

RCVD 01/29/2021 @  
2:45 pm  
Kia A. O'Connell Asst

MEMBERS OF THE WPCA THAT ARE UNABLE TO ATTEND THIS MEETING, PLEASE CALL  
ETHER DIAZ, (860) 644-2511, EXT. 243, ON OR BEFORE 4:30 P.M. ON THE DAY OF THE  
MEETING

**WATER POLLUTION CONTROL AUTHORITY  
TOWN OF SOUTH WINDSOR**

**REGULAR MEETING  
VIRTUAL MEETING  
SOUTH WINDSOR TOWN HALL**

**AGENDA**

**TUESDAY, FEBRUARY 2, 2021  
6:00 P.M.**

This meeting can be viewed on Cox Channel 16 or Channel 6082 if your provider is Frontier and will be live streamed on the Town's website at <http://gmedia.swagit.com/live>.

**WEBEX Conference Call-In Number: 855-925-2801  
Meeting Code: 9027**

**Public is welcome to email comments to [Wpcacomments@southwindsor-ct.gov](mailto:Wpcacomments@southwindsor-ct.gov) or to call in through the above referenced WEBEX call.**

**A. Roll Call**

**B. Acceptance of Minutes of Previous Meeting**

1. January 5, 2021 Regular Meeting

**C. New Business**

**D. Communications and Reports**

1. Superintendent Report

**E. Public Participation (Items not on the agenda)**

**F. Bills, Change Orders, Disbursements**

**G. Unfinished Business**

1. Draft FY 2021/2022 Budget Presentation

**H. Executive Session**

**I. Adjournment**

RVD 03/03/2021 @  
4:20 PM  
K. C. Ruby

**WATER POLLUTION CONTROL AUTHORITY  
TOWN OF SOUTH WINDSOR**

**REGULAR MEETING  
VIRTUAL MEETING  
SOUTH WINDSOR TOWN HALL**

**MINUTES**

**TUESDAY, FEBRUARY 2, 2021  
6:00 P.M.**

Chairman Thomas Ruby called the Regular Meeting/Virtual Meeting to order at 7:00 p.m. and explained that the public is welcome to email comments to [Wpcacomment@southwindsor-ct.gov](mailto:Wpcacomment@southwindsor-ct.gov) or to call in through WEBEX at 855-925-2801; meeting code 9027

**A. Roll Call**

**Members Present:** Carol Fletterick, Erik Dabrowski (6:02 p.m.), Steven King, Jr., Toby Lewis (6:02 p.m.), Thomas Ruby, and Stephen Wagner

**Members Absent:** Ashwatha Narayana

**Alternates Present:** Shawn Jacobaccio and Vicki Paliulis

**Staff Present:** Tony Manfre, Superintendent of Pollution Control  
Michael Lehmann, IT Technician/Webmaster

**B. Acceptance of Minutes of Previous Meeting**

1. January 5, 2021 Regular Meeting

Motion was made to approve the minutes of the January 5, 2021 Regular Meeting.

The motion was made by Mr. Toby Lewis and seconded by Mr. Erik Dabrowski. Mr. Steven King, Jr. abstained. The motion passed.

**C. New Business**

**D. Communications and Reports**

1. Superintendent Report

Included with the Agenda was a report from Mr. Tony Manfre, Superintendent of Pollution Control (see Exhibit A). Mr. Tony Manfre briefly discussed each item on his report. A brief discussion ensued on the following items:

Miscellaneous Industrial User Permitting: The Department of Energy and Environmental Protection (DEEP) is transferring the permitting responsibility to the Town: how much work does that entails asked Chairman Thomas Ruby. Mr. Manfre responded that they are currently in the process of figuring that out. The DEEP focus is typically on Significant Users which discharge 25,000 gallons or more per day. Hence they are transferring the responsibility on the small industrial users on to the towns to maintain their permitting process. Ms. Vicki Paliulis expressed that she's involved in this matter and having conversations with DEEP staff. She offered to meet with Mr. Manfre to share some helpful information to help in the process. Mr. Manfre responded that it will be helpful to work together in that regard. He also explained that Mr. Jeff LeMay, Treatment Plant

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Supervisor is also working on this on behalf of the CT Water Pollution Abatement Association as he is one of the board members. So he's been involved with this as well.

Platt Hill Solar Project: Mr. Toby Lewis asked Mr. Manfre if he had thought of or planned out how the reduced fuel costs will somehow affect sewer rates for the citizens; how they can benefit from that. Mr. Manfre responded that he was conservative on the budgeting portion of the electrical invoices for the Treatment Plant; he's expecting to see the credits beginning in the fall.

Schedule of Maintenance: Mr. Lewis asked if there's some oversight of the process. For example, if the contractor recommends that something needs to be replaced instead of repaired, is there someone to review and confirm that information. Yes, the Treatment Plant staff are responsible for the schedule of maintenance, responded Mr. Manfre and explained that is mainly preventive maintenance such as checking the equipment, oil changes, etc.

Collector of Revenue Report: We are doing a better job in collection, expressed Mr. Lewis. The collection rate is 96%, yet Mr. Manfre budgeted a 92% collection rate. Mr. Lewis asked if there's going to be a variance in the budget process to show the savings and if that saving is going to be filtered into the next year budget. Mr. Manfre responded that they are in the process of billing the commercial/industrial sewer users. Once he receives the collection rate from that he will implement it in the budget.

Mr. Toby Lewis asked if there's any update on Carla's Pasta as he think that they are moving out. Mr. Manfre responded that he has not heard anything about that. However, as far as their reporting, the Water Pollution Control has been invoicing them monthly for surcharges. Mr. Lewis asked if they are in compliance. They are not in compliance, said Mr. Manfre and explained that he's been informed that their new process side is not operating yet.

