & I Reserve	10,000	10,000	0	0	0	0
6020-6364 Collection System Sewer Res.	10,000	10,000	0	0	60,000	0
6020-6465 WW Pump Station Reserve	10,000	20,000	0	0	20,000	0
Total Capital Reserves	**40,000**	**40,000**	**0**	**0**	**80,000**	**30,000**

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 (05/01/12).

Treatment Plant / WW Equipment Replacement Fund: For the purpose of upgrading equipment primarily at the Treatment plant.
Current balance: $136,446 (05/01/12).

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: $93,220 (05/01/12).

Collection System / Intown Sewer Reserve: Minor sewer replacement, repair and extension projects.
Current balance: $109,416 (05/01/12).

WW Pump Station Reserve: For equipment repair and upgrade projects that are beyond the scope of the routine maintenance budget.
Current balance: $61,310 (05/01/12).

Dept / Div: 60-25 Capital Improvements

Account	FY09 Actual	FY10 Actual	FY11 Budget	FY11 Actual	FY12 Budget	FY13 Requested
Sewer Administration:						
6025-6166 Info Tech	2,435	10,119	0	770	0	0
Treatment Plant:						
6025-6267 Capital Equip Replacement	62,509	28,478	56,500	40,583	36,000	20,000
Collection System:						
6025-6366 Inflow & Infiltration Study	0	0	27,300	9,134	33,000	25,000
6025-6367 Jetter Lease Payment	0	0	13,000	13,000	14,450	14,500
Pump Stations:						
6025-6468						
Total Capital Improvements	**64,944**	**38,597**	**96,800**	**63,487**	**83,450**	**59,500**

Information Technology: For the replacement of computers and computer related equipment.

Capital Equipment Replacement:
Replace 2nd of three Return sludge pumps, first pump replaced in FY2012. **Estimated cost $20,000.**

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. The DEP is very anxious for us to locate and elimintate sources of clean water that enters the collection system during severe storm events. **Estimated cost $25,000.**

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

	FY09 Actual	FY10 Actual	FY11 Budget	FY11 Actual	FY12 Budget	FY13 Requested
Total	**757,299**	**717,075**	**779,217**	**735,600**	**875,950**	**832,200**
Offsetting Use of Surplus					80,000	
Total Wastewater Department					**795,950**	

WASTEWATER DEPARTMENT OPERATIONS

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

	Rate
FY12 (current):	$3.85/100 cubic feet
FY13 (recommended):	$4.04/100 cubic feet
Approved FY13 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.

FY12 Rate:	$2.54 per gallon
Adjusted rate for FY13:	$2.61 per gallon (Based on 05/07/2012 Construction Cost Index of 9290)

Approved by Board of Wastewater Commissioners Date: June 05,2012