


MEMORANDUM

TO: Town Council
FROM: David E. Cox, Town Manager 
DATE: February 5, 2021
SUBJECT: Town Manager's Report

The following information includes follow up from general items that were discussed at previous Council meetings as well as updates of a general nature from the departments. The items are organized by department and are intended to provide information on activities currently being undertaken by the Town's departments and those matters that are upcoming. Not all departments will be represented in each Report.

Assessor

- The Assessor has certified the 2020 Grand List to the State in the amount of \$1,040,142,681, which is an increase in overall value of \$27,423,527 or about 2.7%. Staff is developing a report for the public, the Council and the Board of Finance that explains the changes in assessments for various neighborhoods and types of units and among the various classes of assessments that make up the Grand List like residential, commercial, motor vehicle and personal property. The information will further detail how much of the growth in the List is due to new construction versus changes in values for existing property.

Land Use

- Both the Inland Wetlands and Watercourses Agency (IWWA) and the Planning and Zoning Commission have considered and approved a five lot residential subdivision at the corner of Young and Daniel Streets. The approved subdivision includes three homes fronting on Daniel Street, with two homes set further back on the lot accessed by a shared driveway.
- The IWWA and the Planning and Zoning Commission have also approved the next phase of the Edgewater Hills development which includes 40 multifamily units among five buildings on a parcel just beyond the Town Hall. The Commission has required a substantial Erosion and Sedimentation Control bond which must be posted prior to the start of construction, along with a third-party monitor, paid for by the developer and to be approved by Town Staff, in order to monitor the progress of construction and ensure there are no erosion and sedimentation issues throughout the project. The developer worked with Trinkaus Engineering on the design to incorporate low impact development techniques and improve the quality of the stormwater leaving the site.
- The Planning and Zoning Commission opened the Public Hearing on a proposal to establish a gas station and convenience store at 249 West High Street, currently home to Cheers Package Store. The proposal includes four dual sided pumps, a new canopy, a

significantly revised site layout, and a convenience store within the existing building. Very few comments were made on the project by members of the Public and tended to be in support. There were concerns among commission members about traffic flow and access. The engineer will work to address those concerns and the Public Hearing will continue at the next meeting on March 3.

- Also, at the February 3 meeting, the Planning and Zoning Commission conducted the required review of a request by Skyline Estates LLC for the Town to accept the remaining roads in the subdivision. The Commission voted to send favorable comments to the Council with a few conditions relating to a few minor outstanding punch-list items. The Land Use Department will work with the Public Works Department to determine the items that need to be addressed and send a memo to the Town Council prior to the February 23 meeting.
- The Land Use Department has continued to work with the owners of a veterinary clinic which will be relocating to East Hampton from another town. Staff anticipates that the application will be received in time for the March 3 Planning and Zoning Commission Meeting.
- Staff has also been in contact with the owners and representatives of the Food Bag on Colchester Avenue. It is anticipated that a new application for a zone change for this location will be received in time for the March Planning and Zoning Commission meeting in order to facilitate a reconstruction of the site.

Library

- The Library Director's monthly report to the Library Advisory Board is attached to this Report.

Parks and Recreation

- The Parks and Recreation Advisory Board and Recreation Department Staff are looking at options related to the acquisition of a sports facility in Town. The existing facility would provide a space for existing and expanded programming for the Town. The Advisory Board and staff are planning to make a presentation to the Council at the February 23 Council meeting to discuss the possibility and to solicit support for the hiring of a consultant to help vet the concept and determine its feasibility.
- The Department chose a final candidate for the vacant Parks Maintainer I position and an offer has been approved. Mike Soucy has completed all necessary paperwork and background checks and is awaiting his physical next week. A tentative start date is set for February 16.

- Youth Basketball practices have started. This year's program includes 150 youth participants, which is roughly 65% of the usual numbers. The first week went great with all coaches, parents and children abiding by the COVID safety protocols.
- Staff is soliciting professional quotes from at least three landscape architects to reconstruct the seating area between the rain garden and beach front at Sears Park. This area will include an ADA accessible ramp that extends from the current asphalt walking path from the upper parking lot to the pavilion as well as include four additional bench locations for the Town's Memorial Bench program. This area will be designed for better seating and recreational space at the park.

Police

- Members of the Department, both sworn and civilian, recently completed an on-line training course entitled "Implicit Bias Training for Police." The one hour course was taught by Dr. Sonel Y. Shropshire, a recognized expert on diversity and workplace inclusion. Key topics covered in the course were: recognizing and addressing Implicit Bias, Diversity Awareness, seeing how stereotypes impact relationships and how to effectively engage diverse communities.

Public Works

- Public works crews have spent the majority of time over the last couple weeks conducting snow removal/cleanup and deicing operations. With only a few days in between the most recent events, much time has been spent in aftermath clean up, vehicle repair and maintenance and preparations for the next upcoming storm. In the most recent storm event, which dropped about 14 inches of snow on the Town, public works crews began snow control operations at 4:00 am on Monday morning. Crews continued with snow removal until 3:30 pm on Tuesday. Crews were again called in for deicing at 1:00 am on Wednesday morning and worked through the day continuing with Storm Clean up. Public Works will be spending the remainder of this week with snow removal from the village, cleaning up some cul-de-sacs, restoring sight lines at intersections, and vehicle washout and maintenance.