Back to the Miscellaneous Industrial User Permitting, Chairman Ruby asked if the permitting process carry any revenue with it to the Town. It can, said Mr. Manfre and explained that DEEP is allowing the municipalities to set their permitting fees. It is something that needs to be set with the budget and included in the sewer user charge rates schedule. That's kind of interesting, expressed Ms. Vicki Paliulis as she recently met with DEEP staff and she's been informed that there's no fees associated. Therefore, she recommended to Mr. Manfre sending out letters to the industrial users as they may be under the impression that there's no fee involved.

There was no further questions on comments on Mr. Manfre, Superintendent Report.

**E. Public Participation (Items not on the agenda)**

None

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**F. Bills, Change Orders, Disbursements**

None

**G. Unfinished Business**

**1. Draft FY 2021/2022**

Included with the Agenda was a draft copy of the proposed budget for FY 2021/2022 (see Exhibit B). Mr. Tony Manfre explained that with the budget a calendar of what to expect for each month was included. He explained that this month budget was similar to the budget that he previously presented in January with the addition of the revenues. He explained that he's still working on the revenues in an effort to get a harder number; in March he expects to have a final number for the revenue portion of the budget. He did some revisions in the Capital Improvement Projects in an effort to keep the sewer user charge low. He reduced the Pipe Rehabilitation by \$250,000 and the I/I Removal and Manhole Rehabilitation by \$50,000. Although he has taken \$300,000 out of the Capital Improvement Projects the sewer user charge is projected to be \$435. More revisions will be made to the budget in an effort to maintain the sewer user rate at \$415. During the last WPCA meeting, there were some questions regarding account 442 Department Equipment: Truck 80 Replacement. Mr. Manfre explained that he did speak with the Fleet Manager and he sent him a Memo recommending a replacement of the vehicle as it is in need of front end work, brake/transmission/power steering/fuel lines rusting and the exhaust is beginning to rust. The Fleet Manager estimated about \$6,000 in repairs before labor and \$4,500 trade in value. However, Mr. Manfre is still looking at this budget item as he realizes that it is \$35,000 and maybe it can wait one more year. Also, other options are under consideration such as leasing a vehicle. Mr. Manfre is hoping to have a better idea in March of which direction he'll be recommending. As far as the Revenues, Mr. Manfre explained that he should have a firmer commercial flow number next month. He's waiting to receive a trade in value for the camera system and he's working on the Miscellaneous Industrial User registration fees if any. Mr. Manfre had nothing else to report on the proposed budget.

Chairman Thomas Ruby asked relative to the current budget where they are in terms of expected expenditures and actual expenditures. Mr. Manfre responded that they are in really good shape for this current year budget; they've spent approximately 53% of the budget. The sewer user collection rates last year were purposely reduced in anticipation of the difficult year due to the Covid crisis, asked Chairman Ruby. Yes, said Mr. Manfre. Chairman Ruby also asked if the proposed budget is based upon a 92% collection rate. That is correct, said Mr. Manfre. Chairman Ruby asked if any extra funds will be placed in the reserve accounts. That is correct, responded Mr. Manfre and explained that the Operating Reserve account is fully funded at this point. Currently there is approximately \$2.2 million in the Replacement Reserve and it is anticipated to have close to \$3 million by the end of this fiscal year; fully funding the Equipment Replacement Reserve will be \$4.5 million.

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Mr. Stephen Wagner explained that if the WPC is getting a better than expected collection rate in a given year, and there is a part of the collections in the second year, a delay collection will obviously go down because the money has been collected the previous year. How does that work into the budget?, asked Mr. Wagner. "You don't need to be collecting the 4% difference because it's already been collected and it's already in the reserve funds", he said. How does the delay in collections effect the budget?, asked Mr. Wagner. Mr. Manfre responded that in budgeting the accounts he roughly estimates what the collection rate is typically going to be which in the past has been about a 98.5% collection rate. Any delinquent accounts that are collected go into the revenue and eventually will end up in the reserve accounts. At this point, there were no additional questions for Mr. Manfre.

Chairman Ruby explained that one item related to the budget is that a public hearing is required. He recommended having the public hearing on Tuesday, May 4, 2021 to present the proposed budget and then vote on it in June.

Motion was made to set a Public Hearing for May 4, 2021 for the proposed fiscal year 2021/2022 Pollution Control Budget and Sewer User Charges Rates.

The motion was made by Mr. Stephen Wagner and seconded by Mr. Erik Dabrowski.  
The motion carried unanimously.

Chairman Ruby explained that the Public Hearing will be on Tuesday, May 4<sup>th</sup> at 7:00 p.m. followed by the WPCA regular meeting.

**H. Executive Session**

None

**I. Adjournment**

Motion was made to adjourn the meeting at 6:23 p.m.

The motion was made by Mr. Toby Lewis and seconded by Mr. Erik Dabrowski.  
The motion carried unanimously.

Respectfully submitted,

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Ether Diaz, Recording Secretary



# WPCA COMMUNICATIONS AND REPORTS

February 2, 2021

*The following is a monthly report from the Superintendent of Pollution Control as an appendix to the Water Pollution Control Authority meeting.*

## General Information

### Platt Hill Solar Project

The Platt Hill Solar Project was resubmitted to CT Siting Council. More information on the construction timeline should be available by the end of February. One third of the energy produced will be provided to the treatment plant.

### Miscellaneous Industrial User Permitting

Began to collect and organize data for the implementation of the new Miscellaneous Industrial User (MIU) Permits. DEEP formerly maintained the MIU database but has recently overturned the MIU permitting responsibility to the publicly owned treatment works.

