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# FY20 Sewer Fund Budget

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As Introduced

By The

Finance Director &  
Public Works Director

July 16, 2019

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# Town Of Bar Harbor

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July 16, 2019

## Budget Message

You will find attached the proposed Sewer Budget for FY20. Under the requested budget, the estimated annual sewer bill for a residential household **will increase by 1.9%**. The combination of revenue estimates, moderate expense and past CIP requests have allowed the rates to stay flat for the last four years. However, new capital spending commitments will impact the rates for current and future increases.

### A Quick Budget Recap:

The FY2020 budget, as submitted:

- Reflects a 1.9% increase in rates to \$7.95 per 100 cubic feet
- Contains a 2.4% operations expense budget increase (cash basis) and a 3.1% increase from the FY19 estimated experience
- Projects that overall billable volume will increase
- Estimates a 4.7% increase in budgeted revenue
- New bonding for CSO projects by year 3

## Fund Balance

(Retained Earnings that is Reserved for dedicated use)

### Fund Balance – Operating Fund

Using an accepted formula for arriving at necessary working capital on hand, we arrive at \$367,461. This *designation for working capital* provides us with the cash necessary to run the Division until the first quarterly bill payments come in later in October.

Cash Reserve-Designated for Working Capital @ 6/30/19                      \$367,461

### Fund Balance – Capital Fund

Certain unfinished CIP projects and equipment reserves are funded each year in the capital rate and designated for these specific line items as shown in the CIP section. These are monies previously appropriated and carried forward each year.

Cash Reserve-CIP Projects & Reserves @ 6/30/19                      \$1,853,226

## Operating Expenditures

The recommended budget for cash operating expenses will increase \$35,208 in the coming year over the FY19 budget, or 2.4% and an increase of 3.1% from the FY2019 projected. Wages are budgeted to increase by 2.2%, the union COLA amount. Benefits will decrease by 2.9%, due primarily to a decrease in health insurance costs from the change of plans, a new health reimbursement account (HRA) and the revised mix of employee participation.

Superintendent Jeff Van Trump, being Superintendent of both Water and Sewer Divisions, will once again have 50% of his wages/benefits charged to each division. The Wastewater Division is staffed with 8 full timers and 1 Superintendent.

Other than payroll and benefits, other significant increases in the FY20 budget are:  
 Contr.Services-#5311 – Waste Tank Cleaning -\$3000 more outsourcing of this--hazardous  
 Contr.Services-#5332 – Generators - \$1830 annual maintenance costs increase  
 MagSupplies-#5441 – Magnesium Hydroxide - \$5,000 - higher prices and higher usage  
 Polymer Supplies-#5442 – Supplies - \$1000 – more use in the dewatering process  
 Electricity-#5506 – Pump Electricity - \$4000 – primarily usage & pricing  
 Utilities-#5530 – Water - \$1000 – higher usage

### Last Year's Operational Expense Results

Fiscal 2019 projected results will end \$10,706 (or 0.7%) below the budget, primarily due to wages and benefits (employee turnover) and, thankfully lower repairs costs to mains, plant & equipment. Magnesium Hydroxide usage and Polymer chemicals exceeded the budget along with the related electrical pumping costs. Usage of heating oil far exceeded the budget, but was consistent with the higher usage in the other Town facilities.

## Capital Expenditures

A “Year by Year Overview” of our Five Year Capital Improvement Program is included with a narrative description in Chart A. Unlike the Water Division’s rates, which is governed by the PUC, *depreciation* is not used in calculating sewer rates....an *equipment reserve* system is utilized instead, similar to the General Fund’s CIP funding mechanism. At year end FY19, we anticipate \$1,853,226 of monies raised in prior years to remain unspent that are primarily for mains, specific projects and plant equipment. The Division estimates a CIP funding level of \$773,538 next year but rising up to \$913,545 by year 3, due to new debt service obligations. This increase is caused by the anticipated CSO capital projects, if approved, and will require approximately a 7% increase in rates for the added debt service in FY22.

### Combined Sewer Overflow (CSO) Elimination Project

*Please refer to Mr. Reeves CSO memo herein for an update.* For the last two years we reported to the MDEP CSO flows of 562,200 (2019) and 225,200 (2018) gallons, respectively. This was due to two main factors; 1) our efforts to continually repair and upgrade our infrastructure and facilities; and 2) increasing rain event size and intensity. These both play a direct role in the amount of reportable CSO each year.

### **Memo**

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To: Cornell Knight, Town Manager

From: Chip Reeves, Public Works Director

Cc: Stan Harmon, Finance Director

Date: July 1, 2019

Re: West Street Pump Station Feasibility Study and CSO Storage Tank Evaluation.

Please find attached the above referenced study and evaluation which we engaged Wright-Pierce (WP) to perform after our February 15, 2019 meeting with representatives of Maine Department of Environmental Protection Agency (MDEP). I'll attempt to summarize the 20 page report following a brief recap of how and why we are at this juncture.

#### History

As required by regulatory licensing, the Town developed a Combined Sewer Overflow Master Plan Study (CSOMP) and submitted it to MDEP in December of 2006. A first revision was submitted in February of 2009 and a second revision submitted in January of 2010. We received an approval letter April 22, 2010 which noted the implementation schedule being tied to our discharge license requirements. We continue to flow study specified areas and identified sources of Inflow and Infiltration (I/I) and implemented fixes to many of our findings.

In the ramp up to approving the FY 15 Wastewater Budget we had a discussion with the Council concerning the renewal of our discharge license. Council gave guidance to negotiate implementation of the CSOMP out of that five year license cycle. We were successful in doing so but were required to complete certain CSO projects. Namely the Devon Road and Ash Place sewer mains which are located on private properties. I've received bids on Devon and I'm working on easement acquisition. Ash Place is beginning the design phase.

The February 15 meeting included our enforcement officer, an enforcement officer from Augusta and our CSO coordinator. The clear message was CSOMP implementation was high on their priority. Hence the aforementioned study was undertaken.

#### Study Summary

We can break the study down into the two topics in the title. West Street Pump Station and CSO Storage. In concept the project is broken down into 3 phases as further described below.

Please note that these are preliminary conceptual estimates as indicated on page 11 of the report. You will also note WP has assumed an anticipated construction start for Phase 1 to begin in the fall of 2020 and conclude in the spring of 2021. This would require bonding approval at June 2020 Town Meeting. They also contemplate the CSO storage construction (they call Phase 2 Construction) to begin in fall of 2025 and be completed in late spring of 2026. This would require additional bonding approval at the June 2025 Town meeting or sooner if all cost and engineering analysis is complete. In all phases further refinement of costs are needed. This may affect allocation of costs in Phase 1.

#### Phase 1 West Street Pump Station

To prevent overflows at West Street the study recommends increasing pumping capacity to 2.5 Million Gallons per Day (MGD). This flow would then be pumped directly to the plant via the following route: West Street, Holland Ave, Mt. Desert St, Spring St, Shannon Way, Shannon Road, Glen Mary Road, Cromwell Harbor Rd then to the plant. Conceptual costs are broken down as follows:

	Wastewater Fund	\$4,730,000
	General Fund (Storm Water Cost)	\$1,680,000
	Water Fund	\$600,000

Phase 2- Flow monitoring and outfall capacity analysis- \$30,000

Phase 3- CSO Storage- Two locations require further analysis to determine the most appropriate site.

Ballfield Site	\$8,750,000
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Old Highway Site            \$4,630,000

*Obviously a very large project in totality with much more work needed to bring it to construction.*

### Construction & Main Repair Projects

*Please refer to Mr. Reeves CSO memo above for an update.*

### Plant Equipment

The plant on Ledgelawn Avenue was completely rebuilt in 1997. Some smaller equipment, especially certain electrical components are beginning to fail and have been replaced. Some other large mechanical equipment, such as the drive units for our two large clarifiers are nearing the end of their useful life. These units are now scheduled to be replaced after 22 years. These units are estimated to cost over \$300,000 over the next 2 years. An engineer report with a comprehensive review & staff will guide the priority of plant equipment upgrades and renovations. This report will also recognize the importance to ensure that the existing plant has the capacity before the Division spends extensive monies on refurbishing its expensive plant equipment.

### Pump Stations

*Please refer to Mr. Reeves CSO memo above for an update.*

### Equipment Replacement

Several pieces of aging equipment are scheduled for replacement over the coming five years. Our two units of sewer cleaning equipment (a 16 year old sewer jet and the 60 year old bucket machine) will be replaced with one combined unit (a vacuum truck) in year two. The rodding machine, originally on the replacement schedule, will not be replaced. Additionally, a \$55,000 replacement of the aeration basin slide gates are scheduled for FY20.

Three of the four pickup vehicles are scheduled for replacement over the next five years. A large equipment replacement is scheduled for FY2021 when we may replace the Programmable Logic Controller (PLC) at the Ledgelawn plant which monitors and controls our sewage collection system and treatment process controls at the plant. The Town will utilize the engineers to provide a new global look at our operations, such as reviewing the staff proposed equipment replacement schedule and their professional advice may dictate other priorities.

## **Revenues**

Income, other than user fees is an important part of the budget, since it helps to keep down sewer rates. The revenue dollars achieved this year from measured metered billings received a one-time catch up boost from utilizing a documented but estimated billing from a failing meter at the JaxLab.

## **Billing Volume**

Forecasting revenue continues to be difficult due to limited growth and some fluctuations in our billing volume; that is, our customers' water consumption from which the bills are calculated. We are projecting FY20 volume that will be 3.0% above last year's budget but down

1.9% over the current year's projected volume. Because of the Lab's ongoing move of certain mouse production to Ellsworth, we are still cautious to avoid real increases in volume totals. Jackson Lab volume accounts for approximately 23% of the total Sewer volume.

**Total Historical Volume:** (cubic feet)

FY2020 Budget	27,500,000
FY2019 Estimate	28,023,000
FY2018 Actual	26,250,000
FY2017 Actual	27,705,000
FY2016 Actual	27,499,000
FY2015 Actual	25,455,000
FY2014 Actual	26,680,000
FY2013 Actual	26,500,000
FY2012 Actual	25,970,000
FY2011 Actual	25,590,000

**Rates**

The lowest minimum bill in the last year for a residential customer can be as low as \$187 per year for usage up to 600 cubic feet per quarter. The first proposed COLA change in four years of the \$7.80 per 100 cubic foot since 2016 is recommended for FY2020 in the amount of 1.9%, or \$7.95 per 100 cubic feet of usage for a minimum quarterly charge of \$47.70.

**Historical Rate Increases:**

FY2020 Budget	1.9% (as proposed)
FY2019 Actual	0.0%
FY2018 Actual	0.0%
FY2017 Actual	0.0%
FY2016 Actual	0.0% (combined Cap/Oper rates)
FY2015 Actual	4.7%
FY2014 Actual	0.5%
FY2013 Actual	0.6%
FY2012 Actual	1.3%

**Discounts Available to Sewer users:**

*Summer Residential User Discount:* Available to year round residential users that may be entitled to a credit off their usage for the summer quarterly bill reflecting water that does not enter the Town's sewer system; e.g., sprinkling lawn and gardens, washing vehicles and other similar uses. There is no fee and the customer must sign up on an annual basis. In the last year approximately 100 residential customers took advantage of this discount. Out of 1432 total customers, there are 825 listed residential properties. The specifics of this discount are in the Sewer Ordinance, Chapter 165, Article III, Section #165-7B (2)[2]. A Copy of the form is located at the end of this budget package.

