

**SEWER
FUND**

SEWER FUND

MISSION STATEMENT: To provide an environmentally safe system for collection, treatment, and disposal of sewage and to do so through a user fee based revenue system.

SEWER FUND SUMMARY

	FY 07 Actual	FY 08 Budget	FY 08 Actual	FY 09 Budget	FY 10 Manager	Change FY 09 - 10	Percent Change
Operating Revenues	\$ 2,828,133	3,625,878	3,409,882	3,569,647	3,459,500	(110,147)	-3.1%
Interest	\$ 80,563	31,000	72,813	31,000	31,000	0	0.0%
Grants	\$ 26,196	0	0	25,000	0	(25,000)	-100.0%
SUBTOTAL REVENUES	\$ 2,934,892	3,656,878	3,482,695	3,625,647	3,490,500	(135,147)	-3.7%
Borrowing							
Authorizations	\$ 0	0	0	0	0	0	0.0%
Available Funds	\$ 211,835	0	0	0	0	0	0.0%
Surplus Funds	\$ 0	0	0	0	232,658	232,658	-
TOTAL RESOURCES	\$ 3,146,727	3,656,878	3,482,695	3,625,647	3,723,158	97,511	2.7%
Operating Budget	\$ 2,269,978	2,550,000	2,375,817	2,621,912	2,709,610	87,698	3.3%
Gen. Fund Services	\$ 296,789	296,400	296,400	302,264	306,144	3,880	1.3%
Debt Service	\$ 354,960	348,478	348,478	341,471	333,804	(7,667)	-2.2%
Capital Program	\$ 225,000	462,000	462,000	360,000	373,600	13,600	3.8%
Interfund Transactions	\$ 0	0	0	0	0	0	0.0%
TOTAL APPROPRIATION	\$ 3,146,727	3,656,878	3,482,695	3,625,647	3,723,158	97,511	2.7%

SEWER FUND**RESOURCES**

GOAL STATEMENT: To provide an adequate amount and proper balance of revenue sources to ensure that the Sewer Fund is completely self-supporting.

LONG RANGE OBJECTIVES:

To maintain projection models to facilitate rate setting.
To plan rate increases to meet long term Fund objectives.

FY 10 OBJECTIVES:

To increase sewer rates to adequately fund operating and capital needs and to develop a more defined policy regarding an appropriate reserve level for Sewer Fund Surplus.

SERVICE LEVELS:

	FY 04	FY 05	FY 06	FY 07	FY 08
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
Funding Composition (%)					
Operating Revenues	99	98	93	90	98
Interest	1	2	3	3	2
Grants	0	0	0	1	0
Surplus Funds	0	0	4	7	0
Borrowing	0	0	0	0	0

SEWER FUND

RESOURCES

	FY 07 Actual	FY 08 Budget	FY 08 Actual	FY 09 Budget	FY 10 Proposed	Change FY 09 - 10	Percent Change
Sewer Rates	\$ 2,920,694	3,510,000	3,407,298	3,627,000	3,334,500	(292,500)	-8.1%
Sewer Liens	63,792	35,000	58,908	35,000	35,000	0	0.0%
Sewer Entrances	43,300	40,000	51,550	40,000	40,000	0	0.0%
Septic Disposal	20,925	32,000	31,860	32,000	32,000	0	0.0%
Sewer Miscellaneous	61,520	54,000	51,835	18,000	18,000	0	0.0%
Sewer Interest	80,563	31,000	72,813	31,000	31,000	0	0.0%
Sewer Grants	26,196	0	22,575	25,000	0	(25,000)	-100.0%

SIGNIFICANT BUDGET CHANGES:

The current sewer rate is \$3.10 per 100 CF. An estimated rate adjustment of +\$0.15 will be necessary effective July 1, 2009. \$232,658 from Sewer Fund Surplus will be appropriated to support this budget. The July 1, 2008 Sewer Fund Free Cash is \$1,257,323. Water consumption, upon which the sewer rate is established, is conservatively estimated 10% below the four year average thru the first 2 quarters of FY 09.

