


## MEMORANDUM

TO: Town Council  
FROM: David E. Cox, Town Manager   
DATE: March 10, 2023  
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.

### **Building and Land Use**

- The staff in these divisions has completed a project to digitize all of the building records held by the Town. In order to comply with record retention laws and to allow the Town to dispose of the paper copies, the staff is developing a retention policy for consideration that indicates an intent to maintain the digital copy as the permanent record. If approved, it is intended that property owners would be offered the paper versions of their files if desired prior to disposal of those records.

### **Library**

- Summer Reading program planning continues. The Summer Reading kickoff event will be held at Center School on June 23 and the closing event will be held at the Library on August 18. There will be many special programs, events and activities between those dates. The Friends of the Library is providing funding for closing event programming, Summer Reading prizes, and staff apparel that promotes the programming.
- The Library is also working collaboratively with the Parks and Recreation Department on a special summer event. The community is encouraged to watch for more information on that.
- The Library's February Monthly Report is included in this Report.

### **Parks and Recreation**

- Proposals were received for two watershed improvement projects that were revised and rebid. Two contractors have offered pricing to undertake the work near the Edgemere condominium property and on the Christopher Pond property. Staff and the Town's consulting engineer are reviewing the bids and are vetting the references of the low bidder, with whom neither the Town nor the Engineer have worked. This item will be presented to the Council at the March 28 meeting for its consideration.

- Park Maintenance staff have reported back to Parks and Recreation from Public Works and have started to prepare baseball and softball fields for the spring season. This preparation consists of rolling infield edges, nail dragging the infield to allow water to flow to the surface, edging fields and applying conditioner to the infield skins.
  
- Department staff continue to work with DEEP to gain approval for repair projects on the Air Line Trail east of the Cranberry Bog. This project, which will raise the trail by 2 feet at the end of an existing swale to help prevent washout, will start sometime in April 2023. The Public Works Department recently completed work along the Air Line Trail approximately ½ mile west of Forest Street to improve and increase the size of the culvert crossing the trail to increase waterflow capacity at this location and eliminate wash out of the Trail.
  
- The Department submitted a proposal to CT DEEP for grant funds in the amount of \$404,800 that will be used for improving the current Trail and developing the board walk in the wetlands area on the west side of Town near the Public Works facility. This grant, if awarded, will fund the Town's 20% match contribution toward the \$1.4 million federal grant the Town received in December for this project.
  
- Summer programs are now posted on the Department's registration page [www.easthamptonrec.com](http://www.easthamptonrec.com).

## **Police**

- The Department has signed up to participate in the Annual DEA National Prescription Drug Take Back Day on Saturday April 22 between the hours of 10am and 2PM. The event will take place in the circular driveway of the Town Hall and the Department is hoping for another successful event. At this event last year, the community properly disposed of 80 pounds of prescription medications.
  
- The Department's newest member, Officer Evan Gustafson, is doing well in the police academy and is scheduled to graduate sometime in July at which time he will begin local field training. By October, Officer Gustafson will complete that training and fill the vacancy created by the December 2022 retirement of Sergeant Jerry Boynton.
  
- The Department is happy to report that no Narcan was used by Officers during February.

### Public Works

- Public Works staff has completed the demolition of the small section of building at 1 Watrous Street. The existing door openings were closed in with masonry and the existing structure was demolished and used as fill in the demolition area. The area has been leveled and stabilized with mulch. An additional benefit of this project is an improved sightline for traffic exiting Starr Place onto Summit Street.



### WPCA

- The Colchester/East Hampton Joint Facilities has established its budget for treatment of wastewater from the two Towns and their customers for the upcoming fiscal year, which is attached. The budget was reduced slightly from the draft version distributed earlier in the year and was approved with an increase of \$46,825 or 1.78%.
- The East Hampton WPCA, which provides for the collection of wastewater and the East Hampton portion of the treatment costs from Joint Facilities, also approved its budget, which is attached. This budget increases by \$93,745 or about 4.75%. Most of the increase (\$86,178), relates to the increased cost for treatment (\$57,171), which is distributed between the Towns based on the percent of flow from each, and an increase in the funds needed for capital improvements (\$29,007). The rates to be charged by the WPCA are expected to be determined by the WPCA in September.

### Town Manager/Other

- Staff and the Town Manager are nearly complete with the proposed budget for the upcoming fiscal year, and it should be released by the middle of next week. It will be posted on the Town's website and hard copies will be distributed to the Board of Finance and Town Council and available for review at the Town Hall. The Board of Finance will open a public hearing on the budget on Monday, March 20 at which the Town Manager and School Superintendent will present the budgets and at which the public may offer comments. The Board of Finance will be holding workshops that week to review the budget and will hold multiple deliberations into early April. The community is encouraged to participate in the budget process and to share its thoughts with the Board of Finance and Town Council. Email communication may be sent to [budget@easthamptonct.gov](mailto:budget@easthamptonct.gov).

DC

cc: Management Staff

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## February 2023

### Monthly Report

#### At a glance:

*This section contains a brief summary of the most important information.*

- Library programs and attendance have seen significant growth from 2019 to 2023. In February, the Library offered 75% more programs than in February 2019 and had 95% more attendance and participation than in February 2019. Program totals and attendance for prior years has been added to the statistics presentation below.
- The FY 23/24 Library operating budget workshop is scheduled for March 23, 2023.
- New plans to extend and update the existing Library Strategic Plan are in the initial stages.
- Congratulations to Adult/Young Adult Librarian, Keri Blanda, on an incredibly successful Violin & Valentines event.
- Congratulations to Children's Librarian Christine Cachuela for a well-attended Take Your Child to the Library Day, in spite of subzero weather.
- Kudos to Sam and Kel for doing a multitude of 3D Printing projects, like Angry Birds for STEMtastic, to get the Library one step closer to piloting 3D Printing services for the public.
- Special thanks to the Friends of the Library for their sponsorship of Violin & Valentines!

#### Strategic Plan Actions Update

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

- Violin & Valentines, a musical performance by Brunilda Myftaraj on February 14<sup>th</sup> brought in 69 adults for the Library's most well attended adult program in recent years. Feedback from attendees was resoundingly positive and the program served to promote the Friends of the Library to a wide and supportive audience. *(Accessible & Inclusive), (Welcoming & Vibrant)*
- Did you know, the Library hosts over 600 WIFI sessions on average each month? *(Accessible & Inclusive), (Responsible & Sustainable)*
- The Valentines for Seniors activity (a Children's activity in partnership with the Senior Center) created almost 75 Valentine's Day cards made by our young patrons for local seniors and delivered at least 25 more from Center School for 100 Valentines in total. *(Informative & Collaborative), (Welcoming & Vibrant)*

## Department Reports

### Administration:

*This section contains general updates and news about Library administration.*

- The FY 23/24 Library operating budget is under review and scheduled for a Budget Workshop on March 23.
- Ms. Blanda, Ms. Cachuela, and Mr. Kellogg met to begin work on a Summer Reading Grant proposal for the CSL (Connecticut State Library). Ms. Blanda and Ms. Cachuela have prepared an outstanding proposal that's currently under review. The requested grant is \$1,400 (with a maximum possibility of \$2,000).
- Similarly, fulltime staff met to map out plans for Summer Reading 2023: "Find Your Voice." Plans are in process for the kickoff event on June 23, the closing event on August 18, and special programs and activities in between those dates.
- The Library hosted the Commission on Aging Wellness collaborative to collaborate with other Town Departments to help improve services to seniors in East Hampton. The March meeting will be at the Senior Center, in order to accommodate a community activity at the Library that is attended primarily by seniors in Town.
- Mr. Kellogg attended the following professional meetings: CLA Intellectual Freedom Committee, Fairfield Library Administrators Group (FLAG), LION Finance Committee, joint committee of CLA, CLC, and the CSL (CT Library Association, CT Library Consortium, and CT State Library) on e-book legislation (see below), LION Executive Committee, and LION Board.
- Mr. Kellogg attended a joint committee of CLA, CLC, and the CSL on e-book legislation, which reviewed a bill before the CT General Assembly (S. B. No. 500) "To require publishers of electronic books to license such books to public libraries on reasonable terms." Libraries currently pay 3-4 times the direct-to-consumer cost. If this proposed bill passes, it will increase the Library's electronic materials buying power and digital circulation.
- The Library was closed February 20 for holiday observance.
- Library staff members had routine meetings with Mr. Kellogg to discuss projects and goals. One Emergency Action Plan training was conducted. One staff member is pursuing academic scholarship opportunities.
- Mr. Kellogg provided a Strategic Plan Survey presentation to Town Council at their February 14 meeting. As a result, a review of the existing Strategic Plan is in process for the purpose of updating and extending its applicability as the guiding principles of the Library.
- The Library is exploring movie event license options and community partnerships in the process.
- The Library's annual E-Rate filing for FY23/24 has been completed. Next steps in that process take place in July. Fiber internet expenses are expected to increase in the next budget cycle.
- Special collection development has been completed thanks to civic donations from the Knights of Columbus and, likewise, special collection development is in process thanks to support from the East Hampton Lions Club.
- The Library Community Room saw an increased demand for community events bookings throughout the spring and summer.

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- Building and technology items: the ADA door control power supply is awaiting installation and an interior entryway door had a hinge repaired. Technical support work is in process to replace a battery backup unit for some Library IT systems.
- Mr. Kellogg attended the East Hampton Arts and Culture Commission. They evaluated Capstone Grant proposals among other things.
- The Friends of the Library held their monthly meeting. They approved support for Library programs and activities, including Storytime toys. In March, they will review two proposals. The Friends discussed fundraising plans and ideas.
- The Library Advisory Board (LAB) held its monthly meeting. Mr. Kellogg provided a budget review. There was a review of the 1/24 Space Plan Report and upcoming Spring Programs. The LAB approved the Strategic Plan Survey to go to Town Council on 2/14.

### **Children's Department:**

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

- STEMtastic was once again a big hit with our young patrons, with an average attendance of 24 children per program. More STEM programs are being planned for spring and summer.
- Take Your Child to the Library Day was attended by 88 people, despite the sub-zero temperatures that day. Activities included a mini golf course, crafts, and face painting.
- Storytime attendance has rebounded since the holidays, with over 200 children and caregivers participating this month. Baby Rhyme Time has welcomed several new attendees who heard about the program through the Baby Book Bag program, a partnership with a local pediatrician who helps us to distribute library information and board books to new parents.
- Ms. Cachuela and Ms. Koonankeil attended the Connecticut Recreation and Parks Association's Entertainer Showcase this month and were able to find several performers to bring in for future library events.
- Valentines for Seniors, a card-making program facilitated by the library to connect children and local senior citizens, was able to supply 75 Valentine's to the Senior Center for distribution. An additional 25 Valentines were contributed from Center School students.
- Ms. Cachuela continues to participate in outreach at local schools and daycares, including several Valentine's Day storytimes this month at East Hampton preschools. Next month the library will add the Bright Path Childcare Center to its list of community partners, and Ms. Cachuela will also begin visiting Ms. Nichol's fourth grade class.

### **Adult / Young Adult Department:**

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

- In addition to the success of the musical performance program, yoga with Amie Meacham was well-attended on a Saturday morning and Belltown Book Blast (in-person), enjoyed an enthusiastic group of readers happy to sip coffee and talk about new releases, recent favorites and a presentation on new paperback romance.
- Ms. Blanda visited the high school library, providing a craft and promoting upcoming teen events. Ms. Blanda is also working with high school Librarian Katie Tiejn to collaborate on upcoming opportunities for library outreach.