## Treatment Plant and Collection Systems

### Treatment Plant

#### *Process*

TREATMENT PLANT	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
AVG FLOW (MGD)	2.84	2.82	2.74	2.93	2.70	2.19	2.10	2.04	1.85	1.92	2.13	2.79
BOD REMOVAL	99.0%	99.0%	99.0%	97.0%	98.0%	99.0%	98.8%	99.1%	98.8%	98.0%	98.6%	97.3%
TSS REMOVAL	99.0%	99.0%	99.0%	98.0%	98.0%	99.0%	98.9%	99.0%	98.6%	98.0%	98.7%	97.7%
NITROGEN LBS. (106 LBS. LIMIT)	104	87	96	126	108	82	95	84	80	87	85	113

#### *Maintenance*

- Worked with Venture Communications on better long term solutions for pump station fire protection.
- Began replacement of all bearings and bearing housings on all 9 Clarifier drives, starting with the Primary Clarifiers. New housings have been machined to add grease fittings which will significantly increase the lifespan of this equipment.
- Replaced failing submersible pump in Control Building basement as well as repairing cracked piping.
- Continued to keep up with regular scheduled maintenance and other plant processes with significant staff shortages.
- Replacement of failing belts on Odor Control Fans.

## Collection System

<b>COLLECTION SYSTEM</b>	<b>Jan-20</b>	<b>Feb-20</b>	<b>Mar-20</b>	<b>Apr-20</b>	<b>May-20</b>	<b>Jun-20</b>	<b>Jul-20</b>	<b>Aug-20</b>	<b>Sep-20</b>	<b>Oct-20</b>	<b>Nov-20</b>	<b>Dec-20</b>	<b>TOTAL FT</b>
<b>CCTV (FEET)</b>							23,128	23,724	58,045	9,992	5,223	14,848	134,960
<b>Contracted CCTV</b>							0	0	13,744	17,617	20,392	0	51,753
<b>CLEANING (FEET)</b>							27,458	25,301	65,099	28,250	25,000	10,000	181,108

- Worked with Inland Waters to clean sewer lines on Clark St. in preparation for CIPP pipe lining project.
- Continued Infrared Thermography testing of pump station motors.
- Worked with Arcadis to begin initial assessment and survey work for the Clark Street, Pleasant Valley, and Benedict Drive pump station upgrades.
- Worked as onsite inspection for the Insituform CIPP installation on Good Hill, Griffin Rd, RT 5, and Ellington Rd.
- Degreased Scantic 1 and Scantic 2 wet wells.
- Continued with sewer line cleaning and CCTV Inspection.

## **Capital Improvement Project Updates**

### Clark Street, Benedict Drive, Pleasant Valley Pump Station Upgrades

- Clean Water Fund loan application is prepared for submission to DEEP.
- Arcadis was on-site to perform initial site visits and document existing conditions.
- Pump stations have been surveyed to assist in site engineering.

#### *Next Steps:*

- *Engineer to perform CEPA Permit Review*
- *Project design phase (est. 36 weeks).*
- *Submit design to DEEP for review and approval (min. 90 day review).*

### Chapel Road Phase 2

- All the small diameter pipe has been lined (15" and less).
- Insituform will begin the large diameter (24"-36" diameter) pipe lining on February 2<sup>nd</sup> and is expected to have this complete by the first week in March.

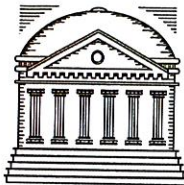
## **Collection of Sewer User Fees and Delinquent Accounts**

### Collector of Revenue Report

*To be provided at the meeting.*

*Respectfully submitted by: Tony Manfre, Superintendent of Pollution Control*





# TAXSERV CAPITAL SERVICES, LLC

MUNICIPAL TAX SERVICES

21 Oak Street, Suite 301

Hartford, CT 06106

TELEPHONE (860) 724-9100 ♦ FACSIMILE (860) 727-1080

E-MAIL: [taxserv@taxserv.com](mailto:taxserv@taxserv.com)

## Monthly Collections Report for December 2020

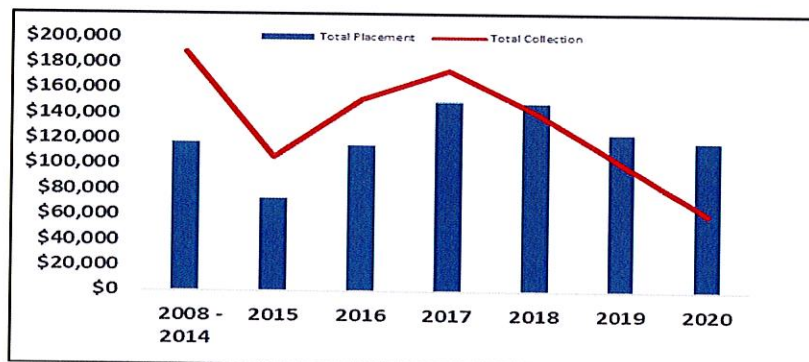
The following is the collection report for December 2020 for TaxServ Capital Services, LLC ("TaxServ") placed accounts. Should you have any questions, please contact Maria Thomas at (561) 799-9626 Ext 303, [mthomas@taxserv.com](mailto:mthomas@taxserv.com)

Collected by	Principal	Interest	Costs of Collection	Net Tax Collected	Collection Fee	Total Collected
South Windsor	\$24,760.88	\$5,226.44	\$1,511.61	\$31,498.93	\$3,703.12	\$35,202.05
TaxServ	\$659.28	\$85.10	\$24.00	\$768.38	\$111.62	\$880.00
<b>Grand Total</b>	<b>\$25,420.16</b>	<b>\$5,311.54</b>	<b>\$1,535.61</b>	<b>\$32,267.31</b>	<b>\$3,814.74</b>	<b>\$36,082.05</b>

## Total Bills Placed and Collected

GL Year	Initial Principal Balance	Placement Date	Principal Collection Total	Coll Rate	Current Principal Due	Total Collection Total (Prin, Int, Costs)	Current Balance Due (Prin, Int, Costs)
2008 - 2014	\$117,495.88	May-17	\$91,743.87	78.08%	\$21,176.51	\$188,514.79	\$52,448.11
2015	\$72,955.78	May-17	\$63,532.02	87.08%	\$11,020.31	\$106,013.03	\$23,831.87
2016	\$114,760.65	May-17	\$100,585.42	87.65%	\$14,519.19	\$151,458.84	\$28,644.93
2017	\$149,664.43	May-17	\$130,064.60	86.90%	\$19,692.34	\$174,344.33	\$35,350.34
2018	\$148,629.66	Feb-18	\$109,772.55	73.86%	\$40,232.00	\$140,878.93	\$65,830.95
2019	\$124,074.28	Apr-19	\$77,909.06	62.79%	\$53,306.59	\$101,177.80	\$77,355.88
2020	\$117,923.11	Apr-20	\$51,394.48	43.58%	\$73,481.73	\$60,651.54	\$94,542.78
<b>Total</b>	<b>\$845,503.79</b>		<b>\$625,002.00</b>	<b>73.92%</b>	<b>\$233,428.67</b>	<b>\$923,039.26</b>	<b>\$378,004.86</b>

## Total Bills Placed and Collected Since Placement



Summary of total number of attempts to collect for both Outstanding and Redeemed Accounts.  
Please see Schedule B for complete detail.