SEWER FUND**4441: SEWER MAINTENANCE**

GOAL STATEMENT: To maintain sanitary sewers throughout the Town and provide a 24 hour a day response capability for emergency situations.

RECENT ACCOMPLISHMENTS & CURRENT CHALLENGES:

None.

LONG RANGE OBJECTIVES:

To accelerate the repair and replacement of defective and undersized sewer lines throughout the collection system.

To investigate the need and prioritize extensions to the sewer collection system.

To continue to improve sewer system mapping using GIS.

FY 10 OBJECTIVES:

To video inspect approximately 5 miles of sewer lines to determine source of problems and repair or replace as necessary.

To review and complete the sewer master plan.

Continue the sewer flushing, root control, and grease removal programs in the sewer system.

To review and update the Town's sewer ordinance.

To repair recognized deficiencies in the sewer collection system.

SERVICE LEVELS:

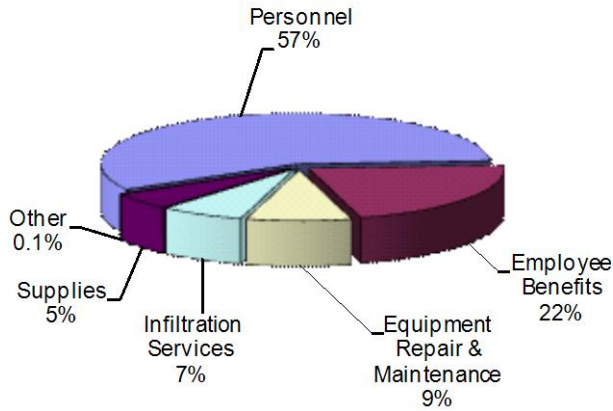
	FY 04	FY 05	FY 06	FY 07	FY 08
	Actual	Actual	Actual	Actual	Actual
Sanitary sewer complaints	47	82	78	113	106
Sewer main stoppages	10	12	11	21	30
Sewer main flushing (miles)	20	30	30	30	30
Sewer mains treated for roots (in linear feet)	4,846	5,189	5,189	5,617	6,240
Sewer maintained (miles)	90	90	92	92	92
T.V.'d sections of problem sewers (in linear feet)	5.5	25,000	2,000	10,211	26,342
Feet of sewer rehabilitated			0	0	0
Feet of sewer replaced			166	79	150
Feet of sewer extended			11,630	0	0

SEWER FUND

4441: SEWER MAINTENANCE

	FY 07 Actual	FY 08 Budget	FY 08 Actual	FY 09 Budget	FY 10 Manager	Change FY 09 - 10	Percent Change
Personnel Services	\$ 91,936	143,823	108,588	138,629	137,067	(1,562)	-1.1%
Operating Expenses	\$ 26,594	29,000	33,041	32,000	36,100	4,100	12.8%
Capital Outlay	\$ 0	0	0	0	0	0	0.0%
TOTAL APPROPRIATION	\$ 118,530	172,823	141,629	170,629	173,167	2,538	1.5%
SOURCES OF FUNDS							
Sewer Revenues	\$ 118,530	172,823	141,629	170,629	173,167	2,538	1.5%
POSITIONS							
Full Time	2.50	2.50	2.50	2.00	2.00	0.00	
Part Time with Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
Full Time Equivalents	2.50	2.50	2.50	2.00	2.00	0.00	

MAJOR COMPONENTS:



Personnel Services include funds for one equipment operator, a laborer/truck driver and half of a laborer/truck driver shared with the Highway budget in the General Fund, and health insurance and retirement benefits for these employees.

Equipment Repair and Maintenance include funds for renting equipment to pump sewers.

Infiltration Services provide funds for root control and video inspections.