*Outside Deduct Meters:* Available generally to commercial, non-residential properties that purchase a meter to measure outside summer water usage that does not enter the wastewater system. There is a \$100 initial fee (for installation inspection) and then a \$25 administrative fee annually. Meters are read by Town staff in June and September and are shown on the water bill as a deduction off their water usage in the calculation of the quarterly sewer bill. For

example, if there is no separate summer seasonal water service line available for outside watering to a hotel property (the preferred method), then this metering deduction system to measure that garden/lawn usage is an option available for the customer to reduce their sewer charges. Approximately 40 customers have 60 meters in place every summer to take advantage of this program. The specifics are highlighted in the Sewer Ordinance, Chapter 165, Article III. Copies of the 2 page application are located at the end of this budget package.

### **Future Growth**

Bar Harbor's 2007 Comprehensive Plan's Chapter III.B Future Land Use Plan identifies growth areas within the Town. Growth areas are suitable areas toward which new development is to be directed. Most of these areas are either infill development where sewer and water are already present at the curb; areas where the utilities are nearby but would require service extensions to reach the new development location, or where public sewer and water will not be available for the foreseeable future. The Town should be prepared to allow utility infills and extensions. These extensions must be sized to accommodate both current and future needs. The Town should also consider being prepared to bear costs not directly covered by a developer such as for upgrades and for augmented capacity. There is no line item in the CIP designated yet for this "future growth" purpose. New information that has come to the Town Council is for a proposed future housing expansion by the Jackson Lab on Jackson Lab land that may require certain expansion of sewer and water services.

Data from calendar years 2018 (2017), show that 39 (45) sewer connection permits were issued; 14 (10) on Town Sewer and 25 (35) on private septic.

### **Requested Action by Council**

The next step is for the Town Council pass a motion to tentatively adopt the Sewer Budget Ordinance as proposed [*or amended*] and schedule a public hearing on August 6, 2019.

Respectfully submitted,

Stanley Harmon,  
Finance Director

Chip Reeves  
Public Works Director

	Actual Yr. Before Last: FY17	Actual Last Year FY18	Budgeted This Year FY19	Estimate This Year FY19	Requested Next Year FY20
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***Retained Earnings (Cash in Fund Balance)***

**FUND BALANCE -**

Starting Fund Balance/Retained Earnings	2,016,055	1,960,649	1,648,504	1,841,904	2,325,884
Revenues & Other Sources - <i>cash in</i>	2,146,996	1,922,604	2,048,400	2,339,324	2,144,400
Operating Expenditures - <i>cash out</i>	1,442,629	1,388,538	1,469,844	1,459,139	1,505,041
Capital/Debt Expenditures - <i>cash Expended</i>	759,773	652,811	705,850	396,205	1,035,105
Ending Fund Balance/Retained Earnings	1,960,649	1,841,904	1,521,207	2,325,884	1,930,138
<b>Designated Fund Balance/Retained Earnings</b>					
Available for Working Capital (Note A)	405,165	275,284	147,562	472,658	338,801
Unfinished CIP Projects (Note B)	1,585,484	1,596,620	1,373,647	1,853,226	1,591,338
Total Reserved Retained Earnings	1,990,649	1,871,904	1,521,209	2,325,884	1,930,138



Actual Cash on Hand	\$ 1,831,190	\$ 1,662,256	\$ 1,662,256	\$ 2,220,000
Less Designated For CIP (above)	\$ 1,585,484	\$ 1,596,620	\$ 1,373,647	\$ 1,853,226
Working Capital Needs:	\$ 360,657	\$ 347,135	\$ 367,461	\$ 367,461
(short) or above working capital needs	(\$114,951)	(\$281,499)	(\$78,852)	(\$687)

**Notes:**

**A. Designation for Working Capital**

Since our first billing of the new fiscal year doesn't go out until October, and cash doesn't start coming in until late October, we should reserve at least 3 months' operating expenses at the end of each fiscal year to get us started in the next fiscal year. This is calculated at three month's cash expenditures. i.e.- 25% of the total current year expenditures (BTY) for the operating fund. For next fiscal year, this equals:

Cash Operating Expenditures Budget This Year	1,469,844
Four Month's Expenses	25%
Recommended Designation for Working Capital	\$367,461

**B. Designation for Unfinished CIP Projects & Equipment Reserve**

These are either active ongoing projects or equipment reserves funded for future replacements/upgrades  
The detail list of carryover projects are on page 14 - CIP

Actual Yr.Before Last: FY17	Actual Last Year FY18	Budgeted This Year FY19	Estimated This Year FY19	Requested Next Year FY20	Request's Change From This Year's: Budget	Estimate
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## Operating Fund Revenues

### 3597 OPERATIONS RATE CHARGES

<i>Sub Total: Charges from Operations Rate</i>	2,108,046	1,880,696	2,015,000	2,290,000	2,110,000	95,000	-180,000
		<i>ALY:YBL</i>	<i>BTY:ALY</i>	<i>ETY:BTY</i>	<i>RNY:ETY</i>	<i>RNY:BTY</i>	<i>RNY:ETY</i>
		-11%	7%	22%	-7.9%	4.7%	-7.9%

### OTHER CUSTOMER CHARGES

4928 Net Gain on Fixed Asset Disp	0	8,500	0	0	0		
4932 Sludge Dewatering	2,000	0	0	0	0		
4934 Septic Tank Dumping	4,657	4,860	5,500	6,000	5,500	0.0%	-8.3%
4936 Connection Fees	11,419	4,000	6,000	10,424	6,000		
<i>Sub Total: Other Charges</i>	18,076	17,360	11,500	16,424	11,500	0	-4,924
		-4%	-34%	-5%	-30%	0.0%	-30.0%

### OTHER INCOME

4600 Bond refinancing Proceeds	0	0	0	0	0		
4700 Interest on Investments	8,402	16,052	8,000	21,100	10,000	25.0%	-52.6%
4704 Penalties for Late Payments	4,303	4,843	4,400	4,300	4,400	0.0%	2.3%
4928 Sale of Fixed Assets	0	0	0	0	0		
4938 Miscellaneous	1,084	574	2,500	1,500	2,000	-20.0%	33.3%
4940 Lien Cost Reimbursements	7,085	3,079	7,000	6,000	6,500	-7.1%	8.3%
4944 Special Assessments-Woodb	0	0	0	0	0		
<i>Sub Total: Other Income</i>	20,874	24,548	21,900	32,900	22,900	1,000	-10,000
		18%	-11%	34%	-30%	4.6%	-30.4%

### Total Operating

### Fund Revenues

2,146,996	1,922,604	2,048,400	2,339,324	2,144,400	4.7%	-8.3%
					96,000	-194,924
					<i>RNY:BTY</i>	<i>RNY:ETY</i>
					4.7%	-8.3%

	Actual	Actual	Budgeted	Estimated	Requested	Request's Change	
	Yr.Before	Last Year	This Year	This Year	Next Year	From This Year's:	
	Last: FY17	FY18	FY19	FY19	FY20	Budget	Actual

## Operating Fund Expenditures

<b>51 PERSONNEL SERVICES (* = See Chart B)</b>								
5100	Wages-Salaries *	42,079	42,450	43,472	43,898	44,559	2.5%	1.5%
5105	Wages-Hourly Full Time *	367,281	329,992	377,537	371,202	384,651	7.4%	3.6%
5110	Wages-Overtime *	44,475	39,077	41,512	36,000	43,332	8.0%	20.4%
5130	Wages-Summer/Seasonal *	0	0	0	0	0	n/a	n/a
5170	Old Account	0	0	0	0	0		
5175	Wages - Vacation Accruals	0	2,282	2,100	2,100	2,100	0.0%	0.0%
<b>Total Personnel Services</b>		<b>453,835</b>	<b>413,801</b>	<b>464,621</b>	<b>453,200</b>	<b>474,642</b>	<b>2.2%</b>	<b>4.7%</b>
					11,421		10,021	21,442
<b>52 EMPLOYEE BENEFITS (* = See Chart B)</b>								
5160	ICMA Retirement *	2,698	2,726	2,827	2,725	2,897	2.5%	6.3%
5200	FICA & Medicare *	33,998	28,027	35,383	32,000	36,149	2.2%	13.0%
5210	MSRS Retirement *	38,553	35,440	41,905	34,000	42,798	2.1%	25.9%
5215	Workers' Compensation *	10,396	10,445	11,221	11,635	11,456	2.1%	-1.5%
5220	Unemployment Compensation *	2,335	1,360	2,244	1,811	2,244	0.0%	23.9%
5225	Health Insurance * - (5.5)	76,052	71,261	74,184	67,000	68,691	-7.4%	2.5%
5230	Health Insurance Opt Out - (3)	23,903	19,586	30,815	24,000	29,000	-5.9%	20.8%
5245	Retirement Health Savings Acct. *	496	198	949	200	950	0.1%	375.0%
5255	Innoculations & Physical Exams	105	58	400	400	400	0.0%	0.0%
5290	HRA-Health Reimb. Acct	0	866	24,250	17,000	23,000	-5.2%	35.3%
<b>Total Employee Benefits</b>		<b>188,536</b>	<b>169,967</b>	<b>224,178</b>	<b>190,771</b>	<b>217,586</b>	<b>-2.9%</b>	<b>14.1%</b>
<b>53 CONTRACTUAL SERVICES (* = See Chart C)</b>								
5300	Alarms & Paging *	821	515	525	525	530	1.0%	1.0%
5304	Audit & Accounting	1,950	2,100	2,200	2,300	2,200	0.0%	-4.3%
5306	Town Management Fees *	83,506	83,862	81,890	81,890	81,774	-0.1%	-0.1%
5308	Billing Processing	400	650	650	1,000	650	0.0%	-35.0%
5310	Office and Lab Cleaning	6,990	7,293	7,000	6,800	7,000	0.0%	2.9%
5311	Special Waste Cleaning *	16,052	15,807	9,500	10,300	12,500	31.6%	21.4%
5312	Pump Station Pumping *	2,625	4,625	2,100	4,895	3,000	42.9%	-38.7%
5314	Copier, Post M, TmClck	1,742	2,585	2,200	2,405	2,200	0.0%	-8.5%
5326	Engineering *	1,090	3,021	2,000	4,025	2,000	0.0%	-50.3%
5330	Wet Well Prep & Painting	9,678	0	0	0	0	n/a	n/a
5332	Generator Service *	2,300	11,232	10,000	12,312	11,830	18.3%	-3.9%
5334	General Professional Fees	0	2,113	1,300	2,466	2,400	84.6%	-2.7%
5336	General Equipment Maintenance*	1,654	1,796	3,560	1,655	2,010	-43.5%	21.5%
5340	Legal Services	0	0	600	600	600	0.0%	0.0%
5348	Mowing / Grounds Maint.	3,671	4,106	3,600	5,255	3,600	0.0%	-31.5%
5364	Rental of Equipment	0	200	600	600	600	0.0%	0.0%
5366	Sludge Disposal *	51,266	47,813	54,000	52,000	54,560	1.0%	4.9%
5368	Technology Licenses & Support *	7,041	18,696	16,463	15,500	17,465	6.1%	12.7%
5378	Testing - Equipment	2,313	2,711	1,900	2,151	1,900	0.0%	-11.7%
5380	Testing - Drug & Alcohol	225	108	700	802	700	0.0%	-12.7%
5384	Laboratory Testing	11,247	1,655	12,000	11,500	12,000	0.0%	4.3%
5388	Uniform Cleaning & Rental	7,445	8,066	9,600	11,052	10,000	4.2%	-9.5%
<b>Total Contractual Services</b>		<b>212,016</b>	<b>218,954</b>	<b>222,388</b>	<b>230,033</b>	<b>229,519</b>	<b>3.2%</b>	<b>-0.2%</b>

