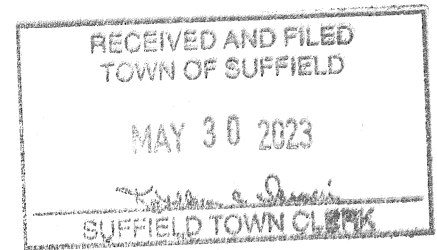


AMENDED - Minutes of the Regular Monthly Meeting of the
Suffield Water Pollution Control Authority & Treatment Facility
May 9, 2023



MEMBERS

PRESENT:

Janet Davis, Chairman
Frank Bauchiero
Jeff Davis
Dan Holmes
Roger Ives
John Murphy (7:22pm)

MEMBERS

ABSENT:

Chris Rago

ALSO PRESENT:

Jamie Kreller, Superintendent
Julie Nigro, Business Administrator
Mike Headd, Woodard & Curran
Andrew Lord, WPCA Attorney

1. CALL TO ORDER: Janet Davis called the Regular Monthly Meeting for May 9, 2023 to order at 7:00 p.m.

2. CITIZEN INPUT: None

3. APPROVAL OF MINUTES:

- April 11, 2023 Regular Monthly Meeting Minutes Review & Approval.
Jeff Davis requested a change to the meeting minutes (page 1, under CHAIRMAN'S UPDATE) change "March 31, 20204" to "March 31, 2024".
 - Frank Bauchiero motioned to approve the Regular Monthly Meeting Minutes of April 11, 2023.
 - Roger Ives seconded the motion; the motion passed unanimously.

4. CHANGES TO THE AGENDA:

- Jamie Kreller requested the addition of "9e 1300 East Street South" to New Business.
 - Jeff Davis motioned to add "9e 1300 East Street South" to New Business.
 - Frank Bauchiero seconded the motion; the motion passed unanimously

5. CHAIRMAN'S UPDATE: None

6. TREASURER'S REPORT:

- Administration (O&M) Bills 2022/2023: \$181,930.58
- RCM Bills 2022/2023: \$61,897.19
- Administration fund distribution: \$72,351.86 (April's payroll)
 - Jeff Davis motioned to accept the Treasurer's report
 - Frank Bauchiero seconded the motion; the motion passed unanimously

7. STAFF REPORTS:

a. Superintendent's Report-(attached)

- Jamie Kreller reported we've been having trouble with denitrification at the Plant. He and Alex have been working to determine the problem, and they will continue to work with Woodard & Curran Engineers Mike Headd & Paul Dombrowski, as well as our attorney Andrew Lord, who specializes in Environmental Law. They will be inquiring with some of the industrial users in Town as to their usage of quaternary ammonium compounds (QAC). It's used as a disinfectant, among other uses.

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- Maintenance – 1.3 miles of gravity sewer pipe were cleaned last month.
 - Wet well cleaning was completed and only ps#3 remains for this year.
 - UV Maintenance was completed by Operators, and overseen by Chief Operator Alex Kaminski. This is the 2nd year in a row we've done this in-house, saving approximately \$20k per year.
 - Jamie Kreller stated semi-annual calibration of the flow meters was completed, and the flow meters (from 2001) are beginning to not function properly. We've received a quote of \$4,000 to replace them.
 - Operators installed new clarifier launder brushes on all 3 secondary tanks. Performing the work in-house saved us about \$4,500.
 - Jamie Kreller thanked Jeff Davis for his Excel table that can be used to track sludge disposal. Janet Davis requested to add a column for the dry tons as stated on the MDC bill, as well as maintaining the WPCA dry tons for comparison. Jamie Kreller stated he's keeping track of both, and we tend to run 1.2% higher than the MDC number. This will allow us to see how close we are to approaching our maximum allowable disposal volume measured in dry tons that is brought to MDC for incineration. Jamie Kreller added, April is 20 lbs less in dry ton than March. He went on to say that WIMS (Workflow and Interface Management System) advises how much to waste daily in order to maintain SRT (solids retention time.) We didn't waste one day each week. We came close to blowing out (overflow into the river) one day during the rain storm. When it's dry, we can keep more sludge in the tanks, but when it's raining, it doesn't settle right and could blow out. We blow out at 12' and we were at 9' during the storm. We will continue working with Woodard & Curran to come up with solutions.
 - Our new Operator, Kevin Bertrand passed his CDL exam and received his license. He's also begun a wastewater class at Gateway Community College. He's only been employed for two months, and is doing very well.
 - Jamie Kreller reported we will replace the clarifier drives the first week of June. New England Pump & Valve will perform the work, taking about 10 days for each clarifier (3 total clarifiers). Each clarifier will go offline while the work is being done, leaving two clarifiers online during the repair work.
- b. Business Administrator's Report-**
- Julie Nigro reported on the March, 2023 financials (attached)
 - Delinquent accounts were discussed, and Julie Nigro reported lien notices will be mailed on Friday, May 12, 2023.
 - Annual collection rates were discussed as summarized in the monthly attachment.

8. OLD BUSINESS:

- a. **Stony Brook Study** – Mike Headd reported the design report has been submitted to DEEP.
- b. **Morton Building Progress** - Jamie Kreller reported we're waiting for Morton to give us a quote on the extra work for the foundation. Janet Davis asked if we get our money back if this turns out to be too expensive. Jamie Kreller stated we were told that if we ran into any problems, we would be refunded.
- c. **Proposed Bill No. 94** – Jamie Kreller reported CTWEA are still working with legislatures on this bill. The bill is directed at "disadvantaged communities".
- d. **STIF Account** – Andrew Lord stated there's no downside to putting our money into the STIF account and he will be following up again with Attorney Derek Donnelly regarding the suggestion to add a WPCA member (WPCA Treasurer or the WPCA Business Administrator) as the designee for signature control over the account, as allowed by the Town Charter.

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- e. **Quotes for SCADA upgrade** - Jamie Kreller explained he's received two quotes for the SCADA (Supervisory Control And Data Acquisition) upgrade (NIC and Woodard & Curran). We currently use NIC and there's a \$235 difference between the quotes. Jamie indicated he and Alex have been very happy with NIC's service (used since 2016) and would like to continue with them.
- Jeff Davis motioned to approve the contract with NIC for \$47,435 to upgrade the SCADA system.
 - John Murphy seconded the motion; the motion passed unanimously.
- f. **Draft Budget 2023/2024 Review & Discussion** – Julie Nigro went over the changes from last month's discussion. The changes reflected a decrease in the Administrative O&M budget from a proposed \$4,329,960 to a proposed \$3,983,000. Additionally, the RCM (Capital Projects) proposed budget was decreased from a proposed \$4,090,000 to a proposed \$3,737,000. The sewer residential and commercial rates are the same as proposed last month. Julie reported that we should end up with a fund balance by year end 23/24 of \$2.3m. Jamie Kreller stated that he would like to revisit the "Pump Station 1 Pump" project (\$180k) in the middle of the year, and if we've spent less on other projects, he'd like to complete this project in 23/24 since the pumps are over 30 years old and we've been having issues with wipes and inflow and infiltration.
- g. **Hill Top Farm Planning Application** – Tabled. The planning application was not complete.
- h. **140 South Main Street Planning Application** –
- Jamie Kreller stated the application is for 16 units.
 - Frank Bauchiero motioned to approve the planning application for 140 South Main Street and award capacity for 16 units.
 - John Murphy seconded the motion; the motion passed unanimously.

9. NEW BUSINESS:

- a. **Woodard & Curran Work Order No. 31.035 (Solids Evaluation)** –
- Janet Davis explained that Woodard & Curran would be looking at the influent and effluent over the last several years, and will look at the septic hauler dumping as well.
 - Jeff Davis motioned to approve work order 31.035 (Solids Evaluation) for \$34,500.
 - John Murphy seconded the motion; the motion passed unanimously
- b. **Contractors Dumping at WPCA – Cost & Impact: treatment, contamination, solid disposal–**
- Janet suggested looking at the hauler's impact on the Plant with regard to fees charged and the impact on the Plant with respect to cost to treat, contamination, solid disposal etc.
 - Frank reviewed hauler fees he gathered and compared it to the information provided by Jamie Kreller and stated we're comparable to surrounding towns. He went on to say his only concern would be how do we know what is being dumped? Jamie Kreller stated there are several towns on the list that don't accept septic for that reason. Frank also asked how much of this septage could be impacting our deliveries to MDC. Jamie stated we average 45,000 gallons of septage per month, during the season (April – November). Julie Nigro stated our revenue for the year is about \$54,000. Mike Headd added that the WPCA has been receiving septage for a long time and have not had an issue with what's been delivered, nor has the Plant process been impacted by receiving the septage. Jamie Kreller added that the work order would determine whether we're being impacted enough toward our MDC limit and is it worth the \$54k revenue. Jamie stated the total daily flow is about 1.3m and we receive about 6k to 8k gallons of hauler septage per day. Jeff Davis stated, in addition to not knowing what's being dumped, he's concerned with the solids as well – particularly if a tank hasn't been pumped in a while. Frank inquired how many administrative hours are involved in septic

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hauling? Jamie indicated there's about 15-20 hours per month spent double-checking the septic tickets, checking the camera, billing, etc.

- This item was tabled until next month's meeting.

c. 469 Hickory Street Capacity Letter

- Dan Holmes motioned to approve the capacity letter for 469 Hickory Street.
- John Murphy seconded the motion; the motion passed unanimously.

d. Remington Street – Odor

- Janet Davis stated Jamie Kreller responded to Lauren Perleoni's email regarding what has been done over the last 10 years to combat the odor problem in the area.
- Lauren Perleoni of 302 Remington Street spoke and verified that this has been going on for 10 years, and that many of the residents in the area weren't aware their neighbors were dealing with the same issue, as they thought it was within their own homes. She stated the suggestion of putting water down the traps is not the issue. She stated she had a septic company come to her home to confirm her house is properly connected to the public sewer. She went on to say that 11 of the 30 homes (that she knows of) in the area have this smell within their drains. Jeff Davis asked if they've checked their vents. She stated they've just replaced their vent. She went on to say that each household experiencing this issue has tried something different to stop the odor. She indicated that people are frustrated and have given up on complaining about it. Janet Davis asked when the last formal complaint was made, and Jamie Kreller confirmed it was in 2019. Mike Headd (WPCA Engineer) asked if they noticed the smell only when they're using water. Lauren indicated it's always there, but it's more pungent when the water is on. She stated the odor is not present in the shower and that she's on well water, but other homes with the issue are on public water.
- Raymond Perleoni of 274 Remington Street spoke and stated that about 10 years ago, the west winds were blowing over the manholes and they, and other neighbors were getting the smell in their yards. He stated WPCA personnel came out and put a 50lb bag of disinfectant into the manhole. Jeff Davis responded that is a common solution. Mr. Perleoni stated no one came out to replace it when it dissolved, and the smell persisted. He added, the smell then began in their sink drains. He went on to say that he believes the numbers are much greater, but people aren't complaining. Mike Headd asked if he noticed the smell more at different times of the day. Mr. Perleoni stated it seems to be more in the morning. He notices it in his sinks but not the toilet or the shower. Attorney Andrew Lord explained the reason the Engineer is asking is because the pumps station runs at different times of the day, depending on the flow. Therefore, if it sits in there too long, it can go anoxic and creates the odors.
- Lauren Perleoni added there are two issues – an in-home smell and a yard smell. Lauren stated she has the smell all the time, and not just in the morning. Jeff Davis added, that we're asking these questions because we're trying to help. He stated he's an Engineer, as well as Dan Holmes, and we have our WPCA Engineer Mike Headd. Additionally, Frank Bauchiero has been a contractor for years, and he and Frank both work at MDC (Metropolitan District) in Hartford, where they deal with this every day. The questions asked aren't to be critical, it's to gather information and come up with a solution if we can. Lauren stated she received the email from the WPCA listing all the things that were tried. She'd like to know if something different will be done to resolve this. Jamie Kreller stated an OdaLog was installed in the manhole for 5 weeks to determine the amount of H₂S (Hydrogen sulfide). He went on to say the next step is to introduce a nitrate at the pump station, which would not let H₂S form in the sewer line. Mike Headd confirmed with the Perleoni's that the smell was a rotten egg smell, which would be H₂S. He went on to say that the data gathered shows the level of H₂S fluctuating throughout the day, and logging higher levels in the morning and later in the

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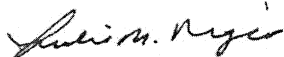
afternoon. Jamie Kreller stated he's working with a vendor now to determine the best chemical to use, based on the measured levels of H₂S. Attorney Andrew Lord asked if they have water treatment on their water supply. Mike Headd added that when treating the manhole with chemical, if you're still getting the smell, it could be high sulfur levels in your well water. In addition, he requested the residents keep very good records of when they notice an odor, noting the following: the time, was it raining, cloudy, sunny, and what was the temperature. Jamie Kreller will use Lauren Perleoni as the main contact, with copies to Janet Davis, Mike Headd, and Andrew Lord.

- Lauren Perleoni added her concern regarding the proposed additional 24 homes to be built on Remington Street, and whether this will impact the odor problem. Dan Holmes suggested it has the potential to actually help the situation if the flow were to travel to the pump station. Jamie Kreller added that the additional flow could scour the pipeline for those homes after the manhole. Jamie went on to say that we will continue to monitor with the OdaLog, after the chemical is added, to determine the status of H₂S. It's important to get the residents feedback as well, while making adjustments to the level of the chemical.
- Marla Adelsberger of 327 Remington stated she has smelled it outside, but not inside her home. She asked if there would be re-testing. Jamie Kreller stated we would continue to monitor H₂S levels, and adjust chemicals as necessary. Mike Headd stated the end goal would be to fully correct the issue and not just make it tolerable. Her concern was if the chemical being added is hazardous. Mike Headd stated it's very benign, and basically adding a form of Oxygen that the bacteria in the sewage like to eat (preferable over the form causing the smell).
- e. **1300 East Street South** – Jamie Kreller stated that Deming Electric owns this property which is very close to the Windsor Locks town line. In order to connect to public sewer, they're about 50' from a manhole in Windsor Locks versus 450' from the closest connection in Suffield. Brian Denno (Deming Electric's surveyor), noted that if the pipe were to be installed at minimum slope from the suffield sewer connection point, there pipe would not have enough ground cover over the pipe by the time it connected to the proposed addition. Jamie Kreller stated that Windsor Locks will take the flow if Suffield is agreeable to them connecting in Windsor Locks. Attorney Lord stated he could assist Jamie Kreller in drafting a response to express our agreement with the proposal as presented to us at the meeting, and described in the letter from the Director of Public Works, Philip J. Sissick, of the Town of Windsor Locks.
 - John Murphy motioned to allow Jamie Kreller and Andrew Lord to draft a response to the applicant and the Town of Windsor Locks, in favor of the proposal as presented
 - Frank Bauchiero seconded the motion; the motion passed unanimously

ADJOURNMENT:

- Frank Bauchiero motioned to adjourn the Regular Meeting of May 9, 2023 at 8:42 pm
- Jeff Davis seconded the motion; the motion passed unanimously

Respectfully submitted,



Julie M. Nigro
Business Administrator

Superintendents Report – April 2023

Plant Operations

- Plant average flow for the month was 1.33 MGD. This was 67% of plant design.
- Hood's average flow for the month was 52,381 gallons. This was 4% of plant monthly flow.
- Prison flow for the month was 254,892 gallons. This was 19% of plant monthly flow.
- BOD and TSS removal for the month was 99%. Our permit limit is a minimal 85%.
- Nitrogen average for the month we are still waiting for reports from the lab we use.

Call-Before-You-Dig-Tickets

- 139 call-before-you-dig-tickets were completed.

Unscheduled Overtime

- 4/22-PS #2(Willow Creek) Pump #1 tripped-wipes were removed.
- 4/26-Plant-Power Failure.
- 4/26-PS #2 (Willow Creek) Pump #1 tripped.

DEEP

- Semi-annual Kent Farms DMR was mailed to DEEP.

Inspections

- Lateral Inspection was completed at 45 Wisteria Lane.
- Lateral Repair Inspection was completed at 32 Sunny View Drive.

Sludge Production/Disposal

- The Solids Evaluation Work Order from Woodard & Curran is in the Commissioners' Packets for review.
- The new sludge tracking worksheet composed by Jeff Davis is in the Commissioners' Packets.