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- Pre-Teen and Teen Advisory Boards approved the purchase of two new Nintendo Switch controllers which will allow for more multi-player opportunities at upcoming Switch Tournaments and Teen Friday events. The funding for the controllers comes from the proceeds of the December Jingle Bell Parade gathering bake sale.
- The winter session of Dungeons and Dragons kicked off this month with an enthusiastic group of teens. They are enjoying the addition of game pieces created with the Library’s 3D printer.
- Public Service Associate Erica Folta prepared numerous books from the Children’s, YA and Adult collections for “Blind Date with a Book”. Books were wrapped and labeled with brief descriptions, encouraging patrons to take a chance on a book without seeing the cover/reading blurbs. The displays went over well, circulating items from all three collections.

### Circulation and Technical Services Department:

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

- One of February’s STEMtastic programs featured Angry Birds created with the Library’s 3D printer.
- Shifting of Adult Nonfiction has resumed.
- Discussions for reorganization of the Local History Room have begun.

### Strategic Plan Indicators of Success

#### Circulation

##### Borrowers *(Accessible and Inclusive)*

	<b>+/- Last Month</b>	<b>February Borrowers</b>	<b>January Borrowers</b>	<b>December Borrowers</b>
<b>Adults</b> (borrowing physical items)	-21	1,099	1,120	1,097
<b>Children</b> (borrowing physical items)	+6	215	209	230
<b>Corporate</b> (borrowing physical items)	+3	15	12	21
<b>Staff</b> (borrowing physical items)	+1	18	17	17
<b>SUBTOTAL</b>		<b>1,347</b>	<b>1,358</b>	<b>1,365</b>
Overdrive	-6	206	212	205
Hoopla	-6	212	218	209
<b>SUBTOTAL</b>		<b>418</b>	<b>430</b>	<b>414</b>
<b>TOTAL</b>		<b>1,765</b>	<b>1,788</b>	<b>1,779</b>

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

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	2023	2023	2022	2022	2021	2020
	February	January	December	February	February	February
Adult Collection	3,193	3,295	3,048	3,244	4,189	3,824
Children's Collection	2,746	2,595	2,308	2,856	2,789	3,114
Young Adult	336	380	312	317	155	171
<b>SUBTOTAL</b>	<b>6,275</b>	<b>6,270</b>	<b>5,668</b>	<b>6,417</b>	<b>7,133</b>	<b>6,573</b>
eBooks – Overdrive	968	986	954	926	909	176
eBooks - Hoopla	608	601	595	578	562	571
eBooks – RB Digital*	0*	0*	0*	0*	0*	347
<b>SUBTOTAL</b>	<b>1,576</b>	<b>1,587</b>	<b>1,549</b>	<b>1,504</b>	<b>1,471</b>	<b>1,094</b>
<b>TOTAL</b>	<b>7,851</b>	<b>7,857</b>	<b>7,217</b>	<b>7,921</b>	<b>8,604</b>	<b>7,667</b>

\*RB Digital was discontinued.

## Visits

### Door Counter (*Welcoming and Vibrant*)

July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
4428	6266	4046	4788	4460*	4710*	4606	4282				

\*November count is estimated due to a door counter malfunction. December count is partially estimated and started about a week late due to the counter malfunction.

## Programs and Partners

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

<i>Onsite Programs</i>				<i>Participants</i>		
	<i>February</i>	<i>January</i>	<i>December</i>	<i>February</i>	<i>January</i>	<i>December</i>
Adult	7	7	4	127	45	23
Children's	19	19	16	283	334	213
Young Adult	6	4	5	18	10	17
Intergenerational	0	0	3	0	0	358
<b>SUBTOTAL</b>	<b>34</b>	<b>30</b>	<b>28</b>	<b>428</b>	<b>412</b>	<b>611</b>
<i>Self-Directed Activities</i>				<i>Participants</i>		
Adult	2	4	2	23	43	66
Children's	7	6	8	345	205	308
Young Adult	2	1	1	24	17	47
Intergenerational	1	0	1	75	0	155
<b>SUBTOTAL</b>	<b>8</b>	<b>8</b>	<b>12</b>	<b>467</b>	<b>174</b>	<b>606</b>
<i>Offsite Programs</i>				<i>Attendance</i>		
Adult	1	1	1	1	1	3
Children's	4	3	9	54	58	155



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Young Adult	2	0	1	24	0	9
Intergenerational	0	0	0	0	0	0
<b>SUBTOTAL</b>	<b>7</b>	<b>5</b>	<b>11</b>	<b>79</b>	<b>65</b>	<b>167</b>
<b>TOTAL</b>	<b>49</b>	<b>43</b>	<b>51</b>	<b>974</b>	<b>651</b>	<b>1,384</b>
<b>Historical Data*</b>						
	<b>All Programs</b>			<b>All Participants</b>		
<b>Prior Years</b>	<b>Feb. 2020</b>	<b>Feb. 2021</b>	<b>Feb. 2022</b>	<b>Feb. 2020</b>	<b>Feb. 2021</b>	<b>Feb. 2022</b>
<b>TOTAL</b>	33	33	43	662	563	649

\*New sections/presentation added 2/2023. Historical data included represents the TOTAL of all programs and attendance/participation. New sections will be updated in subsequent months.

## Promotion

### Website *(Welcoming and Vibrant)*

	+/- last month	February	January	December
<b>Users</b>	+4	1652	1648	1492
<b>Sessions</b>	+59	3080	3021	2705
<b>Page Views</b>	-175	4393	4568	3853
<b>Events Calendar</b>	-481	2334	2815	1276

**5 Most Popular Pages:** Library Homepage, Hours & Contact Info, Museum Passes, Library Staff, Rivereast Newspaper.

### Social Media *(Welcoming and Vibrant)*

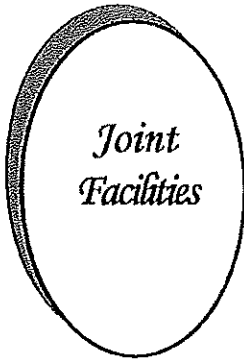
	+/- last month	February	January	Next Month
<b>Facebook</b>				
<b>Reactions/Comments/Shares</b>	-51	413	464	<i>Coming Soon</i>
<b>Page Reach</b>	-1411	2213	3624	
<b>New Followers</b>	+7	18	11	
<b>Instagram</b>				
<b>Reactions/Comments/Shares/Views</b>	+152	684	532	
<b>Page Reach</b>	+74	498	424	
<b>New Followers</b>	-1	19	20	

Reporting statistics in a more relevant manner and now including Instagram.

## Donations and Fundraising

### Donations *(Ready for the Future)*

Organization	Donation	Restrictions
Patron Donations	\$63.00	Undesignated (given in gratitude)



## *Colchester ~ East Hampton*

Water Pollution Control Facilities

P.O. Box 218

20 Gildersleeve Drive

East Hampton, Connecticut 06424-0218

Telephone  
Administration

(860) 267-2536

FAX (860) 267-9913

Telephone  
Operations

(860) 267-4142

To: Members of the Joint Facilities

CC: David Cox, Town Manager  
Jeff Jylkka, Director of Finance

Date: February 15, 2023

From: Scott Clayton, Public Utilities Administrator

Re: Proposed Joint Facilities Operating Budget – F/Y 7/1/23 thru 6/30/24

Enclosed is the operating and revenue budget for the forthcoming fiscal year. This Budget includes decreasing the Capital contribution by 100K. As you review the material, the following items are brought to your attention:

- This budget has been prepared under a modified philosophy of *zero-based* budgeting. We have provided for all 2023-24 expenses at the same expenditure rate as the previous year except for those known and quantifiable changes. All increases/decreases have been substantiated in the "Budget Detail".
- The F/Y transfer to the capital budget of \$421,615.00 can be found in the capital worksheet.

The recommended expense budget has been increased by **\$46,825.00** or **1.78%**, over last year.

The primary reason for this request is sludge disposal increased \$23,782.00 due to expected CPI increases, the estimated increases in the cost of fuel and Heating oil of \$27,090, and Increases in labor and other costs. The current economy has had a major impact on this year's budget.

The Capital budget has the inclusion of the MAPS project with AECOM as well as other smaller projects.



*Colchester ~ East Hampton  
Water Pollution Control  
Facilities*

***2023-2024 OPERATIONS BUDGET***

**62-58-0582-XXXX**

***Proposed: January 17, 2023  
Adopted: February 21, 2023***

**APPENDIX A**  
**JOINT FACILITIES COMMITTEE**  
**Fiscal Year 2023-2024**  
**PROPOSED WAGES**

page 1 of 1  
1/17/23

Prop.  
Inc.

B. Gilmore 12/17/12	Superintendent, Cl. IV Fiscal Year 2023-2024 06/01/23 \$ 48.32	@ \$ 49.53 per hr. 2.50% inc	\$ 103,018.24	\$ 103,018
Open	Operator Class I Fiscal Year 2023-2024 27.73	@ \$ 28.42 per hr. 2.50% inc	\$ 59,120.36	\$ 59,120
J. Dombroski 10/17/05	Operator Class II Fiscal Year 2023-2024 class II a/o 10/17/08 29.69	@ \$ 30.43 per hr. 2.50% inc	\$ 63,299.08	\$ 63,299
C. Race 07/07/08	Operator Class II Fiscal Year 2023-2024 class II a/o 8/18/11	@ \$ 30.43 per hr. 2.50% inc	\$ 63,299.08	\$ 63,299
B. Gudelski 8/2/10	Operator Class III Fiscal Year 2023-2024 class III a/o 01/15/18 32.34	@ \$ 33.15 per hr. 2.50% inc	\$ 68,948.88	\$ 68,949
J. Savitsky 10/24/22	Operator Class I Fiscal Year 2023-2024 27.73	@ \$ 28.42 per hr. 2.50% inc	\$ 59,120.36	\$ 59,120
M. Davis 3/14/2022	Operator Class I Fiscal Year 2023-2024 27.73	@ \$ 28.42 per hr. 2.50% inc	\$ 59,120.36	\$ 59,120
P. Ceretta 12/30/2016	Operator Class III Fiscal Year 2023-2024 32.34	@ \$ 33.15 per hr. 2.50% inc	\$ 68,948.88	\$ 68,949
	Est. two (2) operators passing certification test			\$ 6,691
			<b>Total</b>	<b>\$ 551,566</b>

Note:

Contract year P/R adjusted by 2.50%

J/F Headcount 8

Operators 7

**Appendix C**  
**JOINT FACILITIES COMMITTEE**  
**Fiscal Year 2023-2024**  
**Consolidation Share Calculation**

The consolidation share is the amount of money charged by Joint Facilities to provide personnel to maintain the Colchester & East Hampton Sewer Distribution System. The combined salaries of the **Chief Operator** and **one Operator** are split as follows: 40% Colchester, 40% East Hampton and 20% Jt. Fac.