(7,645)

7,131

-514

	Actual Yr.Before Last: FY17	Actual Last Year FY18	Budgeted This Year FY19	Estimated This Year FY19	Requested Next Year FY20	Request's Change From This Year's: Budget	Estimate
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**OPERATING FUND EXPENDITURES**

Page 2

**54 MATERIALS & SUPPLIES (\* = See Chart D)**

5410	Clothing Purchases*	3,709	3,291	4,300	5,220	4,600	7.0%	-11.9%
5412	Copier & Printer Supplies	163	1,282	950	1,000	1,000	5.3%	0.0%
5418	Forms, Checks, Etc.	0	222	700	543	700	0.0%	28.9%
5424	Sodium Hypochlorite *	21,053	13,450	16,629	16,500	16,629	0.0%	0.8%
5428	Lab Supplies	11,684	6,992	10,000	11,400	10,600	6.0%	-7.0%
5432	Mains & Services	0	7,843	7,000	3,700	6,000	-14.3%	62.2%
5436	Office Supplies	1,543	805	1,400	1,400	1,400	0.0%	0.0%
5438	Operating Supplies	20,306	19,187	15,500	18,000	15,850	2.3%	-11.9%
5441	Magnesium Hydroxide & Other *	47,545	74,656	63,000	73,000	68,000	7.9%	-6.8%
5442	Polymer Supplies *	10,251	10,317	13,500	16,050	14,500	7.4%	-9.7%
5444	Safety Supplies	2,215	1,653	2,800	2,800	2,800	0.0%	0.0%
5452	Sodium Bisulphite *	5,413	6,190	6,500	6,300	6,500	0.0%	3.2%
5458	Vehicle Supplies*	5,821	9,136	7,000	6,000	7,000	0.0%	16.7%
	<b>Total Materials &amp; Supplies</b>	129,703	155,024	149,279	161,913	155,579	4.2%	-3.9%
					(12,634)		6,300	-6,334

**55 UTILITIES & COMMODITIES (\* = See Chart D)**

5504	Electricity - Plants	125,983	112,414	109,000	107,000	109,000	0.0%	1.9%
5506	Electricity - Pumping	64,771	68,005	61,000	67,000	66,000	8.2%	-1.5%
5508	#2 Heating Oil & Kerosene*	15,031	16,983	16,629	26,119	17,593	5.8%	-32.6%
5512	Cable Weather Channel	0	0	0	600	600	n/a	0.0%
5514	Motor Fuel - Diesel	6,398	8,214	10,000	9,000	10,000	0.0%	11.1%
5516	Motor Fuel - Unleaded Gasoline	8,507	8,990	13,500	12,000	13,250	-1.9%	10.4%
5518	Motor Oils & Grease	184	1,512	1,850	3,602	2,000	8.1%	-44.5%
5520	Propane	1,340	2,122	3,100	3,075	3,200	3.2%	4.1%
5528	Telephone & Cellular	6,307	5,262	4,900	5,300	5,200	6.1%	-1.9%
5530	Water	5,783	7,513	7,000	9,733	8,000	14.3%	-17.8%
	<b>Total Utilities &amp; Commodities</b>	234,304	231,015	226,979	243,429	234,843	3.5%	-3.5%
					(16,450)		7,864	-8,586

**56 REPAIRS & MAINTENANCE (\*=See Chart E)**

5602	Buildings	11,558	6,873	10,000	7,000	10,000	0.0%	42.9%
5616	Line Equipment *	23,317	2,077	26,500	22,000	25,500	-3.8%	15.9%
5628	Mains & Services	59,050	56,526	31,000	34,000	32,000	3.2%	-5.9%
5634	Plant Equipment	36,718	48,307	36,000	35,000	37,000	2.8%	5.7%
5640	Pump Station Equipment	17,668	16,548	22,000	22,000	23,000	4.5%	4.5%
5658	Vehicles - Repair by Others	10,213	14,847	6,000	7,000	6,500	8.3%	-7.1%
	<b>Total Repairs &amp; Maintenance</b>	158,524	145,178	131,500	127,000	134,000	1.9%	5.5%
					4,500		2,500	7,000

	Actual Yr.Before Last: FY17	Actual Last Year FY18	Budgeted This Year FY19	Estimated This Year FY19	Requested Next Year FY20	Request's Change From This Year's: Budget	Estimate
<b>OPERATING FUND EXPENDITURES</b>							
<i>Page 3</i>							
<b>57</b>	<b>EQUIPMENT PURCHASES (* = Chart F)</b>						
5700	Technology Equipment *	12,692	3,983	2,200	2,660	10,000	354.5% 275.9%
5702	Office Equipment *	966	0	0	0	0	n/a n/a
5704	Operating Equipment *	9,626	8,951	4,000	4,474	3,000	-25.0% -32.9%
	<b>Total Equipment Purchases</b>	23,284	12,934	6,200	7,134	13,000	109.7% 82.2%
					(934)		6,800 5,866
<b>58</b>	<b>OTHER EXPENSES, TRAVEL, ETC.</b>						
5800	Advertising	539	823	500	1,086	500	0.0% -54.0%
5802	Uncollectable Customer Accts.	1,829	0	1,500	1,000	1,500	50.0% 0.0%
5808	Dues & Licenses	880	1,255	1,400	1,657	1,600	14.3% -3.4%
5822	Insurance: Liability & Crime	5,965	7,161	6,583	6,584	6,544	-0.6% -0.6%
5824	Insurance: Property & Casualty	13,892	10,281	10,036	10,036	9,788	-2.5% -2.5%
5826	Insurance: Automobiles	5,096	5,840	6,448	6,448	6,306	-2.2% -2.2%
5832	Facility Permits & Fees	3,397	3,783	3,900	5,448	5,400	38.5% -0.9%
5836	Postage & Shipping	3,382	1,911	3,400	3,300	3,400	0.0% 3.0%
5838	Registry & Lien Costs	2,466	2,338	4,100	3,600	4,000	-2.4% 11.1%
5844	Training, Workshops, Etc.	2,424	5,046	3,483	3,500	3,483	0.0% -0.5%
5846	Travel: Rooms, Miles & Meals	2,557	3,227	3,350	3,000	3,350	0.0% 11.7%
	<b>Total Other Expenses, Travel, Etc.</b>	42,427	41,665	44,700	45,659	45,871	2.6% 0.5%
					(959)		1,171 212
<b>88</b>	<b>OPERATING TRANSFERS OUT</b>						
5980		0	0	0	0	0	
	<b>Total Operating Transfers Out</b>	0	0	0	0	0	
<b>Total Operating Fund Expenditures</b>							
		1,442,629	1,388,538	1,469,845	1,459,139	1,505,041	2.4% 3.1%
	Increase (Decrease)				0.7%		35,196 45,902
					10,706		
					Under Budget		

# Capital Fund Expenditures Plan

Capital Improvement Program

## Year By Year Overview

Yr.End Bal. This Year FY19	Account Description	Year One FY20			Year Two FY21			Year Three FY22			Year Four FY23			Year Five FY24		
		Appropriation	Spending	Balance	Funding	Spending	Balance	Funding	Spending	Balance	Funding	Spending	Balance	Funding	Spending	Balance
	<b>Bond Issue Payments (See Chart I)</b>															
0	Bond Issue E: Main Plant 1996	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	Bond Issue N: Hulls Cove 2005	54,650	54,650	0	53,450	53,450	0	52,250	52,250	0	55,750	55,750	0	53,950	53,950	0
0	Bond Issue Q: Sewer Rehab 2011	92,955	92,955	0	93,472	93,472	0	91,862	91,862	0	92,080	92,080	0	92,229	92,229	0
0	BAN for CSO Elimination Project	0	0	0	0	0	0	281,000	281,000	0	281,000	281,000	0	281,000	281,000	0
	<b>Projects &amp; Facilities (See Chart A)</b>															
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
126,300	Pump Stations Equipmt & Replacement	130,000	200,000	56,300	150,000	129,000	77,300	60,000	100,000	37,300	100,000	100,000	37,300	100,000	75,000	62,300
28,392	CSO Elimination Project	20,000	25,000	23,392	30,000	30,000	23,392	20,000	30,000	13,392	20,000	20,000	13,392	20,000	20,000	13,392
79,857	DeGregoire Plant - Equipment	10,000	17,500	72,357	10,000	0	82,357	10,000	0	92,357	10,000	0	102,357	10,000	0	112,357
55,599	Hulls Cove Plant - Equipment	10,000	0	65,599	20,000	0	85,599	30,000	0	115,599	30,000	0	145,599	30,000	0	175,599
202,241	Main Treatment Plant - Equipment	140,000	87,000	255,241	90,000	0	345,241	90,000	300,000	135,241	90,000	0	225,241	90,000	0	315,241
580,867	Sewer Mains & Services	160,000	506,000	234,867	4,155,000	2,000,000	2,389,867	100,000	2,000,000	489,867	100,000	300,000	289,867	100,000	300,000	89,867
	<b>Equipment &amp; Vehicles (See Chart A)</b>															
14,030	Air Compressor, mobile	762	0	14,792	762	0	15,554	762	16,000	316	762	0	1,078	762	0	1,840
0	Bucket Machine -Do not replace	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
60,805	Generators, Backup - (10)	16,067	0	76,872	16,067	0	92,939	16,067	0	109,006	16,067	0	125,073	16,067	0	141,140
43,850	GIS System, incl. support eqpmt	2,545	0	46,395	2,545	20,000	28,941	2,545	0	31,486	2,545	0	34,032	2,545	0	36,577
0	Line Eq-Flo Totes (5) + spares	5,833	0	5,833	5,833	0	11,667	5,833	14,000	3,500	5,833	0	9,333	5,833	15,000	167
567	Sewer Cameras	17,500	0	18,067	17,500	0	35,567	17,500	0	53,067	17,500	0	70,567	17,500	0	88,067
165,930	Communication Systems	37,942	0	203,872	37,942	160,000	81,813	37,942	0	119,755	37,942	10,000	147,697	37,942	0	185,638
15,020	Asset Mgt. Software systems	2,500	0	17,520	5,000	0	22,520	5,000	0	27,520	5,000	0	32,520	5,000	0	37,520
4,925	Rain Gauge & USB Logger	600	0	5,525	600	5,592	533	600	0	1,133	600	0	1,733	600	0	2,333
1,626	Spectrophotometer/Lab Eqpmnt	625	0	2,251	625	0	2,876	625	0	3,501	625	0	4,126	625	0	4,751
0	Old account	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
232,451	Sewer Jet / Vacuum Truck	20,000	0	252,451	50,000	300,000	2,451	50,000	0	52,451	20,000	0	72,451	20,000	0	92,451
4,104	Issco Samplers (5)	3,250	0	7,354	3,250	6,000	4,604	3,250	0	7,854	3,250	0	11,104	3,250	0	14,354
118,746	Pickup Trucks (4)	23,054	52,000	89,800	23,054	52,000	60,853	23,054	0	83,907	23,054	0	106,960	23,054	36,000	94,014
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
92,113	Sludge Truck w/Containers	9,000	0	101,113	9,000	0	110,113	9,000	0	119,113	9,000	0	128,113	9,000	137,000	113
25,803	Sludge Truck Liquid Tank	3,077	0	28,880	3,077	0	31,957	3,077	0	35,034	3,077	0	38,111	3,077	40,000	1,188
0	Triton Flo Meters (5)	2,857	0	2,857	2,857	0	5,714	2,857	0	8,571	2,857	0	11,429	2,857	0	14,286
0	Undesignated - lapse if not used	10,000	0	10,000	10,000	0	20,000	0	0	20,000	0	0	20,000	0	0	20,000
1,853,226	<b>Total</b>	773,217	1,035,105	1,591,338	4,790,034	2,849,514	3,531,858	913,224	2,885,112	1,559,970	926,942	858,830	1,628,082	925,291	1,050,179	1,503,194
	<i>Total without bonds</i>	773,217	1,035,105	1,591,338	4,790,034	2,849,514	3,531,858	913,224	2,885,112	1,559,970	926,942	858,830	1,614,690	925,291	1,050,179	1,489,802