Capacity Letter

- Capacity letter was issued for 45 Riverview Drive.

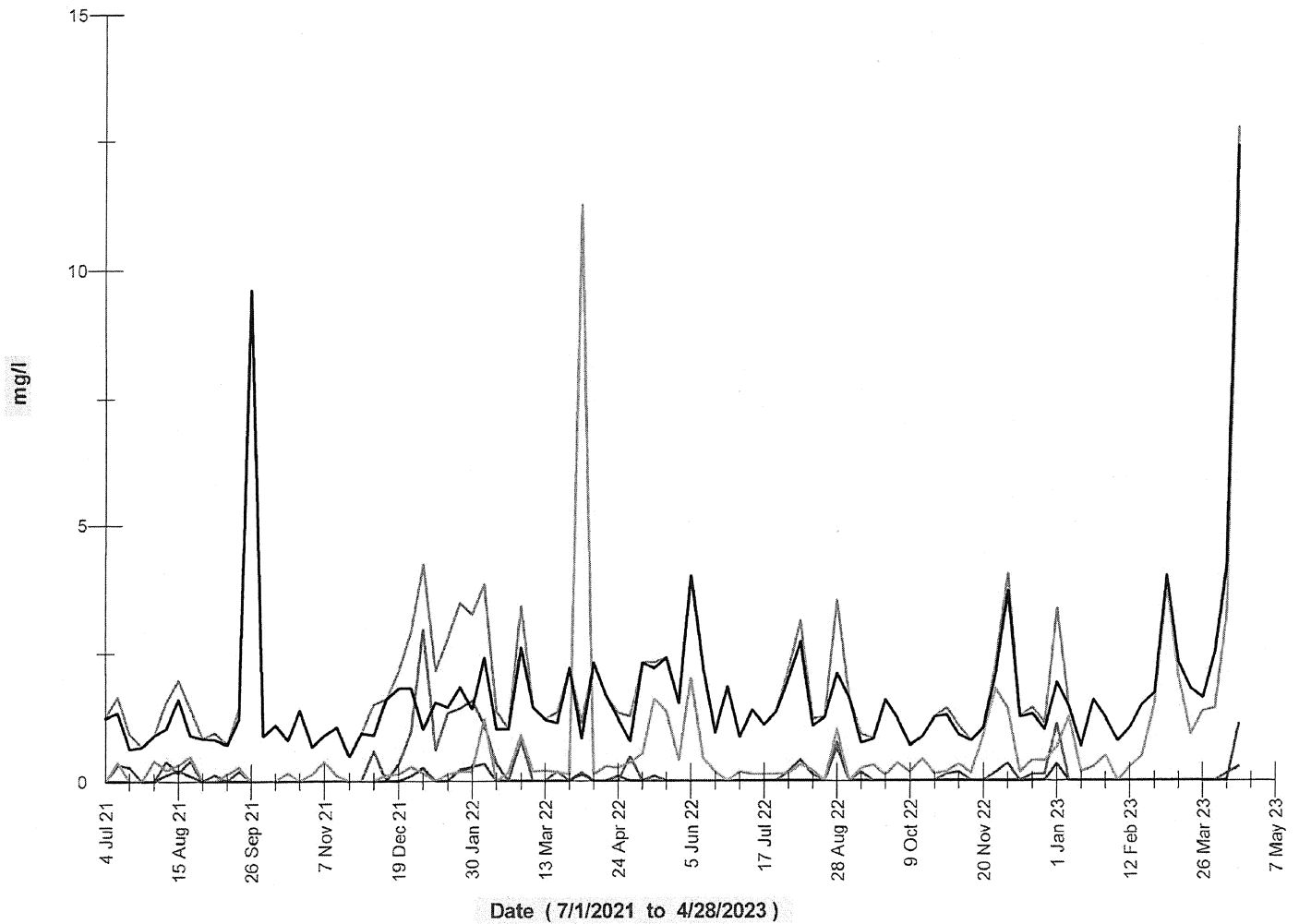
Maintenance

- 1.3 miles of gravity sewer pipe was cleaned.
- 31 manhole inspections were completed.
- Wet well cleaning was completed at PSs #2, 4, 5, 6, 8, 10, 12, 13, 14, 16, and 19.
- New carbon monoxide sensor was installed for one of our gas meters.
- Bi-monthly clarifier inspection was completed.

- Annual mower oil change was completed.
- Quarterly prison line jet cleaning was completed at the plant.
- Bi-monthly weir cleaning was completed.
- Bi-monthly anoxic mixer system inspection was completed.
- Yearly maintenance on the UV system was completed, including troubleshooting and parts replacement, in order to get all bulbs working.
- Quarterly RAS inspection was completed.
- Semi-annual storm water inspections were completed.
- Annual plant ladder inspections were completed.
- Semi-annual window cleaning was completed.
- Semi-annual calibration of the flow meters at the plant and prison were completed.
- Quarterly sludge blower inspection was completed.
- Bi-monthly grit system inspection was completed.
- Quarterly maintenance for the step screen was completed.
- Bi-monthly garage floor drain cleaning was completed.
- Air brakes repaired on Volvo roll-off.
- GIS mapping corrections were made on Branch Road and the easement line.
- Installed new clarifier launder brushes on all 3 secondary tanks.
- Replaced SEW drive controller for belt filter press #2.
- Operators seeded tire tracks on Strawberry Lane from the Autumn jet truck work.
- UV and effluent channel pumping and cleaning.

Weekly Average of Total Nitrogen VS Forms of Nitrogen

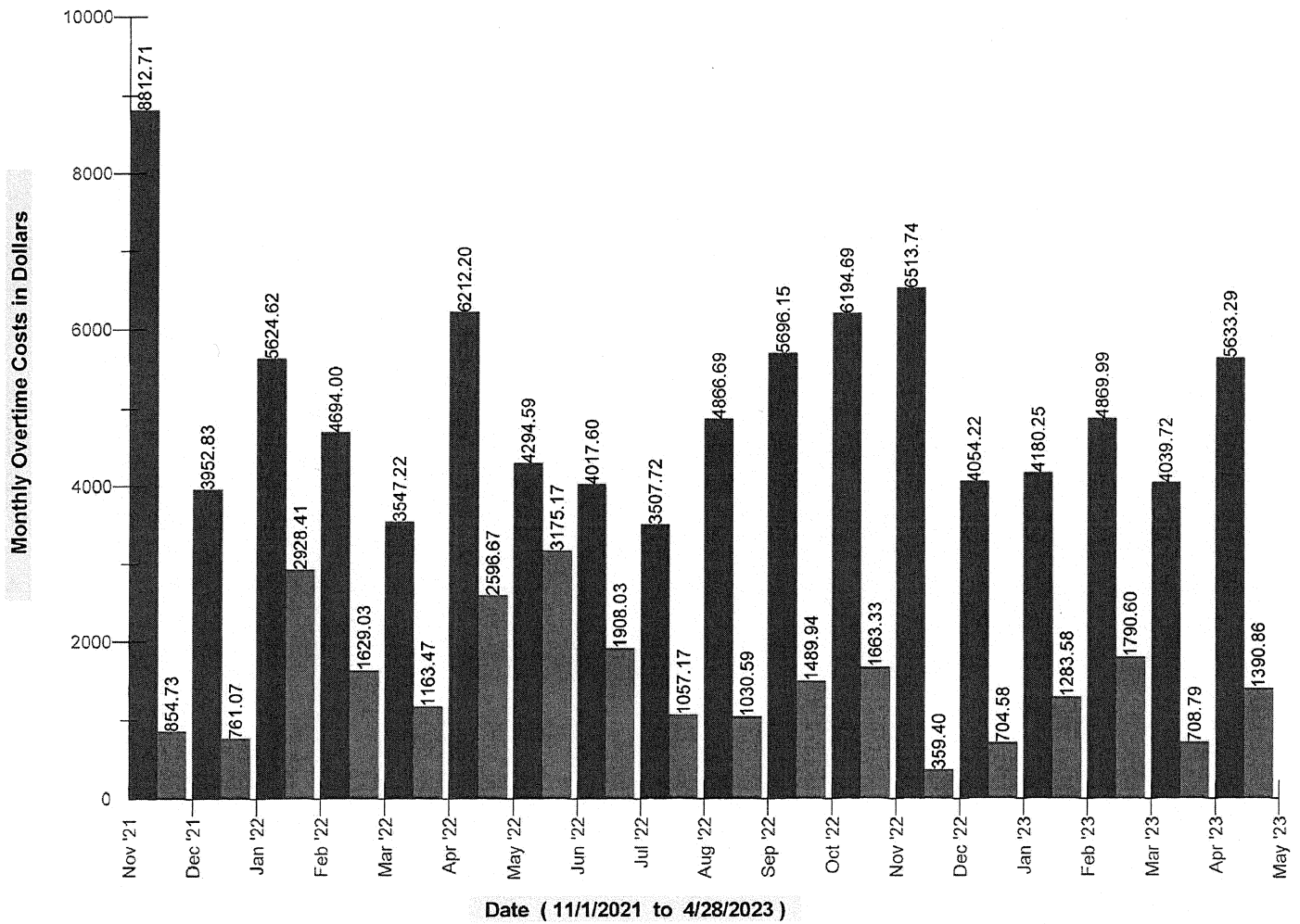
Legend: / Nitrite / Nitrate / Total Nitrogen / Ammonia / Total Kjeldahl



Weekly Average of Total Nitrogen

Scheduled vs Unscheduled Overtime Costs

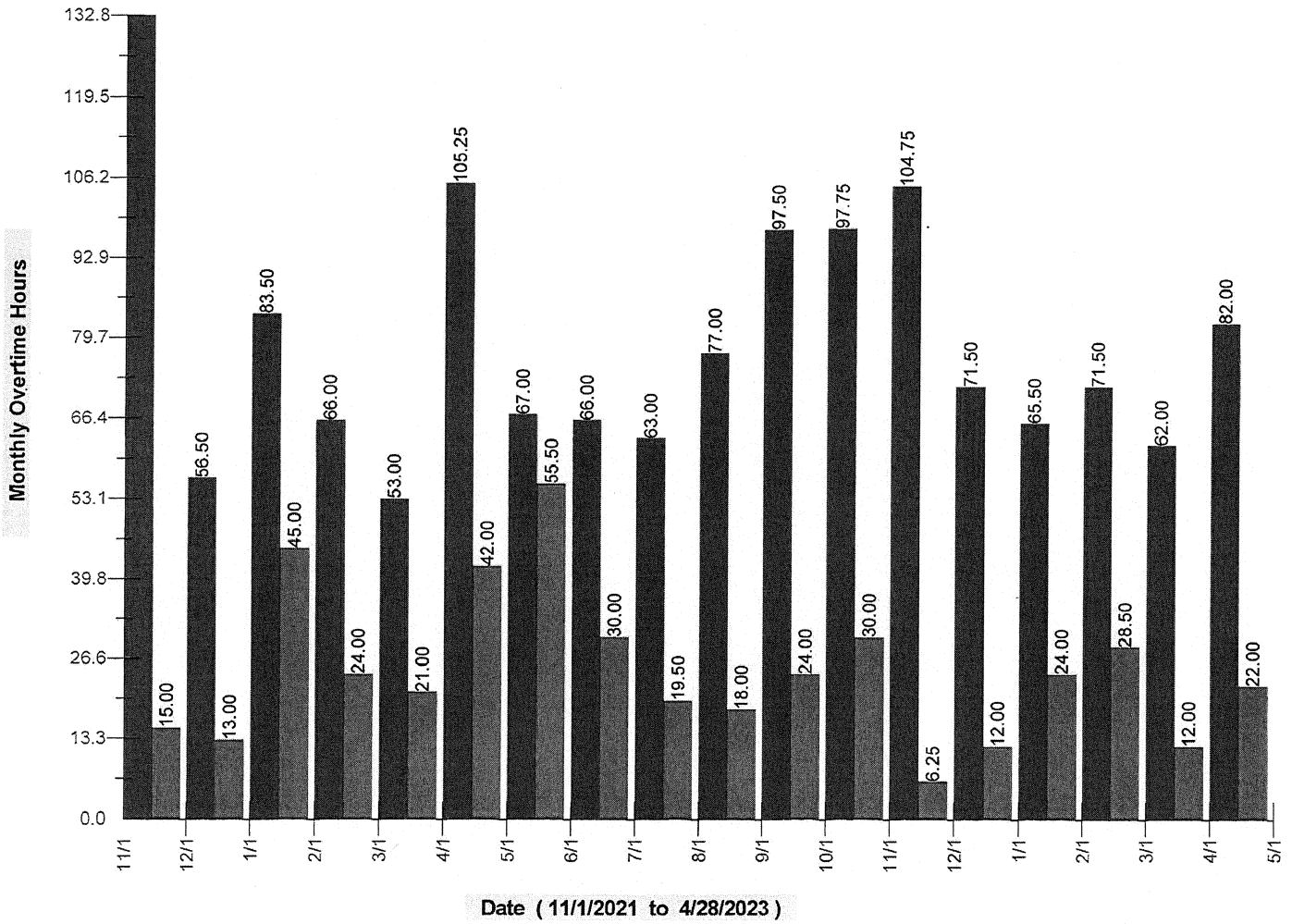
■ Scheduled OT Costs ■ Unscheduled OT Costs



