

**TOWN OF TEWKSBURY  
SEWER ENTERPRISE FUND  
FISCAL YEAR 2021 PROPOSED BUDGET**

<u>Direct Expenses</u>	<u>FY19 Expended</u>	<u>FY20 Approved</u>	<u>FY21 Recommended</u>	<u>Inc(Dec)</u>
Salaries	345,305	379,170	388,866	9,697
Expenses	370,220	404,520	401,752	(2,768)
Capital Outlay	-	-	-	-
Lowell Sewer	1,103,398	1,303,100	1,350,000	46,900
Reserve Fund	-	60,000	60,000	-
Occupational Health	10,000	10,000	10,000	-
Other Post Employment Benefits	38,785	38,785	38,785	-
Debt	3,047,364	3,860,931	3,707,774	(153,157)
Subtotal	4,915,072	6,056,506	5,957,177	(99,328)
				-
<u>Indirect Expenses</u>				
Subtotal	599,417	647,057	666,755	19,698
<b>Total</b>	<b>5,514,489</b>	<b>6,703,563</b>	<b>6,623,932</b>	<b>(79,630)</b>
				-
<u>Projected Sewer Revenue</u>	<u>FY19 Collected</u>	<u>FY20 Projected</u>	<u>FY21 Projected</u>	<u>Inc(Dec)</u>
User Fees	5,199,867	5,272,159	5,473,304	201,145
All Sewer Liens/Interest/Fees	300,000	250,000	25,094	(224,906)
Connection Fees	125,726	125,566	250,000	124,434
All Other	25,000	25,000	100,000	75,000
Retained Earnings	253,224	1,026,790	795,439	(231,352)
Transfer From General Fund	36,208	14,749	-	(14,749)
<b>Total</b>	<b>5,940,024</b>	<b>6,714,265</b>	<b>6,643,837</b>	<b>(70,428)</b>
				-
<i>Operating Deficit/Surplus</i>	<i>425,535</i>	<i>10,702</i>	<i>19,905</i>	<i>9,202</i>
<u>Capital Expenditures</u>	-	-	-	-
<i>Net Deficit/Surplus After Capital Expenditures</i>	<i>425,535</i>	<i>10,702</i>	<i>19,905</i>	<i>9,202</i>

DPW SEWER	FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC	FY2021 FIN COM REC
<i>Salaries</i>										
5111 Regular	260,659	233,282	280,387	253,276	291,142	287,014	299,520	307,009	307,009	
5120 Temporary Part-Time Salaries	-	-	-	-	8,245	5,811	8,430	8,837	8,837	
5130 Overtime	60,000	48,506	61,500	51,485	63,100	47,745	64,500	66,000	66,000	
5135 Uniform Allowance	720	480	720	720	1,020	1,020	1,320	1,620	1,620	
5144 Night Call Back	3,500	3,500	3,500	3,500	3,600	3,600	3,600	3,600	3,600	
5180 All Other Salaries	1,000	130	1,000	26	1,000	115	1,800	1,800	1,800	
<b>Total Salaries</b>	<b>325,879</b>	<b>285,898</b>	<b>347,107</b>	<b>309,006</b>	<b>368,107</b>	<b>345,305</b>	<b>379,170</b>	<b>388,866</b>	<b>388,866</b>	
<i>Operating</i>										
5210 Energy Utilities	92,760	92,756	82,600	82,924	106,431	98,100	102,400	104,500	104,500	
5240 Repairs and Maintenance	77,343	77,343	65,200	69,651	80,193	68,348	77,550	78,200	78,200	
5270 Leases and Contract	48,753	48,753	36,300	32,977	57,410	52,622	36,800	30,340	30,340	
5303 Grinder Pumps	8,930	8,930	12,600	10,371	12,600	8,586	16,650	16,772	16,772	
5310 Professional Services	82,059	82,059	64,500	45,363	75,702	72,390	56,800	57,100	57,100	
5340 Communications	1,240	545	600	250	1,250	-	1,130	1,130	1,130	
5420 Office Supplies	-	-	400	-	400	400	400	400	400	
5423 All Other Supplies and Exp.	60,529	59,743	70,000	56,496	78,104	67,595	73,500	74,110	74,110	
5431 Other Equipment	15,171	15,171	15,000	6,145	20,000	-	20,000	20,600	20,600	
5523 Easment Settlements	25,000	-	15,000	-	15,000	-	15,000	15,000	15,000	
5555 Emergency Reserve Fund	35,000	-	-	-	60,000	-	60,000	60,000	60,000	
5671 Lowell Sewer	1,703,526	1,350,000	1,462,000	1,210,000	1,415,832	1,103,398	1,303,100	1,350,000	1,350,000	
5703 Dues and Memberships	300	170	475	-	600	-	600	600	600	
5720 Court Judgments	-	-	-	-	-	-	-	-	-	
5790 Staff Development/Training	6,126	5,956	4,100	1,230	4,100	2,180	3,690	3,000	3,000	
5950 Unpaid Bills	242,318	242,318	-	-	-	-	-	-	-	
<b>Total Operating</b>	<b>2,399,055</b>	<b>1,983,744</b>	<b>1,828,775</b>	<b>1,515,409</b>	<b>1,927,622</b>	<b>1,473,618</b>	<b>1,767,620</b>	<b>1,811,752</b>	<b>1,811,752</b>	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	
<b>Total Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Budget</b>	<b>2,724,934</b>	<b>2,269,642</b>	<b>2,175,882</b>	<b>1,824,414</b>	<b>2,295,729.00</b>	<b>1,818,923</b>	<b>2,146,790</b>	<b>2,200,618</b>	<b>2,200,618</b>	<b>-</b>

