

**Dept / Div: 60-01 Administration**

<b>Account</b>	<b>FY08 Actual</b>	<b>FY09 Actual</b>	<b>FY10 Budget</b>	<b>FY10 Actual</b>	<b>FY11 Budget</b>	<b>FY12 Requested</b>
6001-0101 Full Time Salaries	185,962	202,008	210,672	209,699	211,651	215,000
6001-0110 Overtime	3,158	4,212	5,000	4,925	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	14,756	16,065	16,116	16,711	16,191	16,500
6001-0505 Retirement / ICMA	5,248	4,918	5,900	5,060	6,230	7,950
6001-0510 Medical Insurance	59,113	61,087	62,391	65,348	68,845	75,000
6001-1005 Dues & Publications	192	1,018	1,000	968	1,000	1,000
6001-1013 Safety Equipment	2,191	3,594	2,500	1,769	2,500	3,000
6001-1014 Gas / Diesel / Oil	3,849	3,303	5,000	4,138	5,000	5,000
6001-1202 Professional Development	262	1,088	1,000	350	500	750
6001-1205 Uniforms / Clothing Allowance	1,250	1,250	1,250	1,250	1,250	1,250
6001-1520 Communications	2,839	1,978	2,700	1,499	2,000	2,000
6001-2005 Vehicle Maintenance	3,347	4,328	4,000	3,980	4,000	4,000
6001-2501 General Liability Ins	1,196	3,175	3,300	2,680	3,000	3,000
6001-2502 Auto Insurance	3,084	3,166	4,300	3,102	3,400	3,400
6001-2503 Property Insurance	2,146	1,871	2,600	2,000	2,300	2,000
6001-2504 Bond	170	150	200	160	200	200
6001-2506 Public Officials Liability	790	775	1,000	762	800	800
6001-2509 Unemployment Insurance	1,098	1,098	1,350	1,380	1,500	1,500
6001-2510 Workers Comp Insurance	7,669	7,667	8,000	6,240	7,000	7,000
6001-3001 General Legal	0	0	2,500	96	2,500	1,500
6001-3021 Drug Testing	420	0	250	0	250	250
6001-3025 Auditor	1,900	1,900	1,900	1,900	1,900	1,900
6001-3028 GIS Updates	0	13,888	5,000	1,016	4,000	4,000
6001-3041 Information Technology	0	0	0	0	4,000	5,000
6001-3063 Billing Services	25,945	26,669	27,800	25,741	27,800	29,500
<b>Total Administration:</b>	<b>329,085</b>	<b>367,708</b>	<b>378,229</b>	<b>363,274</b>	<b>385,317</b>	<b>399,000</b>

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 Commissioners Salaries: 5 commissioners 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 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 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: one member of the Wastewater Department crew holds a Commercial Drivers License, because of this he is in the "pool" and is subject to random drug testing.

Auditor: For FY11 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 Aqua Maine, Inc. I estimate that we will need to generate approximately 7500 bills during FY12 at a cost to the Town of \$3.95 per bill (up from \$3.70/bill charged in FY11).

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

<b>Account</b>	<b>FY08 Actual</b>	<b>FY09 Actual</b>	<b>FY10 Budget</b>	<b>FY10 Actual</b>	<b>FY11 Budget</b>	<b>FY12 Requested</b>
6005-1061 Chemicals	15,162	13,509	15,000	14,941	15,000	18,000
6005-1501 Electricity	43,934	60,710	60,000	59,067	60,000	64,000
6005-1505 Heat (oil)	6,412	8,359	7,500	3,853	8,200	10,500
6005-1510 Water / Sewer	894	1,048	1,200	1,107	1,500	1,500
6005-2062 Plant Maintenance	38,502	44,621	40,000	37,858	40,000	40,000
6005-3029 Laboratory Services	7,416	1,247	2,500	5,226	3,000	3,000
6005-3030 Mowing	5,500	5,000	5,000	5,000	5,000	5,000
6005-3062 Sludge Removal	81,735	83,003	80,000	82,651	80,000	83,000
<b>Total Treatment Plant O&amp;M</b>	<b>199,555</b>	<b>217,497</b>	<b>211,200</b>	<b>209,703</b>	<b>212,700</b>	<b>225,000</b>

Chemicals: This covers the cost of approximately 3000 gal. of Sodium Hypochlorite (chlorine) for effluent disinfection, 360 gal. Sodium Bisulfite to remove chlorine before discharging effluent to harbor and 400 gal. of Cationic Polymer used in the process of sludge dewatering on the belt press. The increase in the amount budgeted for FY12 reflects an increase in the cost of these products combined with an increase in the quantities that we are using.

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. (Projecting \$3.00/gal. for FY12)

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 2% for FY12. It also appears that our production of sludge has increased slightly.

