

**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 06 Actual	FY 07 Budget	FY 07 Actual	FY 08 Budget	FY 09 Manager	Change FY 08 - 09	Percent Change
Operating Revenues	\$ 2,727,811	2,982,200	2,828,133	3,625,878	3,614,647	(11,231)	-0.3%
Interest	\$ 77,728	38,000	80,563	31,000	31,000	0	0.0%
Grants	\$ 0	0	26,196	0	25,000	25,000	0.0%
SUBTOTAL REVENUES	\$ 2,805,540	3,020,200	2,934,892	3,656,878	3,670,647	13,769	0.4%
Borrowing							
Authorizations	\$ 0	0	0	0	0	0	0.0%
Available Funds	\$ 286,649	211,835	211,835	0	0	0	0.0%
Surplus Funds	\$ 0	0	0	0	0	0	0.0%
TOTAL RESOURCES	\$ 3,092,189	3,232,035	3,146,727	3,656,878	3,670,647	13,769	0.4%
Operating Budget	\$ 2,129,189	2,351,036	2,269,978	2,550,000	2,621,912	71,912	2.8%
Gen. Fund Services	\$ 234,141	296,789	296,789	296,400	302,264	5,864	2.0%
Debt Service	\$ 363,859	359,210	354,960	348,478	341,471	(7,007)	-2.0%
Capital Program	\$ 365,000	225,000	225,000	462,000	405,000	(57,000)	-12.3%
Interfund Transactions	\$ 0	0	0	0	0	0	0.0%
TOTAL APPROPRIATION	\$ 3,092,188	3,232,035	3,146,727	3,656,878	3,670,647	13,768	0.4%

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.

CONTINUING OBJECTIVES:

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

LONG RANGE OBJECTIVES:**FY 09 OBJECTIVES:**

To increase sewer rates to adequately fund operating and capital needs.

SERVICE LEVELS:

	<u>FY 03</u> <u>Actual</u>	<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>
Funding Composition (%)					
Operating Revenues	95	99	98	93	90
Interest	4	1	2	3	3
Grants	0	0	0	0	1
Surplus Funds	1	0	0	4	7
Borrowing	0	0	0	0	0

SEWER FUND

RESOURCES

	FY 06 Actual	FY 07 Budget	FY 07 Actual	FY 08 Budget	FY 09 Manager	Change FY 08 - 09	Percent Change
Sewer Rates	\$ 2,735,430	2,839,200	2,920,694	3,510,000	3,627,000	117,000	3.3%
Sewer Liens	40,317	35,000	63,792	35,000	35,000	0	0.0%
Sewer Entrances	39,000	40,000	43,300	40,000	40,000	0	0.0%
Septic Disposal	24,690	32,000	20,925	32,000	32,000	0	0.0%
Sewer Miscellaneous	37,917	36,000	61,520	54,000	18,000	(36,000)	-66.7%
Sewer Interest	77,728	38,000	80,563	31,000	31,000	0	0.0%
Sewer Grants	0	0	26,196	0	25,000	25,000	-

SIGNIFICANT BUDGET CHANGES:

The current sewer rate is \$3.00 per 100 CF. An estimated rate adjustment of +\$0.10 will be necessary effective July 1, 2008. Miscellaneous receipts decrease of \$36,000 reflects waiver of sewer effluent charges per 2007 Strategic Partnership Agreement with UMass.

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.

CONTINUING OBJECTIVES:

To continue to provide routine preventative maintenance of sewers through a program of cleaning, flushing and root removal.

To rehabilitate sewer lines as needed.

To identify and eliminate sources of inflow and infiltration to the sewer system.

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 09 OBJECTIVES:

To video inspect approximately 10 miles of sewer lines to determine source of problems and repair or replace as necessary.

To review and complete the sewer master plan.

To keep current the sewer flushing and root control programs.

To review and update the Town's sewer ordinance.

SERVICE LEVELS:

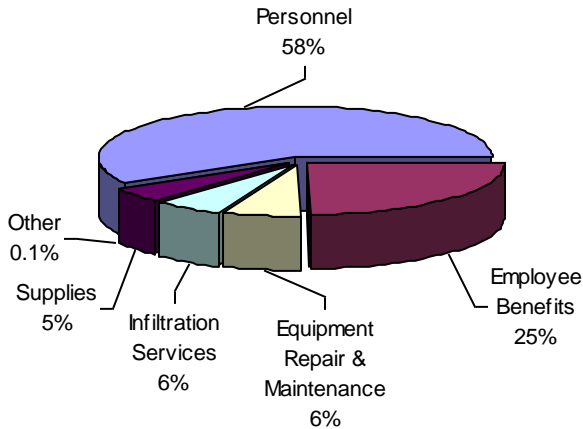
	FY 03 Actual	FY 04 Actual	FY 05 Actual	FY 06 Actual	FY 07 Actual
Sanitary sewer complaints	59	47	82	78	113
Sewer main stoppages	15	10	12	11	21
Sewer main flushing (miles)	10	20	30	30	30
Sewer mains treated for roots (in linear feet)	17,438	4,846	5,189	5,189	5,617
Sewer maintained (miles)	90	90	90	92	92
T.V.'d sections of problem sewers (in linear feet)	4,286	5.5	25,000	2,000	10,211
Feet of sewer rehabilitated				0	0
Feet of sewer replaced				166	79
Feet of sewer extended				11,630	0