Senior Center

- The Senior Center and Chatham Health District are collaborating to provide a Vaccine Clinic at the Town Hall on Monday, Feb 8 for those age 75+ . At this point all appointments are filled. Running the closed local clinic eliminated the need for people to travel outside of town and for them to manage the national VAMS online program to register for the vaccination. As the District continues to monitor local needs for

vaccinations, additional clinics will be held. As of the most recent data from the state, over 400 (66.8%) Town residents over the age of 75 have received their first dose of the vaccine. After the clinic Monday, it is estimated that the figure will rise to over 500 or about 80%.

- Virtual programming continues as the winter months progress. Another state-wide program is being held virtually from the Connecticut Science Center. The topic is DNA. Friendship Tours is also providing a special Valentine's show virtually.
- The Senior Center was awarded a \$2,500 grant directly from the State Agency on Aging Unit. This is reimbursement for COVID related supplies and activities.
- The senior center is maintaining its open status by appointment only. All group programming continues to be done virtually. CHOICES counselling, and energy assistance continue to be offered one of three ways, via zoom, or telephone or in-person. Volunteer shopping and CRT Grab and Go meals continue to be offered with minimal contact and staff continues to take energy applications for those in need of fuel assistance. The tax preparation appointments are nearly full.

WPCA

- The Joint Facilities Committee is in the process of reviewing its draft budget for the upcoming year and is expected to complete the review and adopt the budget at its February 16 meeting. As a reminder, the Joint Facilities Committee is the oversight body for the partnership between Colchester and East Hampton through which the wastewater treatment plant is operated.
- The East Hampton Water Pollution Control Commission (WPCA) began review of its next annual budget for wastewater collection, which is attached, at its February 2 meeting. The matter will return to the WPCA at its March 2 meeting.

Youth and Family Services

- The Department received a Farm to Table donation of 25 food boxes. The Department donation is in addition to a donation being made to the East Hampton Food Bank, which is slated to receive approximately 200 boxes. The Department will be delivering the food boxes it received to 25 families in the upcoming days.

Town Manager/Other

- East Hampton remains at the “Red Alert” under the State’s COVID Response Framework although the situation has been better in the last few weeks. According to the most recent information from the Connecticut Department of Public Health (DPH), East Hampton had 51 new confirmed cases of COVID-19 in the last two weeks, which leads to a two-week average daily positivity rate of 28.3 per 100,000 population. That equates to 3.6 new cases each day in East Hampton. The most recent reporting from the DPH indicates the total number of diagnosed COVID-19 cases in East Hampton is now 577 since tracking began in March. Sadly, the Town saw one additional death related to the virus bringing the total number of losses to 18. Also, according to the most recent data from the State, over 1,300 (10.2%) Town residents have received at least their first dose of the vaccine.

- Staff is finalizing a Request for Qualifications (RFQ) for engineering services related to the next phase of consideration for the water system. Review includes final review of requirements and coordination with the State Department of Public Health, who is overseeing the Town’s grant for this work, regarding the Qualifications Based Selection process that is required to use the funds. The RFQ is expected to indicate that the primary focus of the next work will involve finalizing the water source question, conceptual design of first phases and update of cost estimates. Future work may involve development of a funding plan, production of grant and loan applications, assistance with public information and input efforts, final design and construction assistance.

- The Town received the last two environmental reports on the 1 Watrous Street property and is now waiting for an estimate from the Connecticut Brownfields Land Bank on the cost of clean-up of the site and building. Once that figure is received, staff will ask the Council to consider options for moving forward including issuance of a Request for Proposals to find a private partner with whom the Town can work to get the site cleaned and reused.

- With the assistance of professionals from two other municipalities, initial interviews were conducted with potential Building Official candidates. As the process continues, two or three of the candidates will be asked back for second interviews with internal staff and other individuals.

- The Town’s Annual Report for the Fiscal Year 2019-2020 is being finalized and will be available next week on the Town’s website. A few print copies will be available in

addition to the ones that are distributed to the Town Council, Board of Finance and staff.

DC

cc: Management Staff

January 2020 Monthly Report

At a glance:

This section contains the most important information to know in brief.

- As part of our ongoing effort to create an efficient, safe, welcoming space for the community, the Library has relocating the circulation desk and has moved parts of the collection to other locations in the library. The changes maintain easy access to the circulation desk and improve the availability and workspace for the Adult/Young Adult Librarian while also allowing the DVD and Audio book collections to be spread out more to facilitate safer browsing.
- The Library has eliminated overdue fines. If Library materials are more than 28 days overdue the patron will be billed for the item. East Hampton patrons may still accrue overdue fines by borrowing materials from other LION libraries that charge overdue fines. Staff is working with LION to systematically remove any overdue fines currently on East Hampton patron's cards.
- Borrowing in December increased 2% from December 2020.

Strategic Plan Actions Update

This section contains information about new programs, services, collections or initiatives directly relating to the Strategic Plan.

