



Colchester Sewer and Water Commission

Fiscal year 2011 – 2012

Operating Budgets

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The Colchester Sewer and Water Commission will hold a Public Hearing to present and gather public comment on the proposed budget for the 2011/2012 Fiscal Year including proposed rate schedules on Wednesday, 9 February 2011 at 7:00 p.m. at the Colchester Town Hall

2011-2012 Fiscal Year Sewer and Water Commission Operating Budget

| EXPENSE | 10/11 ANNUAL REVISED BUDGET | 10/11 PROJECTED BUDGET | 11/12 PROPOSED BUDGET | DIFFERENCE |
|--|------------------------------------|-------------------------------|------------------------------|-------------------|
| WATER OPERATING | | | | |
| 4003210 40101 Regular Payroll | \$ 262,447 | \$ 251,648 | \$ 265,950 | \$ 3,503 |
| 4003210 40103 Overtime | \$ 21,817 | \$ 29,880 | \$ 22,666 | \$ 849 |
| 4003210 40105 Contr Temp Occas | \$ - | \$ 500 | \$ - | \$ - |
| 4003210 40106 Misc Payroll | \$ 3,900 | \$ 3,000 | \$ 2,600 | \$ (1,300) |
| 4003210 41210 Employee Related Insurance | \$ 67,747 | \$ 66,606 | \$ 75,721 | \$ 7,974 |
| 4003210 41230 FICA & Pension | \$ 37,270 | \$ 36,000 | \$ 36,976 | \$ (294) |
| 4003210 42301 Office Supplies | \$ 1,700 | \$ 1,236 | \$ 1,700 | \$ - |
| 4003210 42323 Prot Clothing & Safety Equipment | \$ 1,248 | \$ 1,248 | \$ 1,248 | \$ - |
| 4003210 42340 Operating Supplies | \$ 65,000 | \$ 68,124 | \$ 79,000 | \$ 14,000 |
| 4003210 43213 Travel Training & Meetings | \$ 2,000 | \$ 1,500 | \$ 2,000 | \$ - |
| 4003210 43258 Dues & Subscriptions | \$ 1,301 | \$ 1,301 | \$ 1,468 | \$ 167 |
| 4003210 44203 Legal | \$ 2,000 | \$ - | \$ 2,000 | \$ - |
| 4003210 44206 Municipal Insurance | \$ 12,750 | \$ 12,000 | \$ 12,750 | \$ - |
| 4003210 44208 Professional Services | \$ 24,350 | \$ 23,010 | \$ 23,750 | \$ (600) |
| 4003210 44217 Postage | \$ 2,500 | \$ 3,405 | \$ 3,500 | \$ 1,000 |
| 4003210 44223 Service Contracts | \$ 8,515 | \$ 7,669 | \$ 8,515 | \$ - |
| 4003210 44231 Advertising | \$ 600 | \$ 600 | \$ 600 | \$ - |
| 4003210 44238 Uniform Rentals | \$ 884 | \$ 884 | \$ 884 | \$ - |
| 4003210 44244 Refunds for Overpayments | \$ 50 | \$ - | \$ 50 | \$ - |
| 4003210 44255 Refunds for Tax or Liens | \$ 50 | \$ 120 | \$ 50 | \$ - |
| 4003210 44262 Audit | \$ 5,500 | \$ 5,500 | \$ 5,500 | \$ - |
| 4003210 44285 Lab Fees | \$ 7,250 | \$ 6,435 | \$ 11,750 | \$ 4,500 |
| 4003210 45216 Telephone | \$ 10,440 | \$ 5,307 | \$ 5,292 | \$ (5,148) |
| 4003210 45221 Fuel/Heating | \$ 17,100 | \$ 15,000 | \$ 14,900 | \$ (2,200) |
| 4003210 45622 Electric | \$ 99,780 | \$ 86,236 | \$ 96,105 | \$ (3,675) |
| 4003210 46224 Equipment Repairs | \$ 10,000 | \$ 30,000 | \$ 10,000 | \$ - |
| 4003210 46226 Building Repairs | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ - |
| 4003210 46390 Vehicle Maintenance | \$ 3,000 | \$ 2,277 | \$ 3,000 | \$ - |
| 4003210 48404 Machinery & Equipment | | | | \$ - |
| 4003210 48416 Office Equipment | \$ 750 | \$ 750 | \$ 750 | \$ - |
| 4003210 49245 Bond Principal | \$ 154,501 | \$ 154,501 | \$ 156,736 | \$ 2,235 |
| 4003210 49246 Bond Interest | \$ 52,188 | \$ 48,051 | \$ 48,051 | \$ (4,137) |
| 4003210 49247 Bond Issuance Costs | | | | \$ - |
| 4003210 50413 Transfers Out to General Fund | | | | \$ - |
| 4003210 50474 Transfers Out to Capital Reserve | | | | \$ - |
| 4003210 50500 Transfers to Capital Projects | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ - |
| 4003210 50900 Contingency | \$ 32,184 | \$ - | \$ 32,514 | \$ 330 |
| 4003210 90800 Depreciation - Buidings | | | | \$ - |
| 4003210 91800 Depreciation - Machinery & Equipment | | | | \$ - |
| 4003210 92800 Depreciation - Infrastructure | | | | \$ - |
| 4003210 93800 Depreciation - Improvements | | | | \$ - |
| 4003210 99999 GAAP Audit Adjustment | | | | \$ - |
| TOTAL | \$ 933,821 | \$ 887,788 | \$ 951,025 | \$ 17,204 |