# Equipment Replacement Schedule

Wastewater Division

## Capital Improvement Program

Acct No.	Description of Present Equipment	FY in Service	2020		Actual Cost Equipped	Proposed Years Until Replaced	Current Replacement Cost	Straight Line Funding Year One
			Proposed					
			Replacement Fiscal Year	Replacement Age				
<b>Sewer Cameras</b>								
6818	Camera, Ibak, Saturn III w/ pan & tilt	2014	2025	11	97,580	5	0	0
	New reel system for 2014 Ibak	2019	2029	8	35,391	9	120,000	15,000
	Camera, Sewer: Aries- junked in FY19	2004	do not replace		23,854		0	0
	Camera, Service: Nano-L, Push Camera system	2019	2029	10	19,651	9	25,000	2,500
	<i>Total Sewer Cameras</i>				<i>176,476</i>			<i>17,500</i>
<b>Communication Systems</b>								
6820	Phone System - Main Plant	2013	2023	10	8,500	3	10,000	1,000
	WAN Network Equipment	2013	2025	12	9,850	5	11,000	917
	Hart Communication System	2018	2026	8	5,410	6	6,000	750
	Pump Stations (10) PLC Radio System	2012	2028	16	270,000	8	270,000	16,875
	Main St. Pmp Sta PLC Radio System	various	2017	15	25,000	(3)	36,000	2,400
	Plants (3) PLC Radio Systems	various	2021	10			160,000	16,000
	<i>Total Communication Systems</i>				<i>318,760</i>			<i>37,942</i>
<b>Vehicles</b>								
6830	Pickup Truck, 2016, GMC 2500, Insp.#43	2016	2024	8	34,330	4	36,000	4,500
	Pickup Truck, Ram3500 w/A1 Body, Line#1-#44	2014	2021	7	43,561	1	52,000	7,429
	Pickup Truck, 2018 GMC pu ,line#2-#47	2018	2026	8	34,063	6	37,000	4,625
	Pickup Truck, F350, Mech. Maint/Plant -#45	2010	2020	8	45,933	0	52,000	6,500
	Subtotal - annual funding 4 vehicles							<i>23,054</i>
6826	Vacuum Truck		2021			1	240,000	20,000
6836	Sludge Truck, Volvo D-13, swap loader body	2008	2024	16	138,124	4	144,000	9,000
	<i>Total Vehicles</i>				<i>296,011</i>			
<b>Equipment</b>								
6806	Compressor, Air, Ingersoll/Rand XP185-KL222	2001	2022	21	12,027	2	16,000	762
6808	Bucket Machine - Do not Replace	1957			88,000		0	
6814	GIS/ESRI Software, Laptops, GPS Unit, ESRI Flo Totes - 5, plus spares	2010	2021	11	26,000	0	28,000	2,545
		Var			30,000	6	35,000	5,833
6821	Utility Bill & Citizen Self Srv & Asset Mgt. Softwr	2015	2025	10	25,000	5	25,000	2,500
6823	Rain Gauge & Logger, Sigma "Rain Logger"	2011	2021	10	5,000	0	6,000	600
6824	Spectrophotometer/Lab Equipment	2018	2026	8	4,000	6	5,000	625
	Sewer Jet, Do not replace	2004			62,384		0	
6827	Issco Sampler - 5500 - (5 units)	varies	<b>varies</b>	8	25,000		26,000	3,250
6837	Liquid Tank for Sludge Truck, 2500 Gallons	2011	2024	13	38,809	4	40,000	3,077
	Triton Flo Meters (3)	2018	2025	7	16,275	5	20,000	2,857
	<i>Total Equipment</i>				<i>332,495</i>			<i>22,050</i>

2020								
Acct No.	Description of Present Equipment	FY in Service	Proposed		Actual Cost Equipped	Proposed Years Until Replaced	Current Replacement Cost	Straight Line Funding Year One
			Replacement Fiscal Year	Replacement Age				
<b>Mains</b>								
6828	Sewer Mains, Manholes & Services	Varies	n/a	75	7,970,000	n/a	8,000,000	106,667
<b>Plants</b>								
6819	Main Treatment Plant & Eq	1998	2028	30	8,348,671	8	n/a	21,000
6815	Hulls Cove Treatment Plant & Eq	2001	2031	30	1,386,014	11	n/a	3,000
6809	DeGregoire Park Treatment Plant & Eq	1974	2025	51	162,779	5	n/a	10,000
<i>Total Plants</i>					9,897,464			34,000
<b>Pump Stations (11)</b>								
6802	Main St. Pump Station & WWell	1974/1998	2023	50	368,937	3	3,000,000	20,000
6802	Hulls Cove Pump Station & WWell	1974/2001	2023	50	216,557	6	400,000	5,000
6802	Albert Meadow Pump Station & WWell	2015	2045	30	86,867	26	87,000	2,900
6802	Ferry Terminal Pump Station & WWell	2006	2041	35	58,900	22	60,000	1,714
6802	Hancock Street Pump Station	1974	2022	48	56,500	2	70,000	1,458
6802	Rodick Street Pump Station & WWell	1974	2022	48	56,500	2	58,437	1,217
6802	Wilcomb Lane Pump Station - no Gen.	2000	2035	35	31,000	15	33,000	943
6802	West Street Pump Station & WWell	1974	<b>2020</b>	46	70,000	0	150,000	3,261
6802	Town Pier Pump Station-no Gen.	2013	2048	35	27,508	28	35,000	1,000
6802	Degregoire Pump Station	1974	2024	50	22,000	4	50,000	1,000
6802	Ocean Avenue Pump Station & WWell	2013	2048	35	126,378	28	150,000	4,286
<i>Total Pump Stations</i>					1,121,147			42,779
<b>Generators (10)</b>								
6812	Generator, Hulls Cove P/S, Onan, 60 KW	2018	2048	30	42,783	28	46,000	1,533
6812	Generator, Hulls Cove Plant, Onan, 85 KW	2015	<b>2045</b>	30	66,000	25	70,000	2,333
6812	Generator, Main Plant, Onan, 300 KW	1997	2027	30	41,000	7	66,000	2,200
6812	Generator, Main Street P/S, Onan, 230 KW	1997	2027	30	33,500	7	60,000	2,000
6812	Generator, West St. P/S, Onan 35 KW, Quiet Site	2003	2033	30	26,990	13	39,000	1,300
6812	Generator, Rodick St. P/S, Onan 40 KW, Quiet Site	2007	2037	30	34,525	17	44,000	1,467
6812	Generator, Albert Meadow, Onan 35KW, Quiet Site	2005	2035	30	25,000	15	38,000	1,267
6812	Generator, Ferry Term., Onan, 50 KW, Quiet Site	2005	2035	30	28,050	15	48,000	1,600
6812	Generator, DeGregoire Pk., Onan, 35 KW, Quiet Sit	2008	2038	30	31,048	18	38,000	1,267
6812	Generator, Hancock St.; No generator							
6812	Generator, Ocean Ave. Onan, 35 KW, Quiet Site	2013	2043	30	31,150	24	33,000	1,100
<i>Total Generators</i>					360,046			16,067
Total Wastewater Division					12,502,399			277,004

# ***Table of Contents - Charts***

## **Detail Charts**

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# C.I.P. Details

# Chart A

## Capital Improvement Program Narrative

1 of 5

### Purpose of the C.I.P.

In order to better understand our Capital Improvement Program, it may be helpful to explain its purpose and function. As required by Section C-30.A of the Town Charter, the CIP is "a program consisting of projects any one of which costs more than \$5,000 and meets one or more of the following requirements:

- construction time extends to two or more fiscal years;
- includes planning for, construction of or major renovation of a Town building, wharf, public way, sewer, drain or appurtenant equipment; or
- replacement or acquisition of equipment with life expectancy of five years or longer."

While not fully articulated in the Charter, contemporary thinking further suggests that the CIP should help the Town to avoid surprises by forcing us to look ahead for the next five years or even longer. Typically, this helps stabilize the CIP capital rate, so that it does not exhibit wild swings from year to year despite changes in expenditures.

### Projects

<b>CSO (Combined Sewer Overflow) Elimination Project</b>	<b>#6804</b>
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Please refer to the July 1st memo from Mr. Reeves included in this budget

The impact on rate payers of the referenced \$8 million 20 year bond at 4% would be somewhere between a 25% to 29% increase.

Ongoing engineering assistance	Expended	FY2019	\$	15,984	
Ongoing engineering assistance		FY2020	\$		<b>25,000</b>

<b>Sewer Mains &amp; Services</b>	<b>#6828</b>
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Funds from this account will be used to repair services, mains and manholes during road reconstruction projects as well as upgrading/replacing mains due to identified CSO priorities.