Description	December 2020 Count of Attempts	Total Count of Attempts	Average of Total Count of Attempts
Outstanding	0	1,960	6
Redeemed	0	2,022	4
<b>Grand Total</b>	<b>0</b>	<b>3,982</b>	<b>5</b>



## **Fiscal Year 2021/2022 Budget Schedule**

### January

- Initial draft Operation and Maintenance (O+M) budget
- Capital Improvement Projects (CIP) budget
- Debt Service budget

### February

- Revised O+M budget
- Revised CIP budget
- Revised Debt Service Budget
- Projected Revenues

### March

- Revised O+M budget
- Revised CIP budget
- Revised Debt Service Budget
- Revised Revenues budget
- Projected User rate and sewer fees
- Discount program presentation

### April

- Finalized draft budget
- Public Hearing is set:
  - User Fee
  - Sewer Rates
  - Discount Program
  - Budget

### May

- Public Hearing is held

### June

- Budget, rates and discount program approval vote

**PUBLIC WORKS  
POLLUTION CONTROL**

**FISCAL YEAR  
2021/2022**

**ACCOUNT NO.  
3252**

	FY1920 ACTUAL	FY2021 APPROVED	FY2122 PROPOSED	DELTA FROM LAST YEAR	% CHANGE
<b>100 Salary &amp; Benefits</b>					
110 Full-time Salaries	\$ 1,042,904	\$ 1,081,700	\$ 1,097,110	\$ 15,410	1.4%
111 Overtime	\$ 94,868	\$ 114,472	\$ 117,542	\$ 3,070	2.6%
112 Longevity	\$ 700	\$ 700	\$ 700	\$ -	0.0%
113 Part-time Salaries	\$ -	\$ -	\$ -	\$ -	0.0%
130 Employee Benefits	\$ 446,365	\$ 522,872	\$ 538,558	\$ 15,686	2.9%
<b>Subtotal:</b>	<b>\$ 1,584,837</b>	<b>\$ 1,719,744</b>	<b>\$ 1,753,910</b>	<b>\$ 34,166</b>	<b>1.9%</b>
<b>200 Materials &amp; Expenses</b>					
210 Office Supplies	\$ 2,290	\$ 2,000	\$ 2,000	\$ -	0.0%
221 Operating Materials	\$ 141,733	\$ 118,950	\$ 138,950	\$ 20,000	14.4%
222 Motor Vehicle Supplies	\$ 8,344	\$ 24,100	\$ 25,213	\$ 1,113	4.4%
223 Uniforms & Clothing	\$ 9,925	\$ 15,750	\$ 15,750	\$ -	0.0%
232 Equipment Repair	\$ 85,642	\$ 115,000	\$ 115,000	\$ -	0.0%
<b>Subtotal:</b>	<b>\$ 247,934</b>	<b>\$ 275,800</b>	<b>\$ 296,913</b>	<b>\$ 21,113</b>	<b>7.1%</b>
<b>300 Contractual Services</b>					
310 Advertising	\$ -	\$ -	\$ -	\$ -	0.0%
320 Professional	\$ 159,296	\$ 160,100	\$ 164,100	\$ 4,000	2.4%
330 Rentals & Leases	\$ 25,003	\$ 33,400	\$ 33,400	\$ -	0.0%
360 Utilities	\$ 286,055	\$ 456,000	\$ 486,000	\$ 30,000	6.2%
371 Maintenance Contracts	\$ 538,621	\$ 674,300	\$ 673,300	\$ (1,000)	-0.1%
373 Repair Maintenance Equip.	\$ 25,815	\$ 32,300	\$ 32,300	\$ -	0.0%
374 Fees & Memberships	\$ 1,560	\$ 1,900	\$ 2,150	\$ 250	11.6%
375 Recruitment & Training	\$ 10,125	\$ 23,750	\$ 23,750	\$ -	0.0%
390 Other Purchase Services	\$ 262,369	\$ 326,000	\$ 326,000	\$ -	0.0%
393 Internal Service Charge	\$ 45,000	\$ 45,000	\$ 45,000	\$ -	0.0%
<b>Subtotal:</b>	<b>\$ 1,353,844</b>	<b>\$ 1,752,750</b>	<b>\$ 1,786,000</b>	<b>\$ 33,250</b>	<b>1.9%</b>
<b>400 Capital Outlay</b>					
430 Capital Projects	\$ 47,064	\$ 168,000	\$ 47,300	\$ (120,700)	-255.2%
441 Office Equipment	\$ -	\$ -	\$ -	\$ -	0.0%
442 Department Equipment	\$ 59,485	\$ 76,500	\$ 280,000	\$ 203,500	72.7%
<b>Subtotal:</b>	<b>\$ 106,549</b>	<b>\$ 244,500</b>	<b>\$ 327,300</b>	<b>\$ 82,800</b>	<b>25.3%</b>
<b>Department Total:</b>	<b>\$ 3,293,164</b>	<b>\$ 3,992,794</b>	<b>\$ 4,164,123</b>	<b>\$ 171,329</b>	<b>4.1%</b>