Scheduled vs Unscheduled Overtime Costs

Scheduled vs Unscheduled Overtime Hours

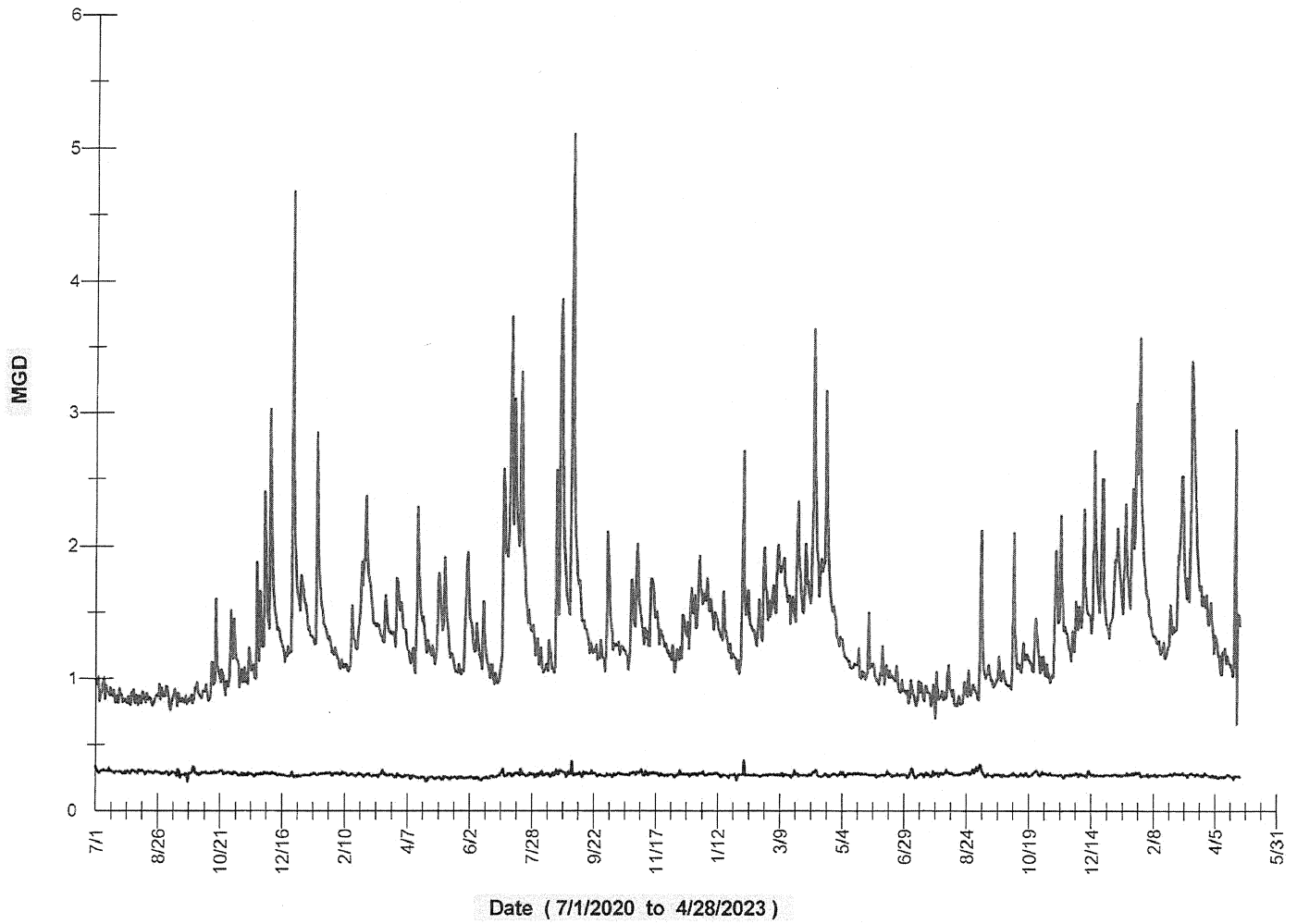
■ Scheduled Hours ■ Unscheduled Hours



Scheduled vs Unscheduled Hours

Prison Flow VS Plant Flow

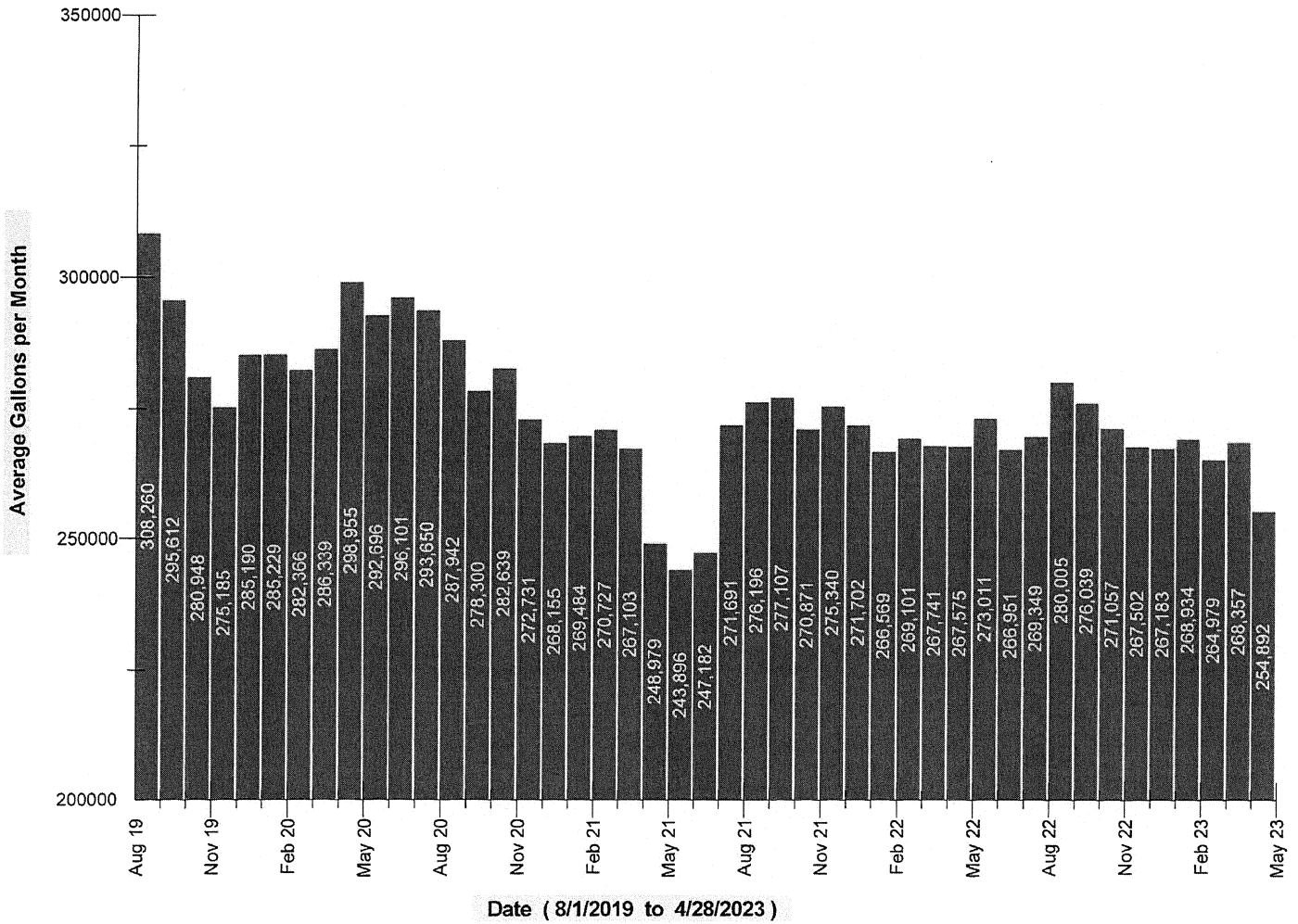
/ PRISON DAILY FLOW / PLANT-TOTAL EFFLUENT FLOW



Prison Flow VS Plant Flow

Prison Flow - Average Gallons Per Month

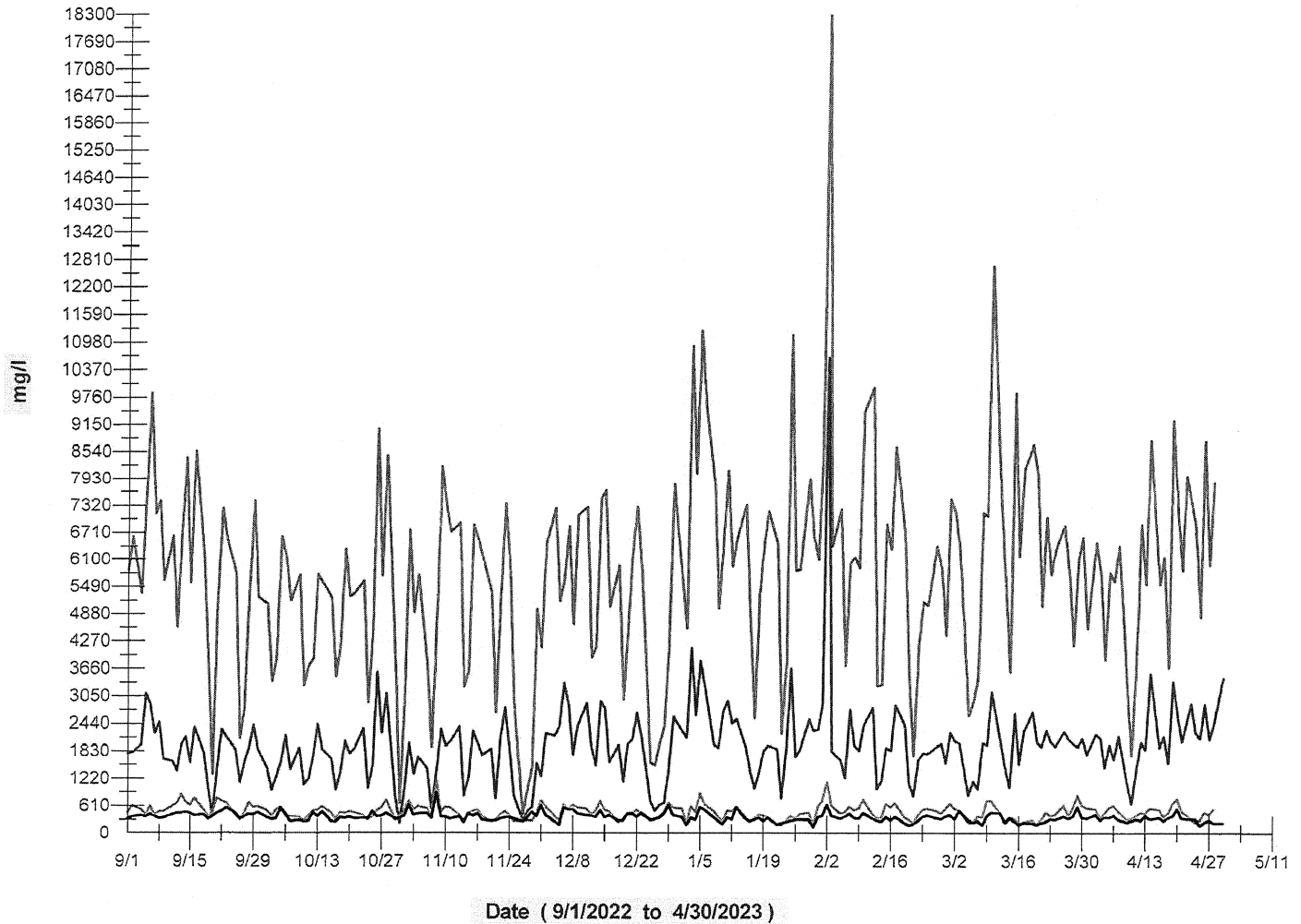
■ CALCULATED PRISON FLOW (Mo Avg)



Prison Flow - Average Gallons Per Day

H.P. HOOD LOADING VS PLANT LOADING

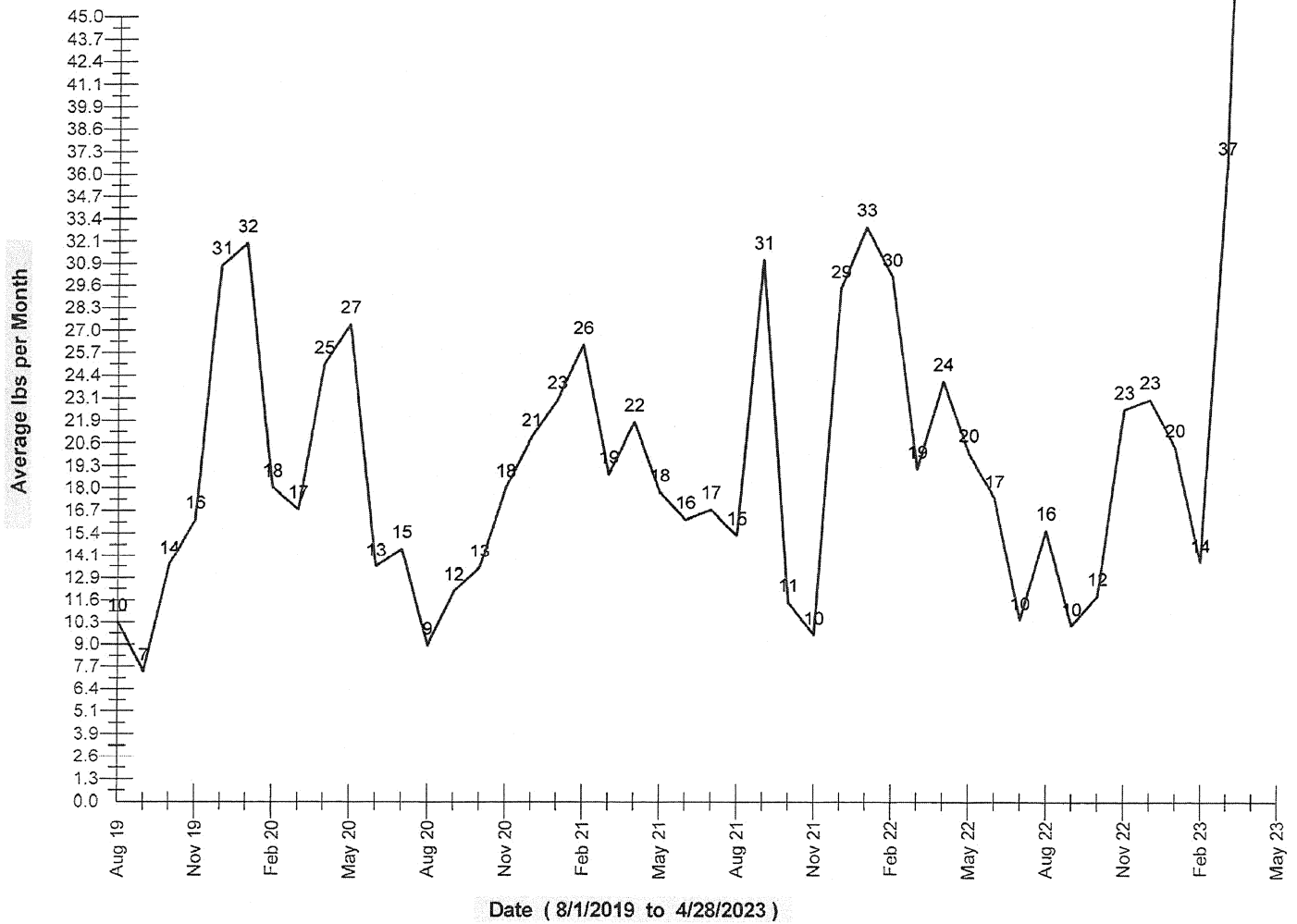
/ Hood TSS / Hood BOD / Inf. Plant BOD / Inf. Plant TSS



H.P. HOOD LOADING VS PLANT LOADING

Monthly Average of Effluent Nitrogen lbs/Suffield WPCA Monthly Limit 45 lbs

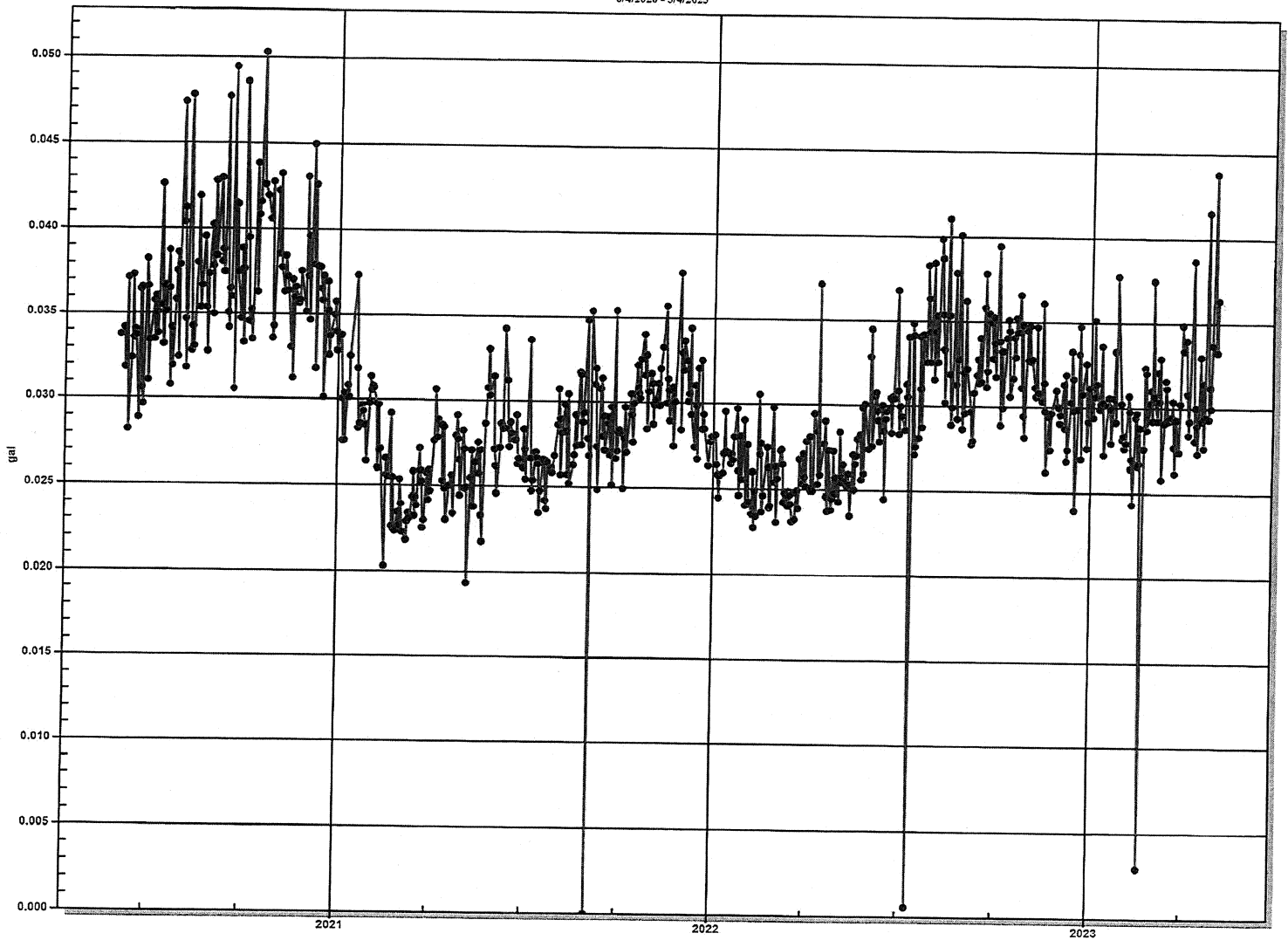
/ Total Nitrogen lbs/day (Eff.) (Mo Avg)