2011/2012 Water Budget Justification

- 40101 Regular Payroll - \$265,950
Public Works Director salary (50 percent of Water/Sewer portion) - \$21,165
Water Department Supervisor - \$74,293
Chief Operator - 1 man @ \$27.03 x 8hrs. x 261 days = \$56,439
Assist. Operator - 1 man @ \$21.87 x 8hrs. x 261 days = \$43,452
Operator In Training - 1 man @ \$16.33 x 8 hrs. x 261 days = \$34,097
Financial Manager salary (50 percent) - \$23.18 x 8 x 261 x 0.5 = \$24,195
Admin. Asst. (50 percent of Water/Sewer portion) - \$19.70x 8 x 261 x 0.25 = \$10,286
longevity pay - \$2,025
- 40103 Overtime - \$22,666
scheduled OT-4 hrs/day x 104 weekend days x (\$27.03+\$21.87)/2x1.5= \$5,258
scheduled OT-4 hrs/day x 13 holidays x (\$27.03+\$21.87)/2x1.5= \$1,908
repair/emergency related OT - 75 hrs. x (\$27.03+\$21.87)/x1.5= \$5,502
- 40106 Misc. Payroll - \$2,600
beeper pay
- 41210 Employee Related Insurance - \$75,721
Health, LTD, Life, AD&D, W/C
- 41230 FICA - \$36,976
0.0765 of payroll, OT, and 401a
0.0765 of highway crew payroll (for water main repair work)
401a contribution
- 42301 Office Supplies - \$1,700
1/2 of office supply needs - \$3,000/2
1/2 of office equipment under \$100 - \$400/2
- 42323 Protective Clothing & Safety Equipment - \$ 1,248
boots, gloves, eye, ear protection, respirator cartridges, etc.
- 42340 Other Purchase & Supplies - \$79,000
Plant operation chemicals - \$43,000
Plant/Field testing and operating equipment and supplies - \$9,000
Other misc. materials - \$9,000
Hydrant replacement program - \$5,000
Custodial Supplies - \$1000
Hand Tools - \$2,000
Well 4 Pilot test materials - \$10,000
- 43213 Travel, Training, & Meetings - \$2,000
Training and Continuing Education, public information notices, water week, etc.
- 43258 Dues and Subscriptions - \$1,468
Professional Affiliation (AWWA, ABPA, and CWWA)
Diversion Permit
- 44203 Legal - \$2,000
- 44206 Municipal Insurance - \$12,750

- 44208 Other Professional Services - \$23,750
 - Diversion Permit Stream flow monitoring (\$4,000)
 - contractor repairs on water lines and other services (\$8,000)
 - contracted calibration work (\$1,000)
 - Individual Water Supply Plan (\$10,000)
 - Physicals & Testing - Pulmonary for plant staff, D&A monit - (\$750)

- 44217 Postage - \$3,500
 - \$7,000/2 budgets – bills, notices, correspondence, etc.

- 44223 Service Contracts - \$8,515
 - Computer software support/network support - \$1,600/yr (split with sewer)
 - Fire extinguisher annual maintenance - \$400
 - Plant and Booster Station generator maintenance agreement - \$1,750
 - Furnace maintenance agreement – WTP 1 and 2 - \$800
 - Meter reading eq. and software maintenance agreement - \$1,690/yr. (split with sewer)
 - Grounds Maintenance - \$500
 - Weekly garbage collection - \$320
 - Copier - no lease – split with sewer -\$780
 - SCADA Control maintenance agreement - \$2,100
 - Alarm services - \$220

- 44231 Advertising - \$600
 - advertising of legal notices, etc.