**5110 Full Time Salaries**

(AppA)			
Superintendent, Cl. IV		\$	103,018
Operators ( 7 avg.)			64,078
	Total	\$	167,097
			40% Colchester
			40% East Hampton
Colchester		\$	66,838.61 share
East Hampton		\$	66,838.61 share

**5130 Overtime Salaries**

	<u>\$/hr</u>	<u>\$OT/hr</u>	
Superintendent, Cl. IV	\$ 49.53	\$ 74.29	
Operators (avg.)	\$ 30.81	\$ 46.21	
	\$ 40.17	\$ 60.25	average
Colchester est. hrs.	225	\$	13,557 share
East Hampton est. hrs.	300	\$	18,075 share

**5210 Medical Insurance**

Based upon current premium cost/employee +5% per TH:

<u># of Empls.</u>	<u>estimated 18/19 premiums</u>			<u>Empl. Cost</u>	
	<u>Coverage</u>	<u>PER MO.</u>		<u>14%</u>	<u>Employer Cost</u>
4	HSAF	2,817	35,494	4,969	122,100
3	HSA+	2,288	28,829	4,036	99,171
3	HSS	1,078	13,583	1,902	35,044

10

	Total		\$256,315
Superintendent, Cl. IV			35,494
Operators (avg.)			25,969
	Total	\$	61,463
			40% Colchester
			40% East Hampton
			24,585 Colchester
			24,585 East Hampton

5220 Social Security

0.062

	<u>Reg. P/R</u>	<u>O/T P/R</u>	<u>F.I.C.A.</u>	
Colchester	66,839	13,557	0.062 \$	4,984 share
East Hampton	66,839	18,075	0.062 \$	5,265 share

5230 Pension

0.19

	<u>Reg. P/R</u>	<u>O/T P/R</u>	<u>Pension</u>	
Colchester	66,839	13,557	0.19 \$	14,873 share
East Hampton	66,839	18,075	0.19 \$	15,709 share

5260 Workers Comp.

inc. per TH

3%

field

<u>Code</u>	<u>Old Rate</u>
7580	\$ 2.10 per \$100 of P/R

	<u>Reg. P/R</u>	<u>O/T P/R</u>	<u>Rate</u>	
Colchester	66,839	13,557	2.16 \$	1,739 share
East Hampton	66,839	18,075	2.16 \$	1,837 share

5213 Life Insurance

0.35 per \$1000 of compensation

	<u>Reg. P/R</u>	<u>Rate</u>	
Colchester	66,839	0.35 \$	281 share
East Hampton	66,839	0.35 \$	281 share

Auto Insurance / Vehicle Maintenance & Motor Fuel:

Vehicle maintenance, motor fuel & insurance is equally split to operate one utility vehicle.

Budgeted Cost	Insurance	Maintenance	Fuel	
	4,392	21,000	17,275	
	2,557	3,000	2,468	\$ 8,024 each

Note: Diesel Fuel paid to Town a/o 11/1/09

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**Consolidation Share Summary  
Joint Facilities Budget  
Fiscal Year 2023-2024**

	<u>Colchester</u>	<u>East Hampton</u>
001 Regular Payroll:	\$ 66,838.61	\$ 66,838.61
003 Overtime:	\$ 13,556.51	\$ 18,075.35
011 Medical Insurance:	\$ 24,585.12	\$ 24,585.12
5220 Social Security	\$ 4,984.50	\$ 5,264.67
5230 Pension	\$ 14,873.10	\$ 15,709.08
5260 Workers Comp.		

**APPENDIX B**  
**JOINT FACILITIES COMMITTEE**  
**Fiscal Year 2023-2024**  
**FLOW READINGS FOR JOINT FACILITIES**  
 January 2022 - December 2022

	<u>TOTAL FLOW</u>	<u>COLCHESTER</u>	<u>%</u>	<u>EAST HAMPTON</u>	<u>%</u>	<u>PREC</u>
JANUARY	37,539,100	18,264,800	48.66%	19,274,300	51.34%	4.75
FEBRUARY	45,865,100	21,475,400	46.82%	24,389,700	53.18%	4.70
MARCH	51,995,000	23,295,000	44.80%	28,700,000	55.20%	3.30
APRIL	54,996,100	23,874,500	43.41%	31,121,600	56.59%	1.40
MAY	38,830,300	18,148,700	46.74%	20,681,600	53.26%	1.40
JUNE	30,885,900	14,285,400	46.25%	16,600,500	53.75%	2.70
JULY	29,138,100	13,806,700	47.38%	15,331,400	52.62%	1.90
AUGUST	27,640,100	12,850,100	46.49%	14,790,000	53.51%	2.20
SEPTEMBER	27,997,600	13,503,900	48.23%	14,493,700	51.77%	5.05
OCTOBER	29,955,400	13,983,100	46.68%	15,972,300	53.32%	4.35
NOVEMBER	31,088,300	14,621,820	47.03%	16,466,480	52.97%	2.20
DECEMBER	46,674,700	21,945,006	47.02%	24,729,694	52.98%	5.45
<b>TOTAL</b>	<u><b>452,605,700</b></u>	<u><b>210,054,426</b></u> 452,605,700	<b>46.41%</b>	<u><b>242,551,274</b></u>	<b>53.59%</b>	<b>39.40</b>

**East Hampton Unmetered Flow Calculation**

23,500 gpd X 365 days/yr. = 8,577,500 gals/yr.

Total flow	=	452,605,700	+	8,577,500	=	461,183,200	
E. Hampton	=	242,551,274	+	8,577,500	=	251,128,774	<b>54.45%</b>
Colchester	=	210,054,426	+	0	=	210,054,426	<b>45.55%</b>

\* includes:

Hebron Annual Flow	<u>76,406,699</u>	Marlborough Annual Flow	<u>20,892,297</u>
% of Colc. flow from Hebron/ LEB	36.37%	% of E.H. flow from Marl.	8.61%

	<u>Total Flow</u>	<u>Colchester</u>	<u>East Hampton</u>
2022	<u>461,183,200</u>	<u>210,054,426</u> <b>45.55%</b>	<u>251,128,774</u> <b>54.45%</b>
2021	<u>514,088,400</u>	<u>234,692,700</u> 45.65%	<u>279,395,700</u> 54.35%
2020	<u>494,395,800</u>	<u>219,816,553</u> 44.46%	<u>274,579,247</u> 55.54%
2019	<u>538,119,800</u>	<u>234,678,800</u> 43.61%	<u>303,441,000</u> 56.39%
2018	<u>605,230,400</u>	<u>271,007,200</u> 44.78%	<u>334,233,200</u> 55.22%
2017	<u>480,492,500</u>	<u>212,520,000</u> 44.23%	<u>267,972,500</u> 55.77%
2016	<u>469,627,102</u>	<u>193,830,308</u>	<u>266,669,742</u>



		41.27%	56.78%	
2015	469,627,102	193,830,308	266,669,742	
		41.27%	56.78%	
2014	506,194,902	217,248,221	288,946,681	
		42.92%	57.08%	
2013	492,297,960	179,084,345	313,213,615	meter failure
		41.99%	58.01%	Board Adjted.
2012	439,144,400	210,613,654	228,530,746	meter failure
		47.96%	52.04%	Board Adjted.

**APPENDIX D  
JOINT FACILITIES COMMITTEE  
FY 2023-2024**

**Projected Fund Balance as of 6/30/23**

page 1 of 2

**PROJECTED REVENUES: a/o 6/30/23**

	<u>Approved FY 22-23</u>	<u>Estimated EOY Rev.</u>	<u>+/-</u>
Transfer from Undesignated Fund Balance	100,000	100,000	0
Transfer from Capital Fund Balance	0	0	0
Interest to be earned (Und F.B. budget 08)	100	850	750
Dumping Fees	260,000	200,000	(60,000)
East Hampton Share	1,017,336	1,017,336	0
Colchester Share	854,563	854,563	0
Consolidation Share:			
East Hampton	134,161	134,161	0
Colchester	126,251	126,251	0
Hebron	89,134	89,134	0
Marlborough	47,138	47,138	0
E.Hampton Water	1,000	1,000	0
* Other	500	109	(391)
<b>TOTAL</b>	<b>2,630,184</b>	<b>2,570,543</b>	<b><u>-59,641</u></b>

EST. EOY REV.	2,570,543
PROJ. EOY EXP.	2,440,196
EST. FUND BAL.	130,347

*Other	
scrap sale	109
Ins. Clams	0
Sale of Vehicles	0
Constellation Energy	0
Total	109

## PROJECTED EXPENDITURES a/o 6/30/23

	Approved <u>FY 22-23</u>	Estimated <u>EOY Exp.</u>	<u>+/-</u>
5110 Full Time Salaries	623,460	550,000	73,460
5120 P/T-Seasonal P/R	8,068	0	8,068
5130 Overtime Salaries	86,240	79,565	6,675
5140 Longevity	1,750	1,800	(50)
5210 Medical Insurance	261,356	220,000	41,356
5213 Life Insurance	1,122	1,000	122
5220 Social Security	44,502	42,857	1,645
5221 Medicare	10,408	9,696	712
5230 Pension	95,663	90,330	5,333
5235 DC Plan Contrib	17,743	12,000	5,743
5250 Unemployment Comp	1	4,000	(3,999)
5260 Workers Comp.	13,637	10,224	3,413
5316 Computer Services	800	0	800
5319 Training	9,500	3,000	6,500
5320 Physicals/Medical	1,500	500	1,000
5330 Prof/Tech. Services	35,738	30,000	5,738
5420 Bldg. Cling Services	4,682	4,000	682
5430 Bldg. & Equip. M & R	106,650	140,000	(33,350)
5435 Refuse Removal	13,792	13,000	792
5438 Vehicle Rep/Maint	19,000	30,000	(11,000)
5440 Rental/Contract	1,475	1,800	(325)
5480 Software Maint. Agrmt.	1,147	1,263	(116)
5520 Prop./Liab. Ins.	30,301	30,301	0
5530 Communications	10,050	10,000	50
5540 Newspaper Adv.	750	300	450
5580 Staff Travel	2,500	1,000	1,500
5590 Other Purchase Services	1	1,700	(1,699)
5595 Interfund Serv. Charge	14,347	14,347	0
5611 Office Supplies	2,000	1,000	1,000
5615 Uniform Allowance	6,950	5,225	1,725
5620 Heating Oil	38,750	35,000	3,750
5622 Electricity	172,100	130,000	42,100
5623 Compressed Gas	1,100	1,000	100
5627 Motor Fuel	13,435	15,000	(1,565)
5628 Sludge Disposal	265,790	230,000	35,790
5680 Chemicals	56,165	56,000	165
5690 Other Supp/Materials	96,150	120,000	(23,850)
5741 Mach/Equip/Tools	1,000	2,000	(1,000)
5742 Vehicles	1	0	1
5743 Furniture & Fixtures	1,500	0	1,500
5744 Computer Equipment	7,000	1,500	5,500
5810 Dues & Fees	30,250	29,000	1,250
5820 Bond Principal pmt.	1	0	1
5830 Bond Interest pymt.	1	0	1
5890 Other	400	400	0
5980 Res. For Cap & Non-Rec	511,388	511,388	0
5990 Contingency	10,000	0	10,000
<b>Projected Fund Balance as of 6/30/23</b>	<b>2,630,164</b>	<b>2,440,196</b>	<b><u>189,968</u></b>

**Appendix E**  
**JOINT FACILITIES COMMITTEE**  
**FY 2023-2024**  
**Fund Balance Analysis**

**A.) Capital Fund Balance** (orig Fund 88, ORG 62580584/ now fund 82)  
 (Formerly Sinking Fund for Equip. Replmt.)

* Balance - 6/30/22	\$	1,393,000.00	
* Interest as of 6/30/22	\$	1,000.00	
Transfer from FY 22/23 Acct # 5980 (May 2023 mtg)	\$	511,388.00	
Estimated Capital expenditures 23/24	\$	300,000.00	
	total		\$1,605,388.00

Anticipated Balance - 6/30/23 (Unaudited)	\$	1,605,388.00	1,605,388.00
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**B.) Undesignated Fund Balance** (orig Fund 88, ORG 62580582/ now fund 62)  
 (composite balance of all previous budgets)

* Balance - 6/30/22	\$	591,000.00	
* Interest as of 6/30/22	\$	72.00	
* Designated as Revenue for F.Y. 22-23, see Appdx. D	\$	-100,000.00	
Anticipated revenues as of June 30 2023		2,570,542.81	
Anticipated expenses as of June 30 2023		-2,440,196.00	

Anticipated Balance - 6/30/23 (Unaudited)	\$	621,418.81	
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\* 6/30/22 Audit Report