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

<b>Account</b>	FY08 Actual	FY09 Actual	FY10 Budget	FY10 Actual	FY11 Budget	FY12 Requested
6010-2061 Collection System Repair & Maint	15,655	10,009	20,000	10,372	20,000	25,000
<b>Total Collection System O&amp;M</b>	<b>15,655</b>	<b>10,009</b>	<b>20,000</b>	<b>10,372</b>	<b>20,000</b>	<b>25,000</b>

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**

<b>Account</b>	FY08 Actual	FY09 Actual	FY10 Budget	FY10 Actual	FY11 Budget	FY12 Requested
6015-1501 Electricity	54,206	51,688	55,000	49,561	55,000	55,000
6015-1510 Water / Sewer	1,219	1,118	1,250	1,164	1,500	1,500
6015-2017 Pump Station Maintenance	3,303	2,499	6,000	2,534	6,000	5,000
6015-3035 Security Services	1,764	1,836	1,900	1,870	1,900	2,000
<b>Total Wastewater Pump Station O&amp;M</b>	<b>60,492</b>	<b>57,141</b>	<b>64,150</b>	<b>55,129</b>	<b>64,400</b>	<b>63,500</b>

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**

<b>Account</b>	<b>FY08 Actual</b>	<b>FY09 Actual</b>	<b>FY10 Budget</b>	<b>FY10 Actual</b>	<b>FY11 Budget</b>	<b>FY12 Requested</b>
<b>Treatment Plant:</b>						
6020-6262 WW Equipment	10,000	10,000	0	0	0	0
<b>Collection System:</b>						
6020-6363 I & I Reserve	10,000	10,000	10,000	10,000	0	0
6020-6364 Collection System Sewer Res.	10,000	10,000	10,000	10,000	0	60,000
6020-6465 WW Pump Station Reserve	0	10,000	20,000	20,000	0	20,000
<b>Total Capital Reserves</b>	<b>30,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>0</b>	<b>80,000</b>

**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 (06/01/11).

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

Current balance: \$126,446 (06/01/11).

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 (06/01/11).

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

Current balance: \$49,416 (06/01/11).

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

Current balance: \$41,310 (06/01/11).

**Dept / Div: 60-25 Capital Improvements**

<b>Account</b>	<b>FY08 Actual</b>	<b>FY09 Actual</b>	<b>FY10 Budget</b>	<b>FY10 Actual</b>	<b>FY11 Budget</b>	<b>FY12 Requested</b>
<b>Sewer Administration:</b>						
6025-6166 Info Tech	2,596	2,435	10,000	10,119	0	0
<b>Treatment Plant:</b>						
6025-6267 Capital Equip Replacement	0	62,509	42,500	28,478	56,500	36,000
<b>Collection System:</b>						
6025-6366 Inflow & Infiltration Study	0	0	0	0	27,300	33,000
6025-6367 Jetter Lease Payment	0	0	15,000	0	13,000	14,450
<b>Pump Stations:</b>						
6025-6468						
<b>Total Capital Improvements</b>	<b>2,596</b>	<b>64,944</b>	<b>67,500</b>	<b>38,597</b>	<b>96,800</b>	<b>83,450</b>

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 FY2011. **Estimated cost \$12,000.**

Replace 2000 extended cab pickup truck. This truck was recently inspected by the town mechanic who reported that it has developed significant frame and body rust and that it should be replaced.

**Estimated cost \$24,000.**

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 eliminate sources of clean water that enters the collection system during severe storm events. **Estimated cost \$25,000.**

We have started the process by installing portable flow meters in manholes at various locations around town, the information that these flow meters provide will help us to identify those parts of the collection system that need the most attention. We own two meters and have been renting two from Wright-Pierce. I would like to purchase two more meters to take the place of the two that we are renting. **Estimated cost \$8,000.**

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

	<b>FY08 Actual</b>	<b>FY09 Actual</b>	<b>FY10 Budget</b>	<b>FY10 Actual</b>	<b>FY11 Budget</b>	<b>FY12 Requested</b>
	<b>637,383</b>	<b>757,299</b>	<b>781,079</b>	<b>717,075</b>	<b>779,217</b>	<b>875,950</b>
<b>Offsetting Use of Surplus</b>						<b>80,000</b>
<b>Total Wastewater Department</b>						<b>795,950</b>

**WASTEWATER DEPARTMENT OPERATIONS**

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

	<u>Rate</u>
<b>FY11 (current):</b>	\$3.75/100 cubic feet
<b>FY12 (recommended):</b>	\$3.85/100 cubic feet
<b>Approved FY12 Rate:</b>	_____ /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.

<b>FY11 Rate:</b>	\$2.46 per gallon
<b>Adjusted rate for FY12:</b>	\$2.54 per gallon (Based on May 16, 2011 Construction Cost Index of 9035)

**Approved by Board of Wastewater Commissioners**

Date: June 21,2011

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