CODE NO. & DESCRIPTION	PROGRAM	COST	FY21 BUDGET
<b>100 PERSONNEL SERVICES</b>		<b>\$ 1,753,910</b>	<b>\$ 1,719,743</b>
<b>110 FULL TIME SALARIES</b>			
	ANNUAL		
	SUPERINTENDENT*	\$ 93,840	\$ 92,000
	PLANT SUPERVISOR	\$ 102,000	\$ 100,000
*SALARY IS 80% FUNDED BY WPCA	LEAD OPERATOR W/CERT	\$ 86,481	\$ 85,280
**SALARY IS 25% FUNDED BY WPCA	LEAD OPERATOR W/O CERT	\$ 85,638	\$ 85,280
	LEAD OPERATOR W/O CERT	\$ 85,638	\$ 85,280
	OPERATOR 3 STEP 3	\$ 79,310	\$ 78,979
	OPERATOR 3 STEP 3	\$ 79,310	\$ 78,979
CONTRACTUAL	OPERATOR 3 STEP 3	\$ 79,310	\$ 78,979
SALARY INCREASES:	OPERATOR 3 STEP 3	\$ 79,310	\$ 78,979
CSEA UNION 2.35%	OPERATOR 3 STEP 2	\$ 78,541	\$ 78,205
AFSME UNION 2.35%	OPERATOR 3 STEP 1	\$ 77,747	\$ 77,423
MANAGEMENT 2.00%	OPERATOR 3 STEP 1	\$ 77,747	\$ 70,703
	LABORATORY ANALYST	\$ 79,310	\$ 78,979
	ADMINISTRATIVE SECRETARY**	\$ 12,930	\$ 12,633
	<b>Salary Total</b>	<b>1,097,110</b>	<b>\$ 1,081,700</b>
<b>111 OVERTIME</b>			
SCHEDULED OVERTIME:			
SATURDAYS (52 DAYS)			
# OF HRS # OF STAFF WAGE x 1.5			
2 2 \$ 61.76	SATURDAY OVERTIME	\$ 12,846	\$ 12,551
	SUNDAY OVERTIME	\$ 17,128	\$ 16,734
SUNDAYS (52) AND HOLIDAYS (13)			
# OF HRS # OF STAFF WAGE x 2			
2 2 \$ 82.34	HOLIDAY OVERTIME	\$ 4,282	\$ 4,184
	<b>SCHEDULED OT TOTAL</b>	<b>\$ 34,255</b>	<b>\$ 33,469</b>
UNSCHEDULED OVERTIME:			
ALARMS/YR 100	ALARMS	\$ 58,208.56	\$ 56,317.21
LINE BLOCKAGES/YR 2	LINE BLOCKAGES	\$ 1,164.17	\$ 1,126.34
PLANT/PS REPAIR (HRS.) 75	REPAIRS	\$ 10,914.10	\$ 10,559.48
# OF HRS # OF STAFF WAGE x 1.75	<b>UNSCHEDULED OT TOTAL</b>	<b>\$ 70,287</b>	<b>\$ 68,003</b>
4 2 \$ 72.76			
STAND BY COMP:	STAND BY COMPENSATION	\$ 13,000	\$ 13,000
WKS/YR COST/WK.	<b>TOTAL</b>	<b>\$ 13,000</b>	<b>\$ 13,000</b>
52 \$ 250			
<b>112 LONGEVITY</b>			
	LONGEVITY PAYMENT	700	700
DRAFT 1/22/2021	<b>TOTAL</b>	<b>\$ 700</b>	<b>\$ 700</b>

CODE NO. & DESCRIPTION	PROGRAM	COST	FY21 BUDGET
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114 TEMPORY HELP

TEMPORARY/SEASONAL HELP	\$	-	\$	-
<b>TOTAL</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>-</b>

130 EMPLOYEE BENEFITS

FICA	\$	93,783	\$	91,051
BC/BS	\$	213,629	\$	207,407
DEARBORN LIFE	\$	8,543	\$	8,294
LTD	\$	1,584	\$	1,538
STD	\$	228	\$	221
W/C	\$	38,487	\$	37,366
ICMA	\$	59,128	\$	57,406
LAB CERTIFICATION	\$	1,545	\$	1,500
AETNA PENSION	\$	114,319	\$	110,989
CDL LICENSE	\$	2,575	\$	2,500
STATE LICENSES	\$	4,738	\$	4,600
<b>TOTAL</b>	<b>\$</b>	<b>538,558</b>	<b>\$</b>	<b>522,872</b>



**PUBLIC WORKS  
POLLUTION CONTROL**

**FICAL YEAR  
2021/2022**

**ACCOUNT NO.  
3252**

CODE NO. & DESCRIPTION	PROGRAM	COST	FY21 BUDGET
200 MATERIALS AND SUPPLIES		\$ 296,913	\$ 275,913

**210 OFFICE SUPPLIES**

PAPER, PENS, FAX, AND PRINTER  
CARTRIDGES

SUPPLIES	\$ 2,000	\$ 2,000
<b>TOTAL</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>

**221 OPERATING SUPPLIES**

221.1 PLANT SUPPLIES	\$ 1,000	\$ 1,000
221.2 PUBLICATIONS	\$ 1,000	\$ 1,000
221.3 SHOP SUPPLIES	\$ 4,000	\$ 4,000
221.4 SIGNS	\$ 1,200	\$ 1,200
221.5 EMERGENCY	\$ 1,500	\$ 1,500
221.6 CUSTODIAL SUPPLIES	\$ 3,500	\$ 3,500
221.7 LINE CLEANING SUPPLIES	\$ 15,000	\$ 15,000
221.8 SAFETY SUPPLIES	\$ 4,000	\$ 4,000
221.9 CHEMICALS	\$ 22,000	\$ 22,000
221.10 BUILDING SUPPLIES	\$ 1,750	\$ 1,750
221.11 PLUMBING SUPPLIES	\$ 2,000	\$ 2,000
221.12 LABORATORY SUPPLIES	\$ 18,500	\$ 18,500
221.13 HARDWARE SUPPLIES	\$ 3,500	\$ 3,500
221.14 SLUDGE DISPOSAL	\$ 2,500	\$ 2,500
221.15 LUBRICANTS	\$ 2,500	\$ 2,500
221.16 ELECTRICAL SUPPLIES	\$ 5,000	\$ 5,000
221.17 MECHANICAL SUPPLIES	\$ 50,000	\$ 30,000
<b>TOTAL</b>	<b>\$ 138,950</b>	<b>\$ 118,950</b>