FY20	Year One	Ft. of Mains	No. Of Services	No. Manholes	Cost
	Ash Place (CSO)	527'	3	2	69,000
	Devon Road (CSO)				127,000
	Various Reline Projects (CSO)	1700' est			210,000
	Force main - West St. Pmp St. Project (CSO)				100,000
<b>Sewer Mains &amp; Services</b>				<b>Year One Total</b>	<b>\$506,000</b>
FY21	Year Two	Ft. of Mains	No. Of Services	No. Manholes	Cost
	Balance of CSO main replacements (see the July 1st memo in the budget message)			(bonded)	4,000,000
<b>Sewer Mains &amp; Services</b>				<b>Year Two Total</b>	<b>\$4,000,000</b>

<b>C.I.P. Details - Spending Estimates</b>					<b>CHART A</b>
<b>Capital Improvement Program</b>					<i>2 of 5</i>
<b>FY22</b>	<b>Year Three</b>	<i>Ft. of Mains</i>	<i>No. Of Services</i>	<i>No. Manholes</i>	<i>Cost</i>
Various Reline Projects/Main Replacements					200,000
Sewer Mains & Services				<b>Year Three Total</b>	<b>\$200,000</b>
<b>FY23</b>	<b>Year Four</b>	<i>Ft. of Mains</i>	<i>No. Of Services</i>	<i>No. Manholes</i>	<i>Cost</i>
Various Reline Projects/Main Replacements					200,000
Sewer Mains & Services				<b>Year Four Total</b>	<b>\$200,000</b>
<b>FY24</b>	<b>Year Five</b>	<i>Ft. of Mains</i>	<i>No. Of Services</i>	<i>No. Manholes</i>	<i>Cost</i>
Various Reline Projects/Main Replacements					200,000
Sewer Mains & Services				<b>Year Five Total</b>	<b>\$200,000</b>

**Total Sewer Mains & Services Work - All Five Years**

**\$5,106,000**

## Projects & Facilities

<b>Pump Station Replacement</b>	#6802
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The Town has three pumping stations which are integral to our three treatment plants, plus an additional eight stand-alone pump stations. Of those eight, five were built in 1974, making them 40 years old. Since the replacement cycle should be somewhere around 35 years, we have started a replacement program. Our present plan is to upgrade the West Street station as part of the CSO Elimination Project, whenever, or if, that occurs. Staff will re-evaluate its pump station replacement program and structure its future CIP budgets based on that need, or how critical the replacement or upgrade may be and how it will positively impact the CSO program goals.

FY20	Engineering & Design work	\$25,000
FY20	West Street (Could be Part of CSO Elimination Project)	\$175,000
FY22	Rodick Street	\$59,000
FY22	Hancock Street	\$70,000
		\$129,000

<b>DeGregoire Plant - Equipment</b>	#6809
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We've setup a plant equipment CIP account for things like sludge pumps and other major pieces of plant equipment, so that we'll have money to fix or replace them as they fail.

FY20	Replace bulkhead door	\$10,500
FY20	Replace furnace system	\$7,000

<b>C.I.P. Details - Spending Estimates</b>	<b>CHART A</b>
Capital Improvement Program	3 of 5

<b>Hulls Cove Plant - Equipment</b>	#6815
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We've setup a plant equipment CIP account for things like sludge pumps and other major pieces of plant equipment, so that we'll have money to fix or replace them as they fail.

<b>Main Treatment Plant - Equipment</b>	#6819
---	-------

We've setup a plant equipment CIP account for things like the dewatering machine, sludge pumps and other major pieces of plant equipment, so that we'll have money to fix or replace them as they fail.

FY20	Replace B-Train aeration basin slide gates	<b>\$55,000</b>
FY20	Garage insulation & repave yard w/new storm drain	<b>\$12,000</b>
FY20	Replace main plant office & hall flooring	<b>\$10,000</b>
FY20	Clarifier Optimization Study (evaluating treatment options)	<b>\$10,000</b>
FY22	Replace 2 1997 Clarifier drive units	\$300,000

### Equipment & Vehicles

<b>Air Compressor, Mobile</b>	#6806
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A reserve account has been funded to allow us to pay cash when we are scheduled to replace this twenty year old machine in FY22.

<b>Bucket Machine - Do not replace</b>	#6808
--	-------

This 1957 model sewer cleaning machine uses buckets to remove sand and gravel from the lines. A reserve account was funded for this 60 year old machine in FY18, but the current plan is to not replace this unit but also replace the Sewer Jet with a vacuum truck in FY20.

<b>Generators</b>	#6812
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The DEP is encouraging us to install standby power for all of our facilities.

<b>GIS System, including support equipment/software</b>	#6814
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Our Line Maintenance crew has heavy-duty laptop computers which they use in the field to edit and store records such as maps, service cards, basin diagrams, etc. When combined with the rest of the Town's computerized maps and digital records, this system is known as a GIS, or Geographic Information System. We have funded a replacement reserve using a three year cycle for all laptops in the regular operating budget, which will be replaced in FY18 and FY20. We had previously planned to replace our 7 year old, heavy-duty handheld GPS Trimble unit as well as the ESRI software which allow us to locate points in the field, so that they can be mapped and entered into the GIS system layer, but we now utilize the PeopleForms software for this.

FY19	Mapping Impementation	-\$9,262
FY21	Further Upgrades	\$20,000

<b>Triton Flo Meters (5)</b>	#6816
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These are flo meters that can be rotated to different sites...each one is \$6000-\$7000  
Backup spares are also kept on hand

<b>C.I.P. Details - Spending Estimates</b>	<b>CHART A</b>
<b>Capital Improvement Program</b>	4 of 5

<b>Sewer Cameras</b>	#6818
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We have two sewer cameras: a small one for inspection of the building service lines and a large one for the sewer mains. The smaller camera was replaced in FY19 and the larger camera was replaced in FY14. The cable of the larger camera was unreliable and no longer supported by the vendor.

FY19	Power cable replacement -	\$35,391
FY19	Push Camera Nano-L -	\$19,651

<b>Communication Systems</b>	#6820
------------------------------	-------

This account is used for our telephone system, the Wide Area Network (WAN), the SCADA system server and the electrical controller PLC radio systems at all locations. A single reserve account has been funded so we can pay cash when each piece of equipment reaches the end of its life expectancy. Our WAN is the backbone computer system/switches which allows us to communicate electronically with our widespread equipment and facilities. SCADA stands for "supervisory control and data acquisition", the computer based system which communicates with our PLC's (programmable logic controllers) at the 11 pump stations and 3 treatment plants. These electrical controller PLC systems are the basis of all remote and on site communication to the pump stations and plants relating to their ongoing status of operations. 10 of the pump stations received this major upgrade in 2011-12 at a cost of over \$260,000. Main plant & Hulls Cove plant have not had a PLC upgrade for a number of years. The three plants will receive major PLC communication improvements in FY21. These PLC systems provide communication of the operations of all the plants and pump stations on a real time basis, also with remote accessibility, so that staff analysis and response capability to handle abnormal events are efficient--all essential components to further reducing our reportable CSO events to its goal of zero.

FY21 Selected upgrade to the Main Plant PLC controller	<b>\$160,000</b>
--	------------------

<b>Utility Billing &amp; Mgt. Software Systems</b>	#6821
--	-------

We have purchased Asset Management software in FY17 that is appropriate to allow access to track all maintenance work on all equipment in both Sewer and Water systems.....these costs are shared. Other add on modules may be purchased such as the Citizens self serve software purchased in FY19.

FY19 Expended - \$8,340

<b>Rain Gauge &amp; USB Logger</b>	#6823
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Equipment necessary to track rain events for CSO documentation	FY21	\$5,600
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<b>Spectrophotometer / Lab Equipment</b>	#6824
--	-------

Various lab Equipment necessary to test influent & effluent

<b>Sewer Jet / Future Vacuum Truck</b>	#6826
--	-------

We purchased a new sewer jet in FY04 for cleaning sewer mains. A higher reserve is now being funded to replace the sewer jet & the bucket machine with a vacuum truck in FY22 for \$300,000

FY22

<b>ISSCO Samplers (5)</b>	#6827
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Equipment necessary for sampling both treated and untreated water in the wastewater treatment process. These are current ISSCO Samplers that are located at each plant location.

FY21	\$	6,000
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<b>C.I.P. Details - Spending Estimates</b>	<b>CHART A</b>
<b>Capital Improvement Program</b>	<i>5 of 5</i>

<b>4 WW Pickup Trucks</b>	<b>#6830</b>
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A 2018 GMC (#47); also used for snowplowing....to be replaced in FY26  
 A 2016 inspector truck (#43) GMC 2500....will be replaced in FY24  
 A 2014 RAM 3500 stake-body truck (#44) is to be replaced in FY21; also snowplows  
 A 2010 F350 (#45) is being replaced in FY20 for \$52,000; also snowplows **\$52,000**

<b>Sludge Truck w/Containers</b>	<b>#6836</b>
----------------------------------	--------------

This truck is used to haul sludge to the compost site. The replacement reserve includes the cost of the sludge containers, but not of the liquid waste tank, since it is a physically separate and an expensive piece of equipment, and it wears out at a different rate. A reserve account has been funded so we can pay cash when we replace this 15 year old truck in FY23. A container was relined in FY2018 and one replaced in FY19 for \$14,187.

<b>Sludge Truck Liquid Tank</b>	<b>#6837</b>
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This tank is used to haul liquid (un-dewatered) sludge from our DeGregoire and Hulls Cove plants to the main plant for dewatering. Although it is mounted in the Sludge Truck when used, we expect it to wear out more quickly than the truck, so a separate replacement account has been established. This reserve account has been funded so we can pay cash when we replace this 12 year old tank in FY23.