- The East Hampton Town Council approved an amended Circulation Policy that eliminates overdue fines on East Hampton items. Additionally, the Library is working to wipe all previous overdue fines on East Hampton items to give patrons a fresh start. A webpage with frequently asked questions has been added to the Library's website to assist patrons with this change. *(Accessible & Inclusive)*
- In FY 20/21, the Town Council allocated money for a space planner to evaluate the Library Building. Staff has begun conversations with and research on potential space planners, interior designers and architects. Working with the Town Manager, the Library has drafted an initial document that outlines background on the library building, current building challenges and identifies a potential scope of work. *(Welcoming and Vibrant)*
- The Library will be the beneficiary of the East Hampton Stop and Shop's Community Bag program in February. For each reusable bag purchased, the Library will receive \$1.00. The Library was the beneficiary of this program last summer. Unfortunately, staff were not aware and, as such, did not promote the program. Staff requested that Stop and Shop allow the Library to again be the beneficiary. *(Responsible & Sustainable)*

Department Reports

Administration:

This section contains general updates and news about library administration.

- Library staff have been included in the Town of East Hampton's COVID-19 vaccine registration list for essential employees. Staff contact information has been uploaded to the Federal VAMS system. When the Governor releases vaccines to essential employees, Library employees will be eligible.
- The Library has filed its FCC Form 471 to continue to receive e-rate funding from the Federal Government for fiber internet and maintenance. The Library's reimbursement rate increased from 50% in FY 20/21 to 60% in FY 21/22. This figure is calculated based on the percentage of children in the public school system who are eligible for free or reduced price lunch.
- Staff presented a revised Circulation Policy to Town Council on January 26. Revisions, which were approved by the Library Advisory Board on January 4th, 2020, included: bringing library card registration policy in line with current practice, eliminating over-due fines and limiting inter-library loan offerings to only East Hampton resident cardholders. The revised Circulation Policy was unanimously approved.

Children's Department:

This section contains general updates and news about the Children's Department.

- The children's department is hosting 4 early literacy story times this quarter.
 - Stories and Songs, a story time that serves children 18 months to 4 years, continues to have a strong turnout, averaging 15-25 individuals every Wednesday morning.
 - Mindful Movements is a story time that combines movement and literacy. Participants practice social emotional skills by identifying their own feelings with emojis and yoga. Early literacy skills like counting, colors and more are practiced with dancing and singing. Families can attend Mindful Movements live, and preschool centers have been viewing recordings of the weekly event.
 - Adventure Afternoons is back with Silly Time Adventures. This four-week program had 15 individuals stomping to children's songs and completing a monster craft in its first week
 - Bedtime Stories ended this month with 12 individuals in attendance. Children and families sang songs, listened to stories, and sang their stuffed animals to sleep. Bedtime Stories will return Mondays in March.
- The children's picture book (JE) section refresh is complete. We've reviewed the collection item by item for quality, duplicates, and whether the book has circulated in the past three years. The last step in the JE section will be to drop down all books to lower shelving so that our littlest patrons can reach them.

Adult / Young Adult Department:

This section contains general updates and news about the Adult / Young Adult Department.

- Per a patron request, a puzzle and game board swap has been set up at the beginning of adult nonfiction. It has been a popular stop in the library for patrons. Several community members have come in with puzzles and games to swap.
- The Library saw an increase in attendance at the adult book club this month. Between the two dates we had a total of 10 members come to discuss The Great Alone by Kristin Hannah. The attendance increase may have been driven by promotions on the library's new Instagram page. For February, staff have chosen a very popular and current title: The Vanishing Half by Brit Bennett and anticipates a further rise in attendance.
- Adult audiobooks, DVDs and BluRays have been weeded for condition and circulation. Staff will reorder popular titles that were weeded for poor condition.
- The Teen Advisory Board has been tasked with creating riddles for the upcoming Candyland event in March.
- Upcoming programs for adults include: Introduction to Tarot (February), Author Event with Eric Lehman who wrote New England at 400 (March), and Author Event with Martha Hall Kelly author of Lilac Girls and a new book to be released in March (TBD).

Circulation and Technical Services Department:

This section contains general updates and news about the Circulation and Technical Services Department.

- The circulation desk has been moved. This has afforded a third workstation on the front desk for our new Adult Reference and Teen Librarian to have a desk to serve the public directly.
- The Library received the first order of audio books with full processing. This is a welcome improvement to the quality and appearance of incoming audiobooks to the collection.
- The Library received a donation of cake pans from patron Val Greco to start a circulating collection. Staff will be researching best practices to catalog and process these materials to make them available to the public.

Strategic Plan Indicators of Success

Circulation

Borrowers (*Accessible and Inclusive*)

	+/- Last Month	January Borrowers	December Borrowers	November Borrowers
Adults (borrowing physical items)	-109	830	939	664
Children (borrowing physical items)	+3	135	132	113
Corporate (borrowing physical items)	-10	8	18	10
Staff (borrowing physical items)	-8	10	18	11
TOTAL		983	1,107	798
Digital Borrowers	-6	382	388	375

Borrowing (*Welcoming and Vibrant, Informative and Collaborative*)

Borrowing rose 2% in January 2021 over January 2020.