**222 MOTOR VEHICLE SUPPLIES**

ASSUMPTIONS:

GASOLINE \$ 2.50

DIESEL \$ 3.00

	USE (GAL.)			
FUEL: Diesel Generators - Pump Stations	600	\$ 1,800	\$ 1,800	
80SW - 2009 Ford Explorer	350	\$ 875	\$ 750	
81SW - 2017 Ford F-250	350	\$ 875	\$ 1,000	
82SW - 2014 Ford E-350 Cam. Tr.	500	\$ 1,250	\$ 1,250	
83SW - 2019 F550 Utility Truck	775	\$ 1,938	\$ 2,000	
84SW - 1995 Ford LN9000 Vac Tr.	775	\$ 2,325	\$ 900	
86SW - 2008 Combination Truck	1500	\$ 4,500	\$ 4,500	
87SW - 2014 Ford F-350 Utility Tr.	300	\$ 750	\$ 1,000	
Pumps/Misc Equipment	100	\$ 250	\$ 250	
<b>TOTAL</b>		<b>\$ 14,563</b>	<b>\$ 13,450</b>	

REPAIR PARTS: Portable Equipment	\$ 1,200	\$ 1,200
1995 - 84SW Ford LN9000 Vacuum Truck	\$ 1,500	\$ 1,500
2008 - 86SW Combination Truck	\$ 4,500	\$ 4,500
2009 - 80SW Ford Explorer	\$ 1,200	\$ 1,200
2014 - 82SW Ford E-350 Camera Truck	\$ 750	\$ 750
2014 - 87SW Ford F-350 Utility Truck	\$ 500	\$ 500
2017 - 81SW Ford F-250	\$ 500	\$ 500
2019 - 83SW F450 Utility Truck	\$ 500	\$ 500
<b>TOTAL</b>	<b>\$ 10,650</b>	<b>\$ 10,650</b>

PUBLIC WORKS  
POLLUTION CONTROL

FICAL YEAR  
2021/2022

ACCOUNT NO.  
3252

CODE NO. & DESCRIPTION	PROGRAM	COST	FY21 BUDGET
223 UNIFORMS			
UNIFORM RENTAL		\$ 7,500	\$ 7,500
SAFETY SHOES		\$ 3,250	\$ 3,250
REPLACEMENT CLOTHING		\$ 5,000	\$ 5,000
TOTAL		\$ 15,750	\$ 15,750
232 EQUIPMENT REPAIR			
PLANT EQUIPMENT		\$ 75,000	\$ 75,000
PUMP STATION EQUIPMENT		\$ 40,000	\$ 40,000
TOTAL		\$ 115,000	\$ 115,000

**PUBLIC WORKS  
POLLUTION CONTROL**

**FISCAL YEAR  
2021/2022**

**ACCOUNT NO.  
3252**

CODE NO. & DESCRIPTION	PROGRAM	COST	FY21 BUDGET
<b>300 - CONTRACTUAL SERVICES</b>		<b>\$ 1,786,000</b>	<b>\$ 1,752,750</b>
<b>310 ADVERTISING/PRINTING</b>			
	ADVERTISING	\$ -	\$ -
	<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>
<b>320 PROFESSIONAL</b>			
320.1 JobCal Support		\$ 500	\$ 500
320.2 Rockwell Support		\$ 1,000	\$ 1,000
320.3 Debt Mgt.		\$ 2,000	\$ 2,000
320.4 Water Consumption Reports		\$ 1,200	\$ 1,200
320.5 Insurance Premiums		\$ 142,000	\$ 138,000
320.6 NPDES Compliance Testing		\$ 14,000	\$ 14,000
320.7 NPDES PERMIT		\$ 2,400	\$ 2,400
320.8 Drug Testing and Innoculations		\$ 1,000	\$ 1,000
	<b>TOTAL</b>	<b>\$ 164,100</b>	<b>\$ 160,000</b>
<b>330 RENTAL &amp; LEASES</b>			
330.1 Communications		\$ 22,000	\$ 22,000
330.2 2 Way Radio		\$ 2,000	\$ 2,000
330.3 GPS Rental		\$ 2,100	\$ 2,100
330.4 SCADA Line Equipment Rental		\$ 3,300	\$ 3,300
330.5 Security System		\$ 2,000	\$ 2,000
330.6 Copier		\$ 2,000	\$ 2,000
	<b>TOTAL</b>	<b>\$ 36,400</b>	<b>\$ 36,400</b>
<b>360 UTILITIES</b>			
360.1 ELECTRICAL USE:			
TREATMENT PLANT		\$ 350,000	\$ 320,000
PUMP STATIONS:			
Avery		\$ 3,000	\$ 3,000
Barrington		\$ 2,500	\$ 2,500
Benedict		\$ 22,000	\$ 22,000
Clark		\$ 35,000	\$ 35,000
Ellington		\$ 2,900	\$ 2,900
Pleasant Valley		\$ 8,500	\$ 8,500
Quarry Brook		\$ 3,100	\$ 3,100
Route 5		\$ 2,600	\$ 2,600
Rye		\$ 3,000	\$ 3,000
Scantic I		\$ 1,700	\$ 1,700
Scantic II		\$ 3,100	\$ 3,100
HEATING FUEL COST \$2.50	360.2 HEATING FUEL 15,000/YR	\$ 37,500	\$ 37,500
	360.3 TELEPHONE LAND LINES	\$ 3,000	\$ 3,000
	360.4 WATER SERVICE:		
	TREATMENT PLANT	\$ 7,500	\$ 7,500
	CLARK ST PS	\$ 600	\$ 600
	<b>TOTAL</b>	<b>\$ 436,000</b>	<b>\$ 436,000</b>