Monthly Average of Effluent Nitrogen Pounds

8012 - Gallons to be Wasted

6/4/2020 - 5/4/2023



Development Projects

[illegible]

| Date | Monthly Dry Tons | Total to Date | Dry Tons Available | Percent of Limit | Percent of Time |
|-----------|---------------------|------------------|-----------------------|---------------------|--------------------|
| 2023-2024 | | | | | |
| April | 43.95 | 43.95 | 481.05 | 8.37% | 8.33% |
| May | | 43.95 | 481.05 | 8.37% | 16.67% |
| June | | 43.95 | 481.05 | 8.37% | 25.00% |
| July | | 43.95 | 481.05 | 8.37% | 33.33% |
| August | | 43.95 | 481.05 | 8.37% | 41.67% |
| September | | 43.95 | 481.05 | 8.37% | 50.00% |
| October | | 43.95 | 481.05 | 8.37% | 58.33% |
| November | | 43.95 | 481.05 | 8.37% | 66.67% |
| December | | 43.95 | 481.05 | 8.37% | 75.00% |
| January | | 43.95 | 481.05 | 8.37% | 83.33% |
| February | | 43.95 | 481.05 | 8.37% | 91.67% |
| March | | 43.95 | 481.05 | 8.37% | 100.00% |

WPCA Reserve Capacity Maintenance Fund - 2022/2023

March 2023

Cash Balance @ 7/01/2022

FNB# 27650 \$ 74,255.60
 CADRE \$ 218,513.54

\$ 292,769.14

| RECEIPTS: | BUDGET | MONTH | YTD | VARIANCE |
|-----------------------------|---------------------|---------------------|----------------------|------------------------|
| Interest Income | \$ - | \$ 15.34 | \$ 311.51 | \$ (311.51) |
| From Clerk of the Works | \$ - | \$ - | \$ - | \$ - |
| Due From Other Funds | \$ - | \$ - | \$ - | \$ - |
| Transfer In | \$ - | \$ - | \$ - | \$ - |
| Miscellaneous Income | \$ - | \$ - | \$ - | \$ - |
| Transfer from Assessment | \$ 910,000 | \$ - | \$ - | \$ 910,000.00 |
| Transfer from O&M Line Item | \$ 179,000 | \$ 50,000.00 | \$ 100,000.00 | \$ 79,000.00 |
| Grant Income | \$ - | \$ - | \$ - | \$ - |
| Transfer From Fund Balance | \$ 574,000 | \$ - | \$ - | \$ 574,000.00 |
| TOTAL RECEIPTS | \$ 1,663,000 | \$ 50,015.34 | \$ 100,311.51 | \$ 1,562,688.49 |
| DISBURSEMENTS: | | | | |
| Plant Upgrades | \$ 1,663,000 | \$ 31,718.00 | \$ 151,803.66 | \$ 1,511,196.34 |
| Emergency Repairs | \$ - | \$ - | \$ - | \$ - |
| Accounts Payable 2021 2022 | \$ - | \$ - | \$ 189,231.00 | \$ (189,231.00) |
| Misc Repairs | \$ - | \$ - | \$ - | \$ - |
| Transfer Out to ADMIN | \$ - | \$ - | \$ - | \$ - |
| Due From Other Funds | \$ - | \$ - | \$ - | \$ - |
| Sewer Development | \$ - | \$ 2,245.75 | \$ 5,227.00 | \$ (5,227.00) |
| | \$ 1,663,000 | \$ 33,963.75 | \$ 346,261.66 | \$ 1,316,738.34 |

CASH POSITION SUMMARY:

| | | | |
|---------------------------------|---------------------|---------------------|---------------------|
| Transfers between Peoples/TD | \$ - | | |
| Cash Balance @ 7/01/2022 | \$ 292,769.14 | \$ 37,993.94 | First National Bank |
| YTD Receipts: | \$ 100,311.51 | \$ 8,825.05 | CADRE |
| YTD Disbursements: | \$ 346,261.66 | | |
| Cash Balance @ 3/31/2023 | \$ 46,818.99 | \$ 46,818.99 | \$ - |

WPCA Administration Fund - 2022/2023

March 2023

Cash Balance 7/1/2022

FNB# 6475

\$43,435.35

Scanned Account

\$16,807.97

AMBAC Admin

\$2,067,659.74

AMBAC Reserve

\$456,211.20

INVOICE CLOUD

\$3,594.51

04-May-23

\$ 2,587,708.77

| RECEIPTS | BUDGET | MONTH | YTD | VARIANCE |
|-----------------------------|---------------------|----------------------|------------------------|------------------------|
| User Fees 22 23 | \$ 1,511,000 | \$ 5,069.59 | \$ 1,477,595.16 | \$ 33,405.09 |
| Prison | \$ 859,000 | \$ - | \$ 220,266.98 | \$ 638,733.02 |
| Prison 2021/2022 | \$ - | \$ - | \$ 210,937.16 | \$ (210,937.16) |
| Kent Farms | \$ 16,000 | \$ 370.00 | \$ 15,544.82 | \$ 455.18 |
| Delinquent Payments | \$ 45,000 | \$ 1,447.68 | \$ 36,197.28 | \$ 8,802.72 |
| H.P. Hood | \$ 587,000 | \$ - | \$ 173,658.66 | \$ 413,341.34 |
| H.P. Hood 2021/2022 | \$ - | \$ - | \$ 219,361.04 | \$ (219,361.04) |
| Interest & Fees | \$ 28,000 | \$ 1,502.42 | \$ 32,615.09 | \$ (4,615.09) |
| Permits & Septic | \$ 64,000 | \$ 4,796.88 | \$ 38,965.65 | \$ 25,034.35 |
| Misc Income | \$ - | \$ - | \$ 10,514.30 | \$ (10,514.30) |
| - Scrap metal | \$ - | \$ - | \$ - | \$ - |
| Due To/Due From | \$ - | \$ - | \$ - | \$ - |
| Clerk of the Works | \$ - | \$ - | \$ - | \$ - |
| Appropriation Refunds | \$ - | \$ - | \$ - | \$ - |
| Invest Income O&M | \$ 3,000 | \$ 4,899.42 | \$ 31,754.35 | \$ (28,754.35) |
| Invest Income Reserve | \$ - | \$ 802.29 | \$ 5,388.57 | \$ (5,388.57) |
| Grant \$ Received | \$ - | \$ - | \$ - | \$ - |
| Transfer from Fund Balance | \$ 574,000 | \$ - | \$ - | \$ 574,000.00 |
| TOTAL RECEIPTS | \$ 3,687,000 | \$ 18,888.28 | \$ 2,472,799.06 | \$ 1,214,201.19 |
| EXPENDITURES | | | | |
| Payroll Payable (2021/2022) | \$ - | \$ - | \$ - | \$ - |
| Payroll (with SS) | \$ 1,089,000 | \$ 68,731.34 | \$ 666,785.97 | \$ 422,214.03 |
| Other Expenditures | \$ 2,024,000 | \$ 146,348.01 | \$ 1,093,558.27 | \$ 930,441.73 |
| Due To/Due From | \$ - | \$ 8,749.10 | \$ 4,062.57 | \$ (4,062.57) |
| Clerk of the Works | \$ - | \$ - | \$ - | \$ - |
| Accounts Payable | \$ - | \$ - | \$ 165,847.28 | \$ (165,847.28) |
| Transfer to RCM | \$ 574,000 | \$ - | \$ - | \$ 574,000.00 |
| TOTAL DISBURSEMENTS | \$ 3,687,000 | \$ 223,828.45 | \$ 1,930,254.09 | \$ 1,756,745.91 |

Cash Reconciliation 3/31/2023

XFERS TO OTHER ACCOUNT

\$ -

FNB# 6475

\$ 109,776.03

Scanned Account

\$ 6,609.89

Invoice Cloud

\$ 1,779.80

AMBAC Admin

\$ 2,550,488.25

AMBAC Reserve

\$ 461,599.77

\$ 3,130,253.74 \$ 3,130,253.74 \$

WPCA Administration Fund - 2022/2023

March 2023

Prior/Current Year Comparison

04-May-23
08:02 AM

| RECEIPTS | 2021/2022 Month | 2022/2023 Month | Variance | 2021/2022 Year To Date | 2022/2023 Year To Date | Variance |
|----------------------------------|----------------------|----------------------|------------------------|---------------------------|---------------------------|------------------------|
| User Fees current Year | \$ 8,171.15 | \$ 5,069.59 | \$ (3,101.56) | \$ 1,457,103.34 | \$ 1,477,595.16 | \$ 20,491.82 |
| Prison | \$ - | \$ - | \$ - | \$ 433,751.79 | \$ 220,266.98 | \$ (213,484.81) |
| Prison Last Fiscal year | \$ - | \$ - | \$ - | \$ 187,869.81 | \$ 210,937.16 | \$ 23,067.35 |
| Kent Farms | \$ - | \$ 370.00 | \$ 370.00 | \$ 15,480.00 | \$ 15,544.82 | \$ 64.82 |
| Delinquent Payments | \$ 2,565.59 | \$ 1,447.68 | \$ (1,117.91) | \$ 73,641.21 | \$ 36,197.28 | \$ (37,443.93) |
| H.P. Hood | \$ 148,560.14 | \$ - | \$ (148,560.14) | \$ 272,954.40 | \$ 173,658.66 | \$ (99,295.74) |
| H.P. Hood Last Fiscal year | \$ - | \$ - | \$ - | \$ 190,150.09 | \$ 219,361.04 | \$ 29,210.95 |
| Interest & Fees | \$ 6,554.97 | \$ 1,502.42 | \$ (5,052.55) | \$ 47,990.21 | \$ 32,615.09 | \$ (15,375.12) |
| Permits & Septic | \$ 6,604.38 | \$ 4,796.88 | \$ (1,807.50) | \$ 41,345.04 | \$ 38,965.65 | \$ (2,379.39) |
| Misc Income | \$ - | \$ - | \$ - | \$ 4,220.05 | \$ 10,514.30 | \$ 6,294.25 |
| - Scrap metal | \$ - | \$ - | \$ - | \$ 567.32 | \$ - | \$ (567.32) |
| Due To/Due From | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Clerk of the Works | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Appropriation Refunds | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Invest Income O&M | \$ 209.93 | \$ 4,899.42 | \$ 4,689.49 | \$ 1,997.64 | \$ 31,754.35 | \$ 29,756.71 |
| Invest Income Reserve | \$ 38.72 | \$ 802.29 | \$ 763.57 | \$ 380.81 | \$ 5,388.57 | \$ 5,007.76 |
| Grant \$ Received | \$ - | \$ - | \$ - | \$ 2,549.32 | \$ - | \$ (2,549.32) |
| Transfer from Fund Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL RECEIPTS | \$ 172,704.88 | \$ 18,888.28 | \$ (153,816.60) | \$ 2,730,001.03 | \$ 2,472,799.06 | \$ (257,201.97) |
| EXPENDITURES | | | | | | |
| Payroll Payable (Last Fiscal yr) | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Payroll (with SS) | \$ 67,437.81 | \$ 68,731.34 | \$ 1,293.53 | \$ 688,004.11 | \$ 666,785.97 | \$ (21,218.14) |
| Other Expenditures | \$ 100,340.63 | \$ 146,348.01 | \$ 46,007.38 | \$ 1,045,940.62 | \$ 1,093,558.27 | \$ 47,617.65 |
| Due To/Due From | \$ (2,656.95) | \$ 8,749.10 | \$ 11,406.05 | \$ 630.95 | \$ 4,062.57 | \$ 3,431.62 |
| Clerk of the Works | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Accounts Payable | \$ - | \$ - | \$ - | \$ 176,744.05 | \$ 165,847.28 | \$ (10,896.77) |
| Transfer to RCM | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| | \$ 165,121.49 | \$ 223,828.45 | \$ 58,706.96 | \$ 1,911,319.73 | \$ 1,930,254.09 | \$ 18,934.36 |

WPCA Assessment Fund

2022/2023

March 2023

Cash Balance 7/1/2022

FNB

\$174,640.96

CADRE

\$635,375.52

04-May-23

08:03 AM

\$810,016.48

RECEIPTS

BUDGET

MONTH

YTD

VARIANCE

| | | | | |
|-----------------------------------|-------------------|---------------------|----------------------|----------------------|
| Developer's Agreements | \$ 106,000 | \$ 28,000.00 | \$ 172,110.64 | \$ (66,110.64) |
| Current Assessments | \$ 24,500 | \$ - | \$ 42,843.43 | \$ (18,343.87) |
| Assessments-Prior Years | \$ 1,000 | \$ - | \$ 4,168.15 | \$ (3,168.15) |
| Penalty Interest & Fees | \$ 1,000 | \$ - | \$ 1,147.20 | \$ (147.20) |
| Advance Collection | \$ 2,000 | \$ - | \$ 3,016.21 | \$ (1,016.21) |
| Due To Others | \$ - | \$ 8,749.10 | \$ - | \$ - |
| Investment Interest | \$ 500 | \$ 1,203.03 | \$ 7,871.14 | \$ (7,371.14) |
| Transfer from Assessment Fund Bal | \$ 775,000 | | \$ - | \$ 775,000.00 |
| TOTAL REVENUE | \$ 910,000 | \$ 37,952.13 | \$ 231,156.77 | \$ 678,842.79 |

DISBURSEMENTS

| | | | | |
|------------------------------|-------------------|-------------|-------------|----------------------|
| Service Charge | \$ - | \$ - | \$ - | \$ - |
| To General Fund Prior Year | \$ - | \$ - | \$ - | \$ - |
| To General Fund Current Year | \$ - | \$ - | \$ - | \$ - |
| Due To Others | \$ - | \$ - | \$ - | \$ - |
| Misc Expense | \$ - | \$ - | \$ - | \$ - |
| Transfer to RCM | \$ 910,000 | | \$ - | \$ 910,000.00 |
| | \$ 910,000 | \$ - | \$ - | \$ 910,000.00 |

Cash Balance @ 3/31/2023

XFERS

\$ -

FNB

\$ 346,751.60

CADRE

\$ 694,421.65

\$ 1,041,173.25

\$ 1,041,173.25

\$ -

WPCA Assessment Fund - 2022/2023

March 2023

Prior/Current Year Comparison

04-May-23
08:04 AM

| RECEIPTS | Prior Year Month | Current Year Month | Variance | Prior Year Year To Date | Current Year Year To Date | Variance |
|-----------------------------------|---------------------|-----------------------|-----------------------|----------------------------|------------------------------|--------------------|
| Developer's Agreements | \$ 48,000.00 | \$ 28,000.00 | \$ (20,000.00) | \$ 162,500.00 | \$ 172,110.64 | \$ 9,610.64 |
| Current Assessments | \$ 2,404.48 | \$ - | \$ (2,404.48) | \$ 34,155.72 | \$ 42,843.43 | \$ 8,687.71 |
| Assessments-Prior Years | \$ - | \$ - | \$ - | \$ - | \$ 4,168.15 | \$ 4,168.15 |
| Penalty Interest & Fees | \$ 252.47 | \$ - | \$ (252.47) | \$ 489.21 | \$ 1,147.20 | \$ 657.99 |
| Advance Collection | \$ - | \$ - | \$ - | \$ 28,473.40 | \$ 3,016.21 | \$ (25,457.19) |
| Due To Others | \$ (2,656.95) | \$ 8,749.10 | \$ 11,406.05 | \$ (2,656.95) | \$ - | \$ 2,656.95 |
| Investment Interest | \$ 53.60 | \$ 1,203.03 | \$ 1,149.43 | \$ 502.64 | \$ 7,871.14 | \$ 7,368.50 |
| Transfer from Assessment Fund Bal | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL RECEIPTS | \$ 48,053.60 | \$ 37,952.13 | \$ (10,101.47) | \$ 223,464.02 | \$ 231,156.77 | \$ 7,692.75 |
| EXPENDITURES | | | | | | |
| Service Charge | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| To General Fund Prior Year | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| To General Fund Current Year | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Due To Others | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Misc Expense | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Transfer to RCM | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL DISBURSEMENTS | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |

