

Department Name: Public Works

Division: Sewer

Section I

2017 General Service Information

The Sewer Department collects sewer through a network of 53 miles of sewer pipe, 1,423 sewer manholes and 10 sewer pumping stations. The Department operates the wastewater treatment facility located on Newfields Road and treats on average 1.7 million gallons per day of wastewater. Quarterly sewer bills are issued by the Department.

The Sewer Department has thirteen (13) full-time (FT) employees, one (1) part-time (PT) employee and one (1) seasonal temporary laborer/intern; with the exception of the treatment plant, all of these positions are split 50/50 between water and sewer for a total of 7.775 full time equivalents (FTEs) in sewer. There are additional allocations of general fund staff time from within Public Works and other Town departments; these staff counts are not included in the summary above.

Administration \$367,251 (15% of sewer budget) conducts the planning, project management and administration of the Sewer Department. Wages and benefits reflect the Water/Sewer Managing Engineer (50%) and Water/Sewer Engineering Technician (50%), Public Works Director (20%), Town Engineer (20%), Assistant Engineer (20%), Engineering Technician (20%), Public Works Office Manager (20%), Office Clerk (20%), Town Manager (12.5%), Administrative Assistant (12.5%), IT Director (12.5%) and Human Resource Director (10%).

Billing \$155,519 (6% of sewer budget) accounts for costs associated with determining, preparing and issuing sewer bills for sewer customers on a quarterly basis. Water/sewer accounts are broken out into 3 districts, so the sewer billing process is a monthly operation for the department. Utility bill collections are conducted under the Tax/Water/Sewer Collections section at Town Office. Within the Sewer Department, wages and benefits for one FT and one PT (16 hour/week) utilities billing clerks, split 50/50 between water and sewer billing, are included. Additional wage and benefit allocations include the Collections Office (25%), Finance Director (12.5%), Accountant (12.5%), and Accounting Clerk (12.5%). Expenses in billing include certified mail shutoff notices, audit fees, software fees for Town's accounting software Munismart.

Sewer Collection \$695,854 (28% of sewer budget) is charged with the operation and maintenance of the sewer collection system including gravity and force sewer mains, sewer manholes, pumping facilities, and combined sewer overflow siphons. Staff assigned to this group include the Utilities Foreman, the Foreman, 2 Maintenance Technicians, the Distribution/Collection Technician, and 3 Heavy Equipment/System Operators. All positions are split 50/50 with water, which equates to 4 FTEs in water distribution and 4 FTEs in sewer collection. Expenses within collection include electricity and heat for 10 sewer pumping stations; building and pump maintenance, check valves, I/O cards, and security; sewer main and manhole repairs, sewer jetting for maintenance and emergency sewer backups; maintenance costs and fuel for 10 vehicles and 3 trailers (split 50/50).

Treatment \$500,346 (20% of sewer budget) covers all costs associated with the treatment of wastewater and operations of the wastewater treatment facility at Newfields Road. Salaries, wages and benefits for the licensed Senior Wastewater Treatment Plant Operator and the licensed Wastewater Treatment Plant Operator are included. Other major cost components are

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electricity for lagoon aerators; laboratory testing in accordance with the Clean Water Act; equipment maintenance for chemical feed pumps, motorized valves; wastewater treatment chemicals; and natural gas for heating buildings and fuel for generators.

Debt Service \$614,128 (25% of sewer budget) includes principle and interest payments for previously approved and constructed projects, such as the Jady Hill Inflow/Infiltration project and the Portsmouth Avenue Sewer Main.

Capital Outlay \$122,266 (5% of sewer budget) for capital improvements to the Wastewater Treatment Plant (WWTP), vehicle/equipment replacement and leases. 2017 capital outlay includes 3rd of 5 year lease payment for the sewer vacuum truck.

Recent budget trends over the last 3 years reflect an annual increase of 3.8% per year in the Sewer Department. These increases are due to building and equipment maintenance, staffing requirements, benefit costs and vehicle replacement. The projection for 2017 is for a modest 1.9% budget increase, hiring additional treatment plant operator during construction of the new wastewater treatment facility, and continued expenditures for the replacement and rehabilitation of aged sewer mains.

A water/sewer rate study is underway that will establish rates needed to support revenue requirements.

Section II

2017 Budget Highlights/Impacts

The Sewer Fund is an enterprise fund completely supported by sewer use and service charges, impact fees and other sewer related fees and revenues..