SEWER FUND

4441: SEWER MAINTENANCE

	FY 06 Actual	FY 07 Budget	FY 07 Actual	FY 08 Budget	FY 09 Manager	Change FY 08 - 09	Percent Change
Personnel Services	\$ 73,407	134,176	91,936	143,823	138,629	(5,194)	-3.6%
Operating Expenses	\$ 24,208	27,000	26,594	29,000	32,000	3,000	10.3%
Capital Outlay	\$ 0	0	0	0	0	0	0.0%
TOTAL APPROPRIATION	\$ 97,615	161,176	118,530	172,823	170,629	(2,194)	-1.3%
SOURCES OF FUNDS							
Sewer Revenues	\$ 97,615	161,176	118,530	172,823	170,629	(2,194)	-1.3%
POSITIONS							
Full Time	2.50	2.50	2.50	2.50	2.00	(0.50)	
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	2.50	2.00	(0.50)	

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:
 Personnel services increases due to employee steps, COLAs and Sewer Fund share of increases to employee health insurance costs and retirement assessments. A 0.50 FTE Laborer/Truck Driver is eliminated (savings of \$19,491).

SEWER FUND**4440: WASTEWATER TREATMENT PLANT**

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

CONTINUING OBJECTIVES:

To maintain plant operations at a high level of efficiency through routine updates and modernization of equipment.
 To keep all preventive maintenance programs current.
 To improve operation and maintenance of the sewer collection system.
 To utilize the sewer video camera to define areas of future sewer improvements.
 To maintain an ongoing capital improvement plan for all facilities.

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.

FY 09 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:

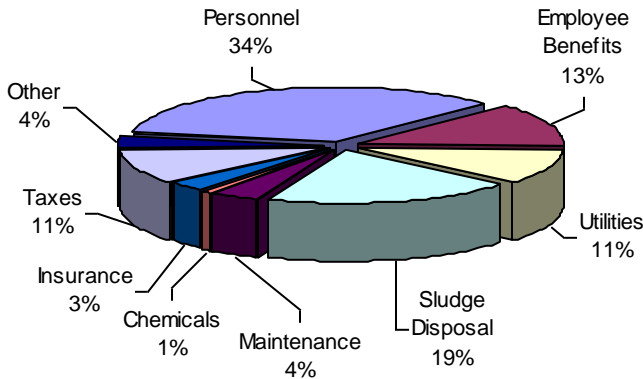
	FY 03	FY 04	FY 05	FY 06	FY 07
	Actual	Actual	Actual	Actual	Actual
Flow totals (billion gals)	1.31	1.65	1.53	1.61	1.45
Chlorine (lbs)	12,775	11,840	11,575	9,480	9,535
Polymer (lbs)	2,963	2,687	2,837	2,680	2,999
Mass WPC Reports & Federal Reports	12	12	12	12	12
% of tests achieving EPA standards:					
Main Plant	100%	100%	100%	100%	100%
Pumping stations operated	18	18	18	20	20
Grit & screenings deposited at sanitary landfill (cu.yd)*	60	53	141	77	78
Septic waste delivered to plant (loads)	251	275	251	187	180180
Gallons of liquid sludge disposed	3,638,000	3,711,200	3,537,600	3,677,100	3,901,000
Tons of dry sludge produced	1,100	1,080	1,030	1,011	1,052

SEWER FUND

4440: WASTEWATER TREATMENT PLANT

	FY 06 Actual	FY 07 Budget	FY 07 Actual	FY 08 Budget	FY 09 Manager	Change FY 08 - 09	Percent Change
Personnel Services	\$ 946,212	1,053,517	989,807	1,132,771	1,167,864	35,093	3.1%
Operating Expenses	\$ 1,086,395	1,123,344	1,150,056	1,231,407	1,269,919	38,512	3.1%
Capital Outlay	\$ (1,033)	13,000	11,585	13,000	13,500	500	3.8%
TOTAL APPROPRIATION	\$ 2,031,574	2,189,861	2,151,448	2,377,177	2,451,283	74,106	3.1%
SOURCES OF FUNDS							
Sewer Revenues	\$ 2,031,574	2,189,861	2,151,448	2,377,177	2,451,283	74,106	3.1%
Surplus Funds	\$ 0	0	0	0	0	0	0.0%
POSITIONS							
Full Time	15.25	15.25	15.25	15.25	15.50	0.25	
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	15.25	15.50	0.25	

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 and an engineer, a jr. engineer, and an assistant to the Superintendent of Public Works, shared with the General Fund and Water Fund, a utility technician and a GIS Administrator and two electricians shared with the Water Fund. Also included is \$316,891 for health, retirement, life insurance and other employee benefits and \$35,700 for overtime.