**Town of Suffield Water Pollution Control Authority
2022/2023 Operation and Maintenance Budget**

2023

MARCH

| | 22/23 Budget | 22/23 Current Month | 22/23 Year To Date | 22/23 Variance | 22/23 % Unexpended |
|-------------------------------------|-----------------|------------------------|-----------------------|-------------------|-----------------------|
| 50160 · Payroll | \$ 1,011,000 | \$ 66,541.43 | \$ 631,139.62 | \$ 379,860.38 | 38% |
| 50220 · Social security | \$ 78,000 | \$ 4,829.99 | \$ 45,841.79 | \$ 32,158.21 | 41% |
| 50230 · Pension | \$ 106,000 | | \$ 106,046.00 | \$ (46.00) | 0% |
| 50232 - OPEB CONTRIBUTION | \$ 101,000 | | \$ - | \$ 101,000.00 | 100% |
| 50270 · Workers Comp | \$ 17,000 | | \$ 17,903.79 | \$ (903.79) | -5% |
| 50290 · Safety Supplies | \$ 14,000 | \$ 1,103.68 | \$ 4,262.56 | \$ 9,737.44 | 70% |
| 50341 · Legal/advice | \$ 55,000 | \$ 3,391.77 | \$ 17,226.33 | \$ 37,773.67 | 69% |
| 50384 · Uniforms | \$ 7,000 | \$ 607.16 | \$ 3,557.19 | \$ 3,442.81 | 49% |
| 50385 · Tests | \$ 29,000 | \$ 4,133.45 | \$ 27,003.89 | \$ 1,996.11 | 7% |
| 50409 · Waste disposal | \$ 176,000 | \$ 18,296.58 | \$ 108,946.52 | \$ 67,053.48 | 38% |
| 50433 · Process Equip - R&M | \$ 115,000 | \$ 6,809.59 | \$ 68,857.75 | \$ 46,142.25 | 40% |
| 50436 · R & M - Vehicles | \$ 16,000 | \$ 691.34 | \$ 13,161.91 | \$ 2,838.09 | 18% |
| 50439 · Service Contracts | \$ 43,000 | \$ 2,147.55 | \$ 32,943.16 | \$ 10,056.84 | 23% |
| 50445 · Plant Maint | \$ 60,000 | \$ 7,887.71 | \$ 56,725.12 | \$ 3,274.88 | 5% |
| 50446 · Collection System | \$ 45,000 | \$ - | \$ 812.85 | \$ 44,187.15 | 98% |
| 50520 · Insurance | \$ 35,000 | | \$ 34,478.93 | \$ 521.07 | 1% |
| 50521 · Employee Insur | \$ 453,000 | \$ 21,545.06 | \$ 193,927.68 | \$ 259,072.32 | 57% |
| 50530 · Postage | \$ 4,000 | \$ 77.88 | \$ 829.71 | \$ 3,170.29 | 79% |
| 50531 · Telephone | \$ 16,000 | \$ 1,307.76 | \$ 11,064.37 | \$ 4,935.63 | 31% |
| 50540 · Advertising | \$ 4,000 | \$ - | \$ 1,477.99 | \$ 2,522.01 | 63% |
| 50581 · Mileage | \$ 1,000 | \$ 18.20 | \$ 1,144.78 | \$ (144.78) | -14% |
| 50612 · Office supplies | \$ 16,000 | \$ 412.08 | \$ 5,641.76 | \$ 10,358.24 | 65% |
| 50622 · Electricity | \$ 175,000 | \$ 7,996.20 | \$ 79,727.19 | \$ 95,272.81 | 54% |
| 50624 · Fuel oil - heat | \$ 7,000 | \$ 446.20 | \$ 2,004.72 | \$ 4,995.28 | 71% |
| 50626 · Gas - automotive | \$ 18,000 | \$ 1,342.60 | \$ 14,014.47 | \$ 3,985.53 | 22% |
| 50627 · Water | \$ 7,000 | \$ 1,483.96 | \$ 4,990.56 | \$ 2,009.44 | 29% |
| 50750 · Cap Replace - Vehicles | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| 50755 · Cap Improve | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| 50760 · Tools & Equip | \$ 26,000 | \$ 3,170.98 | \$ 49,609.16 | \$ (23,609.16) | -91% |
| 50802 · Administration Fees/REFUNDS | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| 50810 · Dues & Subs | \$ 4,000 | \$ 515.00 | \$ 1,875.00 | \$ 2,125.00 | 53% |
| 50812 · Training | \$ 20,000 | \$ 1,955.00 | \$ 9,463.17 | \$ 10,536.83 | 53% |
| 50855 · Medical Exps | \$ 3,000 | \$ 90.00 | \$ 270.00 | \$ 2,730.00 | 91% |
| 50899 · Reserve Cap Projects | \$ 179,000 | \$ 50,000.00 | \$ 100,000.00 | \$ 79,000.00 | 44% |
| 50911 · Transfer to RCM | \$ 574,000 | \$ - | \$ - | \$ 574,000.00 | 100% |
| 50920 · Contingency | \$ 91,000 | \$ - | \$ - | \$ 91,000.00 | 100% |
| 50940 · Engineering Services | \$ 12,000 | \$ 2,392.00 | \$ 3,733.96 | \$ 8,266.04 | 69% |
| 50955 · Interest Expense | \$ - | \$ - | \$ - | \$ - | #DIV/0! |
| 50969 · Chemicals | \$ 27,000 | | \$ 11,677.04 | \$ 15,322.96 | 57% |
| #1 -Thompsonville Rd-63 | \$ 18,000 | \$ 1,716.70 | \$ 10,917.68 | \$ 7,082.32 | 39% |
| #10 - Mapleton Estates-71 | \$ 4,000 | \$ 130.18 | \$ 1,581.16 | \$ 2,418.84 | 60% |
| #11 - Mapleton Ave-72 | \$ 9,000 | \$ 309.67 | \$ 3,940.39 | \$ 5,059.61 | 56% |
| #12 - Bridge St-73 | \$ 9,000 | \$ - | \$ 3,027.79 | \$ 5,972.21 | 66% |
| #13 - Stony Brook-74 | \$ 5,000 | \$ 149.68 | \$ 1,640.82 | \$ 3,359.18 | 67% |
| #2 - Southfield-62 | \$ 4,000 | \$ 145.66 | \$ 1,701.95 | \$ 2,298.05 | 57% |
| #3 - Mountain Road-64 | \$ 15,000 | \$ 824.04 | \$ 6,941.08 | \$ 8,058.92 | 54% |
| #4 - River Blvd-65 | \$ 9,000 | \$ 364.99 | \$ 4,145.13 | \$ 4,854.87 | 54% |
| #5 - Fairhill Lane-66 | \$ 12,000 | \$ 618.95 | \$ 5,421.16 | \$ 6,578.84 | 55% |
| #6 - Suffield Meadows-67 | \$ 10,000 | \$ 187.34 | \$ 6,585.40 | \$ 3,414.60 | 34% |
| #7 - Poole Rd.-68 | \$ 9,000 | \$ 366.61 | \$ 9,895.66 | \$ (895.66) | -10% |
| #8 - Plantation Dr-69 | \$ 9,000 | \$ 76.46 | \$ 7,848.05 | \$ 1,151.95 | 13% |
| #9 - Eagles Watch-70 | \$ 6,000 | \$ 148.26 | \$ 1,772.68 | \$ 4,227.32 | 70% |
| #16 Prospect Hill Estates | \$ 6,000 | \$ 166.91 | \$ 2,219.13 | \$ 3,780.87 | 63% |
| #17 Cedar Crest Drive | \$ 6,000 | \$ 250.10 | \$ 1,946.64 | \$ 4,053.36 | 68% |
| #18 Wisteria Lane | \$ 6,000 | \$ 118.63 | \$ 1,327.05 | \$ 4,672.95 | 78% |
| #19 Malec Farms | \$ 5,000 | \$ 312.00 | \$ 1,784.01 | \$ 3,215.99 | 64% |
| | \$ 3,687,000 | \$ 215,079.35 | \$ 1,733,054.75 | \$ 1,953,945.25 | 53% |

s/b
25%

Accruals

Town of Suffield Water Pollution Control Authority
2022/2023 Operation and Maintenance Budget

| 2023 March | 22/23 Budget | 22/23 Current Month | 22/23 Year To Date | 22/23 Variance | 22/23 % Unexpended | |
|-------------------------------------|-----------------|------------------------|-----------------------|-------------------|-----------------------|-------------|
| 50160 · Payroll | \$ 1,011,000 | \$ 66,541.43 | \$ 631,139.62 | \$ 379,860.38 | 38% | 7,734.87 |
| 50220 · Social security | \$ 78,000 | \$ 4,829.99 | \$ 45,841.79 | \$ 32,158.21 | 41% | 783.52 |
| 50230 · Pension | \$ 106,000 | \$ 8,833.33 | \$ 79,500.00 | \$ 26,500.00 | 25% | 8,833.33 |
| 50232 · OPEB CONTRIBUTION | \$ 101,000 | \$ 8,416.67 | \$ 75,750.00 | \$ 25,250.00 | 25% | 8,416.67 |
| 50270 · Workers Comp | \$ 17,000 | \$ 1,416.67 | \$ 12,750.00 | \$ 4,250.00 | 25% | 1,416.67 |
| 50290 · Safety Supplies | \$ 14,000 | \$ 1,103.68 | \$ 4,262.56 | \$ 9,737.44 | 70% | (119.64) |
| 50341 · Legal/advice | \$ 55,000 | \$ 3,391.77 | \$ 17,226.33 | \$ 37,773.67 | 69% | 3,391.77 |
| 50384 · Uniforms | \$ 7,000 | \$ 607.16 | \$ 3,557.19 | \$ 3,442.81 | 49% | 634.78 |
| 50385 · Tests | \$ 29,000 | \$ 4,133.45 | \$ 27,003.89 | \$ 1,996.11 | 7% | 2,808.45 |
| 50409 · Waste disposal | \$ 176,000 | \$ 18,296.58 | \$ 108,946.52 | \$ 67,053.48 | 38% | 8,062.28 |
| 50433 · Process Equip - R&M | \$ 115,000 | \$ 6,809.59 | \$ 68,857.75 | \$ 46,142.25 | 40% | 5,751.54 |
| 50436 · R & M - Vehicles | \$ 16,000 | \$ 691.34 | \$ 13,161.91 | \$ 2,838.09 | 18% | 530.93 |
| 50439 · Service Contracts | \$ 43,000 | \$ 3,583.33 | \$ 32,250.00 | \$ 10,750.00 | 25% | 1,040.44 |
| 50445 · Plant Maint | \$ 60,000 | \$ 7,887.71 | \$ 56,725.12 | \$ 3,274.88 | 5% | 6,803.87 |
| 50446 · Collection System | \$ 45,000 | \$ - | \$ 812.85 | \$ 44,187.15 | 98% | (10,605.34) |
| 50520 · Insurance | \$ 35,000 | \$ 2,916.67 | \$ 26,250.00 | \$ 8,750.00 | 25% | 2,916.67 |
| 50521 · Employee Insur | \$ 453,000 | \$ 21,545.06 | \$ 193,927.68 | \$ 259,072.32 | 57% | (1,709.67) |
| 50530 · Postage | \$ 4,000 | \$ 77.88 | \$ 829.71 | \$ 3,170.29 | 79% | 37.73 |
| 50531 · Telephone | \$ 16,000 | \$ 1,307.76 | \$ 11,064.37 | \$ 4,935.63 | 31% | 306.35 |
| 50540 · Advertising | \$ 4,000 | \$ - | \$ 1,477.99 | \$ 2,522.01 | 63% | 0.00 |
| 50581 · Mileage | \$ 1,000 | \$ 18.20 | \$ 1,144.78 | \$ (144.78) | -14% | (171.46) |
| 50612 · Office supplies | \$ 16,000 | \$ 412.08 | \$ 5,641.76 | \$ 10,358.24 | 65% | (758.75) |
| 50622 · Electricity | \$ 175,000 | \$ 7,996.20 | \$ 79,727.19 | \$ 95,272.81 | 54% | (5,379.71) |
| 50624 · Fuel oil - heat | \$ 7,000 | \$ 446.20 | \$ 2,004.72 | \$ 4,995.28 | 71% | 125.57 |
| 50626 · Gas - automotive | \$ 18,000 | \$ 1,342.60 | \$ 14,014.47 | \$ 3,985.53 | 22% | (691.43) |
| 50627 · Water | \$ 7,000 | \$ 1,483.96 | \$ 4,990.56 | \$ 2,009.44 | 29% | 285.05 |
| 50750 · Cap Replace - Vehicles | \$ - | \$ - | \$ - | \$ - | #DIV/0! | 0.00 |
| 50755 · Cap Improve | \$ - | \$ - | \$ - | \$ - | #DIV/0! | 0.00 |
| 50760 · Tools & Equip | \$ 26,000 | \$ 3,170.98 | \$ 49,609.16 | \$ (23,609.16) | -91% | (1,556.65) |
| 50802 · Administration Fees/REFUNDS | \$ - | \$ - | \$ - | \$ - | #DIV/0! | 0.00 |
| 50810 · Dues & Subs | \$ 4,000 | \$ 515.00 | \$ 1,875.00 | \$ 2,125.00 | 53% | 515.00 |
| 50812 · Training | \$ 20,000 | \$ 1,955.00 | \$ 9,463.17 | \$ 10,536.83 | 53% | 1,393.52 |
| 50855 · Medical Exps | \$ 3,000 | \$ 90.00 | \$ 270.00 | \$ 2,730.00 | 0% | 90.00 |
| 50899 · Reserve Cap Projects | \$ 179,000 | \$ 14,916.67 | \$ 134,250.00 | \$ 44,750.00 | 25% | 14,916.67 |
| 50911 · Transfer to RCM | \$ 574,000 | \$ 47,833.33 | \$ 430,500.00 | \$ 143,500.00 | 25% | 47,833.33 |
| 50920 · Contingency | \$ 91,000 | \$ 7,583.33 | \$ 68,250.00 | \$ 22,750.00 | 25% | 7,583.33 |
| 50940 · Engineering Services | \$ 12,000 | \$ 2,392.00 | \$ 3,733.96 | \$ 8,266.04 | 0% | 2,022.25 |
| 50955 · Interest Expense | \$ - | \$ - | \$ - | \$ - | #DIV/0! | 0.00 |
| 50969 · Chemicals | \$ 27,000 | \$ - | \$ 11,677.04 | \$ 15,322.96 | 57% | 0.00 |
| #1 -Thompsonville Rd-63 | \$ 18,000 | \$ 1,716.70 | \$ 10,917.68 | \$ 7,082.32 | 39% | (1,567.41) |
| #10 - Mapleton Estates-71 | \$ 4,000 | \$ 130.18 | \$ 1,581.16 | \$ 2,418.84 | 60% | (627.54) |
| #11 - Mapleton Ave-72 | \$ 9,000 | \$ 309.67 | \$ 3,940.39 | \$ 5,059.61 | 56% | (714.58) |
| #12 - Bridge St-73 | \$ 9,000 | \$ - | \$ 3,027.79 | \$ 5,972.21 | 66% | (857.13) |
| #13 - Stony Brook-74 | \$ 5,000 | \$ 149.68 | \$ 1,640.82 | \$ 3,359.18 | 67% | (584.95) |
| #2 - Southfield-62 | \$ 4,000 | \$ 145.66 | \$ 1,701.95 | \$ 2,298.05 | 57% | (493.38) |
| #3 - Mountain Road-64 | \$ 15,000 | \$ 824.04 | \$ 6,941.08 | \$ 8,058.92 | 54% | (1,165.27) |
| #4 - River Blvd-65 | \$ 9,000 | \$ 364.99 | \$ 4,145.13 | \$ 4,854.87 | 54% | (197.49) |
| #5 - Fairhill Lane-66 | \$ 12,000 | \$ 618.95 | \$ 5,421.16 | \$ 6,578.84 | 55% | (644.05) |
| #6 - Suffield Meadows-67 | \$ 10,000 | \$ 187.34 | \$ 6,585.40 | \$ 3,414.60 | 34% | (569.68) |
| #7 - Poole Rd.-68 | \$ 9,000 | \$ 366.61 | \$ 9,895.66 | \$ (895.66) | -10% | (416.27) |
| #8 - Plantation Dr-69 | \$ 9,000 | \$ 76.46 | \$ 7,848.05 | \$ 1,151.95 | 13% | (705.46) |
| #9 - Eagles Watch-70 | \$ 6,000 | \$ 148.26 | \$ 1,772.68 | \$ 4,227.32 | 70% | (789.52) |
| #16 Prospect Hill Estates | \$ 6,000 | \$ 166.91 | \$ 2,219.13 | \$ 3,780.87 | 63% | (613.75) |
| #17 Cedar Crest Drive | \$ 6,000 | \$ 250.10 | \$ 1,946.64 | \$ 4,053.36 | 68% | (449.86) |
| #18 Wisteria Lane | \$ 6,000 | \$ 118.63 | \$ 1,327.05 | \$ 4,672.95 | 78% | (499.58) |
| #19 Malec Farms | \$ 5,000 | \$ 312.00 | \$ 1,784.01 | \$ 3,215.99 | 64% | (301.68) |
| | \$ 3,687,000 | \$ 258,431.80 | \$ 2,301,182.87 | \$ 1,385,817.13 | 38% | s/b 25% |

