

**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 08 Actual	FY 09 Budget	FY 09 Actual	FY 10 Budget	FY 11 Manager	Change FY 10 - 11	Percent Change
Operating Revenues	\$ 3,601,451	3,614,647	3,695,472	3,459,500	3,459,500	0	0.0%
Interest	\$ 72,813	31,000	57,861	31,000	42,000	11,000	35.5%
Grants	\$ 0	25,000	0	0	0	0	0.0%
<b>SUBTOTAL REVENUES</b>	<b>\$ 3,674,264</b>	<b>3,670,647</b>	<b>3,753,333</b>	<b>3,490,500</b>	<b>3,501,500</b>	<b>11,000</b>	<b>0.3%</b>
<b>Borrowing</b>							
Authorizations	\$ 0	0	0	0	0	0	0.0%
Available Funds	\$ 0	0	0	0	0	0	0.0%
Surplus Funds	\$ 0	0	0	232,658	248,917	16,259	7.0%
<b>TOTAL RESOURCES</b>	<b>\$ 3,674,264</b>	<b>3,670,647</b>	<b>3,753,333</b>	<b>3,723,158</b>	<b>3,750,417</b>	<b>27,259</b>	<b>0.7%</b>
Operating Budget	\$ 2,375,817	2,621,912	2,507,929	2,709,610	2,805,442	95,832	3.5%
Gen. Fund Services	\$ 296,400	302,264	302,264	--	--		
Debt Service	\$ 348,478	341,471	336,158	333,804	325,284	(8,520)	-2.6%
Capital Program	\$ 462,000	405,000	405,000	373,600	295,000	(78,600)	-21.0%
Interfund Transactions	\$ 0	0	0	0	0	0	0.0%
<b>TOTAL APPROPRIATION</b>	<b>\$ 3,482,695</b>	<b>3,670,647</b>	<b>3,551,351</b>	<b>3,417,014</b>	<b>3,425,726</b>	<b>8,712</b>	<b>0.3%</b>
Indirect Costs Appropriated in General Fund				306,144	324,691	18,547	6.1%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,482,695</b>	<b>3,670,647</b>	<b>3,551,351</b>	<b>3,723,158</b>	<b>3,750,417</b>	<b>27,259</b>	<b>0.7%</b>

**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 11 OBJECTIVES:**

Continue to adequately fund operating and capital needs while not increasing water rates.  
Develop a more defined policy regarding an appropriate reserve level for Sewer Fund Surplus.

**SERVICE LEVELS:**

	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>
Funding Composition (%)					
Operating Revenues	98	93	90	98	98
Interest	2	3	3	2	2
Grants	0	0	1	0	0
Surplus Funds	0	4	7	0	0
Borrowing	0	0	0	0	0

## SEWER FUND

## RESOURCES

	FY 08 Actual	FY 09 Budget	FY 09 Actual	FY 10 Budget	FY 11 Manager	Change FY 10 - 11	Percent Change
Sewer Rates	3,407,298	3,489,647	3,542,299	3,334,500	3,334,500	0	0.0%
Sewer Liens	58,908	35,000	65,250	35,000	35,000	0	0.0%
Sewer Entrances	51,550	40,000	27,083	40,000	40,000	0	0.0%
Septic Disposal	31,860	32,000	38,640	32,000	32,000	0	0.0%
Sewer Miscellaneous	51,835	18,000	22,200	18,000	18,000	0	0.0%
Sewer Interest	72,813	31,000	57,861	31,000	42,000	11,000	35.5%
Sewer Grants	22,575	25,000	0	0	0	0	0.0%
	<u>3,696,839</u>	<u>3,670,647</u>	<u>3,753,333</u>	<u>3,490,500</u>	<u>3,501,500</u>	<u>11,000</u>	<u>0.3%</u>

**SIGNIFICANT BUDGET CHANGES:**

The current sewer rate is \$3.25 per 100 CF. The Town Manager is recommending to the Select Board that NO SEWER RATE INCREASE will be necessary effective July 1, 2010. \$248,917 from Sewer Fund Surplus will be appropriated to support this budget. The July 1, 2009 Sewer Fund Free Cash is \$1,630,508. The Town's water/sewer rates remain below state and regional averages.