Utilities include \$279,000 for electricity, \$23,000 for fuel and \$3,700 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. A 0.25 FTE Electrician (also funded 0.25 FTE in Water and 0.50 FTE in General Fund) is added at a cost of \$10,424. Electricity budget increases by \$11,000 (3.9%), and chemicals increase by \$5,000 (25%).

SEWER FUND**GENERAL FUND SERVICES**

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

CONTINUING 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.

LONG RANGE OBJECTIVES:**FY 09 OBJECTIVES:****SERVICE LEVELS:**

	<u>FY 03</u> <u>Actual</u>	<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>
Number of departments reimbursed	7	7	6	6	6
Percentage of total Fund expenses paid to the General Fund	10	10	8	8	10

SEWER FUND**GENERAL FUND SERVICES**

	FY 06 Actual	FY 07 Budget	FY 07 Actual	FY 08 Budget	FY 09 Manager	Change FY 08 - 09	Percent Change
General Fund Services \$	234,141	296,789	296,789	296,400	302,264	5,864	2.0%
Transfers to Other Funds \$	0	0	0	0	0	0	0.0%
TOTAL APPROPRIATION \$	234,141	296,789	296,789	296,400	302,264	5,864	2.0%
SOURCES OF FUNDS							
Sewer Revenues \$	234,141	296,789	296,789	296,400	302,264	5,864	2.0%

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 09 are as follows:

Select Board/Town Manager	7% of budget	\$ 20,579
Finance Department	9% of budget	100,137
Human Resources/ Human Rights	6% of budget	15,388
Information Technology	5% of budget	31,392
Public Works Administration	32% of budget	114,517
Equipment Maintenance	10% of budget	29,814
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		(10,000)
TOTAL		\$ 302,264

SIGNIFICANT BUDGET CHANGES:

None.

SEWER FUND**DEBT SERVICE**

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

CONTINUING OBJECTIVES:

To evaluate and recommend appropriate debt service levels for the Fund.

LONG RANGE OBJECTIVES:**FY 09 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:

	FY 03 <u>Actual</u>	FY 04 <u>Actual</u>	FY 05 <u>Actual</u>	FY 06 <u>Actual</u>	FY 07 <u>Actual</u>
Number of issues outstanding	1	1	3	2	2

SEWER FUND**DEBT SERVICE**

		FY 06 Actual	FY 07 Budget	FY 07 Actual	FY 08 Budget	FY 09 Manager	Change FY 08 - 09	Percent Change
Principal	\$	294,000	294,000	294,000	290,000	290,000	0	0.0%
Interest	\$	69,859	65,210	60,960	58,478	51,471	(7,007)	-12.0%
TOTAL APPROPRIATION	\$	363,859	359,210	354,960	348,478	341,471	(7,007)	-2.0%
SOURCES OF FUNDS								
Sewer Revenues	\$	363,859	359,210	354,960	348,478	341,471	(7,007)	-2.0%

MAJOR COMPONENTS:	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
Middle Street Sewer	\$190,000	\$27,408	\$217,408
Chapel/Mechanic Sewer	<u>100,000</u>	<u>24,063</u>	<u>124,063</u>
	<u>\$290,000</u>	<u>\$51,471</u>	<u>\$341,471</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.

CONTINUING OBJECTIVES:

To maintain a capital plan that ensures the efficiency and effectiveness of the services provided by the Sewer Fund.

LONG RANGE OBJECTIVES:

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

FY 09 OBJECTIVES:

To continue collection systems improvements.
 To continue DPW facility repairs.
 To replace a Pick-Up Truck.
 To replace a Treatment Plant roof.
 To fund radio telemetry improvements.
 To replace 30-year Hydrosep Drives.

SERVICE LEVELS:

	<u>FY 03 Actual</u>	<u>FY 04 Actual</u>	<u>FY 05 Actual</u>	<u>FY 06 Actual</u>	<u>FY 07 Actual</u>
Number of Projects:					
Departmental Equipment	1	2	3	4	0
Existing Facilities	4	3	2	2	3
New Facilities	0	0	0	0	0

SEWER FUND

CAPITAL PROGRAM SUMMARY

	FY 06 Actual	FY 07 Budget	FY 07 Actual	FY 08 Budget	FY 09 Manager	Change FY 08 - 09	Percent Change
Departmental Equip.	\$ 160,000	0	0	25,000	0	(25,000)	-100.0%
Existing Facilities	\$ 205,000	225,000	225,000	437,000	405,000	(32,000)	-7.3%
New Facilities	\$ 0	0	0	0	0	0	0.0%
TOTAL APPROPRIATION	\$ 365,000	225,000	225,000	462,000	405,000	(57,000)	-12.3%
SOURCES OF FUNDS							
Sewer Revenues	\$ 462,000	13,165	13,165	462,000	405,000	(57,000)	-12.3%
Other Available Funds	\$ 0	0	0	0	0	0	0.0%
Surplus Funds	\$ 36,171	211,835	211,835	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	\$ 60,000	Clarifier Baffles
	Facilities	\$ 300,000	Collection System Improvements
		40,000	GPS Aerial Photography
		5,000	DPW Facility Improvements