8:10 AM

Town of Suffield WPCA Administration Fund

Trial Balance

As of March 31, 2023

05/04/23

Accrual Basis

| | Mar 31, 23 | |
|---|---------------|---------------|
| | Debit | Credit |
| 10141 • Cash - FNB | 109,776.03 | |
| 10142 • Transfer - FNB | 0.00 | |
| 10143 • Cash - TD Bank | 2,550,488.25 | |
| 10144 • WPCA Reserve Fund | 461,599.77 | |
| 10145 • Petty Cash | 0.00 | |
| 10146 • Lockbox | 0.00 | |
| 10926 • INVOICE CLOUD | 1,779.80 | |
| 10927 • Scanned Account - Town TDBank | 6,609.89 | |
| 10203 • Accounts Receivable | 524,367.03 | |
| 10207 • Septage Fees Receivable | 1,745.24 | |
| 10209 • DEP Grant Receivable | 0.00 | |
| 1140 • Prison Grant Receivable | 0.00 | |
| 10920 • Inventory Asset | 0.00 | |
| 10921 • Deposit clearing | 0.00 | |
| 10922 • Prepaid Expense | 0.00 | |
| 10923 • Uncategorized Income | 0.00 | |
| 10924 • Undeposited Funds | 0.00 | |
| 1200 • Grants receivable | 0.00 | |
| 10800 • Capital Contributions (from RCM | | 777,287.28 |
| 10801 • Buildings | 10,646,917.50 | |
| 10802 • Construction in Progress | 325,158.32 | |
| 10803 • Land | 16,038,335.00 | |
| 10804 • Land improvement | 0.00 | |
| 10805 • Vehicles | 822,091.00 | |
| 10806 • Equipment | 17,889,774.22 | |
| 10807 • Jet Truck | 0.00 | |
| 10808 • Less accumulated depreciation | | 28,132,536.96 |
| 10809 • Infrastructure | 1,446,193.43 | |
| 10925 • Deferred costs | 0.00 | |
| 20201 • Accounts Payable | | 1,084.29 |
| 20204 • Payroll Payable | 0.00 | |
| 20450 • Loans Payable To Town | 0.00 | |
| 2050 • Accrued Payroll | 0.00 | |
| 20601 • Lease Liability | 0.00 | |
| 20205 • Clerk of the works | 0.00 | |
| 20402 • Due to other funds | | 650.67 |
| 20403 • Due to Town (aka 20403) | 40.70 | |
| 20404 • Due to Sewer Project (RCM) | 0.10 | |
| 20451 • Accrued Expenses | | 11,567.43 |
| 20801 • Due to GF (aka 20860) | | 195.73 |
| 20602 • Capital Lease Liability - L/T | | 195,269.58 |
| 30350 • Retained Earnings | | 23,103,960.07 |
| 30910 • FUND BALANCE-UNRESERVED-contra | 2,136,209.95 | |
| 3100 • Opening Bal Equity | | 0.10 |
| 40402 • Interest income | | 37,142.92 |
| 40596 • User charges | | 2,373,305.39 |
| 40597 • Penalties and interest | | 13,350.62 |
| 40598 • Permits/septic | | 37,275.65 |
| 40803 • Miscellaneous income | | 10,514.29 |
| 4500 • Transfer in | 0.00 | |
| 50160 • Payroll | 631,139.62 | |
| 50220 • Social security | 45,841.79 | |
| 50230 • Pension | 106,046.00 | |
| 50270 • Workers compensation | 17,903.79 | |
| 50290 • Safety/Wellness | 4,262.56 | |
| 50341 • Legal/advice | 17,226.33 | |
| 50384 • Uniforms/cleaning | 3,557.19 | |
| 50385 • Tests | 27,284.77 | |
| 50409 • Waste disposal | 108,946.52 | |
| 50433 • Process equip - repair/main | 75,120.79 | |
| 50436 • R & M - vehicles | 13,161.91 | |
| 50439 • Service maintenance contracts | 32,943.16 | |
| 50445 • Plant maintenance | 76,353.22 | |
| 50446 • Collection system main | 7,162.85 | |

8:10 AM

Town of Suffield WPCA Administration Fund

Trial Balance

05/04/23

As of March 31, 2023

Accrual Basis

| | Mar 31, 23 | |
|---|---------------|---------------|
| | Debit | Credit |
| 50520 • Property/liability/umbrella ins | 34,478.93 | |
| 50521 • Employee Insurance | 193,927.68 | |
| 50530 • Postage | 829.71 | |
| 50531 • Telephone | 11,064.37 | |
| 50540 • Advertising | 1,477.99 | |
| 50581 • Mileage/car allowance | 1,144.78 | |
| 50612 • Office supplies | 5,641.76 | |
| 50622 • Electricity | 113,262.67 | |
| 50624 • Fuel oil - heat | 7,861.09 | |
| 50626 • Gas - automotive | 14,014.47 | |
| 50627 • Water | 5,114.48 | |
| 50760 • Tools and equipment | 50,267.15 | |
| 50802 • Refunds | 0.00 | |
| 50810 • Dues and Subscriptions | 1,875.00 | |
| 50812 • Training | 9,463.17 | |
| 50855 • Medical expenses | 270.00 | |
| 50899 • Reserve for capital projects | 100,000.00 | |
| 50940 • Engineering Services | 3,733.96 | |
| 50969 • Chemicals | 11,677.04 | |
| TOTAL | 54,694,140.98 | 54,694,140.98 |

8:11 AM

05/04/23

Accrual Basis

Town of Suffield Sewer Project Fund

Trial Balance

As of March 31, 2023

| | Mar 31, 23 | |
|-------------------------------|-------------------|-------------------|
| | Debit | Credit |
| 10143 • Cash - CADRE | 8,825.05 | |
| 10147 • Cash - WPCA RCA | 37,993.94 | |
| 10148 • Cash - Reich & Tang | 0.00 | |
| 10209 • - Grants Receivable | | 0.10 |
| 20801 • Due from general fund | 0.00 | |
| 20201 • Accounts payable | 0.00 | |
| 20501 • Deferred revenue | 0.18 | |
| 20701 • Due to other agencies | | 0.02 |
| 2100 • Due to general fund | 0.00 | |
| 30300 • Opening Bal Equity | 0.00 | |
| 30301 • Fund balance | | 103,538.20 |
| 40402 • Interest | | 311.51 |
| 40808 • Transfers in | | 100,000.00 |
| 50785 • Sewer Development | 30,102.75 | |
| 50786 • Plant Upgrades | 126,927.91 | |
| TOTAL | 203,849.83 | 203,849.83 |

8:12 AM

05/04/23

Accrual Basis

Town of Suffield Sewer Assessment Fund

Trial Balance

As of March 31, 2023

| | Mar 31, 23 | |
|---|---------------------|---------------------|
| | Debit | Credit |
| 10143 · Cash - CADRE | 694,421.65 | |
| 10149 · Cash - WPCA Assessment | 346,751.60 | |
| 10250 · Assessments | 124,539.64 | |
| 10601 · Due From Other Accounts | 0.00 | |
| 1150 · Deposit Clearing | 0.00 | |
| 1200 · Due from general fund | 0.00 | |
| 20201 · Accounts Payable | | 35.00 |
| 20400 · Due to general fund | 0.00 | |
| 20402 · Due To Other Funds | 0.00 | |
| 20501 · Deferred revenue | | 124,539.64 |
| 20501 · Deferred revenue:2210 · Assessments paid in advance | 0.00 | |
| 30301 · Fund balance | | 809,981.48 |
| 40025 · Revenue - Assessments | | 48,571.56 |
| 40030 · Revenue - Advance Collections | | 1,456.23 |
| 40035 · Revenue - Liens, interest, fees | | 2,272.84 |
| 40040 · Developers Agreements | | 170,985.00 |
| 40402 · Revenue - Use of Money & Proper | | 7,871.14 |
| TOTAL | 1,165,712.89 | 1,165,712.89 |

8:13 AM

05/04/23

Accrual Basis

Kent Farms Reserve

Trial Balance

As of March 31, 2023

| | Mar 31, 23 | |
|-------------------------|------------|------------|
| | Debit | Credit |
| 10111 - Cash | 115,222.28 | |
| 20860 - DT/DF WPCA | 0.00 | |
| Opening Balance Equity | | 146,215.81 |
| Retained Earnings | 32,338.59 | |
| 40402 - Interest Income | | 1,345.06 |
| TOTAL | 147,560.87 | 147,560.87 |

TOWN OF SUFFIELD WPCA

844 East Street South, Suffield, CT 06078
www.suffieldct.gov



Julie Nigro
Business Administrator
jnigro@suffieldct.gov
860-668-3856

To: WPCA Commission

From: Julie Nigro, WPCA Business Administrator *JN*

CC:

Date: May 9, 2023

Re: Delinquent Accounts

We collected \$1,197.02 in the month of April – 4.23% of the major delinquents.

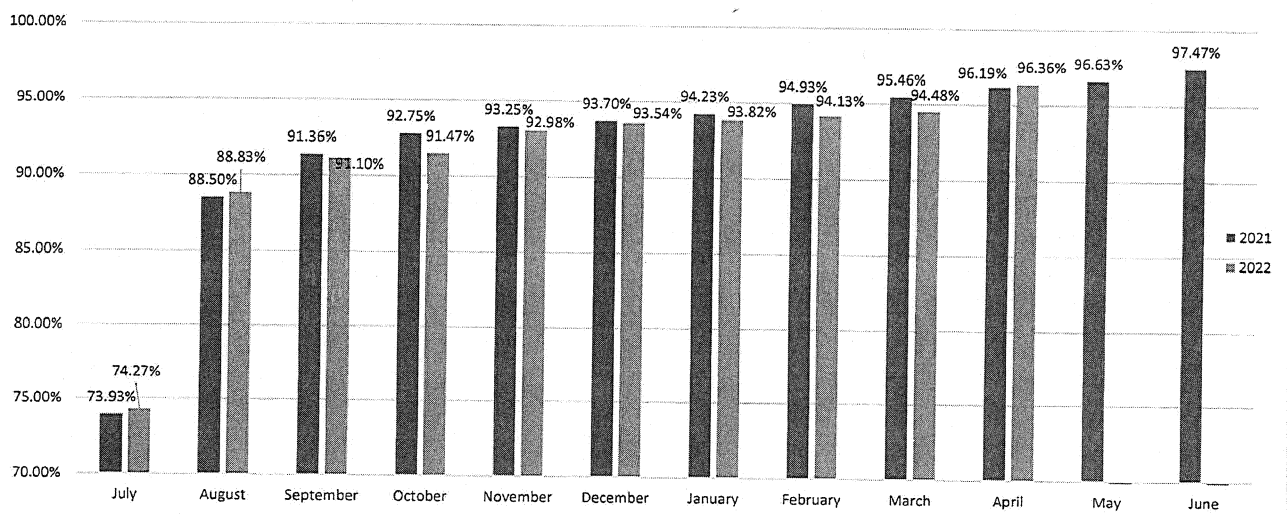
Our overall delinquent balance is \$97,861.64, with \$65,739.14 being the 2022 Sewer use, and a collection rate of 96.36% thru the end of April – still on target to match last year's collection rate of 97.47%.

One account paid in full. Two accounts were sent letters they would be referred to legal if no payment by 5/5/23. One has paid in May so far.

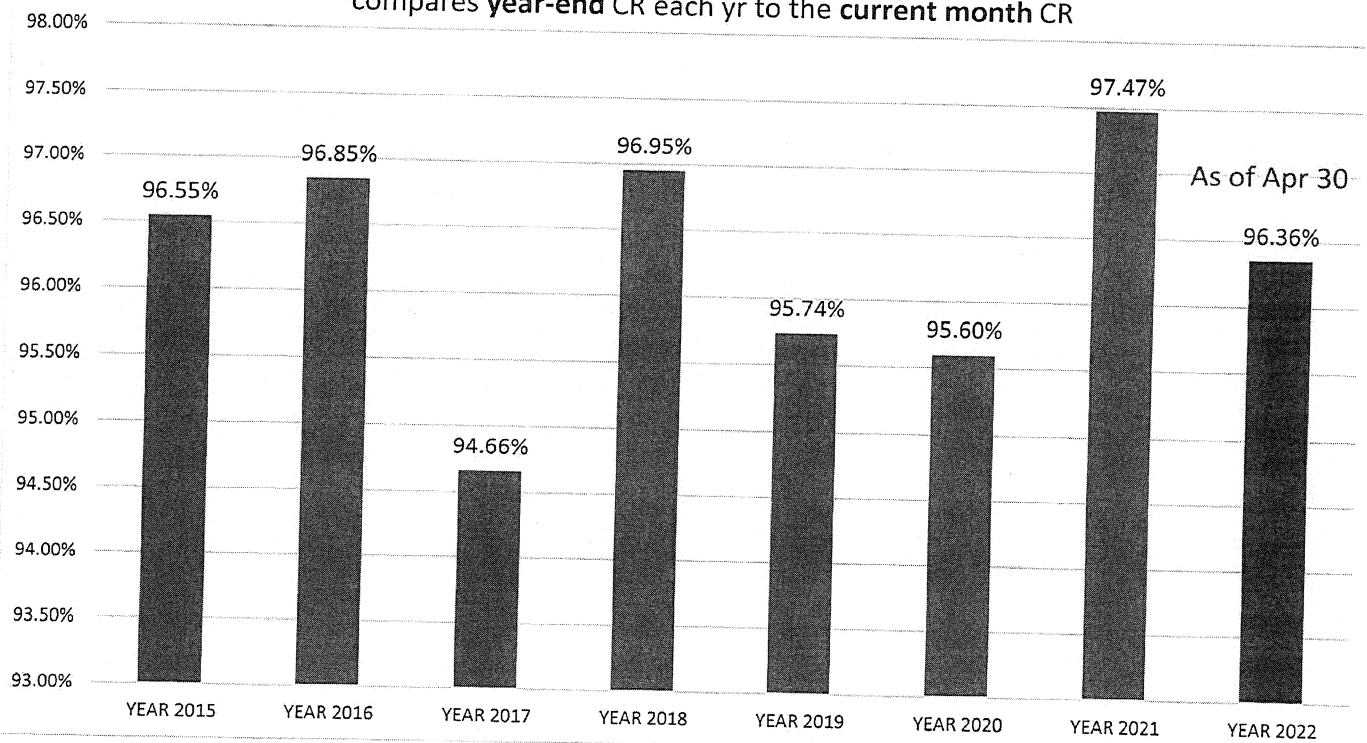
PAST DUE AS OF APRIL 30, 2023

| YEAR BILLED | BILLED | TOT Paid | Tax Due | INT Due | Lien Due | Fee Due | Total Due | Collection Rate to Date |
|-------------|--------------|--------------|------------------|------------------|-----------------|-----------------|------------------|-------------------------------|
| YEAR 2016 | 1,222,560.34 | 1,222,560.34 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00% |
| YEAR 2017 | 1,286,911.21 | 1,286,601.21 | 310.00 | 325.50 | 24.00 | 0.00 | 659.50 | 99.98% |
| YEAR 2018 | 1,339,846.52 | 1,339,254.12 | 592.40 | 592.40 | 311.09 | 24.00 | 1,519.89 | 99.96% |
| YEAR 2019 | 1,445,473.70 | 1,444,063.28 | 1,410.42 | 705.16 | 72.00 | 3,642.95 | 5,830.53 | 99.90% |
| YEAR 2020 | 1,465,371.73 | 1,462,123.34 | 3,248.39 | 1,316.23 | 168.00 | 3,765.53 | 8,498.15 | 99.78% |
| YEAR 2021 | 1,544,595.53 | 1,533,087.52 | 11,508.01 | 3,434.42 | 672.00 | 0.00 | 15,614.43 | 99.25% |
| YEAR 2022 | 1,572,073.13 | 1,514,792.43 | 57,280.70 | 8,458.44 | 0.00 | 0.00 | 65,739.14 | 96.36% |
| GRAND TOTAL | | | <u>74,349.92</u> | <u>14,832.15</u> | <u>1,247.09</u> | <u>7,432.48</u> | <u>97,861.64</u> | |

Collection Rate Comparison to Last Year - Same Month



HISTORICAL COLLECTION RATE (CR)
compares **year-end CR** each yr to the **current month CR**



Middlesex Corporate Center
213 Court Street | 4th Floor
Middletown, CT 06457
www.woodardcurran.com

T 800.426.4262
F 860.955.1828

WORK ORDER NO. 31.035



This Work Order is issued in accordance with the On Call Engineering Services Agreement (the "Contract") effective as of February 5, 2015 between the Town of Suffield Water Pollution Control Authority ("Client") and Woodard & Curran, Inc. ("Engineer"), the Terms and Conditions of which are incorporated by this reference.