~~ End of C.I.P. ~~

# Personnel Services & Benefits

Chart B

## 51 PERSONNEL SERVICES

**HOURLY RATE CALCULATIONS** Fiscal Year Starting: July 1, 2019

Classification	FY19 Base Rate This Yr.	Union Wage Incr 2.2%	One Time Adjust- ment	FY20 Base Rate This July		
Superintendent	41.80	1.05	0.00	42.85	COLA 2.5%	Salary Non Union
Operations Manager	24.20	0.53	0.00	24.73		Union
Process Control Mgr	24.20	0.53	0.00	24.73		Union
Regulatory Compliance	24.20	0.53	0.00	24.73		Union
Maintenance Tech II	22.00	0.48	0.00	22.48		Union
Maintenance Tech I	22.00	0.48	0.00	22.48		Union
Maintenance Tech I	21.41	0.47	0.00	21.88		Union
Maintenance Worker I	20.06	0.44	0.00	20.50		Union
Maintenance Worker II	21.41	0.47		21.88		

Classification	Hourly Rate Authorized Base Rate Next Yr.	LONGEVITY PAY Seniority Date	Years of Service			Total Hourly Rate Next Yr.	Name
			10	15	20		
			\$0.25	\$0.15	\$0.10		
Superintendent	\$42.85	6/27/06	\$0.00	\$0.00	\$0.00	\$42.85	J VT
Operations Manager	\$24.73	7/27/09	\$0.25	\$0.00	\$0.00	\$24.98	DR
Process Control Mgr	\$24.73	8/19/85	\$0.25	\$0.15	\$0.10	\$25.23	EM
Regulatory Compliance	\$24.73	2/25/08	\$0.25	\$0.00	\$0.00	\$24.98	TG
Maintenance Tech II	\$22.48	8/6/12	\$0.00	\$0.00	\$0.00	\$22.48	PL
Maintenance Tech I	\$22.48	10/12/15	\$0.00	\$0.00	\$0.00	\$22.48	AJ
Maintenance Tech I	\$21.88	6/21/99	\$0.25	\$0.15	\$0.10	\$22.38	SY
Maintenance Worker I	\$20.50	4/8/19	\$0.00	\$0.00	\$0.00	\$20.50	PK
Maintenance Worker II	\$21.88	8/13/19	\$0.00	\$0.00	\$0.00	\$21.88	WS

Total Annual Pay	Positions	Regular	Scheduled	Emerg/unsch	Ave. OT	Base Pay		
	Next Yr.	Hours	O.T.Hours	O.T.Hours	Rate			Next Year
Superintendent	1	1,040						44,559
Operations Manager	1	2,080	0	0	0	0	0	51,963
Process Control Mgr	1	2,080	0	0	0	0	0	52,483
Regulatory Compliance	1	2,080	0	0	0	0	0	51,963
Maintenance Tech II	1	2,080	0	0	0	0	0	46,767
Maintenance Tech I	1	2,080	0	0	0	0	0	46,767
Maintenance Tech I	1	2,080	0	0	0	0	0	46,553
Maintenance Worker I	1	2,080	0	0	0	0	0	42,643
Maintenance Worker II	1	2,080	0	0	0	0	0	45,513
Regular Hrly wages	8.5	16,640						384,651
Overtime - (5)			982	220	\$ 36.05			43,332
<b>Next Year's Total</b>	<b>8.5</b>	<b>16,640</b>	<b>982</b>	<b>220</b>				<b>\$472,542</b>

~~ Personnel Services Continued on Next Page ~~

**PERSONNEL SERVICES & BENEFITS**

**CHART B**

Page 2

<b>BREAKOUT OF WAGES</b>	Account Number		Gross Pay
Wages - Salaries	5100	Supt. - 50% shared w/Water Div.	44,559
Wages-Hourly Full Time	5105		384,651
Wages=Overtime	5110		43,332
Hourly Wage Totals			<u>\$ 472,542</u>

Historical Overtime:

FY2020 Bud	1,202
FY2019 Bud	1,168
CY 2018	1,202
CY 2017	1,149
CY 2016	1,255
	<u>3,606</u>
3 Year Avg.	1,202

**52 EMPLOYEE BENEFITS**

	Gross Wages Next Year	ICMA Retirement	FICA & Medicare	MSRS Retirement	Workers Comp.	Unemployment	Health Insurance
FY2020 Bud	\$472,542	\$2,896	\$36,149	\$42,798	\$11,456	\$2,244	\$68,691
	Rates ->	Up To 6.50% of Gross	7.65% of Gross Wages	10.00% of Gross	2.50% of Gross	2.20% Of Regular Wages	Net eff. 7/1/18 Family Adult&Child \$1,544.00 \$1,123.14 Single \$688.32 Next CY Est 8.00%
Employee health insurance contribution increase from 17.5% to 20.0%, effective 7/1/16							

**5230 Health Insurance Opt Out**

This is a reimbursement program to reimburse employees for the costs of out of pocket costs for health insurance premiums paid for by the spouse's employer as well as costs for deductibles, etc., up to a maximum annual amount that is voted on annually in December by the Town Council.

**5245 Retirement Health Savings Acct.**

For employees who have accumulated their maximum amount of sick leave, the Town calculates the amount of sick leave the employee would have earned beyond his/her maximum following each calendar year, and the Town contributes 25% of that amount to the employee's Retirement Health Savings account.

**5290 Health Reimbursement Acct. (HRA)**

This is funded to reimbursement employees deductibles and co-insurance out of pocket expenses up to 78% of the maximum out of pocket costs; 78% representing MMA est. past experience for typical family.

# Contractual Services

Chart C

## 5300 ALARMS

			<i>Requested</i>
			<i>Next Year</i>
Fire Alarm Monitoring - main plant	12 mos.	30	360
Monthly maintenance and service contract.			170
<b>Total Alarms &amp; Paging</b>			<b>\$530</b>

## 5306 TOWN MANAGEMENT FEES

Administrative Services is the cost to the General Fund of providing accounting and management services to the Sewer Fund, Water Fund, Cruise Ship Fund and now the Parking Fund; shown as expenses to these four funds and revenue to the General Fund. The calculations for those amounts are shown in the General Fund Town Budget and includes overhead, benefits and use of space, etc. Calculation is based on time estimates and prorata overhead but also based on gross revenues.

## 5311 SPECIAL WASTE CLEANING

			<i>Next Year</i>
We have to clean the grit out of the septic receiving, pump stations every year and from the digester and aeration tanks, as needed. The contract includes trucking. Disposal is charged to the sludge Disposal account. This account will fluctuate between years due to the services being required "as needed". An outside contractor is used due to the hazardous nature of the work. (Ted Berry Co.)			\$12,500

## 5312 PUMP STATION PUMPING

This is special pump out services at the various pump stations when maintenance, construction, equipment failure and other reasons reflect the need to pump out the sludge.			\$3,000
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## 5326 ENGINEERING & OTHER PROF. FEES

<b>Items Funded Every Year</b>			<i>Next Year</i>
Routine Engineering calls for Maintenance & general issues			2,000
Specific large projects requiring engineering are budgeted within the CIP accounts			
<b>Total Engineering</b>			<b>\$2,000</b>

## 5332 GENERATOR SERVICE

		<i>Next Year</i>	<i>Next Year</i>
Generator Maintenance Agreements	10		10,230
Electric Power Systems			
Special calls for operational issues			1,600
<b>Total Generator Service</b>			<b>\$11,830</b>

## 5334 GENERAL PROFESSIONAL FEES

Underwater video of outfall pipes, tree removal, special printing services and pressure washing	\$2,400
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~~ Contractual Services Continued On Next Page ~~

**Contractual Services - (continued)****CHART C**

<b>5336 GENERAL EQUIPMENT MAINTENANCE</b>	<i>Estimated This Year</i>	<i>Requested Next Year</i>
Overhead Door Maintenance Contract		510
Mechanical Services - Building HVAC System		1,500
<b>Total General Equipment Maintenance</b>		<b>\$2,010</b>

**5366 SLUDGE DISPOSAL**

New England Waste (Casella)(Bio solids)	<i>Tons</i>	<i>Cost/Ton</i>	
<b>Estimated Use</b>	<i>Next Yr.</i>	<i>Next Yr.</i>	
Treatment and Disposal (FY19 \$61.30/Ton)- 756 Tons to 5-29-19 (FY18 \$59.18/Ton)- 807 Tons (FY17)- 861 Tons	880	\$62.00	54,560
<b>Total Sludge Disposal</b>			<b>\$54,560</b>

**5368 TECHNOLOGY LICENSES & SUPPORT**

These are the annual licensing fees which must be paid in order to continue using the software or hardware and to receive maintenance and support services. These fees also include upgrades, enhancements, modem support, etc.

<i>Product</i>	<i>Requested Next Year</i>
ArcView - ESRI - GIS mapping software license - Single Use, Secondary Maint.	600
General Code - Laserfiche	375
Tyler Forms - Utility billing software lic.	1,225
PTC, Inc. - GE Suite -Allows SCADA to talk to PLC's	464
Infrastructure Technology - IT pipes (camera system to GIS software)	1,500
SEMS - Asset Mgt. System ( new -est) - Track age, location, maint. costs, etc. of all equipment	5,025
MSDS Source - SDS Mgt. access thru the internet (50% share w/Water)	700
ADS- Wireless hosting/meter read data for flometers/cso	new 3,800
Inductive Automation - SCADA (System Control And Data Acquisition) license and support This is the software that runs the plant.	expanded 3,776
<b>Total Technology Licenses and Support</b>	<b>\$17,465</b>

**5378 EQUIPMENT TESTING & CALIBRATION**

These are the periodic testing of special wastewater equipment to continue using lab and other equipment that are tested, calibrated and documented by 3rd parties for regulatory compliance.

QC Services - Annual Lab Equipment Maintenance & Calibration	1,350
Boyington - Backflow testing	250
Other Equipment	300
<b>Total Equipment Testing &amp; Calibration</b>	<b>\$1,900</b>

<b><i>Materials &amp; Supplies</i></b>	<b><i>Chart D</i></b>
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**5424 SODIUM HYPOCHLORITE**

Seasonally, we add sodium hypochlorite as a primary to disinfect our effluent, which is the equivalent of super strong bleach. Additionally, we add hypochlorite and hydrogen peroxide to our treatment process, as needed.

**5441 MAGNESIUM HYDROXIDE & OTHER SUPPLIES**

We use more magnesium hydroxide for treatment optimization to adjust the pH of our influent. Cost is 38 cents/# in 55 gal. drums. Other chemicals, such as Sodium Bicarbonate for buffering, are also charged to this account.

**5442 POLYMER SUPPLIES**

We use polymer chemicals in the sludge dewatering process.

**5452 SODIUM BISULPHITE**

We use this chemical (.34 cents/#) to remove sodium hypochlorite from our effluent prior to discharge to the ocean. Ascorbic acid is also being tested at the smaller plants to help neutralize the effluent, as it is less hazardous.

<b><i>Utilities &amp; Commodities</i></b>
---

**5504 ELECTRICITY - PLANTS**

The largest variable in our electric bills is not the rate, but the consumption. In very wet years, we use a lot more electricity and our bills are higher. Therefore, some historically averaging is budgeted. Supply rates were locked in on the 2 plants from 11/1/17 to 11/2/20 @ .0725 which avoids much of the supply cost spikes, stabilizing costs.

**5506 ELECTRICITY - PUMPING**

This is used to track the electricity costs of pumping sewage to the 3 plants from the Town's 11 pump stations. Supply rate is locked in on the Main St. pump station from 11/1/17 to 11/2/20 @ .0725; avoiding "demand" spikes.

**5508 HEATING OIL & KEROSENE**

We budget using a 3 year average consumption. The main plant and most pump stations are heated with oil, except for the Degreoire Plant, which is partially heated with kerosene.

	<i>Fiscal</i>	<i>Gals.</i>		
<b>Historical Use</b>	<i>Year</i>	<i>Bought</i>		
	FY17	7,301		
	FY18	7,785		
	FY19	9,463		
	<i>Average</i>	<i>8,183</i>		
<b>Estimated Use</b>				<i>Requested</i>
This Year	FY19	9,065	\$2.4300	
Next Year	FY20	8,183	\$2.1500	17,593

<b><i>Repairs &amp; Maintenance</i></b>	<b><i>Chart E</i></b>
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**5616 LINE EQUIPMENT / FLO TOTES, CAMERAS**

This budget includes enough monies to repair our Flo-Totes, replace batteries and include monies for normal repairs of other line equipment such as the sewer camera. Flo-Totes are necessary for compliance with the Town's CSO mandated monitoring program. Staff usually has 5 fully operational flo-totes with backups on hand. New Flo-Totes are budgeted in CIP. In FY20 we will purchase an ITpipes software upgrade for \$6000 as the old software is end-of-lifed.