**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:**

A larger pipeline was installed on Harlow Drive & Rolling Ridge Road to improve the sewer capacity in North Amherst.  
 A new sewer patching device was purchased to repair leaks in the system without excavation.  
 Replaced 500 feet of existing sewer on Canton Avenue using Town Employees.  
 The success of our sewer preventative maintenance program is exemplified by the low number (9) of blockages listed in the Service Levels table below.

**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.  
 To minimize the number of sewer blockages by performing preventative maintenance to the collection system.

**FY 11 OBJECTIVES:**

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

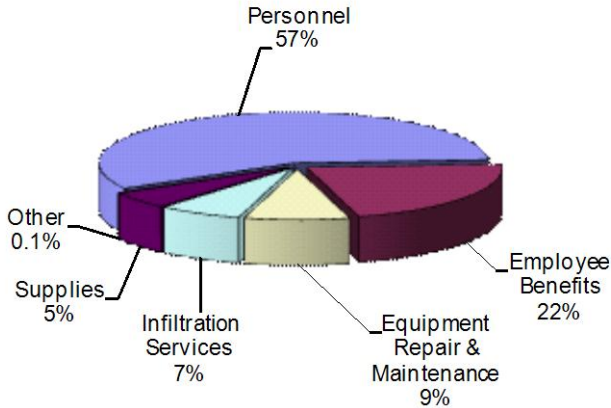
	<b>FY 05 Actual</b>	<b>FY 06 Actual</b>	<b>FY 07 Actual</b>	<b>FY 08 Actual</b>	<b>FY 09 Actual</b>
Sanitary sewer complaints	82	78	113	106	70
Sewer main stoppages	12	11	21	30	9
Sewer main flushing (miles)	30	30	30	30	34
Sewer mains treated for roots (in linear feet)	5,189	5,189	5,617	6,240	8,077
Sewer maintained (miles)	90	92	92	92	92
T.V.'d sections of problem sewers (in linear feet)	25,000	2,000	10,211	26,342	11,035
Feet of sewer rehabilitated		0	0	0	0
Feet of sewer replaced		166	79	150	500
Feet of sewer extended		11,630	0	0	0

**SEWER FUND**

**4441: SEWER MAINTENANCE**

	FY 08 Actual	FY 09 Budget	FY 09 Actual	FY 10 Budget	FY 11 Manager	Change FY 10 - 11	Percent Change
Personnel Services	\$ 108,588	138,629	90,945	137,067	129,730	(7,337)	-5.4%
Operating Expenses	\$ 33,041	32,000	33,316	36,100	40,100	4,000	11.1%
Capital Outlay	\$ 0	0	0	0	0	0	0.0%
<b>TOTAL APPROPRIATION</b>	<b>\$ 141,629</b>	<b>170,629</b>	<b>124,261</b>	<b>173,167</b>	<b>169,830</b>	<b>(3,337)</b>	<b>-1.9%</b>
<b>SOURCES OF FUNDS</b>							
Sewer Revenues	\$ 141,629	170,629	124,261	173,167	169,830	(3,337)	-1.9%
<b>POSITIONS</b>							
Full Time	2.50	2.00	2.00	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	2.00	2.00	2.00	2.00	0.00	

**MAJOR COMPONENTS:**



Personnel Services include funds for one maintenance worker, 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 decrease due to a budgeted decrease in overtime. 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:**

- The emergency generator at the Stanley Street pumping station was replaced by town staff.
- Work continued on replacing the plant controls and instrumentation with fiber optic and programmable logic computer technology.
- A replacement drive mechanism was purchased and installed on hydrosep #1 by treatment plant staff.
- A new card entry security system was installed at the treatment plant.

**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 11 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 baffles on all treatment plant clarifiers.