- 44238 Uniform Rentals - \$884
 - pants, polo shirts, T-shirts, sweat shirts for 4 employees

- 44244 Refunds for Overpayment - \$50

- 44255 Refunds - Tax or Liens - \$50

- 44262 Audit - \$5,500
 - year end audit plus fixed asset consultation

- 44285 Lab Fees - \$11,750
 - various weekly, monthly, quarterly, semi-annual, and annual water testing

- 45216 Telephone - \$5,292
 - emergency answering service, pagers, phones, cell phones

- 45221 Fuel-Heating - \$14,900
 - Appx. 10,000 gals \$1.49/gallon

- 45622 Electric - \$96,105
 - avg. \$8,009/mo. x 12 mo.

- 46224 Equipment Repairs - \$10,000
 - Scheduled and unscheduled repairs to plant and well equipment including main breaks

- 46226 Building Repairs - \$5,000
 - Scheduled and unscheduled building repairs and minor (non-capital) improvements, including repairs at O&M building

46390 Vehicle Maintenance - \$3,000
scheduled and unscheduled repairs on three trucks

48416 Office Equipment - \$750
Computer upgrades (split with sewer)
Capital equipment over \$100 (split with sewer)

49245 Bond Retirement - \$156,736
\$50,000+106,736

49246 Bond Interest - \$48,051
\$3,000+45,051

50500 Transfers To Capital Project - \$20,000

50900 Contingency - \$32,514

2011-2012 Fiscal Year Sewer and Water Commission Operating Budget

| <u>EXPENSE</u> | 10/11 ANNUAL REVISED BUDGET | 10/11 PROJECTED BUDGET | 11/12 PROPOSED BUDGET | DIFFERENCE |
|---|-----------------------------------|------------------------------|-----------------------------|-----------------|
| SEWER OPERATING | | | | |
| 2403207 40101 Regular Payroll | \$56,406 | \$56,145 | \$ 55,920 | \$ (485.85) |
| 2403207 40102 Other Regular & Part Time Payroll | | | | \$ - |
| 2403207 40105 Contr, Temp, Occas | | \$500 | \$0 | \$ - |
| 2403207 41210 Employee Related Insurance | \$13,573 | \$13,450 | \$15,163 | \$ 1,590.01 |
| 2403207 41230 FICA & Pension | \$8,013 | \$7,914 | \$ 7,566.27 | \$ (447.20) |
| 2403207 42301 Office Supplies | \$1,700 | \$1,146 | \$1,700 | \$ - |
| 2403207 42340 Operating Supplies | \$500 | \$500 | \$500 | \$ - |
| 2403207 43213 Travel, Training & Meetings | \$100 | \$250 | \$250 | \$ 150.00 |
| 2403207 44203 Legal | \$500 | \$0 | \$500 | \$ - |
| 2403207 44206 Municipal Insurance | \$12,750 | \$12,436 | \$ 12,750.00 | \$ - |
| 2403207 44217 Postage | \$2,500 | \$3,405 | \$3,500 | \$ 1,000.00 |
| 2403207 44223 Service Contracts | \$4,745 | \$4,726 | \$4,745 | \$ - |
| 2403207 44231 Advertising | \$600 | \$600 | \$600 | \$ - |
| 2403207 44244 Refunds for Overpayment | \$50 | \$0 | \$0 | \$ (50.00) |
| 2403207 44255 Refunds for Tax or Liens | \$50 | \$120 | \$50 | \$ - |
| 2403207 44262 Audit | \$5,500 | \$5,500 | \$5,500 | \$ - |
| 2403207 44268 Joint Sewer Facility Personnel | \$98,647 | \$98,647 | \$99,906 | \$ 1,259.00 |
| 2403207 45216 Telephone | \$2,400 | \$2,494 | \$2,600 | \$ 200.00 |
| 2403207 45221 Fuel/Heating | \$1,828 | \$1,612 | \$ 2,337.50 | \$ 510.00 |
| 2403207 45622 Electric | \$90,000 | \$75,000 | \$81,600 | \$ (8,400.00) |
| 2403207 46224 Equipment Repairs | \$10,000 | \$9,957 | \$10,000 | \$ - |
| 2403207 46269 Joint Sewer Facility Maintenance | \$495,697 | \$495,697 | \$474,629 | \$ (21,068.00) |
| 2403207 48404 Machinery & Equipment | \$20,100 | \$20,100 | \$20,100 | \$ - |
| 2403207 48416 Office Equipment | \$750 | \$750 | \$750 | \$ - |
| 2403207 50413 Transfers Out to General Fund | | | | \$ - |
| 2403207 50474 Transfers Out to Capital Reserve | | | | \$ - |
| 2403207 50500 Transfers to Capital Project | \$20,000 | \$20,000 | \$20,000 | \$ - |
| 2403207 50900 Contingency | \$20,001 | \$0 | \$ 45,412 | \$ 25,411.59 |
| | | | | \$ - |
| TOTAL | \$866,410 | \$830,949 | \$ 866,079 | \$ (330) |