Itpipes software, Flo totes, etc.; annual maint. costs: **\$ 25,000**

**5634 & 5640 PLANT & PUMP STATION EQUIPMENT REPAIRS**

The equipment at the 2 main plants and many of the pump stations are approaching 20 years old and the larger planned replacement costs are budgted in the CIP, for the years FY20-FY24, following detail engineering evaluations. However, periodic failures are now occuring and do drive up the annual repair costs. These units, such as pumps & motors, must be replaced immediately, whether budgeted or not.

<b><i>Equipment Purchases</i></b>
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These accounts are used only for non-capital equipment. Anything which costs more than \$5,000 and has a life expectancy of five years or longer is typically budgeted in the Capital Improvement Program.

<b>5700 TECHNOLOGY EQUIPMENT - PURCHASE</b>	<i>Requested Next Year</i>
Replace 4 smart phones	3,200
Computer & component replacements	4,600
3 cell enabled tablets	2,200
	0
	0
<b>Total Technology Equipment Purchases</b>	<b>\$10,000</b>

<b>5702 OFFICE EQUIPMENT - PURCHASE</b>	<i>Requested Next Year</i>
Various Office Furniture replacements	0
<b>Total Office Equipment Purchases</b>	<b>\$0</b>

<b>5704 OPERATING EQUIPMENT - PURCHASE</b>	<i>Requested Next Year</i>
Purchase new camera trailer generator	3,000
	0
	0
<b>Total Operating Equipment Purchases</b>	<b>\$3,000</b>

# Net Income Statement

**Chart F**
*(audit format with full depreciaton & accruals)*

	Actual Yr.Before Last: FY17	Actual Last Year FY18	Budgeted This Year FY19	Estimated This Year FY19	Requested Next Year FY20	Change: E.T.Y.vs. R.N.Y.
<b>OPERATING REVENUES:</b>						
Charges for Services	2,127,206	1,898,630	2,029,000	2,307,924	2,123,500	(184,424)
Interest (on late payments+lien costs)	11,388	7,922	11,400	10,300	10,900	600
<b>Total Operating Revenues</b>	<b>2,138,594</b>	<b>1,906,552</b>	<b>2,040,400</b>	<b>2,318,224</b>	<b>2,134,400</b>	<b>(183,824)</b>
Change in Charges >>				13.7%	-8.0%	
<b>OPERATING EXPENDITURES:</b>						
Wages & Benefits	642,371	583,768	688,798	643,971	692,228	48,257
Contractual Services	212,016	218,954	222,388	230,033	229,519	(514)
Utilities & Commodities	234,304	231,015	226,979	243,429	234,843	(8,586)
Repairs & Maintenance	158,524	145,178	131,500	127,000	134,000	7,000
Equipment Purchases	23,284	12,934	6,200	7,134	13,000	5,866
Other Expenses, Travel, Etc.	42,427	41,665	44,700	45,659	45,871	212
Depreciation & Amortization	519,766	519,766	529,000	529,000	529,000	0
Materials & Supplies	129,703	155,024	149,279	161,913	155,579	(6,334)
<b>Total Operating Expenditures</b>	<b>1,962,395</b>	<b>1,908,304</b>	<b>1,998,844</b>	<b>1,988,139</b>	<b>2,034,041</b>	<b>45,902</b>
				-0.5%	2.3%	
<b>Net Operating Income</b>	<b><u>176,199</u></b>	<b><u>(1,752)</u></b>	<b><u>41,556</u></b>	<b><u>330,085</u></b>	<b><u>100,359</u></b>	<b><u>(229,726)</u></b>
<b>NON-OPERATING REVENUES (EXPENSES)</b>						
Interest Revenue (Investment)	8,402	10,197	8,000	8,000	10,000	2,000
Gain/(Loss) on Disposal of Assets	0	8,500	0	0	0	0
Special Assessments	0	0	0	0	0	0
Bond Refinancing Refund	0	0	0	0	0	0
Less Interest Expense	(71,272)	(60,492)	(44,097)	(44,000)	(41,549)	2,451
<b>Total Non-Operating Revenue (Expense)</b>	<b>(62,870)</b>	<b>(41,795)</b>	<b>(36,097)</b>	<b>(36,000)</b>	<b>(31,549)</b>	<b>4,451</b>
<b>NET INCOME (LOSS) YTD</b>	<b>113,329</b>	<b>(43,547)</b>	<b>5,459</b>	<b>294,085</b>	<b>68,810</b>	<b>(225,275)</b>

## Sewer Rate Schedule Chart G

Type of Fee	Measure	Old Rate FY18	New Rate FY19	Percent Change
\	Per 100 cubic Feet of Water Used	\$7.80	\$7.95	1.9%
Minimum Bills: (per quarter)				
- Residential Customers	Based on 600 Cu. Ft. of Water Used	\$46.80	\$47.70	1.9%
- Non-Residential Cust.	Based on 1700 Cu. Ft. of Water Used	\$132.60	\$135.15	1.9%
- Unmetered Customers	Based on 1300 Cu. Ft. of Water Used	\$101.40	\$103.35	1.9%
Septic Tank Pumpage	Per 100 Gallons	\$11.22	\$11.22	0.0%
Sludge Disposal	Per 100 Gallons	\$6.72	\$6.72	0.0%
Connection Fee Rate COLA	Per Gallon of Sewage Per Day	\$11.05	\$11.26	1.9%
	Per Inch of Sewer Service Diameter	\$100	\$102	2.0%
Late Payment Penalty (Note A)	Per Annum	8.0%	9.0%	

## Sewer Rate Calculation

*This spreadsheet calculates the minimum rates required in order to "break even" on a cash basis.*

VOLUME ESTIMATE		Actual Yr. Before FY17	Actual Last Year FY18	Budget This Year FY19	Estimated This Year FY19	Requested Next Year FY20	Change: R.N.Y vs. B.T.Y.	Change: R.N.Y vs. E.T.Y.
<i>Quarter</i>	<i>Ending</i>							
Summer	September 30	10,479,000	9,600,000	10,200,000	10,188,000	10,250,000	0.5%	0.6%
Fall	December 31	5,374,000	5,600,000	5,300,000	5,930,000	5,600,000	5.7%	-5.6%
Winter	March 31	3,595,000	3,300,000	3,200,000	4,355,000	4,000,000	25.0%	-8.2%
Spring	June 30 (Note B)	6,157,000	5,600,000	5,800,000	5,800,000	5,850,000	0.9%	0.9%
Unmetered Accounts		250,000	250,000	250,000	250,000	250,000	0.0%	0.0%
Minimum Bills (Note C)		1,850,000	1,900,000	1,950,000	1,500,000	1,550,000	-20.5%	3.3%
<b>Annual Volume in Cubic Feet</b> (See Note B)		<u>27,705,000</u>	<u>26,250,000</u>	<u>26,700,000</u>	<u>28,023,000</u>	<u>27,500,000</u>	<u>3.0%</u>	<u>-1.9%</u>
Change			(1,455,000)	450,000	1,773,000	(523,000) << (Decrease)		
			-5.3%		6.8%	<b>-1.9%</b> FY19 Volume Assumption		

Operating Fund Appropriations	\$1,505,041
Capital Appropriations	773,217
Less Non Rate Revenues:	
Other Customer Charges:	(11,500)
Other Income	(22,900)
<b>Net Needed from Operations Charges</b>	<b>\$2,243,857</b>
<b>Estimated Minimum Rate / 100 cu.ft.</b>	<b>\$8.16</b>
(needs 4.6% increase to break even)	

- Notes
- A. The maximum amount of this rate is set by State Law as determined by the State Treasurer.
  - B. The volume in the ETY column is actual for the first three quarters, and estimated for the spring quarter.
  - C. In order to calculate the needed rate, we must use the estimated volume. This volume must include an allowance for the cubic feet that are not used by the customer, but which we bill and receive revenue \$ as part of the minimum bill.

## Debt Service

### A Responsibility of the Finance Department

#### Bond Issue D

#### USDA RURAL DEVELOPMENT REFUNDING ISSUE--HULLS COVE SEWER

Original Principal = \$800,000

Lender: Roosevelt &amp; Cross, Inc.

Issued: 2/1/05

Paying agent: USBank St. Paul

Interest Rate = 2.0% - 5.0% (Avg. - 3.83%) TIC = 2.69%

Agent fee: None

Notes: 2005 (Refinanced two 12/15/00 &amp; 9/10/15)

No longer can be refinanced

Payment Dates: April 15 (interest only) &amp; October 15 (principal and interest)

FY	Date	Interest Rate	Principal Payment	Interest Payment	Payment Total	Fiscal Year Total
20	10/15/19	4.00%	40,000.00	7,625.00	47,625.00	
	4/15/20			7,025.00	7,025.00	54,650.00
21	10/15/20	4.00%	40,000.00	7,025.00	47,025.00	
	4/15/21			6,425.00	6,425.00	53,450.00
22	10/15/21	4.10%	40,000.00	6,425.00	46,425.00	
	4/15/22			5,825.00	5,825.00	52,250.00
23	10/15/22	4.15%	45,000.00	5,825.00	50,825.00	
	4/15/23			4,925.00	4,925.00	55,750.00
24	10/15/23	4.20%	45,000.00	4,925.00	49,925.00	
	4/15/24			4,025.00	4,025.00	53,950.00
25	10/15/24	4.25%	45,000.00	4,025.00	49,025.00	
	4/15/25			3,125.00	3,125.00	52,150.00
26	10/15/25	4.30%	50,000.00	3,125.00	53,125.00	
	4/15/26			1,875.00	1,875.00	55,000.00
27	10/15/26	4.35%	50,000.00	1,875.00	51,875.00	
	4/15/27			625.00	625.00	52,500.00
28	10/15/27	4.38%	50,000.00	625.00	50,625.00	
						51,093.75
Totals			405,000.00	75,325.00	480,325.00	480,793.75

#### Bond Issue G

#### SEWER SYSTEM IMPROVEMENTS: 2011

Sewermain and SCADA System Replacement. Repaid by the Sewer Fund.