**SERVICE LEVELS:**

	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>
Flow totals (billion gals)	1.53	1.61	1.45	1.48	1.56
Chlorine (lbs)	11,575	9,480	9,535	9,800	12,496
Polymer (lbs)	2,837	2,680	2,999	2,993	3,079
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	20	20	20	20
Grit & screenings deposited at sanitary landfill (cu.yd)*	141	77	78	78	69
Septic waste delivered to plant (loads)	251	187	180	292	279
Gallons of liquid sludge disposed	3,537,600	3,677,100	3,901,000	4,126,500	3,970,600
Tons of dry sludge produced	1,030	1,011	1,052	1,104	1,130

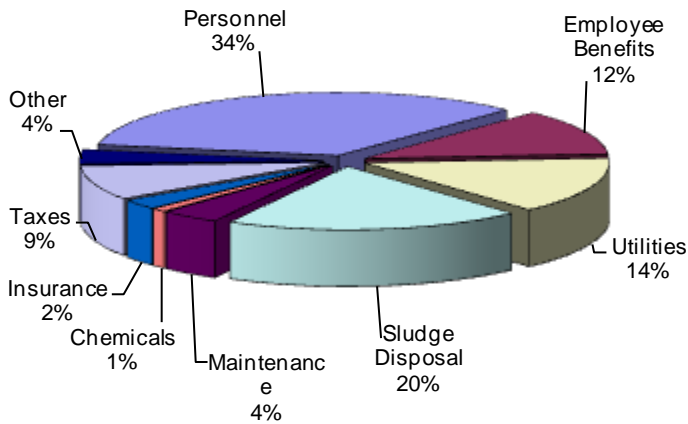


**SEWER FUND**

**4440: WASTEWATER TREATMENT PLANT**

	FY 08 Actual	FY 09 Budget	FY 09 Actual	FY 10 Budget	FY 11 Manager	Change FY 10 - 11	Percent Change
Personnel Services	\$ 1,019,507	1,167,864	1,070,030	1,202,487	1,225,252	22,765	1.9%
Operating Expenses	\$ 1,203,222	1,269,919	1,303,148	1,320,456	1,396,860	76,404	5.8%
Capital Outlay	\$ 11,459	13,500	10,490	13,500	13,500	0	0.0%
<b>TOTAL APPROPRIATION</b>	<b>\$ 2,234,188</b>	<b>2,451,283</b>	<b>2,383,668</b>	<b>2,536,443</b>	<b>2,635,612</b>	<b>99,169</b>	<b>3.9%</b>
<b>SOURCES OF FUNDS</b>							
Sewer Revenues	\$ 2,234,188	2,451,283	2,383,668	2,536,443	2,635,612	99,169	3.9%
Surplus Funds	\$ 0	0	0	0	0	0	0.0%
<b>POSITIONS</b>							
Full Time	15.25	15.50	15.50	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	15.50	15.50	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. 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 \$318,400 for electricity, \$57,529 for fuel and \$4,500 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 increases to unionized employee steps/pay adjustments and the Sewer Fund's share of increases to employee health insurance costs and retirement assessments. Operating budget increases reflect higher heating oil, electricity, gasoline, and telephone costs.

**SEWER FUND****GENERAL FUND SERVICES**

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

**LONG RANGE OBJECTIVES:****FY 11 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:**

	<b>FY 05</b> <b><u>Actual</u></b>	<b>FY 06</b> <b><u>Actual</u></b>	<b>FY 07</b> <b><u>Actual</u></b>	<b>FY 08</b> <b><u>Actual</u></b>	<b>FY 09</b> <b><u>Actual</u></b>
Number of departments reimbursed	6	6	6	6	6
Percentage of total Fund expenses paid to the General Fund	8	8	10	9	9

**SEWER FUND****GENERAL FUND SERVICES**

	FY 08 Actual	FY 09 Budget	FY 09 Actual	FY 10 Budget	FY 11 Manager	Change FY 10 - 11	Percent Change
General Fund Services	\$ 296,400	302,264	302,264	306,144	324,691	18,547	6.1%
Transfers to Other Funds	\$ 0	0	0	0	0	0	0.0%
<b>TOTAL APPROPRIATION</b>	<b>\$ 296,400</b>	<b>302,264</b>	<b>302,264</b>	<b>306,144</b>	<b>324,691</b>	<b>18,547</b>	<b>6.1%</b>
<b>SOURCES OF FUNDS</b>							
Sewer Revenues	\$ 296,400	302,264	302,264	306,144	324,691	18,547	6.1%