Departmental Supplies provide miscellaneous sewer materials such as pipes, elbows, caps, etc.

SIGNIFICANT BUDGET CHANGES:
 Operating budget increases due to equipment repair/maintenance, supplies, and infiltration services increases.

SEWER FUND**4440: WASTEWATER TREATMENT PLANT**

GOAL STATEMENT: To treat all wastewater discharges to the Connecticut River within Environmental Protection Agency Standards.

RECENT ACCOMPLISHMENTS & CURRENT CHALLENGES:

- A new membrane roof was installed at the treatment plant.
- Town staff replaced the emergency generator at the West St pump station.
- Town staff installed a new emergency generator at the Amherst Fields pump station.
- Town staff replaced the adjustable weirs in the aeration tanks.
- Town staff demolished the last vacuum filter at the treatment plant.
- Town staff replaced (3) 12 inch tank drain valves on the primary clarifiers.
- Town staff designed and installed a new 36" insertion flow meter on the treatment plant out fall line.

LONG RANGE OBJECTIVES:

To investigate and promote water reuse when it is environmentally compatible.

To reduce the amount of leakage into the sewer collection system.

To continue the capital improvement projects at the main treatment plant and 20 pumping stations.

FY 10 OBJECTIVES:

To promote the reuse of treated effluent at the new central heating plant and athletic fields at UMass.

To update the telemetry and alarm systems at the treatment plant and pump stations.

To replace the emergency generator at Stanley St pump station.

To improve security at the main treatment plant.

To acquire an additional portable emergency generator.

SERVICE LEVELS:

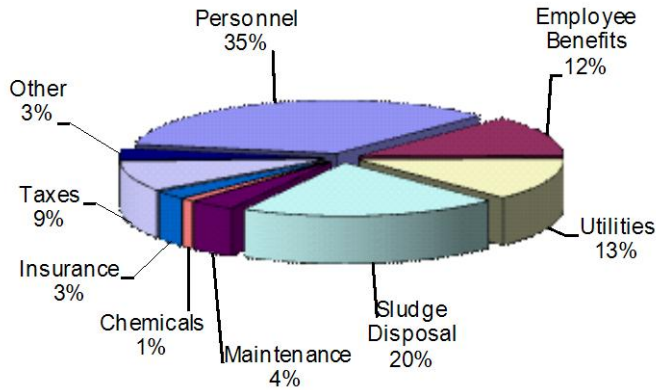
	FY 04	FY 05	FY 06	FY 07	FY 08
	Actual	Actual	Actual	Actual	Actual
Flow totals (billion gals)	1.65	1.53	1.61	1.45	1.48
Chlorine (lbs)	11,840	11,575	9,480	9,535	9,800
Polymer (lbs)	2,687	2,837	2,680	2,999	2,993
Mass WPC Reports & Federal Reports	12	12	12	12	12
% of tests achieving EPA standards:					
Main Plant	100%	100%	100%	100%	100%
Pumping stations operated	18	18	20	20	20
Grit & screenings deposited at sanitary landfill (cu.yd)*	53	141	77	78	78
Septic waste delivered to plant (loads)	275	251	187	180	292
Gallons of liquid sludge disposed	3,711,200	3,537,600	3,677,100	3,901,000	4,126,500
Tons of dry sludge produced	1,080	1,030	1,011	1,052	1,104