Original Principal = \$1,316,000

Lender: Morgan Stanley &amp; Co

Date of Issue: 9/15/11

Paying agent: Bank of New York/ Mellon Trust

Interest Rate = 2.0% - 3.50% (Avg. - 2.70%)

Refinance: After Dec. 2021

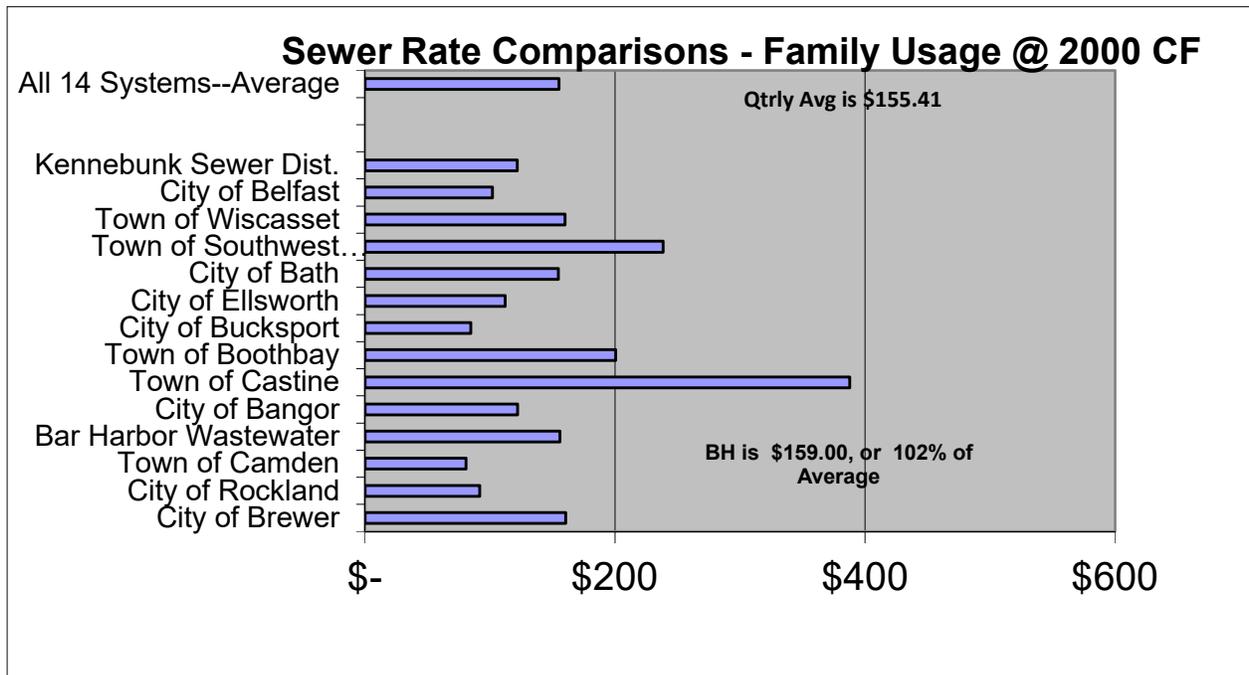
Payment Dates: Dec 1 (prin. and int.) &amp; June 1 (interest)

FY	Date	Interest Rate	Principal Payment	Interest Payment	Payment Total	Fiscal Year Total
20	12/01/19	2.00%	66,056.00	13,779.88	79,835.88	
	06/01/20			13,119.32	13,119.32	92,955.20
21	12/01/20	2.50%	68,358.00	13,119.32	81,477.32	
	06/01/21			12,264.84	12,264.84	93,742.16
22	12/01/21	3.00%	68,358.00	12,264.84	80,622.84	
	06/01/22			11,239.47	11,239.47	91,862.31
23	12/01/22	3.00%	70,661.00	11,239.47	81,900.47	
	06/01/23			10,179.56	10,179.56	92,080.03
24	12/01/23	3.00%	72,964.00	10,179.56	83,143.56	
	06/01/24			9,085.10	9,085.10	92,228.66
25	12/01/24	3.00%	75,267.00	9,085.10	84,352.10	
	06/01/25			7,956.09	7,956.09	92,308.19
26	12/01/25	3.00%	77,569.00	7,956.09	85,525.09	
	06/01/26			6,792.56	6,792.56	92,317.65
27	12/01/26	3.00%	84,872.00	6,792.56	91,664.56	
	06/01/27			5,519.48	5,519.48	97,184.04
28	12/01/27	3.13%	62,175.00	5,519.48	67,694.48	
	06/01/28			4,547.99	4,547.99	72,242.47
29	12/01/28	3.25%	64,478.00	4,547.99	69,025.99	
	06/01/29			3,500.22	3,500.22	72,526.21
30	12/01/29	3.25%	66,781.00	3,500.22	70,281.22	
	06/01/30			2,415.03	2,415.03	72,696.25
31	12/01/30	3.38%	69,083.00	2,415.03	71,498.03	
	06/01/31			1,249.26	1,249.26	72,747.29
32	12/01/31	3.50%	71,386.00	1,249.26	72,635.26	
	06/01/32					72,635.26
Totals			918,008.00	189,517.72	1,107,525.72	1,107,525.72

# Sewer Rate Comparisons - Quarterly Usage

(USDA std)

Utility Name	Qtr Minimum	Qtr - Family 2000 CuFt
City of Brewer	\$ 80.30	\$ 160.60
City of Rockland	\$ 41.84	\$ 91.84
Town of Camden	\$ 40.40	\$ 80.80
<b>Bar Harbor Wastewater</b>	<b>\$ 47.70</b>	<b>\$ 159.00</b>
City of Bangor	\$ 73.20	\$ 122.00
Town of Castine	\$ -	\$ 387.60
Town of Boothbay	\$ -	\$ 200.40
City of Bucksport	\$ 76.16	\$ 84.62
City of Ellsworth	\$ 50.49	\$ 112.20
City of Bath	\$ 47.50	\$ 154.60
Town of Southwest Harbor	\$ 111.82	\$ 238.32
Town of Wiscasset	\$ -	\$ 160.00
City of Belfast	\$ 102.00	\$ 102.00
Kennebunk Sewer Dist.	\$ -	\$ 121.82
 Average Billing	 \$ 67.14	 \$ 155.41
<b>BH Rate as a % of Avg. Rate</b>		<b>102%</b>



TOWN OF BAR HARBOR  
SEWER DIVISION  
ANNUAL SUMMER DISCOUNT APPLICATION

ELIGIBLE TO "RESIDENTIAL" SERVICE CLASS CUSTOMERS ONLY

Date \_\_\_\_\_

Return by 9/15/2019!

A/C# \_\_\_\_\_

If you use water outside your home for lawns and gardens, you may be eligible for an adjustment in your sewer user fees for the Third Quarter (July 1 – September 30). This application (or renewal) must be filled out each season by the customer.

Please fill out the attached form and return the lower section to the Finance Department office at the Municipal Building or the Water Division office at Public Works Way if you do expect to use water outside during the Third Quarter. The Finance Department will then use an average of your first and second quarter usage to calculate your Third Quarter bill. This adjustment should provide a savings to families who wish to water their lawns, gardens, or wash their cars, etc.

NOTE: YOU WILL NOT BE ELIGIBLE FOR THIS ADJUSTMENT IF:

- 1) You run a business on your property;
- 2) Your Residence is used for any commercial/vacation rental;
- 3) Your service accepts waste from more than one residential unit;
- 4) You are classified as a seasonal water customer

Per Chapter 165, Sewer Ordinance; Article III, Sewer Rates, Sec #165-7.B.(2)(c)[2]

Top – Customer Copy



Return this section

Town Copy

2019 Usage

Date \_\_\_\_\_

Account# \_\_\_\_\_

I wish to apply for an adjustment in my sewer residential charges for the Third quarter (summer usage) because I use water for outside purposes (lawn, garden, car washes, etc.) that does not flow into the sewer system.

\_\_\_\_\_  
Customer signature

\_\_\_\_\_  
Print name of Property Owner  
as it appears on the tax bill

\_\_\_\_\_  
Location of Property

If not returned to the Bar Harbor Finance Department at the Municipal Building by September 15<sup>th</sup>, you may be disqualified for an adjustment.



**TOWN OF BAR HARBOR  
WATER DIVISION**

50 Public Works Way  
Bar Harbor, ME 04609  
Telephone (207) 288-3555 / Fax (207) 288-2273

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April, 2019

Dear Sewer User:

Re: Outside Water Deduct Meters For Reducing Sewer Bills

Pursuant to the policy adopted by the Bar Harbor Town Council on July 14, 1992, we are informing you with this notice that a \$25.00 renewal fee (per meter) will be added to your July Water/Sewer bill to take advantage of the Sewer user fee adjustment process for outside water usage this coming summer. This is for measured water where a portion does not enter the wastewater treatment system that the Town will credit towards your total Sewer usage.

We enclose an "outside meter application" that is necessary to be filled out, signed and returned to this office at the time the meter is installed as a renewal. Summer readings of the meter will be read by the Wastewater Department staff at quarterly intervals at the end of June and September.

For the Seasonal User, it would greatly be appreciated if you would call in your reading when the Deduct Meter is removed at the end of the season to insure that you get full credit of the deduction.

If you have any questions please call me at the above number.

Sincerely,

Nancy J. Warner  
Town of Bar Harbor Water Division  
Office Manager



## Sewer Budget Ordinance Amendment

Town of Bar Harbor

#2019-xx

### An Amendment to Adopt the Fiscal Year 2020 Sewer Budget, Rates, Fees and Charges.

*The Town of Bar Harbor hereby ordains that Chapter 165, Sewers, of the Town Code is amended as follows:*

[Please Note: Old language is ~~stricken~~. New language is underlined.]

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## Chapter 165 , SEWERS

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### ARTICLE III, Sewer Budget and Rates

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#### § 165-7.1 Sewer budget, fees and charges.

A. Budget introduced. The fiscal year ~~2019~~20 Sewer Budget, dated July ~~9~~16, 201~~8~~9, is hereby introduced as published and summarized below.

(1) Fund balance. Designated fund balances are estimated as follows:

(a) Estimated starting designated fund balances.

[1] Working capital: ~~\$438,263~~367,461.

[2] CIP projects: ~~\$1,426,686~~1,853,226.

(b) Ending designated fund balance.

[1] Working capital: ~~\$461,348~~367,461.

[2] CIP projects: ~~\$1,373,647~~1,591,338.

(2) Revenues.

(a) Total revenues and other sources are estimated to be: ~~\$2,048,400~~2,144,400.

(b) Revenue for the sewer rates shall be calculated from the total operating and capital appropriations minus any non-rate revenues:

[1] Total revenue derived from sewer rate: ~~\$2,015,000~~2,110,000.

(3) Expenses. Total appropriations shall be:

(a) Operating Fund: ~~\$1,469,844~~1,505,041.

(b) Capital Fund: ~~\$705,850~~773,217.

(4) Rates.

(a) Rate of ~~\$7.80~~7.95 per 100 cubic feet of water used.

(b) Minimum bills.

[1] Residential customers: ~~\$46.80~~47.70 for up to 600 cubic feet of water used per quarter.

[2] Nonresidential customers: ~~\$132.60~~135.15 for up to 1,700 cubic feet of water used per quarter.

[3] Unmetered customers: ~~\$101.40~~103.35 per quarter (based on 1,300 cubic feet of water used).

(c) Septic tank pumpage: \$11.22 per 100 gallons.

(d) Sludge disposal: \$6.72 per 100 gallons.

(e) Connection fee rate (per inch): ~~\$100~~102 per inch diameter of the service connection.

(f) Connection fee rate (per gallon): ~~\$10.60~~11.26 per gallon of sewage per day.

(g) Late payment penalty: ~~7.09~~0.0% per annum.

\*\*\*\*

[End of Ordinance]