**JOINT FACILITIES OPERATIONS BUDGET DETAIL**  
**Fiscal Year 2023-2024**

**5110 Full Time Salaries**

P/R costs associated with Jt./Fac. personnel. See appendix A for details.				\$551,566
50% of WPCA personnel	PUA			\$60,120
50% of WPCA personnel	Secretarial	\$ 30.61	per contract	
	Reg. Pay		\$55,705	27,852
	29.91			
JFC O/T Minute taking		\$ 45.91		\$ 1,101.85
				Total \$640,640

**5120 P/T-Seasonal P/R**

		current	new rate		
(1) Note: 50% of 19.5 hrs/wk	P/T Clerical	\$ 15.45	\$ 15.91	per hour	8,068
					Total \$8,068

**5130 Overtime Salaries**

Scheduled weekends & holidays O/T as well as unscheduled work

Avg. Oper. Hrly rate:	\$ 40.17	from Appendix C		
Avg. Oper. Hrly 1.5 rate:	\$ 60.25	2 hrs/2 emp/Sat+holidays(9)		14,701
Avg. Oper. Hrly 2X rate:	\$ 80.33	2 hrs/2 emp/Sun+holidays(4)		17,995
<b>Unsch. Jt./Fac.overtime P/R</b>		<u>Est.</u>	act. a/o 12/31	
(Unsch/Emerg. 1.5X)	\$ 60.25	200	hrs	12,050
(Unsch/Emerg. 2.0X)	\$ 80.33	100	hrs	8,033
<b>Hebron overtime P/R</b>				
(Unsch/Emerg. 1.5X)	\$ 60.25	200	hrs	12,050
(Unsch/Emerg. 2.0X)	\$ 80.33	75	hrs	6,025
(Scheduled 1.5X)	\$ 60.25	50	hrs	3,013
<b>Marlborough overtime P/R</b>				
(Unsch/Emerg. 1.5X)	\$ 60.25	10	hrs	603
(Unsch/Emerg. 2.0X)	\$ 80.33	10	hrs	803
(Scheduled 1.5X)	\$ 60.25	10	hrs	603
Note: O/T normally reqs. 2 emps.				
Beeper + B/U Beeper	\$ 260.00	per week		13,520
				Total \$89,396

**5140 Longevity**

C. Race - 7/7/08	\$ 350.00	
B. Gudelski - 8/2/10	\$ 350.00	
L. Connors 1/11/2010	\$ 350.00	
P. Ceretta	\$ 200.00	
J. Dombroski	\$ 500.00	
J. Savitski	n/a	Total \$ 1,750
M. Davis	n/a	
New Hire	n/a	

**5210 Medical Insurance**

# of Empls. Est. 5% increase	Coverage	estimated 22/23 premiums		Empl. Cost	Empl. Cost	Employer Cost
		PER MO.		14.5%		
5	employee+2	3,106	39,132	5,674		167,291
3	employee+1	2,523	31,784	4,609		81,525
2	employee	1,188	14,975	2,171		25,607
						0

10

\$274,423

**5213 Life Insurance**

2.4% increase projected

	0.15 per \$1000 of compensation/month		monthly \$	
	P/R	Cost		
5110 F/T. P/R	640,640	\$ 0.15	96	
			Total	\$1,153

**5220 Social Security**

0.062

	P/R		Total	
Jt.Fac.+ P/T P/R	648,709			
Jt.Fac O/T P/R	89,396	2.4% inc		\$45,762
			Total	\$45,762

**5221 Medicare**

0.0145

Total \$10,703

**5230 Pension**

Pension Contribution = 14.5 of P/R

0.145

	P/R		Total	
5110 F/T. P/R + 5130 O/T P/R +1/2PUA	678,835			\$98,431
			Total	\$98,431

**5235 DC Plan Contrib**

4 employees @5% of salary

Total \$18,251

**5250 Unemployment Comp**

Total \$1

**5260 Workers Comp.**

Per TH proj. inc. 3%

	P/R	Code	cost per \$100 of P/R		Total
Jt.Fac.	551,566	7580	\$ 2.16		11,930
Clerical + P/T P/R	35,920	8810	\$ 2.16		777
Mgmt. P/R	60,120	9410	\$ 2.16		1,300
	647,607			Total	\$14,008

**5316 Computer Services**

T.H software maint & support

Total \$800

**5319 Training**

Certification Training	3,000	Operator & Lab Certification
Educ & OSHA materials	3,000	
Seminars/Tmg. Materials	2,000	
WEFTEC Annual Conf. October	1,500	

Total \$9,500

**5320 Physicals/Medical**

*Empl. Phys. & Drug Testing*

Total \$1,500

**5330 Prof/Tech. Services**

<u>Professional Services</u>		<u>Lab Testing</u>	
<i>Fin./Auditing Repts. (+5%/TH)</i>	\$ 2,423	<i>TCLP</i>	\$ 1,651 inc 3%
<i>USI</i>	\$ 2,500	<i>Synagro Tstg.</i>	\$ 1,405 inc 3%
<i>Prof/Engr. Services</i>	\$ 6,000	<i>N wkly</i>	\$ 7,822 inc 3%
<i>Labor Attny Fees (contract year)</i>	\$ 750	<i>Tox/Slidge</i>	\$ 12,424 inc 3%
<i>NPDES due 9/25 submit 180 days prior</i>	\$ 6,000	<i>Grit</i>	\$ 1,485 inc 3%
	\$ 17,673	subtotal	\$ 24,787
	0		

Total \$42,460

**5420 Bldg. Cleaning Services**

\$3,182 wkly services  
\$2,000 outside services

Total \$5,182

**5430 Bldg. & Equip. M & R**

*Equipment M & R*  
*building interior paint Building M & R*  
note: worked performed by others

55000  
10000  
9,500 Emerg. Gen. Maint. Cont.  
5,000 Maint Contrt. PLC  
2,500 Boiler Maintenance  
1,500 Plant Flowmeter Calibration  
250 Northeast Balance  
650 Overhead Door  
1,800 Annual Infrared inspection  
Fire Extinguishers  
650 a.) Static Testing  
600 b.) Regular Annual checks  
1,500 Annual Overhead Crane Inspections

Special project.

20,000 PLC Replacements

Total \$108,950

**5435 Refuse Removal**

note: All Waste contract + CPI

*Refuse + rags* 6,695  
*Grit removal* 8,240 (dumpster rental + trip chg. + commodity)  
(82.93/mo X 245.61/per haul X 90.00/ton)

Total \$15,383

**5438 Vehicle Rep/Maint**

*# of vehicles* 7  
based upon current history

Total \$21,000

**5440 Rental/Contract**

Special services which are contracted out.

per TH new copier same \$ Gas Welding Cylinders rental 250  
Copier Maintenance/Lease (50%@\$XXX/mo) 1,150  
Post Office Box Rental (50%) 75  
Info Shred 50

new

Total \$1,525

**5480 Software Maint. Agrmt.**

Quick books		300	
Drop Box	new	211	
License Office 365	new	636	
		Total	\$1,147

**5520 Prop./Liab. Ins.**

Inc. 3%

	<u>Premium</u>	<u>Current split</u>		
		<u>Jt. Fac.</u>	<u>WPCA</u>	
Property (B&M)	\$17,756	\$14,383	\$3,374	14,383
Pub. Officials	\$1,093	\$885	\$208	885
Gen. Liab.	\$11,103	\$8,994	\$2,110	8,994
Auto	\$5,422	\$4,392	\$1,030	4,392
Umb.	\$3,156	\$2,557	\$600	2,557
total	\$38,531	\$31,210	\$7,321	
				Total
				\$31,210
Total 18-19 prem. b/4 split	\$32,177			

**5530 Communications**

Postage	\$	200		
Comcast (50%)	\$	1,000	Internet	
Comcast (50%) @ \$130/mo	\$	2,000	Phones	
Frontier	\$	4,000		
Verizon	\$	4,500	Mobile phones stipend	
Mission communications	\$	1,400	Maps/Plant	
AYYEKA Backup Alarm	\$	720		
ZOOM	\$	275		
				Total
				\$13,100

**5540 Newspaper Adv.**

Total \$200

**5580 Staff Travel**

	\$1,000	
WEFTEC	\$1,500	
		Total
		\$2,500

**5590 Other Purchase Services**

Associated Security	\$	1,800	Total	\$0
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**5595 Interfund Serv. Charge**

3% inc./TH financial services Total \$14,777

**5611 Office Supplies**

Total \$2,000

**5615 Uniform Allowance**

Yrly. Uniform Allowance @	\$375	10	3750	
Yrly. Safety Shoe Allowance @	\$225	10	2250	
NACWA clothing	\$1,200		1200	
				Total
				\$7,200



**5620 Heating Oil**

per TH	\$	62,000	est. gals.	15,500	\$	4.00	est. /gal	Total	\$62,000
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**5622 Electricity**

	monthly	annual	
Plant avg:	\$0	\$0	gen & trans fees
Siphon & MAPS avg:	\$4,000	\$50,000	gen & trans fees
street lighting	\$0	\$0	
CCM fees	\$175	\$2,100	
NJR Clean Energy	\$10,417	\$125,000	
			Total \$177,100

**5623 Compressed Gas**

Total \$1,100

**5627 Motor Fuel**

Motor Fuel (diesel)	\$8,000	2000	est. gals.	\$	4.00	est. \$/gal
Motor fuel (gas)	\$9,275	3500	est. gals.	\$	2.65	est. \$/gal
						Total \$ 17,275

**5628 Sludge Disposal**

Contract due for renewal 6/30/22 est 10% inc		current	new rate
	Synagro (tons)	2000	\$ 118.86 \$ 130.75
Trucking \$180/Load	Est. 156 Loads	\$28,080	
			Total \$289,572

**5680 Chemicals**

increase in all chemicals aprox 50% Total \$70,500

**5690 Other Supp/Materials**

Pers. Prot. & 1st Aid Equipmt.	1,900	Hebron	3,500
Misc. Shop Equipmt/Tools	3,000	Marlborough	250
Shop/Gen. Bldg. Supplies	3,500	Lab supplies	11,000
Equipment M & R by Jt. Fac	65,000	Lab equipment	3,000
		Plant Housekeeping	6,500
Lubrication Supplies (trans from 5627)	\$3,500		
	76,900	subtotal	24,250
			Total \$101,150

**5741 Mach/Equip/Tools**

Total \$2,000

**5742 Vehicles**

Total \$1

**5743 Furniture & Fixtures**

Total \$1,500

**5744 Computer Equipment**

Total \$7,000

6 Computers for Windows 11 half in 22-23 and half in 23-24

**5810 Dues & Fees**

NPDES annual fee	2,500	due 8/1
Nitrogen Credits	25,000	based upon avg. 11 lbs/day over limit @ \$8.20 credit
Prof. Dues (NEWEA, NACWA, etc)	2,000	

DEP Grit permit	750
NPDES due 11/24 (\$4500 application fee)	4,500

Total \$34,750

**5820 Bond Principal pmt.**  
Last Payment 12/31/21

Total \$0

**5830 Bond Interest pymt.**  
Last Payment 12/31/21

Total \$0

**5890 Other**

Total \$400

**5960 Extraordinary Items**

Total \$2,000

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**5980 Res. For Cap & Non-Rec**

This line item funds the Capital Budget. See Appendix E & Capital Budget.