	2021/2020			2020	2019	2018
	January	December	November	January	January	January
Adult Collection	4,127	4,368	4,024	4,721	3,621	3,536
Children's Collection	2,560	2,814	3,084	2,430	1,587	1,493
Young Adult	207	199	133	186	149	100
SUBTOTAL	6,894	7,381	7,241	6,887	5,357	5,129
eBooks – RB Digital	0*	19	58	184	203	253
eBooks – Overdrive	773	658	697	603	513	238
eBooks - Hoopla	556	546	592	384	141	Not applic.
SUBTOTAL	1,329	1,223	1,347	1,174	857	491
TOTAL	8,223	8,604	8,588	8,061	6,214	5,620

*RB Digital has been discontinued.

Visits

COVID Re-Opening Statistics (*Welcoming and Vibrant*)

	Average Number of People entering	Number of People entering	Number of conflicts over mask policy	Number of Curbside Pickups

	Library per day	without masks		
Week of 1/4	59	3	0	28
Week of 1/11	62	0	0	23
Week of 1/18	56	0	0	14
Week of 1/25	62	2	0	27

Door Counter *(Welcoming and Vibrant)*

July	August	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
1,579	2,535	2,768	2,984	2,568	3,013	2,786					

Programs and Partners

Events, Workshops, Programs and Outreach *(Accessible and Inclusive)*

	<i>Programs</i>			<i>Attendance</i>		
	<i>January</i>	<i>December</i>	<i>November</i>	<i>January</i>	<i>December</i>	<i>November</i>
Adult Events	3	4	5	18	761	15
Children's Events	22	22	15	398	524	366
Young Adult Events	4	4	3	30	41	23
Intergenerational	0	1	0	0	333	0
TOTAL	29	31	23	446	1,659	404

Promotion

Website *(Welcoming and Vibrant)*

	+/- last month	January	December	November
Users	-637	1,523	2,160	1,254
Sessions	-1,165	2,770	3,935	2,368
Page Views	-3,499	9,167	12,666	7,642

Popular Pages:

Facebook *(Welcoming and Vibrant)*

	+/- last month	January	December	November
Likes	-1	1,868	1,869	1,862
Post Reach	-1,528	4,674	6,202	8,368
Post Engagement	-1,072	1,641	2,713	2,232

Donations and Fundraising

Donations

Organization	Donation	Restrictions
Various Patrons	\$110	In memory of Sven Ramklint

Grants

Organization	Amount	Restrictions
American Library Association/Google	\$700	Technology

Town of East Hampton
Water Pollution Control Authority
P.O. Box 218, 20 Gildersleeve Drive
East Hampton, Connecticut 06424-0218
Telephone (860) 267-2536, FAX (860) 267-9913

To: Members of the WPCA

XC: David Cox, Town Manager
Jeff Jylkka, Finance Director

Date: February 2, 2021

From: Scott Clayton

Re: Proposed WPCA Expense Budget – F/Y 2021-2022

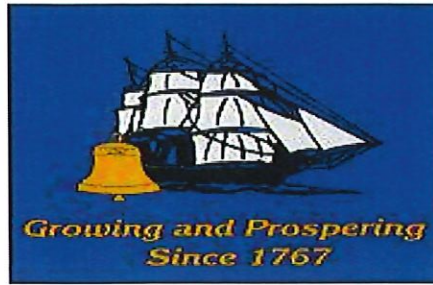
Enclosed is management's recommended operating expense budget for the forthcoming fiscal year. At this time no action will be required however, we will spend as much time as necessary reviewing the information at the February 2, 2021 meeting. Adoption of the operating expense budget is proposed for the March 2, 2021 meeting. The Public Hearing for revenues will be conducted on September 7, 2021 with revenue adoption scheduled at the regular meeting to follow. As you review the material the following items are brought to your attention:

- We have provided for all expenses at the same expenditure rate as the previous year except for changes that are known and quantifiable. All increases/decreases have been substantiated in the "Budget Detail".

This year's budget of \$1,833,882.79 reflects a proposed increase in expenses of \$557,398.60 or 3.13% over last year. The primary reason for this increase, is the Interfund service charge line item increase of \$17,721.00 account (#5899), Capital budget funding expense line item increased \$21,420.00 account (#5980).

The Capital budget has the inclusion of the North Maple L.S. force main replacement \$145,000.00 and the Pine Trail L.S. force Main Replacement \$168,000.00.

As in the past, this year's budget is derived by the flow received at the wastewater treatment plant from each Town. This year Colchester contributed 44.46% and East Hampton 55.54%. East Hampton's 2020/21 annual contribution to the Joint Facilities has been determined to be \$1,159,779.00 (account #5899) which is a 1.55% increase.