Position	FY2017 BUDGETED FTE	FY2018 BUDGETED FTE	FY2019 BUDGETED FTE	FY2020 BUDGETED FTE	FY2021 DEPT REQ FTE	FY2021 TM REC FTE	FY2021 FIN COM REC FTE
Assistant Superintendent Utility	0.33	0.33	0.33	0.33	0.33	0.33	
Crew Leader	1	1	1	1	1	1	
HMEO	1	1	1	1	1	1	
SHMEO	1	1	1	1	1	1	
Project Manager							
Operations Assistant (Billing)	0.4	0.4	0.4	0.4	0.4	0.4	
Temporary Part-time (FTE)	0.3	0.3	0.3	0.3	0.3	0.3	
<b>Total Staffing</b>	<b>4.03</b>	<b>4.03</b>	<b>4.03</b>	<b>4.03</b>	<b>4.03</b>	<b>4.03</b>	<b>0</b>



**FISCAL YEAR 2021  
DPW SEWER DEPARTMENT SALARY INFORMATION DEPARTMENT REQUEST**

**Regular Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Scott Branch	Assistant Superintendent Utility	12/18/2017	A10	10	32,960				32,960
Richard Stoddard	Crew-leader	3/8/1982	3B	7	74,669	\$11,200		3,005	88,875
Tim Stronach	SHMEO	11/4/1985	3A	7	71,256	\$10,688			81,944
Tom Allard	HMEO	3/2/2015	3	7	69,499		1,000		70,499
William Blakeney	Operations Assistant (40%)	4/15/1981	3	7	28,462	\$4,269			32,731
									-
<b>Total Regular Salaries</b>					276,846	\$26,158	1,000	3,005	307,009

**Temporary Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
	1 Summer Worker 16 Wks		D	6	8,837				8,837
<b>Total Temporary Part-Time Salaries</b>					8,837				8,837

**Overtime**

Name	Position				Amount				Total Benefit
	All Sewer Staff				66,000				66,000
<b>Total Overtime</b>					66,000				66,000

**Uniform Allowance**

Name	Position				Amount				Total Benefit
	All Sewer Staff				1,620				1,620
<b>Total Uniform Allowance</b>					1,620				1,620

**Night Call Back**

Name	Position				Amount				Total Benefit
	All Sewer Staff				3,600				3,600
<b>Total Night Call Back</b>					3,600				3,600

**All Other Salaries**

Name	Position				Amount				Total Benefit
All Sewer Staff	Out of Grade				1,000				1,000
License Incentive					800				800
<b>Total All Other Salaries</b>					1,800				1,800

<b>Department Total</b>									388,866
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**FISCAL YEAR 2020  
DPW SEWER DEPARTMENT SALARY INFORMATION**

**Regular Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Scott Branch	Assistant Superinte	12/18/2017	A10	10	32,234				32,234
Richard Stoddard	Crew-leader	3/8/1982	3B	7	73,026	\$10,954		2,939	86,919
Tim Stronach	SHMEO	11/4/1985	3A	7	69,688	\$10,453			80,141
Tom Allard	HMEO	3/2/2015	3	6	43,821				43,821
	Step Increase	3/2/2020		7	22,397				22,397
	Longevity	9/2/2019					850		850
William Blakeney	Operations Assista	4/15/1981	3	7	27,835	\$4,175			32,010
Regular Salary	Extra Day Leap Year				1,147				1,147
<b>Total Regular Salaries</b>					270,148	\$25,582	850	2,939	299,520

**Temporary Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
	1 Summer Worker 16 Wks		D	6	8,430				8,430
<b>Total Temporary Part-Time Salaries</b>					8,430				8,430

**Overtime**

Name	Position				Amount				Total Benefit
	All Sewer Staff				64,500				64,500
<b>Total Overtime</b>					64,500				64,500