2011/2012 Sewer Budget Justification

- 40101 Regular Payroll - \$55,920
 - Public Works Director salary (50 percent of Water/Sewer portion) - \$21,165
 - Financial Manager salary (50 percent) - $\$23.18 \times 8 \times 262 \times 0.5 = \$24,195$
 - Admin. Asst. (50 percent of Water/Sewer portion) - $\$19.70 \times 8 \times 262 \times 0.25 = \$10,286$
 - Longevity - \$275

- 41210 Employee Related Insurance - \$15,163

- 41230 FICA - \$7,567
 - 0.0765 of P/R and 401a
 - 401a - contribution

- 42301 Office Supplies - \$1,700
 - 1/2 of office equipment under \$100 (split with water)

- 42340 Other Purch Supplies - \$500
 - Batteries, lights, custodial supplies, etc.

- 43213 Travel, Training & Meetings - \$250

- 44203 Legal - \$500

- 44206 Municipal Insurance - \$12,750

- 44217 Postage - \$3,500
 - \$7,000/2 bills and notices, etc.

- 44223 Service Contracts - \$4,745
 - Copier - no lease – split with water - \$780
 - Computer software/network support - \$1,600/2 (split with water)
 - Fire extinguisher annual maintenance - \$200
 - PHPS generator maintenance contract - \$620
 - Furnace annual maintenance PHPS- \$300
 - Meter reading eq. and software maintenance agreement - \$1,689/yr. (split with water)
 - Pump Station Alarm System - \$1,200

- 44231 Advertising - \$600
 - advertising of rates for budget public meeting, etc.

- 44244 Refunds for Overpayment - \$50

- 44255 Refunds - Tax or Liens - \$50

- 44262 Audit - \$5,500
 - year end audit plus fixed asset consultation

- 44268 Joint Facilities Personnel -- \$99,906

- 45216 Telephone - \$2,600
avg. of \$217/mo x 12 mo.
- 45221 Fuel-Heating - \$2,338
850 gallons at \$2.75 per gallon
- 45622 Electric - \$81,000
Flatbrook, 584 Norwich, Prospect Hill Pump Station
approx. \$6,800/month
- 46224 Equipment Repairs - \$10,000
repairs to sewer mains, pump station, manholes, etc.
Removal of UST at PHPS - \$5,000
- 46269 Joint Facilities Maintenance – \$474,629
- 48404 Machinery and Equipment - \$20,100
Repairs to small office equipment - \$50
Equalization tank payment to Hebron - \$20,050
- 48416 Office Equipment - \$750
Computer upgrades, etc. (split with water)
- 50474 Transfers to Capital Reserve - \$20,000
- 50900 Contingency - \$45,412

1/7/2011

PROPOSED USAGE RATES
COLCHESTER SEWER AND WATER COMMISSION
2011 - 2012 FISCAL YEAR

Residential-Use Rates

| (thousands of gallons) | Existing <u>Water</u> | Existing <u>Sewer</u> | New <u>Water</u> | New <u>Sewer</u> |
|------------------------|--------------------------|--------------------------|---------------------|---------------------|
| Serv Charge | \$ 11.30 | \$ - | \$ 11.30 | \$ - |
| 0 to 10 | \$ 7.11 | \$ 6.85 | \$ 7.11 | \$ 6.85 |
| 10 to 20 | \$ 7.39 | \$ 6.93 | \$ 7.39 | \$ 6.93 |
| 20 plus | \$ 9.46 | \$ 7.16 | \$ 9.46 | \$ 7.16 |