**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 11 are as follows:

Select Board/Town Manager	6% of budget	\$ 19,573
Finance Department	9% of budget	109,891
Human Resources/ Human Rights	6% of budget	12,244
Information Technology	6% of budget	44,295
Public Works Administration	30% of budget	114,829
Equipment Maintenance	10% of budget	33,422
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>
<b>TOTAL</b>		<b><u>\$ 324,691</u></b>

**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 11 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:**

	<b>FY 05</b> <b><u>Actual</u></b>	<b>FY 06</b> <b><u>Actual</u></b>	<b>FY 07</b> <b><u>Actual</u></b>	<b>FY 08</b> <b><u>Actual</u></b>	<b>FY 09</b> <b><u>Actual</u></b>
Number of issues outstanding	3	2	2	2	2

**SEWER FUND****DEBT SERVICE**

		FY 08 Actual	FY 09 Budget	FY 09 Actual	FY 10 Budget	FY 11 Manager	Change FY 10 - 11	Percent Change
Principal	\$	290,000	290,000	290,000	290,000	290,000	0	0.0%
Interest	\$	58,478	51,471	46,158	43,804	35,284	(8,520)	-19.5%
<b>TOTAL APPROPRIATION</b>	<b>\$</b>	<b>348,478</b>	<b>341,471</b>	<b>336,158</b>	<b>333,804</b>	<b>325,284</b>	<b>(8,520)</b>	<b>-2.6%</b>
<b>SOURCES OF FUNDS</b>								
Sewer Revenues	\$	348,478	341,471	336,158	333,804	325,284	(8,520)	-2.6%

<b>MAJOR COMPONENTS:</b>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
Middle Street Sewer	\$190,000	\$15,533	\$205,533
Chapel/Mechanic Sewer	<u>100,000</u>	<u>19,751</u>	<u>119,751</u>
	<u>\$290,000</u>	<u>\$35,284</u>	<u>\$325,284</u>

<b>SIGNIFICANT BUDGET CHANGES:</b>
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 11 OBJECTIVES:**

To complete the following:

- Billing Software Upgrade
- Collection System Improvements
- GPS Aerial Photography
- DPW Facility Improvements
- Sandblast & Paint Treatment Units.

**SERVICE LEVELS:**

	<b>FY 05</b>	<b>FY 06</b>	<b>FY 07</b>	<b>FY 08</b>	<b>FY 09</b>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>
Number of Projects:					
Departmental Equipment	3	4	0	3	0
Existing Facilities	2	2	3	3	4
New Facilities	0	0	0	0	0

## SEWER FUND

## CAPITAL PROGRAM SUMMARY

		FY 08 Actual	FY 09 Budget	FY 09 Actual	FY 10 Budget	FY 11 Manager	Change FY 10 - 11	Percent Change
Departmental Equip.	\$	25,000	0	0	0	0	0	0.0%
Existing Facilities	\$	437,000	405,000	405,000	373,600	295,000	(78,600)	-21.0%
New Facilities	\$	0	0	0	0	0	0	0.0%
<b>TOTAL APPROPRIATION</b>	<b>\$</b>	<b>462,000</b>	<b>405,000</b>	<b>405,000</b>	<b>373,600</b>	<b>295,000</b>	<b>(78,600)</b>	<b>-21.0%</b>
<b>SOURCES OF FUNDS</b>								
Sewer Revenues	\$	462,000	405,000	405,000	140,942	46,083	(94,859)	-67.3%
Other Available Funds	\$	0	0	0	0	0	0	0.0%
Surplus Funds	\$	0	0	0	232,658	248,917	16,259	0.0%
Borrowing	\$	0	0	0	0	0	0	0.0%
Grants	\$	0	0	0	0	0	0	0.0%

<b>MAJOR COMPONENTS:</b>	Facilities	\$ 200,000	Collection System Improvements
		90,000	Grit Screw Replacement
		5,000	DPW Facility Improvements