Total \$421,615

**5990 Contingency**

Unforeseen expenses	5,000
Vac/ST buy out	5,000

Total \$10,000

Total expenses 23/24	\$2,678,985
Total expenses 22/23	\$2,632,164
+/-	\$46,821
	1.78%

**JOINT FACILITIES OPERATING BUDGET**  
**Fiscal Year 2023-2024**

page 1 of 1

	Actual	APPROVED	BALANCE	%	PROPOSED	\$	%
	21-22	22-23	Current		2023-24		
Expenses*	BUDGET	BUDGET	01/11/23	Remaining	BUDGET	+/-	+/-
5110 Full Time Salaries	580,020	623,460	348,879	44.04%	640,640	17,180	2.76%
5120 P/T-Seasonal P/R	0	8,068	8,068	100.00%	8,068	0	0.0%
5130 Overtime Salaries	103,527	86,240	41,712	51.63%	89,396	3,156	3.7%
5140 Longevity	1,200	1,750	550	68.57%	1,750	0	0.0%
5210 Medical Insurance	191,801	261,356	155,179	40.63%	274,423	13,067	5.0%
5213 Life Insurance	797	1,122	649	57.84%	1,153	31	2.8%
5220 Social Security	40,552	44,502	25,540	42.61%	45,762	1,260	2.8%
5221 Medicare	9,484	10,408	5,973	42.61%	10,703	295	2.8%
5230 Pension	89,775	95,663	5,333	94.43%	98,431	2,768	2.9%
5235 DC Plan Contrib	13,588	17,743	13,104	26.15%	18,251	508	2.9%
5250 Unemployment Comp	0	1	(2,054)	2154.00%	1	0	0.0%
5260 Workers Comp.	10,774	13,637	5,314	61.03%	14,008	371	2.7%
5316 Computer Services	0	800	800	100.00%	800	0	0.0%
5319 Training	3,749	9,500	8,512	10.40%	9,500	0	0.0%
5320 Physicals/Medical	512	1,500	1,312	87.47%	1,500	0	0.0%
5330 Prof/Tech. Services	26,534	35,738	5,838	83.66%	42,460	6,722	18.8%
5420 Bldg. Cleaning Services	5,233	4,682	1,510	67.75%	5,182	500	10.7%
5430 Bldg. & Equip. M & R	178,756	106,650	(23,578)	122.11%	108,950	2,300	2.2%
5435 Refuse Removal	14,025	13,792	(1,544)	111.19%	15,383	1,591	11.5%
5438 Vehicle Rep/Maint	21,160	19,000	(15,402)	-81.06%	21,000	2,000	10.5%
5440 Rental/Contract	1,052	1,475	329	22.31%	1,525	50	3.4%
5480 Software Maint. Agrmt.	878	1,147	(117)	-19.25%	1,147	0	0.0%
5520 Prop./Liab. Ins.	22,595	30,301	13,027	57.01%	31,210	909	3.0%
5530 Communications	13,100	10,050	2,121	78.90%	13,100	3,050	30.3%
5540 Newspaper Adv.	40	750	607	19.07%	200	(550)	-73.3%
5580 Staff Travel	1,778	2,500	2,050	18.00%	2,500	0	0.0%
5590 Other Purchase Services	1,680	1	120	-1100.00%	0	(1)	-100.0%
5595 Interfund Serv. Charge	13,658	14,347	14,347	100.00%	14,777	430	3.0%
5611 Office Supplies	1,200	2,000	1,075	46.25%	2,000	0	0.0%
5615 Uniform Allowance	3,033	6,950	3,622	47.88%	7,200	250	3.6%
5620 Heating Oil	30,935	38,750	25,009	35.46%	62,000	23,250	60.0%
5622 Electricity	193,163	172,100	83,013	-3.81%	177,100	5,000	2.9%
5623 Compressed Gas	1,003	1,100	434	60.55%	1,100	0	0.0%
5627 Motor Fuel	12,654	13,435	3,089	77.01%	17,275	3,840	28.6%
5628 Sludge Disposal	235,966	265,790	65,790	75.25%	289,572	23,782	8.9%
5680 Chemicals	47,819	56,165	10,592	81.14%	70,500	14,335	25.5%
5690 Other Supp/Materials	120,435	96,150	(8,204)	108.53%	101,150	5,000	5.2%
5741 Mach/Equip/Tools	1,020	1,000	(199)	-2.00%	2,000	1,000	100.0%
5742 Vehicles	0	1	1	0.00%	1	0	0.0%
5743 Furniture & Fixtures	0	1,500	1,500	100.00%	1,500	0	0.0%
5744 Computer Equipment	43	7,000	7,000	0.00%	7,000	0	0.0%
5810 Dues & Fees	29,163	30,250	28,740	4.99%	34,750	4,500	14.9%
5820 Bond Principal pmt.	15,059	1	1	0.00%	0	(1)	-100.0%
5830 Bond Interest pymt.	88	1	1	0.00%	0	(1)	-100.0%
5890 Other	0	400	400	100.00%	400	0	0.0%
5960 Extraordinary Items	424	2,000	2,000	100.00%	2,000	0	0.0%
5980 Res. For Cap & Non-Rec	487,036	511,388	511,388	100.00%	421,615	(89,773)	-17.6%
5990 Contingency	0	10,000	10,000	100.00%	10,000	0	0.0%
	2,525,309	2,632,164	\$1,363,431	51.80%	\$2,678,985	\$46,821	
						+/-	1.78%

\*Unaudited

	17-18	18-19	19-20	20-21	21-22	22-23	23-24
yr. to yr. increase	3.89%	6.56%	8.58%	3.79%	2.52%	2.13%	1.78%

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24	24/25
Joint Facilities Capital worksheet									
Budget Line Item 5980 (Res for Capital)	\$ 200,583	\$ 206,428	\$ 260,099	\$ 325,124	\$ 455,174	\$ 487,036	\$ 511,388	\$ 421,615	\$ 430,047
Transfer from fund 62 (undesignated)	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -
Cumulative Reserve for Capital	\$ 386,061	\$ 592,489	\$ 852,588	\$ 1,177,712	\$ 2,032,886	\$ 2,519,922	\$ 3,031,310	\$ 3,452,925	\$ 3,882,972
Anticipated Capital Fund Expenditures	\$ -	\$ (135,000)	\$ (112,000)	\$ (210,000)	\$ (100,000)	\$ (100,000)	\$ (100,000)	\$ (200,000)	\$ (100,000)
Cumulative Capital Expenditures	\$ -	\$ (135,000)	\$ (247,000)	\$ (457,000)	\$ (557,000)	\$ (657,000)	\$ (757,000)	\$ (957,000)	\$ (1,057,000)
Anticipated Capital Fund Balance	\$ 386,061	\$ 499,752	\$ 538,398	\$ 469,338	\$ 949,726	\$ 1,366,762	\$ 1,748,150	\$ 1,969,765	\$ 2,299,812
Budget Line Item 5980 Percent Increase over previous year	0%	3%	26%	25%	40%	7%	5%	-21%	2%
Total Budget Increase each year	0%	3.89%	6.59%	8.58%	3.79%	2.52%	2.13%	1.78%	

Capital Balance 6/30/16	\$ 185,478
Audit Capital Balance 6/30/17	\$ 428,324
Audit Capital Balance 6/30/19	\$ 538,398
Audit Capital Balance 6/30/20	\$ 469,338
Audit Capital Balance 6/30/21	\$ 949,726
Audit Capital Balance 6/30/22	\$ 1,393,000

APPENDIX G  
 JOINT FACILITIES COMMITTEE  
 Fiscal Year 23/24  
 Capital Budget 2020-2030  
 Fund 82

<u>Est. Cost</u>	<u>Purchase Year</u>	<u>Projects</u>
\$485,000	2019/20	MAPS FORCEMAIN finacing
\$110,000	2019/20	Replace 2008 F-450 and Forklift
\$100,000	2019/20	MAPS WET WELL cleaning
\$385,000	2020/21	MAPS FORCEMAIN finacing
\$100,000		Plant Roofs
\$385,000	2021/22	MAPS FORCEMAIN finacing
\$100,000		Plant Roofs
\$385,000	2022/23	MAPS FORCEMAIN finacing
\$60,000	2022/23	Maps Pump/Ras Pump
\$100,000	2022/23	Replace 2012 (4-CEN) F-450
\$136,000	2023/24	AECOM Task order 1
\$45,000	2023/24	Replace 2014 F-250
\$20,000	2023/24	New Sander and Flat bed body for 2012 F-450
\$150,000	2023/24	Lakeside Repair
\$200,000	2024/25	Flights,chains & drives / secondary clarifiers
\$30,000	2024/25	RAS pumps/ Screw Centrifugal non clog
\$25,000	2025/26	repair/chip seal road @ outfall-High Point
\$30,000	2027/28	Replace 2013 Ford Escape
\$100,000	2027/28	Repave Outfall
\$300,000	2028/29	Upgrade Nitrogen Blowers
\$1,000,000	2029/30	Clean 2 digester tanks (FPS)
\$267,899		** (required contingency)
\$ 3,333,899		Current Projected Total Capital Budget

\$1,605,388 \* App. E Capital Fund Balance (Fund 82) as of 6/30/22

\*\* 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 .

5%= \$ 133,949  
 10%= \$ 267,899

Recommended F/Y 22/23 funding level for Capital Budget  
**\$ 421,615** see line item 5980 Oper. Transfer to Cap. Budget

**Hebron Sewer System**  
Rate Schedule for Service  
Fiscal Year 23/24  
Appendix B

This rate schedule has been developed to provide costs including manpower to service the Hebron Sewer System by Joint Facilities. The following conditions apply:

- A. Sixteen (16) man hours per week will be provided for routine maintenance of eight (8) pump stations.  
 B. Additional service above the sixteen (16) hours will be on a scheduled overtime basis  
 C. Emergency service will be provided and designated as unscheduled overtime  
 D. Hebron will assume responsibility for:
1. All maintenance/exercise of stand-by generators
  2. Maintenance of collection system
  3. General groundskeeping maintenance of pump stations
- E. Joint Facilities will respond to all grinder pump alarms

Regular P/R	Superintendent, Cl. IV	103,018	per hour \$49.53
	Rate		
F.I.C.A.	0.0765		\$3.79
Medical Ins.	\$39,132		\$18.81
Pension	0.15		\$7.18
Wrkrs Comp.	\$ 2.16 per \$100 of P/R Code 7580		\$1.07
Life Ins.	\$ 0.15 per \$1000 of P/R		\$0.01
Uniforms	\$240.00		\$0.12
		<b>Total/hr</b>	<b>\$80.51</b>

Regular P/R	Operators Average Pay (7)	64,078	\$30.81
	Rate		
F.I.C.A.	0.0765		\$2.36
Medical Ins.	\$42,719		\$20.54
Pension	0.15		\$4.47
Wrkrs Comp.	\$ 2.16 per \$100 of P/R Code 7580		\$0.67
Life Ins.	0.15 per \$1000 of P/R		\$0.00
Uniforms	\$240.00		\$0.12
		<b>Total/hr</b>	<b>\$58.95</b>

**Average Hourly Rate \$69.73**

Overtime P/R	Operations/Maintenance Supervisor @ 1.5x		\$74.29
	Rate		
F.I.C.A.	0.0765		\$5.68
Pension	0.15		\$10.77
Wrkrs Comp.	\$ 2.16 per \$100 of P/R Code 7580		\$ 1.61
		<b>Total/hr</b>	<b>\$92.35</b>

Overtime P/R	Operators Average Pay @1.5x		\$46.21
	Rate		
F.I.C.A.	0.0765		\$3.54
Pension	0.10		\$4.62
Wrkrs Comp.	\$ 2.16 per \$100 of P/R Code 7580		\$ 1.00
		<b>Total/hr</b>	<b>\$55.37</b>