Town of East Hampton

Water Pollution Control Authority

***2021 - 2022
OPERATIONS BUDGET***

61-58-0581-XXXX

Proposed: February 2, 2021

Proposed Expense Adoption: March 2, 2021

Proposed Public Hearing: September 7, 2021

Proposed Revenue Adoption: September 7, 2021

**WATER POLLUTION CONTROL AUTHORITY BUDGET
FISCAL YEAR 2021-22 DETAIL**

page 1 of 4

5110 Full Time P/R

50%	PUA				\$57,222	
50%	Adm. Asst.	\$ 29.25	per contract			
	reg. Pay		60,847		\$30,424	
	\$ 28.68					
Total						\$87,646

5120 P/T P/R (19.5 hrs/wk)

<i>Note: (1) 50/25/25 minute taking</i>	P/T CI	current \$15.00	new rate \$ 15.45	3,917		
				1,500		
Total						\$5,417

5130 Overtime Salaries

no inc. WPCA minutes					Total	\$2,200
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5140 Longevity

<i>Linda Connors</i>	350	175			Total	\$175
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5210 Medical Insurance

Projected increase TH 8%

# of Employees	Coverage	PER MO.	P/Y+10%	Empl. Cost		Emplr. Cost	LC	SC
				15%				
1	HSAF	2,817	35,494	5,324		15,085		
1	HSAS	1,078	13,583			13,583		
Total								\$28,668

5213 Life Insurance

0.35 per \$1000 of compensation

	<u>P/R</u>	<u>cost/mo</u>	<u>cost/mo</u>	
#5110	87,646	0.62	54	
Total				\$652

5220 S.S. & 5221 Medicare

0.062						
0.0145						
	<u>P/R</u>	SS	Medicare			
#5110	87,646	5,434	1,271			
#5120	5,417	336	79			
#5130	2,200	136	32			
		5220	Social Security	Total		\$5,906
		5221	Medicare	Total		\$1,381

5230 Pension

	0.15	<u>P/R</u>		
5110 Secr.+PUA + 5130 O/T P/R		\$89,845.74		Total 13,477

5235 DC Plan Cont

Total 0

5260 Workers Comp.

Proj. inc. 50%/TH

	<u>P/R</u>	<u>code</u>	cost per			
			\$	\$100 of P/R		
Mgmt.	57,222	9410	\$	3.30		2,832
clerical +P/T P/R	34,515	8810	\$	0.59		306
					Total	\$3,139

5310 Refunds

No projected increase

Total \$500

5316 Computer HW Maint

Town HW maint (Tom)

Total \$ 1,000

5319 Meetings/Conf.

<i>Certification Training</i>	600
<i>Educ & OSHA materials</i>	500
<i>Seminars/Training</i>	750

Total \$1,850

5330 Prof/Tech Services

<i>Annual Auditing Repts.</i>	4,000	
<i>Attorney fees</i>	3,500	
<i>Dev. Rev & Insp.</i>	5,000	
<i>Prof. Services Engr.</i>	2,500	GIS maintenance & I n I
CMOM	100,000	

Total \$115,000

5425 G.P. Repairs

Repairs to Grinder Pumps

Total \$30,000

5430 Bldg. & Equip. M&R

Pump station repairs

5 new gensets 60,000 note: work performed by others
20,000 Emerg. Gen. Maint. Cont.
10,000 I n I repairs

Total \$90,000

5438 Vehicle Repr./Maint

50% of 1 vehicle

Total \$750

5440 Rental/Contract

Special services which are contracted out.

Comcast internet/50%	390
Copier maintenance lease (50%@XXX/mo)	1,150
Post Office Box rental (50%)	70
Telephone (50% of 4 yr. Maint. Cont. 7/1/17-6/30/21)	3,300

Total \$4,910

5480 Computer SW Maint

Town (Tom) & T&B, GIS maint & support (Quality Data & Munis support) \$7,000
GIS Hosting T&B \$2,000

Total

\$9,000

5520 Prop/Liab Insurance

	<u>current</u>	<u>current</u>	<u>split (81/19)</u>		
	Premium	Jt. Fac.	WPCA		
Property (B&M)	\$17,720	14,353	3,367	\$3,367	
Pub. Officials	\$1,506	1,220	286	\$286	
Gen. Liab.	\$11,465	9,287	2,178	\$2,178	
Auto	\$6,125	4,961	1,164	\$1,164	
Umb.	\$3,992	3,234	759	\$759	
Total	40,808	33,054	7,753	\$7,753	\$7,753

5530 Communications

	per month	annual		
Mission Scada		1000	Subscriber # 288512-1	
Telephone (SNET)	1,500	18,000	Note: 17 circuits/2 phones lines	
			Total	\$16,000

5540 Newspaper Adv.

no increase

Total	\$1,200
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5580 Staff Travel

Total \$1,000

5590 Other Purch. Serv.

Note: Quality Data Sewer billings

Bill hosting/Printing	2800	accounts	@	\$	1.60	Total	\$5,480
	\$ 1,000.00						

5595 Interfund Serv. Chge

Billing, collecting & bookeeping services provided by Town.

Total	\$13,663
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5611 Office Supplies

Office/Misc Supplies	2200	Total	\$2,200
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5622 Electricity

current monthly average	\$	4,750	
for 19 PS located in EH	inc 3%		
Total			\$58,710