Unmetered sewer based on 18,000 gallons per quarter - \$123.94

Irrigation water meter (unsewered) – all water charged at \$9.46/1,000 gallons

Commercial-Use Rates

3/4 in. or larger meters

| <u>Thousands of Gallons</u> | <u>Water Rates</u> | <u>Sewer Rates</u> |
|--|------------------------|------------------------|
| Service charge, per quarter (Includes up to 20) | | |
| 3/4 in. meter | \$ 163.06 | \$138.24 |
| 1 in. meter | \$ 164.16 | \$138.24 |
| 1-1/2 in. meter | \$ 165.63 | \$138.24 |
| 2 in. meter | \$ 169.68 | \$138.24 |
| 3 in. meter | \$ 199.49 | \$138.24 |
| 4 in. meter | \$ 210.53 | \$138.24 |
| 6 in. meter | \$ 236.29 | \$138.24 |
| 8 in. meter | \$ 265.73 | \$138.24 |
| Over 20 | \$7.35/1,000 gals. | \$6.91/1,000 gals. |
| Private Fire Service: | Up to 4 in. | \$20.45 per quarter |
| | 4 in. | \$127.22 per quarter |
| | 6 in. | \$369.88 per quarter |
| | 8 in. | \$787.94 per quarter |
| | 10 in. | \$1,417.09 per quarter |

Proposed rates to be
effective 7-1-11

TOWN of COLCHESTER SUMMARY OF FEES FOR SERVICES

| <u>DESCRIPTION</u> | <u>Fee</u> | <u>COMMENTS</u> |
|--|--------------|--|
| Commercial Building | \$5.00 | Per additional unit on a single meter added to the base rates |
| Late payment Charge | 1.50 percent | Per month |
| Return Check Charge | \$25.00 | |
| Lien Fee | \$35.00 | |
| Water service Reactivation Charge | \$120.00 | Fee includes a service call to shut off and one to turn back on |
| Service Termination Avoidance Charge | \$60.00 | |
| Service Call | \$60.00 | |
| After Hours (min) | \$160.00 | Up to 2hrs; \$80 for each hour or portion of thereafter |
| Sewer Assessment Payoff Lien Release | \$10.00 | |
| Gross Connection Inspection | \$80.00 | Per site min charge. Additional time onsite charged at hrly service call rate |
| RPD Testing Fee | \$55.00 | Per device if performed while onsite doing survey. Otherwise 1 hr Service Call Rate is added |
| Frozen Meter Charge | \$230.00 | includes cost of replacement meter. If meter reusable then substitute parts for new meter charge |
| Day | \$315.00 | includes cost of replacement meter. If meter reusable then substitute parts for new meter charge |
| After Hours | no charge | |
| Water Audit | \$65.00 | Includes office and field time to read a meter for initial reading and set up account records |
| Account Activation | \$550.00 | Includes price of meter and meter yoke |
| New meter Installation | \$87.00 | Price per each additional 1,000 gallons per irrigation rate |
| Sale of pool water - 6,000 gallons | | |
| <u>Construction and Special Services</u> | | |
| Flow Test | \$100.00 | each |
| Sewer and Water Application Fees (1) | \$70.00 | Per unit. Conditions of payment remain the same |
| Construction Inspection | \$60.00 | Minimum per visit up to 1 hour...Service Call Rate for each hour or portion of thereafter |
| New Main Flushing (2) | \$60.00 | Minimum per visit up to 1 hour...Service Call Rate for each hour or portion of thereafter |
| Pressure /Leak Test (2) | \$180.00 | Minimum per test. up to 3 hours...Service Call Rate for each hour or portion of thereafter |
| Chlorination (2) | \$120.00 | Minimum per test. up to 2 hours...Service Call Rate for each hour or portion of thereafter |
| Temporary Hydrant Meter | \$120.00 | Includes 2 hours service to set and remove meter. Water used is charged at the appropriate rate |
| <u>Construction-</u> | | |
| Cut in Tees | | These services be performed based on labor and equipment time, materials, and administrative overhead. |
| Tapping | \$ 750.00 | Estimate prepared and Fee paid in advance. |
| | \$ 975.00 | |
| | \$ 1,300.00 | |
| Hydrant Raise | | |

NOTES

- 1 For complex plan review, charge at an hourly rate of \$70 times estimated hours to review the documents. Recommendations above, as well as, this suggestion are subject to the existing requirements for pre-payment
- 2 These Fees are for observation only. Should the Town start performing the actual service then the fee will be recalculated on a time charge basis