Project Description:

Project Name: Suffield WPCF Solids Evaluation

Brief Description: Quantify the projected solids production at the Suffield Water Pollution Control Facility and evaluate potential process control modifications to reduce solids production at the facility.

Scope of Services:

Engineer agrees to provide the following services to Client:

- Acquire the prior 3 years of monthly operating reports that include plant influent, effluent and operating data and combine into a single database. Analyze the data to determine influent flow and loading criteria that correspond to average and variations corresponding to key operational and regulatory criteria.
- Acquire the prior 3 years of data indicating the flows, loads and revenues received from HP Hood.
- Using standard design criteria and steady state process models, determine the process capacity of each major unit process with the potential to impact sludge production at the WPCF and determine the treatment performance and expected solids production rate.
- Develop and evaluate up to three (3) process control modifications that could result in a reduction in the solids produced at the WPCF, and/or alternative disposal options. Evaluations will include the financial and potential revenue impacts to the WPCA.
- Prepare a Technical Memorandum summarizing the evaluation and findings. The memorandum will include capital cost estimates for potential solutions.

Schedule:

The services will be performed in accordance with the following project milestones:

- Technical Memorandum will be delivered within 90-days of authorization.

Compensation:

For all Services duly rendered hereunder, Client will pay Engineer based on hours worked and current rate table included in On Call Engineering Services Agreement. Charges not to exceed \$34,500 without authorization of Client.

Effective date: May 1, 2023.

IN WITNESS WHEREOF, the undersigned have caused this Work Order to be duly executed by their authorized representatives set forth below.



TOWN OF SUFFIELD WPCA

WOODARD & CURRAN, INC.

A handwritten signature in black ink, appearing to read "M. Headd", is written over a horizontal line.

By: _____

By: _____

Name: Janet Davis

Name: Michael Headd

Title: Chairman, Suffield WPCA

Title: Vice President

TOWN OF SUFFIELD

WPCA

844 East Street South, Suffield, CT 06078
www.suffieldct.gov



Julie Nigro
Business Administrator
jnigro@suffieldct.gov
860-668-3856

To: WPCA Commission
From: Julie Nigro, WPCA Business Administrator
CC:
Date: May 9, 2023
Re: Draft 2023/2024 Budget

The draft Operating & Maintenance budget that follows shows an 8.03% increase if you include the Fund Balance transfer. The actual increase is 6.17%.

- We're showing a usage of fund balance in the amount of \$678,000.
- The Sewer use rates have not changed from the last meeting (\$380 & \$9.09)
- Our fund balance at year end 23/24 is estimated to be \$2.3m
- Public Hearing to be May 16, 2023

Projects shown at last meeting vs projects depicted as of today:

| 4/11/2023 VERSION | | 5/9/2023 VERSION | | |
|--|--------------------|--|--------------------|-------------------|
| CAPITAL PROJECTS | PROJECT COST | CAPITAL PROJECTS | PROJECT COST | DIFFERENCE |
| Morton building | \$95,000 | Morton building | \$95,000 | \$0 |
| Pump Station 1 pump | \$180,000 | | | -\$180,000 |
| pump station generators replacement | \$175,000 | pump station generators replacement | \$100,000 | -\$75,000 |
| Vactor 7 year lease (6th yr) | \$63,000 | Vactor 7 year lease (6th yr) | \$63,000 | \$0 |
| Pump Station Capital Repairs (PS#10) | \$100,000 | | | -\$100,000 |
| Pipe lining/point repairs | \$1,000,000 | Pipe lining/point repairs | \$1,000,000 | \$0 |
| Stony Brook Crossing repairs (permanent) | \$2,277,000 | Stony Brook Crossing repairs (permanent) | \$2,277,000 | \$0 |
| Replace Pumps (PS#3) | \$200,000 | | | -\$200,000 |
| Stony Brook Repair Study | \$0 | Stony Brook Repair Study | \$202,000 | \$202,000 |
| TOTAL CAPITAL PROJECTS | \$4,090,000 | TOTAL CAPITAL PROJECTS | \$3,737,000 | -\$353,000 |

DRAFT 5/9/2023

**TOWN OF SUFFIELD
WATER POLLUTION CONTROL AUTHORITY
2023/2024 BUDGET**

FUNDS:

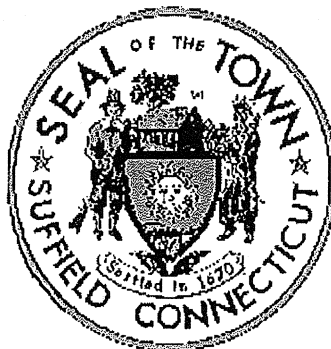
**ADMINISTRATION
ASSESSMENT
RESERVE CAPACITY MAINTENANCE
KENT FARMS**

WPCA Meeting – May 16, 2023

WPCA Public Hearing - May 16, 2023

Questions May Be Directed To:

**Jamie Kreller, Superintendent OR Julie Nigro, Business Administrator
Town of Suffield WPCA
860-668-3856**



WATER POLLUTION CONTROL AUTHORITY BUDGET SUMMARY

| | <u>2022-2023</u> | <u>2023-2024</u> |
|-------------------------------|--------------------|--------------------|
| ADMINISTRATION: | \$3,687,000 | \$3,983,000 |
| ASSESSMENT: | \$910,000 | \$288,000 |
| RESERVE CAPACITY MAINTENANCE: | <u>\$1,663,000</u> | <u>\$3,737,000</u> |
| | \$6,260,000 | \$8,008,000 |

| | <u>2022-2023</u> | | <u>2023-2024</u> | |
|---|------------------|----------|------------------|----------|
| 2023-2024 Town of Suffield Sewer Use Fee: | \$370 | per unit | \$380 | per unit |
| 2023-2024 Kent Farm Sewer Use Fee: | \$370 | per unit | \$380 | per unit |
| 2023-2024 Dollar Per 1,000 Gallons: | \$8.89 | | \$9.09 | |

Water Pollution Control Authority Commission Members:

Janet Davis, Chairman
 Roger Ives, Vice Chairman/Treasurer
 Frank Bauchiero
 Jeff Davis
 Daniel Holmes
 John Murphy
 Chris Rago

TOWN OF SUFFIELD WATER POLLUTION CONTROL AUTHORITY
2023/2024 Expense Budget - \$3,983,000

General

A copy of the WPCA Administration Expense Budget is attached. The major points are as follows:

- The 2023-2024 Expense Budget increased \$296,000 or 8.03% with the inclusion of Fund Balance money, however, the actual increase in expenses is 6.17%. The Overall budget (ALL 3 BUDGETS: ADMIN, RCM, ASSESSMENT) has increased by 27.92% or 28.91% excluding the fund balance transfer.
- The Equivalent Dwelling unit (EDU) charge for FY 2023-2024 has increased to \$380 , representing a 2.70% increase.
- The use of Fund Balance in the amount of \$678,000 will be used for the large amount of projects to be completed this year. Note that uncompleted projects in the 2022/2023 budgeted Capital Projects will be moved to 2023/2024.
- The most recent rate change of \$10/year, was for the last fiscal period; we have capital projects planned out for future years and must plan for level increases accordingly.

Capital projects this year include:

- Morton building to house equipment and spare pumps (if not completed in fiscal 22/23)
- Vactor lease annual payment
- Pipe lining/point repairs
- Stony Brook Repair Study (if not completed in fiscal 22/23)
- Stony Brook repair (If grant is approved **OR** use of DEEP 2% loan)
- Pump station generator replacement (if not completed in fiscal 22/23)

Payroll, Social Security & Pension:

- Costs for WPCA employees total \$1,242,000 , or approximately 31.18% of operation and maintenance expenses.
- The aggregate increase in Payroll of 4.15% is comprised of: (1) A budgeted annual increase for administrative staff of 3.00%, with actual increases determined by the Commission in June.
- This line item also includes an estimated 2.25% increase for the union staff under the Collective Bargaining Unit contract.
- Additionally, this includes unscheduled overtime and the cost of the WPCA's contribution to deferred compensation accounts.

- Social Security is based on 7.65% of budgeted salaries. The town's Pension Administrator determines WPCA's contribution to the Pension Fund. Employees hired after 6/30/2014 participate in the Town's 457 Deferred Compensation plan with matching up to 7% in lieu of a pension.

Workers' Compensation, Employee Medical Insurance, Property, General Liability, Umbrella, Automobile and Boiler and Machinery Insurance:

- The WPCA is included in the Town contracts.

OPEB Contribution:

This line item represents the WPCA's portion of "Other Postemployment Benefits" as provided by the Finance Director for the Town.

Operation and Maintenance:

- **Chemicals**
 - The cost of purchasing chemicals used to treat wastewater. Chemical costs (Polymer) are estimated to be approximately 10.55% higher per tote than last year. Polymer is used for sludge dewatering and usage is based on the Hood demand on the system.
- **Waste:**
 - The cost of disposing of sludge at the Metropolitan District Commission sludge handling facility, and other waste produced during the treatment process. MDC's rate is increasing from \$315/ton to \$360/ton and we've been trending 20.84% higher in tons delivered to MDC over last year. This change represents a \$79k increase in the line item – \$47k due to the cost/ton change.
- **Uniforms:**
 - The cost of supplying uniforms, foul weather gear and safety footwear to all of its operational employees as required under the collective bargaining agreement is up, based on the last 3 year's actuals.
- **Laboratory Testing:**
 - The cost of performing and reporting laboratory analysis using an outside vendor for the WPCA main facility and the Kent Farms Sewer District (due to the complex nature of the tests and advanced level of the technical equipment that is required, these tests are performed by outside vendors).
- **Training, Safety Supplies, and medical expenses:**
 - The cost for employees to participate in appropriate training opportunities including training for Operators to pursue advanced licenses, safety courses, exam fees, safety supplies, and equipment. In addition, any administrative classes (Business writing, advanced spreadsheet prep., etc.) are included in this line item.

- The Safety supplies line item is for the purchase of safety supplies including: OSHA compliance items, first aid supplies, gloves, and hard hats.

- Required medical tests and treatments for new hires, and DOT mandated testing.

- **Plant/ Process Equipment R&M and Collection System Maintenance:**

General Plant Maintenance- Plant maintenance is guided by our JobPlus program and helps identify actual maintenance needs on a predictive and ideally, preventative basis.

Buildings and Grounds – These are expenses that are associated with the repair and maintenance of the treatment facility,

- Utilities related equipment

- Buildings HVAC,

- Windows and Doors,

- Structural repairs

- Computers and related equipment

-Process Equipment R&M- The cost of major process equipment maintenance including:

- Instrumentation

- repairs and maintenance for major mechanical components of the biological treatment process.

- annual UV parts - \$35k per year

Collection system maintenance of public sewer system

There is a significant increased focus on maintenance of the aging sewer system dating back to the 1960's, with an advanced focus on system requirements based on EPA recommended practices. This includes repair and maintenance of:

- Five low pressure sewer systems. Plant Staff are only responsible for the pipes and related specialized low pressure sewer equipment in the public right of way, only up to and including the curb box shut off structures (generally at the private property line).

- Predictive, Preventive, and Corrective Maintenance (parts and materials) for underground assets such as pipes, manholes, force mains, CCTV, subcontracted repair work

- **Tools & Equipment:**

- This line item includes all miscellaneous tools and equipment (gauges, shovels, lab equipment, mower parts and accessories, etc.).

- **Utilities: Telephone, Electricity, Fuel oil-generators, and Water:**

-These line items fund the cost of telephone, Cable internet, electrical service (including electric heat), generator, and potable water service to the treatment facility.

-The WPCA participates in the Town wide fuel oil contract for the small usage of heating oil for the Headworks building and pump station generators. The WPCA is currently in a three-year electricity contract for supply generation with a rate of \$0.0763 (to expire 11/19/2024). This line item has increased from last year, due to an increase in kilowatt usage by about 6.30%.

- **Vehicles: Gas-automotive, Mileage, R&M Vehicles:**

These line items fund the cost of providing gasoline and diesel fuel to:

-WPCA vehicles through the Town's Dieselgard and Keegard service; the cost of reimbursing WPCA employees for use of a personal vehicle for work related travel; vehicle repair and maintenance costs.

-The repair and maintenance budget increased to accommodate inspections & preventative maintenance on a 7-year-old Roll-off truck and a 4-year-old Vactor truck.

-Auto gas has increased based on actual usage over the last 2 years and volatile gas/diesel prices. The mileage reimbursement rate has increased from \$0.585 to \$0.655 per mile.

Administration Costs: Office Supplies, Postage, Advertising, Legal/Advice, Engineering Services, Service Contracts, Dues & Subscriptions:

These line items fund costs associated with office operations:

- routine correspondence,
- Invoices and notices
- Certified mailings
- Legal advertising – including RFP's
- Engineering review and advice
- Outside consultants
- Legal advice
- Copy machine, a wide format printer, and
- Various professional organizations and journals.

- **Contingency:**

- This line item represents approximately 3% of the Operating budget (less the “Contingency” line item itself and the “Transfer to RCM” line item) and is designated for unforeseen items not planned for in the RCM Budget for emergencies.

- **Capital Costs:**

- Include the following Capital line items:

- The “**Capital Replacement – Vehicles**”

- This line item funds the cost of replacing WPCA vehicles. This year’s line item is \$0 – with no new vehicle purchases.

- The “**Interest Expense**” line item represents the interest portion of any financing (VACTOR truck)- \$5,000 this year.

- The **Reserve Cap Projects** – line item is designated to be transferred to the RCM fund for Capital Projects, using Sewer Use fees revenue.

KENT FARMS COMMUNITY SEPTIC SYSTEM
2023/2024 Expense Budget - \$380

The Kent Farms Community Septic System is operated by the WPCA as a separate sewer district.

- The system was designed to a maximum of 44 homes, and currently serves 44 homes.
- Based on the schedule of expenses for “Pump Station #8 – Plantation Drive”, the WPCA levies a separate user fee against property owners using that system.
- The WPCA is responsible for maintaining on-site septic systems in the Kent Farms Sewer District.
- The 2023/2024 Kent Farms Sewer Use Fee will increase from \$370 to \$380 , representing an approximate 2.70% increase.
- The fee covers pump station maintenance, electricity, time and labor for station monitoring, as well as pump-outs of the separate septic tanks for 1/3 of Kent Farms each year (homes are pumped out every three years), and the cost to treat this at the Plant.