5627 Motor Fuel				
(50% WPCA/50% Jt. Fac)		200 gals/month	Total	\$2,838
	\$	2.37 per gal/per TH		
5680 Chemicals				
bioxide Hampton woods		1000 gal/tnk	Total	\$5,300
	\$	2.65 / gal		
5690 Other Supp./Materials		\$ 60,000 note: work performed by the Jt. Fac.	Total	\$ 60,000
		Parts for pumps		
5741 Machinery			Total	\$0
5742 Vehicles			Total	\$0
5743 Furniture & Fixtures			Total	\$500
No projected increase				
5744 Computer Equip.			Total	\$1,000
No projected increase				
5810 Dues & Fees				
	AWWA (50%) \$	150.00		
	CWWA (50%) \$	125.00		
	CAWPCA & CWPAA (100%) \$	115.00		
	WEF (50%) \$	75.00		
	Webster Bank \$	500.00	Total	\$965
5890 Other			Total	\$0
petty cash no projected inc.				
5893 Claims and Settlements			Total	\$0
5899 Interfund Serv. Chrg				
E.H. share to oper/maint the East Hampton WW system		\$ 131,696	J/F budget app. 2/11/21	
E.H. share to oper/maint the Joint Facilities WWTP		\$ 1,028,084	J/F budget app. 2/11/21	
			Total	\$1,159,779
5980 Res. For Cap & NR				
(Fund #81)		92,823	Total	\$92,823
5990 Contingency				
Unforeseen expenses		3000	Total	\$3,000
		Total Prop.expenses 21/22	\$	1,833,882.79
		Total Prop.expenses 20/21	\$	1,776,484.19
		Projected Total expenses 20/21	\$	1,760,339.62
		20/21 Inc	+-	\$ 57,398.60
		Percent Increase Over Prev Year		3.13%

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29
WPCA CAPITAL BUDGET										
Budget Line Item 5980 (Res for Capital)	\$ 54,925	\$ 71,403	\$ 92,823	\$ 120,670	\$ 156,871	\$ 203,933	\$ 265,112	\$ 344,646	\$ 448,040	\$ 582,452
Transfer from undesignated fund	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Reserve for Capital	\$ 724,070	\$ 1,307,269	\$ 1,120,092	\$ 1,102,762	\$ 959,633	\$ 1,163,566	\$ 1,276,678	\$ 1,419,325	\$ 1,665,365	\$ 2,247,817
Anticipated Capital Fund Expenditures	\$ (350,000)	\$ (280,000)	\$ (138,000)	\$ (300,000)	\$ -	\$ (152,000)	\$ (202,000)	\$ (202,000)	\$ -	\$ -
Cumulative Capital Expenditures	\$ -	\$ (280,000)	\$ (418,000)	\$ (718,000)	\$ (718,000)	\$ (870,000)	\$ (1,072,000)	\$ (1,274,000)	\$ (1,274,000)	\$ (1,274,000)
Anticipated Capital Fund Balance	\$ 435,866	\$ 1,027,269	\$ 982,092	\$ 802,762	\$ 959,633	\$ 1,011,566	\$ 1,074,678	\$ 1,217,325	\$ 1,665,365	\$ 2,247,817
Budget Line Item 5980 Percent Increase over previous year	30%	30%	30%	30%	30%	30%	30%	30%	30%	30%

Capital Balance 6/30/18	\$ 994,076
audited Capital Balance 6/30/19	\$ 669,145
audited undesignated fund Balance 6/30/19	\$ 1,032,255
audited WPCA Development fund Balance 6/30/19	\$ 402,346
audited Capital Balance 6/30/20	\$ 435,866
audited undesignated fund Balance 6/30/20	\$ 1,141,307
audited WPCA Development fund Balance 6/30/20	\$ 444,456

APPENDIX G
WPCA

Fiscal Year 2020/21

Capital Budget 2019-2025

Fund 81

<u>Actual Cost</u>	<u>Est. Cost</u>	<u>Purchase Year</u>	<u>Projects</u>
\$236,600	\$350,000	2019/20	North Main LS controls, generator dialer
	\$138,000	2020/21	Pine trail LS controls, generator, dialer
	\$153,000	2020/21	Barbara ave LS controls, generator, dialer
	\$166,000	2021/22	Pine trail Force Main
	\$145,000	2021/22	North Maple Force Main
	\$152,000	2023/24	Old Marlborough LS controls, generator, dialer
	\$96,000	2024/25	Bay Road LS controls, dialer
	\$96,000	2024/25	North Maple LS controls, dialer
	\$101,000	2025/26	Chestnut Hill LS controls, dialer
	\$101,000	2025/26	Day Point LS controls, dialer
	\$1,498,000		Current Projected Total Capital Budget
	\$ 1,498,000.00		Current Fiscal Year 100% Funding Level

Basic business practice as defined by Moody's & DEP requires a contingency of 5-10% of the annual operating budget be kept within the Capital Budget. \$ 115,103