**PUBLIC WORKS  
POLLUTION CONTROL**

**FISCAL YEAR  
2021/2022**

**ACCOUNT NO.  
3252**

<b>CODE NO. &amp; DESCRIPTION</b>	<b>PROGRAM</b>	<b>COST</b>	<b>FY21 BUDGET</b>
<b>371 MAINTENANCE CONTRACTS</b>			
371.1 Treatment Plant Pest Control		\$ 7,000	\$ 3,500
371.2 Container Rental Grit/Trash Collection		\$ 28,000	\$ 18,000
371.3 Sludge Transportation and Disposal		\$ 360,000	\$ 360,000
371.4 Custodial Building Maintenance		\$ 18,000	\$ 18,000
371.5 Grounds Maintenance		\$ 15,000	\$ 13,000
371.6 Stormwater Inspection and Testing		\$ 3,000	\$ 3,000
371.7 Power Center and ATS Service Contract		\$ 6,000	\$ 15,000
371.8 Plant/PS Generator Load Test/Adjustment		\$ 5,500	\$ 10,000
371.9 SCADA Maintenance		\$ 20,000	\$ 20,000
371.10 Fire Alarm System Maintenance		\$ 6,000	\$ 4,000
372.11 HACH Analyzer Maintenance		\$ 7,000	\$ 7,000
372.12 HVAC Control System Service Contract		\$ 2,800	\$ 2,800
372.13 HVAC Mechanical System Maintenance		\$ 45,000	\$ 45,000
372.14 Controls/PLC Service Contract		\$ 5,000	\$ 5,000
372.15 Easement Vegetation Management		\$ 45,000	\$ 50,000
372.16 Sewer Line Inspection		\$ 100,000	\$ 100,000
<b>TOTAL</b>		<b>\$ 673,300</b>	<b>\$ 674,300</b>
<b>373 REPAIR MAINTENANCE EQUIP.</b>			
Service calls		\$ 6,000	\$ 6,000
Hoist Certification		\$ 4,000	\$ 4,000
Fire Extinguisher Testing		\$ 1,200	\$ 1,200
Fall Protection Certification		\$ 2,800	\$ 2,800
Backflow Preventer Certifications		\$ 800	\$ 800
Boiler Certifications		\$ 3,000	\$ 3,000
Machining		\$ 10,000	\$ 10,000
Flow Meter Calibrations		\$ 1,500	\$ 1,500
Equipment Calibrations/Certifications		\$ 3,000	\$ 3,000
<b>TOTAL</b>		<b>\$ 32,300</b>	<b>\$ 32,300</b>
<b>374 FEES &amp; MEMBERSHIPS</b>			
Water Environment Federation		\$ 1,650	\$ 1,650
C.W.P.A.A.		\$ 500	\$ 250
<b>TOTAL</b>		<b>\$ 2,150</b>	<b>\$ 1,900</b>
<b>375 RECRUITMENT &amp; TRAINING</b>			
Training materials and conferences		\$ 18,000	\$ 18,000
DEEP Licensing Exams		\$ 750	\$ 750
NASSCO		\$ 2,500	\$ 2,500
Safety and Compliance Training		\$ 2,500	\$ 2,500
<b>TOTAL</b>		<b>\$ 23,750</b>	<b>\$ 23,750</b>



PUBLIC WORKS  
POLLUTION CONTROL

FISCAL YEAR  
2021/2022

ACCOUNT NO.  
3252

CODE NO. & DESCRIPTION	PROGRAM	COST	FY21 BUDGET
<b>390 OTHER PURCHASE SERVICES</b>			
SANITARY SEWER SERVICES: Vernon (469 Units)			
		\$ 260,000	\$ 260,000
MDC			
		\$ 14,000	\$ 14,000
Manchester (85 units)			
		\$ 52,000	\$ 52,000
		<b>TOTAL \$ 326,000</b>	<b>\$ 326,000</b>
<b>393 INTERNAL SERVICE CHARGE</b>			
ENGINEERING/COLLECTOR OF REV.			
		\$ 45,000	\$ 45,000
		<b>TOTAL \$ 45,000</b>	<b>\$ 45,000</b>

PUBLIC WORKS  
POLLUTION CONTROL

FISCAL YEAR  
2021/2022

ACCOUNT NO.  
3252

CODE NO. & DESCRIPTION	PROGRAM	COST	FY21 BUDGET
400 CAPITAL OUTLAY		\$ 327,300	\$ 244,500
430 CAPITAL PROJECTS			
	Odor Control System	\$ 30,000	
	Security System Panel	\$ 5,000	
	Server Powerswitch (2)	\$ 7,300	
	Sludge Storage Floor Repair	\$ 5,000	
	<b>TOTAL</b>	<b>\$ 47,300</b>	<b>\$ 168,000</b>
441 OFFICE EQUIPMENT		\$ -	
	<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>
442 DEPARTMENT EQUIPMENT			
	Truck 80 Replacement	\$ 35,000	
	UTV	\$ 60,000	
	Portable CCTV System	\$ 115,000	
	4" Godwin Pump	\$ 55,000	
	Crane Replacement-Truck 87	\$ 15,000	
	<b>TOTAL</b>	<b>\$ 280,000</b>	<b>\$ 76,500</b>