SEWER FUND

4440: WASTEWATER TREATMENT PLANT

	FY 07 Actual	FY 08 Budget	FY 08 Actual	FY 09 Budget	FY 10 Manager	Change FY 09 - 10	Percent Change
Personnel Services	\$ 989,807	1,132,771	1,019,507	1,167,864	1,202,487	34,623	3.0%
Operating Expenses	\$ 1,150,056	1,231,407	1,203,222	1,269,919	1,320,456	50,537	4.0%
Capital Outlay	\$ 11,585	13,000	11,459	13,500	13,500	0	0.0%
TOTAL APPROPRIATION	\$ 2,151,448	2,377,177	2,234,188	2,451,283	2,536,443	85,160	3.5%
SOURCES OF FUNDS							
Sewer Revenues	\$ 2,151,448	2,377,177	2,234,188	2,451,283	2,536,443	85,160	3.5%
Surplus Funds	\$ 0	0	0	0	0	0	0.0%
POSITIONS							
Full Time	15.25	15.25	15.25	15.50	15.50	0.00	
Part Time with Benefits	0.00	0.00	0.00	0.00	0.00	0.00	
Full Time Equivalents	15.25	15.25	15.25	15.50	15.50	0.00	

MAJOR COMPONENTS:



Personnel Services include salaries for the Water Resources Director (shared with the Water Fund), a division director, a supervisor/mechanic, two senior crew supervisors, four equipment operators, one laboratory technician, two mechanics, one maintenance worker. The Town Engineer, the Asst. Town Engineer, and an engineer tech are shared with the General Fund, Water Fund, and Sewer Fund. A utility technician and a GIS Administrator and two electricians shared with the Water Fund. Also included is \$314,031 for health, retirement, life insurance and other employee benefits and \$36,000 for overtime.

Utilities include \$290,000 for electricity, \$32,000 for fuel and \$12,000 for water.

Maintenance includes funds for repair of facilities, vehicles and equipment.

Insurance includes building, vehicle and liability coverage.

SIGNIFICANT BUDGET CHANGES:

Personnel services increases include Sewer Fund share of increases to employee health insurance costs and retirement assessments. The operating budget increase is due to increased contractual costs for sludge removal.

SEWER FUND**GENERAL FUND SERVICES**

GOAL STATEMENT: To compensate the General Fund for services provided by various departments.

LONG RANGE OBJECTIVES:**FY 10 OBJECTIVES:**

To ensure that all costs related to sewer services are identified and appropriately charged through evaluation and modification of the indirect cost model used to assess charges for General Fund administrative support.
To charge the General Fund for services provided.

SERVICE LEVELS:

	FY 04 <u>Actual</u>	FY 05 <u>Actual</u>	FY 06 <u>Actual</u>	FY 07 <u>Actual</u>	FY 08 <u>Actual</u>
Number of departments reimbursed	7	6	6	6	6
Percentage of total Fund expenses paid to the General Fund	10	8	8	10	9

SEWER FUND**GENERAL FUND SERVICES**

	FY 07 Actual	FY 08 Budget	FY 08 Actual	FY 09 Budget	FY 10 Manager	Change FY 09 - 10	Percent Change
General Fund Services \$	296,789	296,400	296,400	302,264	306,144	3,880	1.3%
Transfers to Other Funds \$	0	0	0	0	0	0	0.0%
TOTAL APPROPRIATION \$	296,789	296,400	296,400	302,264	306,144	3,880	1.3%
SOURCES OF FUNDS							
Sewer Revenues \$	296,789	296,400	296,400	302,264	306,144	3,880	1.3%

MAJOR COMPONENTS:

General Fund Services: The General Fund provides services which are used by the Sewer Fund. Transfers are made from the Sewer Fund to the General Fund to compensate for the cost of these services. Additionally, the General Fund uses resources of the Sewer Fund and pays for that use. These payments are netted against amounts owed to the General Fund. Charges for FY 10 are as follows:

Select Board/Town Manager	6% of budget	\$ 20,159
Finance Department	9% of budget	106,065
Human Resources/ Human Rights	6% of budget	10,978
Information Technology	6% of budget	34,736
Public Works Administration	30% of budget	112,877
Equipment Maintenance	10% of budget	30,982
Town Hall Debt		21,437
Rental of Ruxton Space		(6,000)
Rental of Garage at Wastewater Treatment Facility		(15,000)
Rental of Equipment for Catch Basin Cleaning		<u>(10,000)</u>
TOTAL		<u>\$ 306,1444</u>

SIGNIFICANT BUDGET CHANGES:

None.