The total Sewer preliminary budget request for 2017 is \$2,455,363 which is a 1.9% increase of \$45,873 over the 2016 budget of \$2,409,490. These changes are primarily due to addition of one wastewater treatment plant operator during construction of the new facility, sewer pumping station maintenance, and Truck #2 replacement.

Category: Wages/Benefits

1. WAGE AND BENEFIT CHANGES:

The FT W/S Heavy Equipment/System Operator hired in 2016 was budgeted for only 6 months in 2016; 2017 reflects the full 12 month costs for this position, with full benefits, split 50/50 between W/S will add \$9,854 to Sewer Collection wages.

Two to three additional FT Wastewater Treatment Plant Operators will be needed to operate the new wastewater treatment plant over the next two years. The first is proposed to be added in October 2017, which adds \$10,717 in wages to Sewer Treatment.

Benefits projected to increase overall for all others by \$5,433 due to increases in insurance premiums. Collective bargaining agreement (CBA) currently under negotiation; wage and benefit increases for 10 employees covered by CBA will be in separate warrant article.

2. OVERTIME:

Sewer collection overtime is requested at 560 hours for 2016 totaling \$21,000, the same as since 2013. Overtime is needed for emergency operations, sewer backups, pump station maintenance during off-peak hours and work beyond 40 hour/week. Union contract callout requirements are minimum 3 hours at time and half pay.

Wastewater Treatment overtime is requested at 433 hours for operators for the year totaling \$16,000, the same since 2013. Overtime is needed for weekend shift coverage between 2 operators, emergency callouts and work beyond 40 hour/week. Union contract callout requirements are minimum 3 hours, at time and half pay.

Category: Expenses

1. Line item 03-4325-0632-4300 SC - Building Maintenance. Increased from \$12,000 in 2016 to \$30,000 in 2017 to make repairs to the Riverbend Pumping Station building envelope and wiring.
2. Line item 03-4325-0632-4315 SC - I/I Abatement. Decreased \$30,000 due to completion of significant investigations and I/I removal.
3. Line item 03-4325-0632-4367 SC - Pump & Control Maintenance. Decreased from \$62,000 in 2016 to \$50,000 in 2017 due to completion of Riverbend pump rebuilds.

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4. Line item 03-4326-0633-4364 ST - Outfall Dredging. Increased from \$0 in 2016 to \$8,000 in 2017 due to need for outfall dredging (outfall dredging required every other year, last completed in 2015).
5. Line item 03-4326-0633-4364 ST - Industrial Pre-Treatment. Increased from \$5,500 in 2016 to \$11,000 in 2017 due to need for additional monitoring of interceptors.

Category: Capital Outlay/Other

1. Line item 03-4902-0637-7301 CO - Capital Outlay - Leases. Increased \$15,678 for Financial Software and \$1,702 for Light Duty Vehicle.
2. Line item 03-4902-0637-7420 CO - Capital Outlay - Vehicle. Increased from \$0 in 2016 to \$29,005 in 2017 for 50% of the purchase of replacement Truck #2, a 2006 F350 customized utility box truck (50/50 split between water and sewer).

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Section III

2017 – New Budget Requests

Please expand here on any **new budget requests** such as additions to staff (permanent or temporary), new equipment/computer purchases, software, service contracts, consulting, maintenance, etc. You will need to have actual vendor quotes for any new items, calculations for wages, taxes and benefits are needed for new staff, etc. Please contact the Finance department, if you intend to request a new employee(s) or additional hours in 2017.

Finance will calculate wages, taxes, etc. Please justify your need for all new requests below. Are there any grants available? Will revenues increase or decrease, if the purchase/hire are added? For new positions or added hours, an identified and quantifiable need must be described and how increased personnel will resolve the issues. In addition, please describe what alternatives to additional personnel have been researched as an alternative to resolving the problem. Identify areas of the budget (again) where the request is made (wages/benefits, expenses, capital outlay, etc.)

One additional full-time Wastewater Treatment Operator is requested to be added to the new Wastewater Treatment Plant that will commence construction in spring 2017. The existing lagoon plant is run by 2 operators. The new advanced nutrient removal facility is significantly more complex and will require two to three additional operators to keep equipment and processes operating efficiently. This position would be funded 100% from the sewer fund and is reflected in the Sewer Treatment wages and benefits lines for the last 3 months of the year. The additional operator will help with the increasing work load during construction. Additional operators will be added in 2018, prior to completion of the new wastewater facility in 2019.