2023/2024 WPCA Assessment Fund Budget - \$288,000

The WPCA Assessment Fund is the account into which all WPCA Sewer Benefit Assessment payments or Sewer Connection Charges are deposited.

- A Sewer Benefit Assessment is levied against any property owner whose property is “specially benefited” by the installation of a public sewer line, as enabled by Chapter 103, Section 7-249 through 7-254 of the Connecticut General Statutes.
- The Sewer Connection Charges are assigned to a property whenever construction results in the creation of additional units connected to the existing sanitary sewer system per CGS§7-255.
- The cash in this fund is used to pay down any debt from the financing of the acquisition or construction of the sewerage system OR for the acquisition or construction of the sewerage system.
- There is currently no debt to the Town from the WPCA, therefore all Assessment and Sewer Connection revenues are transferred into the RCM fund for Capital Improvement Projects allowable by State statute.

2023/2024 WPCA Reserve Capacity Maintenance Fund Budget – \$3,737,000

This fund is used to help finance WPCA Collection System & Plant construction projects. Included in this year's RCM budget besides Sewer Development are the following Plant Upgrade projects:

| Capital - Plant | | \$ | |
|---|-----------------|-----------------------|--------------------|
| Morton building | Morton building | \$ | 95,000 |
| | | Total Capital - Plant | <u>\$95,000</u> |
| Capital - Pump Stations/Collections System | | | |
| pump station generators replacement | | | \$100,000 |
| Vactor 7 year lease (6th yr) | | | \$63,000 |
| Pipe lining/point repairs | | | \$1,000,000 |
| Stony Brook Crossing repairs (permanent) | | | \$2,277,000 |
| Stony Brook Repair Study | | | <u>\$202,000</u> |
| Total Capital - Pump Stations/Collections System | | | <u>\$3,642,000</u> |
| TOTAL CAPITAL PROJECTS | | | \$3,737,000 |

Suffield WPCA **2023/2024 O&M Revenue Budget**

| | 2022/2023 | 2023/2024 | variance | Description |
|----------------------------------|--------------|--------------|----------|--|
| Proposed 2023/2024 Use Fee | \$370.00 | \$380.00 | 2.70% | 2.70% increase in EDU cost from 2022 (*See Definition of EDU below) |
| Proposed Dollar Per Gallon (Com) | \$8.89 | \$9.09 | 2.25% | Commercial excess gallons charge in excess of 1 EDU |
| Use Charges - Commercial | \$ 295,000 | \$ 305,000 | 3.39% | collection rate of 99% (as of 4/2023) |
| Use Charges - Residential billed | \$ 1,216,000 | \$ 1,248,000 | 2.63% | collection rate of 96% (as of 4/2023) |
| Use Charges - Kent Farms | \$ 16,000 | \$ 16,000 | 0.00% | collection rate of 96% (as of 4/2023) |
| Use Charges - Prison | \$ 859,000 | \$ 895,000 | 4.19% | Increase based on higher Commercial rate from \$8.89 to \$9.09 |
| Use Charges - Hood | \$ 587,000 | \$ 665,000 | 13.29% | Increase based 1st 3 quarters of 2022/2023 & estimates on 4th qtr's with recent Hood flows and strength of flow. |
| Use Charges - Delinquent | \$ 45,000 | \$ 51,000 | 13.33% | based on past delinquent collection rate of 69% on projected delinquent |
| Interest & Fees | \$ 28,000 | \$ 31,000 | 10.71% | based on average rate of 41% of total delinquent |
| Permits & Septic | \$ 64,000 | \$ 54,000 | -15.63% | based on last year's receipts |
| Investment Income | \$ 3,000 | \$ 40,000 | 1233.33% | based on higher interest rates over the last year |
| Transfer from Fund Balance | \$ 574,000 | \$ 678,000 | | Use of Fund Balance for projects budgeted - to be transferred to RCM Budget for Cap Projects |
| | \$ 3,687,000 | \$ 3,983,000 | | |
| | | \$ 296,000 | | |

EDU - Equivalent Dwelling Unit =
46,000 gpy per single family dwelling or 126 gpd

| | |
|-------------------------|--------------|
| Expenses | \$ 3,983,000 |
| Revenue | \$ 3,983,000 |
| Difference from Revenue | \$ (0) |

**Suffield WPCA O&M
2023/2024 Budget**

| | 2022/2023 | 2023/2024 | variance | | Description |
|---------------------------|--------------|--------------|-----------|---------|---|
| Payroll | \$ 1,011,000 | \$ 1,053,000 | 42,000 | 4.15% | Assumes Admin wage increases of 3% and 2.25% for Union. Actual wage increases for Admin staff are approved in June. |
| Social security | \$ 78,000 | \$ 81,000 | 3,000 | 3.85% | 7.65% of Payroll |
| Pension | \$ 106,000 | \$ 108,000 | 2,000 | 1.89% | Per Pension valuation from Finance Director 3/1/2023 |
| Workers Comp | \$ 17,000 | \$ 18,000 | 1,000 | 5.88% | based on CIRMA's projection - provided by the Finance Director |
| Office supplies | \$ 16,000 | \$ 21,000 | 5,000 | 31.25% | based on last 3 years spend |
| Chemicals | \$ 27,000 | \$ 27,000 | 0 | 0.00% | based on same usage of Polymer totes |
| Postage | \$ 4,000 | \$ 4,000 | 0 | 0.00% | no change |
| Telephone | \$ 16,000 | \$ 16,000 | 0 | 0.00% | no change |
| Electricity | \$ 175,000 | \$ 185,000 | 10,000 | 5.71% | incr. due to higher kwh usage (approx 8% more in 22/23 vs 21/22) |
| Water | \$ 7,000 | \$ 7,000 | 0 | 0.00% | no change |
| Gas - automotive | \$ 18,000 | \$ 23,000 | 5,000 | 27.78% | incr. due to fluctuating/volatile gas prices and additional VACTOR usage for sewer line cleaning |
| Fuel oil - heat | \$ 7,000 | \$ 7,000 | 0 | 0.00% | no change |
| Mileage | \$ 1,000 | \$ 2,000 | 1,000 | 100.00% | incr. due to additional training |
| Waste disposal | \$ 176,000 | \$ 255,000 | 79,000 | 44.89% | incr. based on a price increase per dry ton from \$315 to \$360 for disposal at MDC, as well as an average 9 month increase of 20% in the amount of dry tons to be disposed. |
| Insurance | \$ 35,000 | \$ 36,000 | 1,000 | 2.86% | incr. based on a 3% increase over last year's cost and projection from CIRMA |
| Advertising | \$ 4,000 | \$ 3,000 | (1,000) | -25.00% | decr. Based on number of bid requests this year; delinquent notices; accounts payable |
| Legal/advice | \$ 55,000 | \$ 48,000 | (7,000) | -12.73% | decr. based on 3 yrs legal fees & No union negotiations this year |
| Engineering Services | \$ 12,000 | \$ 11,000 | (1,000) | -8.33% | decr. based on 3 yrs of actuals and majority of Engineering performed under Capital Projects |
| Service Contracts | \$ 43,000 | \$ 46,000 | 3,000 | 6.98% | incr. based on 3 YRS actuals on service contracts with: TAB computers, WINN -11, HACH, Huber, Otis, HACH sensors, service from TAB, and addition of IDEX contract - all with estimated rate increases |
| Uniforms | \$ 7,000 | \$ 7,000 | 0 | 0.00% | no change |
| Tests | \$ 29,000 | \$ 45,000 | 16,000 | 55.17% | incr. due to additional testing being performed |
| Dues & Subscriptions | \$ 4,000 | \$ 4,000 | 0 | 0.00% | no change |
| Employee Insur | \$ 453,000 | \$ 331,000 | (122,000) | -26.93% | The cost of Health insurance for current employees & 100% of 1 retiree, plus cost of: Life, std & ltd insurance, H S A contributions, used estimate of 5.5% incr. in cost over last year. Note that retirees medicare supplemental policies will be accounted for within OPEB from now on - therefore a significant decrease in this line item. |
| Training | \$ 20,000 | \$ 20,000 | 0 | 0.00% | no change |
| Medical Expenses | \$ 3,000 | \$ 3,000 | 0 | 0.00% | no incr. - based on Union contract allowable medical injections for industry-type exposures (ex: hepatitis, typhoid, diphtheria, flu, and tetanus). |
| Plant Maintenance | \$ 60,000 | \$ 77,000 | 17,000 | 28.33% | incr. based on last 5 years actuals |
| Collection System | \$ 45,000 | \$ 44,000 | (1,000) | -2.22% | decr. Based on last 5 years actuals |
| R & M - Vehicles | \$ 16,000 | \$ 16,000 | 0 | 0.00% | no change |
| Cap Replace - Vehicles | \$ - | \$ - | 0 | #DIV/0! | no change |
| Cap Improve | \$ - | \$ - | 0 | 0.00% | no change |
| Tools & Equipment | \$ 26,000 | \$ 35,000 | 9,000 | 34.62% | incr. due to purchase of misc tools & annual Tractor lease payment (4th of 5 annual payments at 0% interest) |
| Process Equipment - R&M | \$ 115,000 | \$ 115,000 | 0 | 0.00% | no change |
| Reserve Cap Projects | \$ 179,000 | \$ 313,000 | 134,000 | 74.86% | use fees to be applied to current year capital projects - See RCM budget |
| Interest Expense | \$ - | \$ 5,000 | 5,000 | #DIV/0! | incr. due to Vactor interest charge |
| OPEB Contribution | \$ 101,000 | \$ 82,000 | (19,000) | -18.81% | decr. Based on Finance Director's projections from 3/6/23 |
| Transfer to RCM | \$ 574,000 | \$ 678,000 | 104,000 | 18.12% | Planned usage of Fund balance, however this includes the possibility of moving uncompleted projected from 2022/2023 to 2023/2024 fiscal period. |
| Safety Supplies | \$ 14,000 | \$ 14,000 | 0 | 0.00% | no change |
| Contingency | \$ 91,000 | \$ 97,000 | 6,000 | 6.5934% | 3%+ of budget (less the fund balance transfer) for unforeseen items not planned for in RCM for emergencies |
| #1 - Thompsonville Rd | \$ 18,000 | \$ 19,000 | 1,000 | 5.56% | routine exp including Electricity + Mission Commun. |
| #10 - Mapleton Estates | \$ 4,000 | \$ 4,000 | 0 | 0.00% | routine exp including Electricity + Mission Commun. |
| #11 - Mapleton Ave | \$ 9,000 | \$ 9,000 | 0 | 0.00% | routine exp including Electricity + Mission Commun. |
| #12 - Bridge St | \$ 9,000 | \$ 11,000 | 2,000 | 22.22% | routine exp including Electricity + Mission Commun. |
| #13 - Stony Brook | \$ 5,000 | \$ 5,000 | 0 | 0.00% | routine exp including Electricity + Mission Commun. |
| #2 - Willow Creek | \$ 4,000 | \$ 4,000 | 0 | 0.00% | routine exp including Electricity + Mission Commun. |
| #3 - Mountain Road | \$ 15,000 | \$ 15,000 | 0 | 0.00% | routine exp including Electricity + Mission Commun. |
| #4 - River Blvd | \$ 9,000 | \$ 9,000 | 0 | 0.00% | routine exp including Electricity + Mission Commun. |
| #5 - Fairhill Lane | \$ 12,000 | \$ 12,000 | 0 | 0.00% | routine exp including Electricity + Mission Commun. |
| #6 - Suffield Meadows | \$ 10,000 | \$ 10,000 | 0 | 0.00% | routine exp including Electricity + Mission Commun. |
| #7 - Poole Rd. | \$ 9,000 | \$ 9,000 | 0 | 0.00% | routine exp including Electricity + Mission Commun. |
| #8 - Plantation Dr | \$ 9,000 | \$ 9,000 | 0 | 0.00% | routine exp including Electricity + Mission Commun. |
| #9 - Eagles Watch | \$ 6,000 | \$ 7,000 | 1,000 | 16.67% | routine exp including Electricity + Mission Commun. |
| #16 Prospect Hill Estates | \$ 6,000 | \$ 6,000 | 0 | 0.00% | routine exp including Electricity + Mission Commun. |
| #17 Cedar Crest Drive | \$ 6,000 | \$ 6,000 | 0 | 0.00% | routine exp including Electricity + Mission Commun. |
| #18 Wisteria Lane | \$ 6,000 | \$ 6,000 | 0 | 0.00% | routine exp including Electricity + Mission Commun. |
| #19 Malec Farms | \$ 5,000 | \$ 5,000 | 0 | 0.00% | routine exp including Electricity + Mission Commun. |
| | 3,687,000 | 3,983,000 | 296,000 | | |
| | | | | | 6.17% BUDGET INCR/DECR W/O INCLUDING FUND BALANCE USAGE |
| | | | | | 8.03% BUDGET INCR/DECR - INCLUDING FUND BALANCE USAGE |

**Town of Suffield Water Pollution Control Authority
2023/2024 Reserve Capacity Maintenance (RCM) Revenue Budget**

| | 2022/2023 | 2023/2024 | Variance | |
|--|------------------|---------------------|---------------------|--|
| Transfer from RCM Fund Balance \$ | - | \$ 562,000 | | Balance on hand year end 2022/2023 |
| Transfer from Assessment Fund \$ | 910,000 | \$ 288,000 | \$ (622,000) | All funds generated from Assessment Fund transferred into this fund for Capital Projects |
| Transfer from O&M Line Item \$ | 179,000 | \$ 313,000 | \$ 134,000 | revenue generated by sewer use fees & earmarked for cap projects |
| Grant Income \$ | - | \$ 1,896,000 | \$ 1,896,000 | Possible grant income for Stony Brook (80%) \$1,821,000 & American Rescue Plan \$75k |
| Transfer from Fund Balance \$ | 574,000 | \$ 678,000 | \$ 104,000 | Use of Fund Balance |
| TOTAL REVENUE \$ | 1,663,000 | \$ 3,737,000 | | |
| Plant Upgrades (Capital Improvements) \$ | 375,000 | \$ 95,000 | \$ (280,000) | |
| Plant Upgrades-Collection system (Capital Improvements) \$ | 1,288,000 | \$ 3,642,000 | \$ 2,354,000 | |
| TOTAL EXPENSES \$ | 1,663,000 | \$ 3,737,000 | \$ 2,074,000 | |

Town of Suffield Water Pollution Control Authority
2023/2024 Assessment/Connection Revenue Budget

| | 2022/2023 | 2023/2024 | Variance | Description |
|---|--------------------------|--------------------------|--------------|---|
| 2023-2024 New Assessments/Sewer Connections | \$ 2,500 | \$ 2,500 | \$ - | 2 new accounts |
| Developer's Agreements | \$ 106,000 | \$ 110,000 | \$ 4,000 | Based on current Developments & estimated over 3 yrs of "normal" receipts |
| Current Assessments | \$ 22,000 | \$ 18,500 | \$ (3,500) | based on 2023 annual billing @ 89% collection rate (as of 2/28/2023) |
| Assessments - Prior Years | \$ 1,000 | \$ 1,000 | \$ (0) | 20% of delinquent balance |
| Penalty Interest & Fees | \$ 1,000 | \$ 1,000 | \$ - | estimate 5% of (current assessments + delinquent assessments) |
| Advance Collection | \$ 2,000 | \$ 2,000 | \$ - | 2% of principal not billed |
| Investment Interest | \$ 500 | \$ 7,000 | \$ 6,500 | based on anticipated average balance and avg interest earned |
| Total: | <u>\$ 135,000</u> | <u>\$ 142,000</u> | | |
| Transfer from Assessment Fund Balance | \$ 775,000 | \$ 146,000 | \$ (629,000) | Estimated year end cash balance year end 2223 |
| TOTAL REVENUE | <u>\$ 910,000</u> | <u>\$ 288,000</u> | | |
| Transfer to Town General Fund | \$ - | \$ - | \$ - | |
| Transfer to RCM | \$ 910,000 | \$ 288,000 | \$ (622,000) | |
| TOTAL EXPENSES | <u>\$ 910,000</u> | <u>\$ 288,000</u> | | |