**Avg. Hourly Rate @ 1.5x \$73.86**

Overtime P/R	Operations/Maintenance Supervisor @ 2.0x	\$99.06
	Rate	
F.I.C.A.	0.0765	\$7.58
Pension	0.10	\$9.91
Wrkrs Comp.	\$ 2.16 per \$100 of P/R Code 7580	\$ 2.14
	<b>Total/hr</b>	<b>\$118.68</b>
Overtime P/R	Operators Average Pay @ 2.0x	\$61.61
	Rate	
F.I.C.A.	0.0765	\$4.71
Pension	0.10	\$6.16
Wrkrs Comp.	\$ 2.16 per \$100 of P/R Code 7580	\$ 1.33
	<b>Total/hr</b>	<b>\$73.82</b>
<b>Average Hourly Rate @ 2.0x</b>		<b>\$96.25</b>

Estimated labor costs:

		Avg.Rate/hr	Hours	Total/yr
Regular P/R		\$69.73	16	\$58,016
Overtime P/R (Unsch/Emerg)	(1.5x)	\$73.86	200	\$14,772
Overtime P/R (Unsch/Emerg)	(2.0x)	\$96.25	75	\$7,219
Overtime P/R (Scheduled)	(1.5x)	\$73.86	50	\$3,693

Yearly costs maintenance costs (20%) associated with one vehicle to service Hebron present fleet = 7

Fuel	494
Maintenance	600
Insurance	125
Depreciation	1,000
	\$2,219 per year
<b>Total</b>	<b>\$185.00 per month</b>

Yearly costs (20%) associated with alarm pager costs to service Hebron

(per Wrkg. Agrmt.)	1st Beeper	130	1352
	Stand-by	130	1352
	<b>Total</b>	\$2,704 per year	<b>\$225.00 per month</b>

With the condition that Hebron provides a majority of the maintenance supplies such as disposable gloves, cleaners, rags, towels, etc., supplemental supplies provided by Joint Facilities will be charged to Hebron as necessary. The estimated cost for miscellaneous supplies provided by Jt. Facilities to Hebron. To be billed as actual.

**Total** \$3,500 per year

Vector Truck Rental cost \$200.00 per hour plus labor.

Hebron Cost Estimate Summary Fiscal Year 23/24

		per year	per month
Regular P/R		\$58,016	\$4,835.00
Overtime P/R	(Unsch/Emerg)	\$14,772	\$1,231.00
Overtime P/R	(Unsch/Emerg)	\$7,219	\$602.00
Overtime P/R	(Scheduled)	\$3,693	\$308.00
Vehicle Maint.		\$2,219	\$185.00
Alarm pager		\$2,704	\$225.00
Supplies		\$3,500.00	as billed
Vactor Truck Rate (\$200.00/hr)		as needed	as needed
	Hebron Revenue	\$92,123.00	\$7,386.00



**APPENDIX F**  
**JOINT FACILITIES COMMITTEE - REVENUE BUDGET**  
**Fiscal Year 2023-2024**

	APPROVED 2022-23 <u>BUDGET</u>	EXPECTED 2022-23 <u>BUDGET</u>	PROPOSED 2023-24 <u>BUDGET</u>		
Transfer from Und. F.B./ Capital	100,000	100,000	100,000		
Transfer from Capital Budget	0	0	0		
Interest to be Earned	100	100	100		
Dumping Fees	260,000	200,000	200,000		
East Hampton Share *	1,017,336	1,017,336	1,068,053	4.75%	INCREASE
Colchester Share *	854,563	854,563	893,364	4.34%	INCREASE
Consolidation Share (See Appendix C)					
East Hampton	134,161	134,161	140,615		
Colchester	126,251	126,251	134,882		
Hebron Operations	89,134	89,134	92,123		
Marlborough Operations	47,138	47,138	48,749		
East Hampton Water	1,000	1,000	1,000		
Other (N-Crdts/Ins-Clms/Constellation En) ( 0 + 0 + 1,500.00)	500	109	100		
<b>Total Revenues</b>	<b>\$2,630,184</b>	<b>\$2,569,793</b>	<b>\$ 2,678,985</b>		

\* Share Assessment to EH/Colc: flow %  
See Appendix B

2023-24 Total	\$ 1,961,416.84		
East Hampton	\$ 1,068,053.23	54.45%	see Appendix B
Colchester	\$ 893,363.61	45.55%	see Appendix B
2022-23 Total	\$ 1,871,898.95		
East Hampton	\$ 1,017,335.77	54.35%	
Colchester	\$ 854,563.18	45.65%	
2021-22 Total	\$ 1,851,124.38		
East Hampton	\$ 1,028,083.85	55.54%	
Colchester	\$ 823,040.53	44.46%	
2020-21 Total	\$1,808,377.49		
East Hampton	\$1,019,728.09	56.39%	
Colchester	\$788,649.40	43.61%	
2019-20 Total	\$1,711,514		
East Hampton	\$945,140.49	55.22%	
Colchester	\$766,416.07	44.78%	
2018-19 Total	\$1,520,811.08		
East Hampton	\$848,156.34	55.77%	
Colchester	\$672,654.74	44.23%	
2017-18 Total	\$1,288,571.09		
East Hampton	\$746,195.18	57.91%	
Colchester	\$542,375.90	42.09%	
2016-17 Total	\$1,206,539		
East Hampton	\$681,830.00	56.51%	
Colchester	\$524,707.00	43.48%	
2015-16 Total	\$ 1,239,049.23		
East Hampton	\$707,275	57.08%	
Colchester	\$531,774	42.92%	

**APPENDIX H**  
**Dump Fee Analysis 2023-24**  
**10 year analysis**

		<u>gallons</u>	<u>\$/gal.</u>	<u>N - credit \$</u>
Actual Collection F.Y. 10-11	\$ 138,879.00	2,589,840	\$0.0536	\$26,905
Actual Collection F.Y. 11-12	\$ 146,626.00	2,750,400	\$0.0533	\$7,675
Actual Collection F.Y. 12-13	\$ 128,039.00	1,648,500	\$0.0777	\$9,143
Actual Collection F.Y. 13-14	\$ 124,853.00	1,997,651	\$0.0625	\$18,838
Actual Collection F.Y. 14-15	\$ 110,489.00	1,767,827	\$0.0625	\$13,697
Actual Collection F.Y. 15-16	\$ 178,232.00	2,851,716	\$0.0625	\$20,831
Actual Collection F.Y. 16-17	\$ 202,437.00	3,079,055	\$0.0657	\$13,552
Actual Collection F.Y. 17-18	\$ 204,287.00	3,691,378	\$0.0553	\$18,336
Actual Collection F.Y. 18-19	\$ 209,852.03	3,357,631	\$0.0625	\$25,289
Actual Collection F.Y. 19-20	\$ 264,391.44	4,230,263	\$0.0625	\$20,428
Actual Collection F.Y. 20-21	\$ 292,403.05	4,686,649	\$0.0624	\$12,571
Actual Collection F.Y. 21-22	\$ 234,717.43	3,755,478	\$0.0625	\$17,313
Actual Collection F.Y. 22-23	\$ 77,981.61	1,114,023	\$0.0700	
Est. collection fees current F/Y	\$ 200,000.00			
Proposed D.F. Rev. F.Y. 23-24	\$ 260,000.00			

Management recommendation: No increase in the dump fees keep at \$0.07/gal

**Marlborough Sewer System**  
 Rate Schedule for Service  
 Fiscal Year 23/24  
 Appendix B

This rate schedule has been developed to provide costs to service the wastewater system in Marlborough by the Joint Facilities and to determine the annual discharge fee to be paid to the EHWPCA. The following conditions apply:

- A. Eleven (11) manhours/week will be provided for routine maintenance at (1) pump station (inc. exer. generator).
- B. Additional services & maintenance above the eleven (11) hours will be on a scheduled over time basis
- C. Emergency service & maintenance will be provided and designated as unscheduled overtime
- D. J/F or its designee will respond to grinder pump alarms and designated as unscheduled overtime
- E. Marlborough will assume responsibility for general groundskeeping & maintenance of the pump station

Regular P/R	Superintendent, Cl. IV	103,018	per hour \$49.53
	Rate		
<i>F.I.C.A.</i>	0.0765		\$3.79
<i>Medical Ins.</i>	\$39,132		\$18.81
<i>Pension</i>	0.15		\$7.18
<i>Wrkrs Comp.</i>	\$ 2.16 per \$100 of P/R Code 7580		\$1.07
<i>Life Ins.</i>	\$ 0.15 per \$1000 of P/R		\$0.01
<i>Uniforms</i>	\$240.00		\$0.12
		Total/hr	\$80.51
<b>Regular P/R</b>	<b>Operators Average Pay (6) rate</b>	<b>64,078</b>	<b>\$30.81</b>
<i>F.I.C.A.</i>	0.0765		\$2.36
<i>Medical Ins.</i>	\$42,719		\$20.54
<i>Pension</i>	0.15		\$4.47
<i>Wrkrs Comp.</i>	\$ 2.16 per \$100 of P/R Code 7580		\$0.67
<i>Life Ins.</i>	0.15 per \$1000 of P/R		\$0.00
<i>Uniforms</i>	\$240.00		\$0.12
		Total/hr	\$58.95
<b>Average Hourly Rate \$69.73</b>			
<b>1.5 Overtime P/R</b>	<b>Operations/Maintenance Supervisor @ 1.5x rate</b>		<b>\$74.29</b>
	Rate		
<i>F.I.C.A.</i>	0.0765		\$5.68
<i>Pension</i>	0.15		\$10.77
<i>Wrkrs Comp.</i>	\$ 2.16 per \$100 of P/R Code 7580		\$ 1.61
		Total/hr	\$92.35
<b>1.5 Overtime P/R</b>	<b>Operators Average Pay @1.5x rate</b>		<b>\$46.21</b>
<i>F.I.C.A.</i>	0.0765		\$3.54
<i>Pension</i>	0.10		\$4.62
<i>Wrkrs Comp.</i>	\$ 2.16 per \$100 of P/R Code 7580		\$ 1.00
		Total/hr	\$55.37
<b>Avg. Hourly Rate @ 1.5x \$73.86</b>			

<b>2.0 Overtime P/R</b>	Operations/Maintenance Supervisor @ 2.0x	\$99.06
	Rate	
<i>F.I.C.A.</i>	0.0765	\$7.58
<i>Pension</i>	0.10	\$9.91
<i>Wrkrs Comp.</i>	\$ 2.16 per \$100 of P/R Code 7580	\$ 2.14
	<b>Total/hr</b>	<b>\$118.68</b>

<b>2.0 Overtime P/R</b>	Operators Average Pay @ 2.0x	\$61.61
	Rate	
<i>F.I.C.A.</i>	0.0765	\$4.71
<i>Pension</i>	0.10	\$6.16
<i>Wrkrs Comp.</i>	\$ 2.16 per \$100 of P/R Code 7580	\$ 1.33
	<b>Total/hr</b>	<b>\$73.82</b>

**Average Hourly Rate @ 2.0x \$96.25**

Estimated labor costs:

		Avg.Rate/hr	Hours	Total/yr	
Regular P/R		\$69.73	11	\$39,886	
Overtime P/R (Unsch/Emerg)	(1.5x)	\$73.86	10	\$739	note: 9 hrs through 12/31
Overtime P/R (Unsch/Emerg)	(2.0x)	\$96.25	10	\$963	note: 3 hrs through 12/31
Overtime P/R (Scheduled)	(1.5x)	\$73.86	10	\$739	note: 0 hrs through 12/31

Yearly costs maintenance costs (20%) associated with one vehicle to service Marlborough  
present fleet = 7

Fuel	494
Maintenance	600
Insurance	125
Depreciation	1,000
	2,219 per year
<b>Total</b>	<b>\$185.00 per month</b>

Yearly costs (20%) associated with alarm pager costs to service Marlborough

(per Wrkg. Agrmt.)	1st Beeper	130	1352
	Stand-by	130	1352
	<b>Total</b>		<b>\$2,704 per year</b>
			<b>\$225.00 per month</b>

Marlborough will provide a majority of the maintenance supplies such as disposable gloves, cleaners, rags, towels, etc., supplemental supplies provided by Joint Facilities will be charged to Marlborough as necessary. The estimated cost for miscellaneous supplies provided by Jt. Facilities to Marlborough. To be billed as actual.