Recommended F/Y 20/21 funding level for Capital Budget

\$ 92,823

see line item 5980 Oper. Transfer to Cap. Budget

WPCA F/Y 2020-21 Operating Budget - Expenditures only

Adopted: 3/02/21

	Actual	APPROVED	Spent	%	PROPOSED	\$	%
	2019-20	2020-21			2021-22		
	EXPENSES	BUDGET	01/29/21	Available	BUDGET	+/-	+/-
5110 Full Time P/R	80,695	85,463	46,129	46.02%	87,646	2,183	2.6%
5120 P/T P/R (19.5 hrs/wk)	0	5,417	0	100.00%	5,417	(0)	0.0%
5130 Overtime Salaries	265	2,200	182	91.73%	2,200	0	0.0%
5140 Longevity	0	175	0	100.00%	175	0	0.0%
5210 Medical Insurance	18,302	54,514	12,839	76.45%	28,668	(25,846)	-47.4%
5213 Life Insurance	90	636	55	91.35%	652	16	2.5%
5220 Social Security	4,888	5,771	2,772	51.97%	5,906	135	2.3%
5221 Medicare	1,143	1,350	648	52.00%	1,381	31	2.3%
5230 Pension	8,265	13,149	9,266	29.53%	13,477	328	2.5%
5235 DC Plan Cont	0	0	0	0.00%	0	0	0.0%
5260 Workers Comp.	1,599	3,074	1,199	61.00%	3,139	65	2.1%
5310 Refunds	0	500	0	100.00%	500	0	0.0%
5316 Computer HW Maint	0	1,000	0	100.00%	1,000	0	0.0%
5319 Meetings/Conf.	713	1,850	0	100.00%	1,850	0	0.0%
5330 Prof/Tech Services	11,977	115,000	66,245	42.40%	115,000	0	0.0%
5425 G.P. Repairs		0	4,160	0.00%	30,000		
5430 Bldg. & Equip. M&R	78,074	80,000	76,232	4.71%	90,000	10,000	12.5%
5438 Vehicle Repr./Maint	0	750	0	100.00%	750	0	0.0%
5440 Rental/Contract	1,034	4,910	1,962	60.04%	4,910	0	0.0%
5480 Computer SW Maint	4,316	7,000	4,132	40.97%	0	(7,000)	-100.0%
5520 Prop/Liab Insurance	4,890	7,548	3,833	49.22%	7,753	206	2.7%
5530 Communications	12,808	16,000	11,439	28.51%	16,000	0	0.0%
5540 Newspaper Adv.	300	1,200	300	75.00%	1,200	0	0.0%
5580 Staff Travel	457	1,000	450	55.00%	1,000	0	0.0%
5590 Other Purch. Serv.	2,373	5,480	3,089	43.63%	5,480	0	0.0%
5595 Interfund Serv. Chge	0	13,523	0	100.00%	13,663	140	1.0%
5611 Office Supplies	4,013	3,200	500	84.38%	2,200	(1,000)	-31.3%
5622 Electricity	47,695	58,710	49,559	15.59%	58,710	0	0.0%
5627 Motor Fuel	2,267	2,838	1,630	42.57%	2,838	0	0.0%
5680 Chemicals	0	5,300	0	100.00%	5,300	0	0.0%
5690 Other Supp./Materials	54,152	60,000	55,218	7.97%	60,000	0	0.0%
5741 Machinery	0	0	0	0.00%	0	0	0.0%
5742 Vehicles	0	0	0	0.00%	0	0	0.0%
5743 Furniture & Fixtures	0	500	361	27.80%	500	0	0.0%
5744 Computer Equip.	2,166	1,000	1,000	0.00%	1,000	0	0.0%
5810 Dues & Fees	20	965	0	100.00%	965	0	0.0%
5890 Other	42,361	0	0	0.00%	0	0	0.0%
5893 Claims and Settlements	0	0	0	0.00%	0	0	0.0%
5899 Interfund Serv. Chrg	1,067,893	1,142,059	856,544	25.00%	1,159,779	17,720	1.6%
5980 Res. For Cap & NR	54,925	71,403	0	100.00%	92,823	21,420	30.0%
5990 Contingency	0	3,000	0	100.00%	3,000	0	0.0%
	\$1,507,681	\$1,776,485	\$1,209,744	31.90%	\$ 1,824,883	\$ 48,398	
					+/-	2.72%	

	Approved 20-21 Budget	Estimated EOY Budget	+/-	
PROJECTED REVENUES:				
Permit Fees -	300	1,500	1,200	
Developer Review & Inspection - Trans. from Equip. Sinking Fund #66	2,500	0	(2,500)	
	<u>0</u>	<u>0</u>	<u>0</u>	
Use Charges Billed:				
10/1/20 (3370 est. EDU's)				1,583,463
10/1/20 (3365 act. EDU's)	1,596,552	1,596,552	0	
Interim Billing	0	0	0	
Charges for Services (Prior Years)	7,000	1,836	(5,164)	
Delinquent Interest	5,000	1,000	(4,000)	
Lien Fees	500	1,600	1,100	
Use Charges (CL&P,Food Bag)	4,500	0	(4,500)	
Marlborough Discharge Fees	55,000	90,000	35,000	
Other	0	1,156	1,156	
Interest to be Earned	2,500	1,000	(1,500)	
Subtotal of Revenues -	1,673,852	1,694,644		
Transfer from Und.Fund Balance	79,661	44,652		
Total Revenue Budget	<u>\$1,753,513</u>	<u>\$1,739,296</u>	<u>\$20,792</u>	\$14,217