DEBT SERVICE/CIP/RESERVE TOTAL \$ 1,149,311

### DEBT SERVICE - PRINCIPAL AND INTEREST

PROJECT NAME	COST	FY21 BUDGET
1 TOWN OF VERNON UPGRADE	\$ 93,771	\$ 82,686
<b>SUBTOTAL</b>	<b>\$ 93,771</b>	<b>\$ 82,686</b>
2 STATE GRANT UV SYSTEM (FINAL PAY. 7/1/21)		
PRINCIPAL	\$ 4,002	\$ 47,517
INTEREST	\$ 8	\$ 596
<b>SUBTOTAL</b>	<b>\$ 4,010</b>	<b>\$ 48,113</b>
3 PLEASANT VALLEY PS UPGRADE (FINAL PAY. 2026)		
PRINCIPAL	\$ 22,604	\$ 22,156
INTEREST	\$ 1,617	\$ 2,064
<b>SUBTOTAL</b>	<b>\$ 24,221</b>	<b>\$ 24,220</b>
4 SUBMERSIBLE PS UPGRADE (FINAL PAY. 2027)		
PRINCIPAL	\$ 84,279	\$ 85,980
INTEREST	\$ 10,025	\$ 8,324
<b>SUBTOTAL</b>	<b>\$ 94,304</b>	<b>\$ 94,304</b>
5 DRY PIT PS UPGRADE (FINAL PAY. 2028)		
PRINCIPAL	\$ 97,000	\$ 98,000
INTEREST	\$ 36,005	\$ 34,995
<b>SUBTOTAL</b>	<b>\$ 133,005</b>	<b>\$ 132,995</b>
<b>TOTAL DEBT SERVICE</b>	<b>\$ 349,311</b>	<b>\$ 382,318</b>

### CAPITAL IMPROVEMENT PROJECTS

PROJECT LOCATION	PROJECT NAME	COST	FY21 BUDGET
TREATMENT PLANT			
COLLECTION SYSTEM			
	PIPE REHABILITATION	\$ 750,000	
	I/I REMOVAL AND MH REHAB.	\$ 50,000	
	<b>CIP TOTAL</b>	<b>\$ 800,000</b>	<b>\$ 1,005,000</b>

### RESERVE FUND CONTRIBUTION

FUND NAME	COST	FY21 BUDGET
OPERATING RESERVE (FUND BALANCE)	\$ -	\$ -
REPLACEMENT RESERVE (CAPITAL PROJECTS)	\$ -	\$ -
<b>RESERVE TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>

**PUBLIC WORKS  
POLLUTION CONTROL**

**FISCAL YEAR  
2021/2022**

**ACCOUNT NO.  
3252**

**REVENUES**

<b>Sources of Revenue</b>	<b>ACTUAL FY1819</b>	<b>ACTUAL FY1920</b>	<b>YTD FY2021</b>	<b>ESTIMATED FY2122</b>
Sewer User Charges	\$ 4,986,299	\$ 4,745,397	\$ 3,702,322	\$ 5,223,514
Industrial Surcharges	\$ 112,044	\$ 71,287	\$ 14,094	\$ 50,000
Septic Dumping Fees	\$ 26,392	\$ 19,893	\$ 17,593	\$ 20,000
Grant Reimbursement/Loan	\$ -	\$ -	\$ -	\$ -
Interest Income	\$ 68,073	\$ 67,336	\$ 35,276	\$ 70,000
Lien Fees	\$ 18,487	\$ 16,712	\$ 8,418	\$ 20,000
Gen. Gov. Sundry	\$ 2,873	\$ 7,601	\$ 5,818	\$ 7,000
Permit Fees	\$ 7,840	\$ 4,160	\$ 2,480	\$ 6,000
Assessments	\$ 14,898	\$ 32,561	\$ 12,747	\$ 15,000
Connection Charges	\$ 129,559	\$ 335,699	\$ 93,186	\$ 200,000
Capacity Charge	\$ 50,439	\$ 67,869	\$ 18,037	\$ 60,000
Investment Interest Earnings	\$ 449	\$ 251	\$ 28	\$ 450
Cancel Pr. Year Encumbrances	\$ 10,918	\$ 119,824	\$ -	\$ -
Internal Services	\$ 25,800	\$ 13,695	\$ -	\$ 35,000
Fund Balance Appropriations	\$ -	\$ -	\$ -	\$ -
Energy Rebate	\$ -	\$ -	\$ -	\$ 20,000
	<b>\$ 5,454,071</b>	<b>\$ 5,502,285</b>	<b>\$ 3,909,999</b>	<b>\$ 5,726,964</b>



**BUDGET CHANGE FORM FY 2021/2022**  
**WATER POLLUTION CONTROL OPERATING BUDGET**

DRAFT 1/22/2021

ACCOUNT NUMBER	EXPLANATION OF CHANGE	BUDGET IMPACT
110 - SALARIES	SALARY INCREASES	\$ 15,410
111 - OVERTIME	SALARY INCREASES	\$ 3,070
130 - BENEFITS	<b>ESTIMATED</b> INCREASE IN EMPLOYEE BENEFITS	\$ 15,686
210 - OFFICE SUPPLIES		\$ -
221 - OP. MATERIALS	INCREASED MECHANICAL SUPPLY LINE ITEM	\$ 20,000
222 - VEHICLE SUPPLY	ESTIMATED INCREASE IN GAS/DIESEL FUEL COSTS	\$ 1,113
223 - UNIFORMS		\$ -
232 - EQUIP. REPAIR		\$ -
320 - PROFESSIONAL	ESTIMATED BUILDING INSURANCE COSTS	\$ 4,000
330 - RENTALS/LEASES		\$ -
360 - UTILITIES	ESTIMATED INCREASE IN ENERGY COSTS DUE TO DELAY IN SOLAR PROJECT	\$ 30,000
371 - MAINT. CONTRACTS	CONTRACTUAL CHANGES	\$ (1,000)
373 - REPAIR MAINT.		\$ -
374 - MEMBERSHIPS		\$ 250
375 - TRAINING		\$ -
390 - OTHER PURCH.		\$ -
393 - INT. SERVICES		\$ -
430 - CAPITAL PROJ.	SMALLER PROJECTS ARE PLANNED	\$ (120,700)
441 - OFFICE EQUIP.		\$ -
442 - DEPART. EQUIP.	SEWER INSPECTION EQUIPMENT AND VEHICLE REPLACEMENT	\$ 203,500
<b>TOTAL</b>		<b>\$ 171,329</b>