**Total \$1,500 per year**

Vactor Truck Rental cost \$200.00 per hour plus labor.

Marlborough Cost Estimate Summary Fiscal Year 23/24

		per year	per month
Regular P/R		\$39,886	\$3,324.00
Overtime P/R	(Unsch/Emerg)	\$739	\$62.00
Overtime P/R	(Unsch/Emerg)	\$963	\$80.00
Overtime P/R	(Scheduled)	\$739	\$62.00
Vehicle Maint.		\$2,219	\$185.00
Alarm pager		\$2,704	\$225.00
Supplies		\$1,500.00	as billed
Vactor Truck Rate (\$200.00/hr)		as needed	as needed

Operations Fee per section 8.XX of Sewerage Transit & Disposal Agreement:

Marlborough Revenue \$48,749.00 \$3,938.00  
to be paid monthly to Jt. Fac.

Commodity Fee per section 7.XX of October 14, 2004 Sewerage Transit & Disposal Agreement:

23/24 Cost Basis: Total Flow: 452,605,700 a/o 12/31/22  
Expense Budget: \$2,678,985 adopted 2/15/23  
cost/1000 gals current yr: \$5.92 effective 7/1/23  
cost/1000 gals 22-23: \$5.21  
cost/1000 gals 21-22: \$5.27  
cost/1000 gals 20-21: \$4.75  
cost/1000 gals 19-20: \$4.06  
cost/1000 gals 18-19: \$4.73  
cost/1000 gals 17-18: \$4.73  
cost/1000 gals 16-17: \$4.11  
cost/1000 gals 15-16 : \$3.59  
cost/1000 gals 3 yr avg : \$5.47 effective 7/1/23  
to be paid quarterly to East Hampton WPCA

*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: March 7, 2023

From: Scott Clayton

Re: Proposed WPCA Expense Budget – F/Y 2023-2024

Enclosed is management's recommended operating expense budget for the forthcoming fiscal year. Adoption of the operating expense budget is proposed for the March 7, 2023 meeting. The Public Hearing for revenues will be conducted on September 5, 2023 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 \$1,972,767.47 reflects a proposed increase in expenses of \$93,744.89 or 4.75% over last year. The primary reason for this increase, Capital budget funding expense line item increased \$29,007.00 account (#5980), and the increase in the Interfund Service of \$57,171.00 account (#5899) for Joint Facilities.

The Capital budget has the inclusion of the Old Marlborough Lift Station upgrade.

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 45.55% and East Hampton 54.45%. East Hampton's 2023/24 annual contribution to the Joint Facilities has been determined to be \$1,208,668.00 (account #5899) which is a 5% Increase or \$57,171.00 more than last year.



***Town of East Hampton***

***Water Pollution Control Authority***

***2023 - 2024  
OPERATIONS BUDGET***

***61-58-0581-XXXX***

***Proposed: February 7, 2023***

***Proposed Expense Adoption: March 7, 2023***

***Proposed Public Hearing: September 5, 2023***

***Proposed Revenue Adoption: September 5, 2023***

**WATER POLLUTION CONTROL AUTHORITY BUDGET  
FISCAL YEAR 2023-24 DETAIL**

page 1 of 4

**5110 Full Time P/R**

50%	PUA				\$60,120	
50%	Adm. Asst.	\$ 30.61	per contract			
	reg. Pay		55,705		\$27,852	
	\$ 29.91					
					Total	\$87,972

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

Note: (1) 50/25/25  
minute taking

P/T CI	current	new rate			
	\$15.00	\$ 15.45	3,917		
			1,500		
				Total	\$5,417

**5130 Overtime Salaries**

no inc. WPCA minutes

Total	\$2,200
-------	---------

**5140 Longevity**

Linda Connors

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		LC	SC
				15%	Emplr. Cost		
1	HSAF	2,817	35,494	5,324	15,085		
1	HSAS	1,078	13,583		13,583		
				slow inc.	2,500		
					Total		\$31,168

**5213 Life Insurance**

0.35 per \$1000 of compensation

	P/R	cost/mo	cost/mo	
#5110	87,972	0.62	55	
			Total	\$655

**5220 S.S. & 5221 Medicare**

0.062  
0.0145

	P/R	SS	Medicare		
#5110	87,972	5,454	1,276		
#5120	5,417	336	79		
#5130	2,200	136	32		
		5220	Social Security	Total	\$5,927
		5221	Medicare	Total	\$1,386

**5230 Pension**

0.24

5110 Secr.+PUA + 5130 O/T P/R	P/R		Total	21,461
	\$90,172.28			
				inc per TH/finance



**5235 DC Plan Cont**

Total 0

**5260 Workers Comp.**

Proj. inc. 50%/TH

	P/R	code	cost per			
			\$100 of P/R			
Mgmt.	60,120	9410	\$	3.30	2,976	
clerical +P/T P/R	31,944	8810	\$	0.59	284	
					Total	\$3,260

**5310 Refunds**

No projected increase

Total \$500

**5316 Computer HW Maint**

Town HW maint (Tom)

Total \$ 1,000

**5319 Meetings/Conf.**

Certification Training	600
Educ & OSHA materials	500
Seminars/Training	750

Total \$1,850

**5330 Prof/Tech Services**

Annual Auditing Repts.	7,000	
Attorney fees	3,500	
Dev. Rev & Insp.	5,000	
Prof. Services Engr.	2,500	GIS maintenance & I n I
CMOM	100,000	

Total \$118,000

**5425 G.P. Repairs**

Repairs to Grinder Pumps

Total \$40,000

**5430 Bldg. & Equip. M&R**

<b>Pump station repairs</b>	62,500	note: work performed by others
5 new gensets	20,000	Emerg. Gen. Maint. Cont.
	10,000	I n I repairs

Total \$92,500

**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**

inc 3%/th finance

	<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	<u>\$7,753</u>	\$7,986

**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

**5580 Staff Travel**

Total      \$1,000

**5590 Other Purch. Serv.**

Note: Quality Data Sewer billings      2800 accounts      @      \$      1.60  
 Bill hosting/Printing      \$ 1,000.00

Total      \$5,480

**5595 Interfund Serv. Chge**

Inc. 3%/th finance

Billing, collecting & bookkeeping services provided by Town.

Total      \$14,073

**5611 Office Supplies**

Office/Misc Supplies      2200

Total      \$2,200

**5622 Electricity**

current monthly average      \$      4,750  
 for 19 PS located in EH      inc 15%

Total      \$65,550

<b>5627 Motor Fuel</b>																			
(50% WPCA/50% Jt. Fac)	200 gals/month		Total	\$3,180															
	\$ 2.65 per gal/per TH																		
<b>5680 Chemicals</b>																			
bioxide Hampton woods	1000 gal/tnk		Total	\$5,300															
	\$ 2.65 / gal																		
<b>5690 Other Supp./Materials</b>		\$ 62,000 note: work performed by the Jt. Fac.	Total	\$ 62,000															
	Parts for pumps																		
<b>5741 Machinery</b>			Total	\$0															
<b>5742 Vehicles</b>			Total	\$0															
<b>5743 Furniture &amp; Fixtures</b>		No projected increase	Total	\$500															
<b>5744 Computer Equip.</b>																			
	increase in 23-24		Total	\$3,000															
	Computer upgrades																		
<b>5810 Dues &amp; Fees</b>																			
	AWWA (50%) \$ 150.00																		
	CWWA (50%) \$ 125.00																		
	CAWPCA & CWPAA (100%) \$ 115.00																		
	WEF (50%) \$ 75.00																		
	Webster Bank \$ -		Total	\$465															
<b>5890 Other</b>																			
	petty cash no projected inc.		Total	\$0															
<b>5893 Claims and Settlements</b>			Total	\$0															
<b>5899 Interfund Serv. Chg.</b>																			
	E.H. share to oper/maint the East Hampton WW system	\$ 140,615 J/F budget app. 2/11/23																	
	E.H. share to oper/maint the Joint Facilities WWTP	\$ 1,068,053 J/F budget app. 2/11/23																	
			Total	\$1,208,668															
<b>5980 Res. For Cap &amp; NR</b>																			
(Fund #81)	145,036		Total	\$145,036															
<b>5990 Contingency</b>																			
	Unforeseen expenses 3000		Total	\$3,000															
<table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td>Total Prop. Expenses 23/24</td> <td>\$</td> <td>1,972,767.47</td> </tr> <tr> <td>Total Prop. Expenses 22/23</td> <td>\$</td> <td>1,878,992.58</td> </tr> <tr> <td>Projected Total expenses 22/23</td> <td>\$</td> <td>1,836,500.00</td> </tr> <tr> <td>23/24 Inc</td> <td>+-</td> <td>\$ 93,774.89</td> </tr> <tr> <td>Percent Increase Over Prev Year</td> <td></td> <td>4.75%</td> </tr> </table>					Total Prop. Expenses 23/24	\$	1,972,767.47	Total Prop. Expenses 22/23	\$	1,878,992.58	Projected Total expenses 22/23	\$	1,836,500.00	23/24 Inc	+-	\$ 93,774.89	Percent Increase Over Prev Year		4.75%
Total Prop. Expenses 23/24	\$	1,972,767.47																	
Total Prop. Expenses 22/23	\$	1,878,992.58																	
Projected Total expenses 22/23	\$	1,836,500.00																	
23/24 Inc	+-	\$ 93,774.89																	
Percent Increase Over Prev Year		4.75%																	

	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	\$ 116,029	\$ 145,036	\$ 181,295	\$ 226,619	\$ 283,274	\$ 354,093	\$ 442,616
Transfer from undesignated fund	\$ -	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cumulative Reserve for Capital	#REF!	\$ 1,307,269	\$ 1,112,236	\$ 1,178,265	\$ 1,023,302	\$ 1,044,597	\$ 1,119,216	\$ 1,200,490	\$ 1,352,583	\$ 1,795,199
Anticipated Capital Fund Expenditures	\$ (350,000)	\$ (280,000)	\$ (50,000)	\$ (300,000)	\$ (160,000)	\$ (152,000)	\$ (202,000)	\$ (202,000)	\$ -	\$ -
Cumulative Capital Expenditures	\$ -	\$ (280,000)	\$ (330,000)	\$ (630,000)	\$ (790,000)	\$ (942,000)	\$ (1,144,000)	\$ (1,346,000)	\$ (1,346,000)	\$ (1,346,000)
Anticipated Capital Fund Balance	\$ 435,866	\$ 1,019,413	\$ 1,062,236	\$ 878,265	\$ 863,302	\$ 892,597	\$ 917,216	\$ 998,490	\$ 1,352,583	\$ 1,795,199
Budget Line Item 5980 Percent Increase over previous year	30%	30%	30%	25%	25%	25%	25%	25%	25%	25%

audited Capital Balance (Fund 81) 6/30/21 \$ 1,019,413  
 audited undesignated fund Balance(Fund 61) 6/30/21 \$ 400,351  
 audited WPCA Development fund Balance 6/30/21 \$ 478,372  
 audited Capital Balance (Fund 81) 6/30/22 \$ 498,000  
 audited undesignated fund Balance(Fund 61) 6/30/22 \$ 351,000  
 audited WPCA Development fund Balance 6/30/22 \$ 615,000