		EOY Exp.	+/-
PROJECTED EXPENSES :			
5110 Full Time P/R	85,463	80,000	5,463
5120 P/T P/R (19.5 hrs/wk)	5,417	0	5,417
5130 Overtime Salaries	2,200	500	1,700
5140 Longevity	175	100	75
5210 Medical Insurance	54,514	24,000	30,514
5213 Life Insurance	636	200	436
5220 Social Security	5,771	5,000	771
5221 Medicare	1,350	1,277	73
5230 Pension	13,149	16,000	(2,851)
5235 DC Plan Cont	0	0	0
5260 Workers Comp.	3,074	4,200	(1,126)
5310 Refunds	500	0	500
5316 Computer HW Maint	1,000	500	500
5319 Meetings/Conf.	1,850	0	1,850
5330 Prof/Tech Services	115,000	85,000	30,000
5425 G.P. Repairs	0	45,000	(45,000)
5430 Bldg. & Equip. M&R	80,000	110,000	(30,000)
5438 Vehicle Repr./Maint	750	750	0
5440 Rental/Contract	4,910	2,000	2,910
5480 Computer SW Maint	7,000	7,000	0
5520 Prop/Liab Insurance	7,548	7,548	0
5530 Communications	16,000	16,000	0
5540 Newspaper Adv.	1,200	600	600
5580 Staff Travel	1,000	500	500
5590 Other Purch. Serv.	5,480	5,480	0
5595 Interfund Serv. Chge	13,523	13,523	0
5611 Office Supplies	3,200	3,100	100
5622 Electricity	58,710	54,000	4,710
5627 Motor Fuel	2,838	2,800	38
5680 Chemicals	5,300	0	5,300
5690 Other Supp./Materials	60,000	60,000	0
5741 Machinery	0	0	0
5742 Vehicles	0	0	0
5743 Furniture & Fixtures	500	500	0
5744 Computer Equip.	1,000	1,000	0
5810 Dues & Fees	965	300	665
5890 Other	0	0	0
5893 Claims and Settlements	0	0	0
5899 Interfund Serv. Chrg	1,142,059	1,142,059	0
5980 Res. For Cap & NR	71,403	71,403	0
5990 Contingency	3,000	0	3,000
Total Expenditures EOY	<u>1,776,484</u>	<u>1,760,340</u>	<u>16,145</u>

**PROPOSED OPERATING BUDGET - WPCA
FISCAL YEAR 2020-21 REVENUE**
(estimated)

page 1 of 1

	APPROVED 20-21 BUDGET	EXPECTED 20-21 BUDGET	PROPOSED 21-22 BUDGET	Est. Revenue Analysis UNITS	GP fee	# of GP	Revenue	Increase
Permit Fees -	300	1,355	300	3020	\$ 230.00	94		
Developer Review & Inspection -	2,500	0	2,500	3128	\$ 250.00	94		
Trans. from Capital Fund #66	0	0	0	3149	\$ 260.00	94	\$825,790	
Use Charges:				3191	\$ 270.00	94	\$869,090	
10/1/20 (3365 act. EDU's)	1,596,552	1,596,552	1,583,463	3264	\$ 280.00	94	\$922,380	
Interim Billing	500	500	500	3337	\$ 290.00	94	\$976,190	
Charges for Services (Prior Years)	0	1,500	1,500	3467	\$ 300.00	94	\$1,051,380	
Delinquent Interest	0	1,000	5,000	3312	\$ 310.00	94	\$1,038,000	
Lien Fees	500	1,605	500	3315	\$ 310.00	94	\$1,039,400	
Special Use Charges (CL&P, Food Bag)	0	0	0	3320	\$ 330.00	94	\$1,107,350	
Mariborough Discharge Fees	100,425	88,276	98,475	3330	\$ 345.00	94	\$1,160,600	
Other	0	1,156	0	3365	\$ 345.00	94	\$1,172,675	\$33,650
Interest to be Earned	2,500	1,000	2,500	3365	\$ 355.00	94	\$1,206,325	\$35,475
Subtotal of Revenues -	1,703,277	1,692,944	1,694,738	3370	\$ 365.00	94	\$1,241,800	\$34,770
Trans. From Und. F. B. (Fund 61)	(195,596)	0	130,145	3434	\$ 455.00	94	\$1,576,570	\$121,890
TOTAL REVENUES -	1,507,681	1,739,296	1,824,883	3398	\$ 495.00	94	\$1,698,460	\$121,890
TOTAL EXPENDITURES -	1,507,681	1,760,340	1,824,883	3371	\$ 505.00	94	\$1,721,155	\$22,695

	06/30/20	06/30/19	06/30/18	06/30/17
Audited Balances				64,543
Undesignated Fund Balance - Fund 61	\$1,141,307	\$879,862	\$617,834	
proj. int. a/o 6/30/20	600			
Proj. Rev. 20/21	\$1,650,654			
Proj. Exp. 20/21	-\$1,578,160			
Transfer to Capital 20/21	-\$800,000			
unaudited Balances a/o 6/30/21	\$414,401			\$617,834
Capital Fund Balance - Fund 81	\$435,866	\$994,076	\$1,058,613	
proj. int. a/o 6/30/20	600			
20/21 FY contribution	\$71,403			
20/21 FY withdrawal	-\$300,000			
20/21FY transfer from undesignated Fund	\$800,000			
unaudited Balances a/o 6/30/21	\$1,007,869			\$1,058,613
Sewer Dev. Fund Balance - (Fund 52)	\$444,456	\$334,596	\$296,641	
proj. int. a/o 6/30/20	400			
Proj. Sewer connection fees	35000			
Hope Church Revenue	\$7,890			
Sports on 66 Revenue	0			
unaudited Balances a/o 6/30/21	\$487,746			\$296,641

Note: Audited balances are BOLD