SEWER FUND**DEBT SERVICE**

GOAL STATEMENT: To provide funds for principal and interest payments for temporary and long-term debt.

LONG RANGE OBJECTIVES:**FY 10 OBJECTIVES:**

To make payments on debt incurred to reconstruct Middle Street sewer mains.

To make payments on debt incurred for the Chapel Road/Mechanic Street sewer extension.

SERVICE LEVELS:

	<u>FY 04</u> <u>Actual</u>	<u>FY 05</u> <u>Actual</u>	<u>FY 06</u> <u>Actual</u>	<u>FY 07</u> <u>Actual</u>	<u>FY 08</u> <u>Actual</u>
Number of issues outstanding	1	3	2	2	2

SEWER FUND**DEBT SERVICE**

		FY 07 Actual	FY 08 Budget	FY 08 Actual	FY 09 Budget	FY 10 Manager	Change FY 09 - 10	Percent Change
Principal	\$	294,000	290,000	290,000	290,000	290,000	0	0.0%
Interest	\$	60,960	58,478	58,478	51,471	43,804	(7,667)	-14.9%
TOTAL APPROPRIATION	\$	354,960	348,478	348,478	341,471	333,804	(7,667)	-2.2%
SOURCES OF FUNDS								
Sewer Revenues	\$	354,960	348,478	348,478	341,471	333,804	(7,667)	-2.2%

MAJOR COMPONENTS:	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
Middle Street Sewer	\$190,000	\$21,803	\$211,803
Chapel/Mechanic Sewer	<u>100,000</u>	<u>22,001</u>	<u>122,001</u>
	<u>\$290,000</u>	<u>\$43,804</u>	<u>\$333,804</u>

SIGNIFICANT BUDGET CHANGES:
None.

SEWER FUND

CAPITAL PROGRAM SUMMARY

GOAL STATEMENT: To provide for the maintenance and improvement of the Town's sewer system.

LONG RANGE OBJECTIVES:
 To implement a long range Sewer Extension Master Plan consistent with economic development goals of the Town.

FY 10 OBJECTIVES:
 To complete the following:
 Billing Software Upgrade
 Collection System Improvements
 GPS Aerial Photography
 DPW Facility Improvements
 Sandblast & Paint Treatment Units.

SERVICE LEVELS:	FY 04	FY 05	FY 06	FY 07	FY 08
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
Number of Projects:					
Departmental Equipment	2	3	4	0	3
Existing Facilities	3	2	2	3	3
New Facilities	0	0	0	0	0

SEWER FUND

CAPITAL PROGRAM SUMMARY

		FY 07 Actual	FY 08 Budget	FY 08 Actual	FY 09 Budget	FY 10 Manager	Change FY 09 - 10	Percent Change
Departmental Equip.	\$	0	25,000	25,000	0	0	0	0.0%
Existing Facilities	\$	225,000	437,000	437,000	360,000	373,600	13,600	3.8%
New Facilities	\$	0	0	0	0	0	0	0.0%
TOTAL APPROPRIATION	\$	225,000	462,000	462,000	360,000	373,600	13,600	3.8%
SOURCES OF FUNDS								
Sewer Revenues	\$	13,165	462,000	462,000	360,000	373,600	13,600	3.8%
Other Available Funds	\$	0	0	0	0	0	0	0.0%
Surplus Funds	\$	211,835	0	0	0	0	0	0.0%
Borrowing	\$	0	0	0	0	0	0	0.0%
Grants	\$	0	0	0	0	0	0	0.0%

MAJOR COMPONENTS:	Equipment	\$ 8,600	Billing Software Upgrade
	Facilities	\$ 300,000	Collection System Improvements
		40,000	GPS Aerial Photography
		5,000	DPW Facility Improvements
		20,000	Sandblast & Paint Treatment Units