APPENDIX G  
WPCA

Fiscal Year 2023/24  
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	2022/23	Pine trail Force Main
	\$145,000	2022/23	North Maple Force Main
	\$130,000	2022/23	Princess Pocotopaug Force Main
	\$152,000	2023/24	Old Marlborough LS controls, generator
	\$96,000	2024/25	Bay Road LS controls
	\$96,000	2024/25	North Maple LS controls
	\$101,000	2025/26	Chestnut Hill LS controls
	\$101,000	2025/26	Day Point LS controls
	\$1,628,000		Current Projected Total Capital Budget
	\$ 1,628,000.00		Current Fiscal Year 100% Funding Level

Add check valves here

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 FY 23/24 funding level for Capital Budget

\$145,036 see line item 5980 Oper. Transfer to Cap. Budget

	Actual 2021-22 EXPENSES	APPROVED 2022-23 BUDGET	Spent 01/30/23	% Available	PROPOSED 2023-24 BUDGET	\$ +/-	% +/-
5110 Full Time P/R	86,111	90,382	46,821	48.20%	87,972	(2,410)	-2.7%
5120 P/T P/R (19.5 hrs/wk)	0	5,417	0	100.00%	5,417	(0)	0.0%
5130 Overtime Salaries	614	2,200	280	87.27%	2,200	0	0.0%
5140 Longevity	0	175	0	100.00%	175	0	0.0%
5210 Medical Insurance	22,531	31,168	16,370	47.48%	31,168	(0)	0.0%
5213 Life Insurance	116	672	181	73.07%	655	(17)	-2.6%
5220 Social Security	5,198	6,076	2,811	53.74%	5,927	(149)	-2.5%
5221 Medicare	1,216	1,421	657	53.76%	1,386	(35)	-2.5%
5230 Pension	16,959	22,034	21,179	3.88%	21,461	(573)	-2.6%
5235 DC Plan Cont	0	0	0	0.00%	0	0	0.0%
5260 Workers Comp.	2,155	3,221	1,665	48.31%	3,260	39	1.2%
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.	605	1,850	0	100.00%	1,850	0	0.0%
5330 Prof/Tech Services	113,091	118,000	47,421	59.81%	118,000	0	0.0%
5425 G.P. Repairs	30,526	40,000	36,840	0.00%	40,000	0	0.0%
5430 Bldg. & Equip. M&R	118,073	92,500	66,262	28.37%	92,500	0	0.0%
5438 Vehicle Repr./Maint	0	750	0	100.00%	750	0	0.0%
5440 Rental/Contract	1,077	4,910	1,035	78.92%	4,910	0	0.0%
5480 Computer SW Maint	6,016	9,000	4,874	45.84%	9,000	0	0.0%
5520 Prop/Liab Insurance	5,327	7,753	4,036	47.94%	7,986	233	3.0%
5530 Communications	12,029	16,000	8,680	45.75%	16,000	0	0.0%
5540 Newspaper Adv.	610	1,200	704	41.33%	1,200	0	0.0%
5580 Staff Travel	275	1,000	88	91.20%	1,000	0	0.0%
5590 Other Purch. Serv.	2,994	5,480	3,500	36.13%	5,480	0	0.0%
5595 Interfund Serv. Chge	13,658	13,663	14,068	-2.96%	14,073	410	3.0%
5611 Office Supplies	1,761	2,200	324	85.27%	2,200	0	0.0%
5622 Electricity	53,388	58,710	22,261	62.08%	65,550	6,840	11.7%
5627 Motor Fuel	1,510	3,420	3,439	-0.56%	3,180	(240)	-7.0%
5680 Chemicals	0	5,300	0	100.00%	5,300	0	0.0%
5690 Other Supp./Materials	84,847	60,000	43,112	28.15%	62,000	2,000	3.3%
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	0	100.00%	500	0	0.0%
5744 Computer Equip.	0	1,000	1,010	-1.00%	3,000	2,000	200.0%
5810 Dues & Fees	20	965	44	95.44%	465	(500)	-51.8%
5890 Other	0	0	0	0.00%	0	0	0.0%
5893 Claims and Settlements	0	0	0	0.00%	0	0	0.0%
5899 Interfund Serv. Chg.	1,159,780	1,151,497	863,623	25.00%	1,208,668	57,171	5.0%
5980 Res. For Cap & NR	92,823	116,029	0	100.00%	145,036	29,007	25.0%
5990 Contingency	0	3,000	0	100.00%	3,000	0	0.0%
	\$1,833,310	\$1,878,993	\$1,211,285	35.54%	\$ 1,972,767	\$ 93,774	4.75%
					+/-		

	Approved 22-23 Budget	Estimated EOY Budget	+/-	
<b>PROJECTED REVENUES:</b>				
Permit Fees -	300	3,000	2,700	
Developer Review & Inspection -	2,500	0	(2,500)	
Trans. from Equip. Sinking Fund #66	0	0	0	
Use Charges Billed:				
10/1/23 (3435 est. EDU's)				1,805,505
10/1/22 (3405 act. EDU's)	1,693,316	1,693,316	0	
Interim Billing	500	0	(500)	
Charges for Services (Prior Years)	1,500	1,500	0	
Delinquent Interest	5,000	36,600	31,600	
Lien Fees	500	4,200	3,700	
Use Charges (CL&P,Food Bag)	0	0	0	
Marlborough Discharge Fees	101,400	105,000	3,600	
Other	0	0	0	
Interest to be Earned	2,500	50	(2,450)	
Subtotal of Revenues -	1,807,516	1,843,666		
Transfer from Und.Fund Balance	25,794	0		
<b>Total Revenue Budget</b>	<b>\$1,833,310</b>	<b>\$1,843,666</b>	<b>\$36,150</b>	<b>-\$10,356</b>

		EOY Exp.	+/-
<b>PROJECTED EXPENSES :</b>			
5110 Full Time P/R	90,382	87,646	2,736
5120 P/T P/R (19.5 hrs/wk)	5,417	0	5,417
5130 Overtime Salaries	2,200	700	1,500
5140 Longevity	175	175	0
5210 Medical Insurance	31,168	22,000	9,168
5213 Life Insurance	672	200	472
5220 Social Security	6,076	5,000	1,076
5221 Medicare	1,421	1,300	121
5230 Pension	22,034	30,000	(7,966)
5235 DC Plan Cont	0	0	0
5260 Workers Comp.	3,221	3,000	221
5310 Refunds	500	0	500
5316 Computer HW Maint	1,000	500	500
5319 Meetings/Conf.	1,850	500	1,350
5330 Prof/Tech Services	118,000	115,000	3,000
5425 G.P. Repairs	40,000	40,000	0
5430 Bldg. & Equip. M&R	92,500	90,000	2,500
5438 Vehicle Repr./Maint	750	750	0
5440 Rental/Contract	4,910	2,000	2,910
5480 Computer SW Maint	9,000	9,000	0
5520 Prop/Liab Insurance	7,753	8,000	(247)
5530 Communications	16,000	16,000	0
5540 Newspaper Adv.	1,200	750	450
5580 Staff Travel	1,000	650	350
5590 Other Purch. Serv.	5,480	5,480	0
5595 Interfund Serv. Chge	13,663	13,523	140
5611 Office Supplies	2,200	2,000	200
5622 Electricity	58,710	50,000	8,710
5627 Motor Fuel	3,420	2,800	620
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	500	465
5890 Other	0	0	0
5893 Claims and Settlements	0	0	0
5899 Interfund Serv. Chg.	1,151,497	1,151,497	0
5980 Res. For Cap & NR	116,029	116,029	0
5990 Contingency	3,000	0	3,000
<b>Total Expenditures EOY</b>	<b>1,878,993</b>	<b>1,836,500</b>	<b>42,493</b>

PROPOSED OPERATING BUDGET - WPCA  
FISCAL YEAR 2023-24 REVENUE  
(estimated)

page 1 of 1

	APPROVED 22-23 BUDGET	EXPECTED 22-23 BUDGET	PROPOSED 23-24 BUDGET
Permit Fees -	300	2,095	300
Developer Review & Inspection - Trans. from Capital Fund #66	2,500	0	2,500
Use Charges:	0	0	0
10/1/22 (3405 act. EDU's)	1,693,316	1,693,316	1,605,505
10/1/22 (3405 est. EDU's)	500	500	500
Interim Billing	1,500	1,500	1,500
Charges for Services (Prior Years)	5,000	5,000	5,000
Delinquent Interest	500	4,100	500
Lien Fees	0	0	0
Special Use Charges (CL&P, Food Bag)	101,400	110,000	107,250
Marlborough Discharge Fees	0	1,250	0
Other	2,500	50	1,000
Interest to be Earned	1,907,516	1,817,751	1,924,055
Subtotal of Revenues -	25,794	18,749	48,712
Trans. From Und. F.B. (Fund 61)	1,833,310	1,843,666	1,972,767
TOTAL REVENUES -	1,833,310	1,843,666	1,972,767
TOTAL EXPENDITURES -	1,833,310	1,896,500	1,972,767

	06/30/22	06/30/21	06/30/20
Audited Balances			
Undesignated Fund Balance - Fund 61	\$351,000	\$400,351	\$1,141,307
proj. int. a/o 6/30/22	175		
Proj. Rev. 22/23	\$1,843,666		
Proj. Exp. 22/23	\$1,836,500		
Transfer to Capital 22/23	\$0		
unaudited Balances a/o 6/30/23	\$358,166	\$351,000	\$400,351
Capital Fund Balance - Fund 81	\$1,098,000	\$1,019,413	\$435,866
proj. int. a/o 6/30/22	400		
22/23 F/Y contribution	\$145,036		
22/23 F/Y withdrawal	-\$600,000		
22/23FY transfer from undesignated Fund	\$0		
unaudited Balances a/o 6/30/23	\$643,436	\$1,098,000	\$1,019,413
Sewer Dev. Fund Balance - (Fund 52)	\$615,000	\$444,456	\$444,456
proj. int. a/o 6/30/22	200		
Proj. Sewer connection fees	20000		
unaudited Balances a/o 6/30/23	\$635,200	\$615,000	\$444,456

	Est. Revenue Analysis	UNITS	fee	GP fee	# of GP	Revenue	Increase
10/10/05	3020	\$230.00	\$ 50.00	94			
10/01/06	3128	\$250.00	\$ 60.00	94			
10/01/07	3149	\$260.00	\$ 75.00	94		\$825,790	
10/09/08	3191	\$270.00	\$ 80.00	94		\$869,090	
10/01/09	3264	\$280.00	\$ 90.00	94		\$922,380	
10/1/10	3337	\$290.00	\$ 90.00	94		\$976,190	
10/1/11	3467	\$300.00	\$120.00	94		\$1,051,380	
10/1/12	3312	\$310.00	\$120.00	94		\$1,038,000	
10/1/13	3315	\$310.00	\$125.00	94		\$1,039,400	
10/1/14	3320	\$330.00	\$125.00	94		\$1,107,350	
10/1/15	3330	\$345.00	\$125.00	94		\$1,160,600	
10/1/16	3365	\$345.00	\$125.00	94		\$1,172,875	
10/1/17	3365	\$355.00	\$125.00	94		\$1,206,325	\$33,650
10/1/18	3370	\$365.00	\$125.00	94		\$1,241,800	\$35,475
10/1/19	3434	\$455.00	\$150.00	94		\$1,576,570	\$334,770
10/1/20	3398	\$495.00	\$175.00	94		\$1,698,460	\$121,890
10/1/21	3371	\$520.00	\$200.00	94		\$1,771,720	\$73,260
10/1/22	3410	\$520.00	\$300.00	94		\$1,801,400	\$29,680
10/1/23	3435	\$550.00	\$350.00	90		\$1,920,750	\$119,350

total billed 1,813,262.40

Note: Audited balances are BOLD