**Uniform Allowance**

Name	Position				Amount				Total Benefit
	All Sewer Staff				1,320				1,320
<b>Total Uniform Allowance</b>					1,320				1,320

**Night Call Back**

Name	Position				Amount				Total Benefit
	All Sewer Staff				3,600				3,600
<b>Total Night Call Back</b>					3,600				3,600

**All Other Salaries**

Name	Position				Amount				Total Benefit
All Sewer Staff	Out of Grade				1,000				1,000
License Incentive					800				800
<b>Total All Other Salaries</b>					1,800				1,800

<b>Department Total</b>					4				379,170
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**FISCAL YEAR 2019  
DPW SEWER DEPARTMENT SALARY INFORMATION**

**Regular Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Scott Branch	Assistant Superintendent Utility		A10	9	30,754				30,754
Richard Stoddard	Crew-leader	3/8/1982	3B	7	71,419	10,713			82,132
Tim Stronach	SHMEO		3A	7	68,154	10,223			78,377
Barnie Marion	HMEO	1/10/2000	3	7	67,301		2,000		69,301
William Blakeney	Operations Assista	4/15/1981	3	7	26,590	3,989			30,579
<b>Total Regular Salaries</b>					264,218		2,000	-	291,142

**Temporary Part-Time Salaries**

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
	1 Summer Worker 16 Wks		D	6	8,245				8,245
<b>Total Temporary Part-Time Salaries</b>									8,245

**Overtime**

Name	Position				Amount				Total Benefit
	All Sewer Staff				63,100				63,100
<b>Total Overtime</b>					63,100				63,100

**Uniform Allowance**

Name	Position				Amount				Total Benefit
	All Sewer Staff				1,020				1,020
<b>Total Uniform Allowance</b>					1,020				1,020

**Night Call Back**

Name	Position				Amount				Total Benefit
	All Sewer Staff				3,600				3,600
<b>Total Night Call Back</b>					3,600				3,600

**All Other Salaries**

Name	Position				Amount				Total Benefit
All Sewer Staff	Out of Grade				1,000				1,000
<b>Total All Other Salaries</b>					1,000				1,000

<b>Department Total</b>									368,107
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**DESCRIPTION/DETAIL**

**DPW SEWER OPERATING**  
*5210 Energy Utilities*

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	<b>FY2021 DEPT REQ</b>	<b>FY2021 TM REC</b>
92,760	92,756	82,600	82,924	106,431	98,100	102,400	<b>104,500</b>	<b>104,500</b>

Electric power and gas to run (47) pump stations;

National Grid Electric (47 Pump Stations)	95,000	95,000
National Grid Gas (11 Pump Stations)	4,000	4,000
Direct Energy		
Heather Row Grinder	3,000	3,000
Gas to new generators (9 Pump Stations)	2,500	2,500
<i>Total 5210 Energy Utilities:</i>	104,500	104,500

**DESCRIPTION/DETAIL**

**DPW SEWER OPERATING**

*5240 Repairs and Maintenance*

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
77,343	77,343	65,200	69,651	80,193	68,348	77,550	<b>78,200</b>	<b>78,200</b>

Maintenance and repair to system equipment and facilities including: generators, instrumentation, minor building envelope; pump systems (pumps, motors, floats), contractor repair and replacement of pumps; Reset/adjustment and replacement of frames and covers and repair of MH structures on old system/mains; repair and troubleshooting Remote meter reading network etc

69,700 69,700

Allotment for generator maintenance from Leases and Contracts  
3% for increases for goods and Services

8,500 8,500

*Total 5240 Repairs and Maintenance:*

78,200 78,200

**DESCRIPTION/DETAIL**

**DPW SEWER OPERATING**

*5270 Leases and Contract Services*

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
48,753	48,753	36,300	32,977	57,410	52,622	36,800	<b>30,340</b>	<b>30,340</b>
B & M Railroad Lease							3,600	3,600
Mission Pump station telemetry							20,000	20,000
Camera Sewer Line (Investigation into service hookups)							5,000	5,000
Badger Software Maintenance (40% of Total Cost)							640	640
Beacon Meter Software Monthly fee (40% of total cost)							800	800
Project Dog							300	300
<i>Total 5270 Leases and Contracts:</i>							30,340	30,340

Annual Generator Maintenance moved to Repair and Maintenance Line

**DESCRIPTION/DETAIL**

**DPW SEWER OPERATING**

*5303 Grinder Pumps*

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	<b>FY2021 DEPT REQ</b>	<b>FY2021 TM REC</b>
8,930	8,930	12,600	10,371	12,600	8,586	16,650	<b>16,772</b>	<b>16,772</b>

Reimbursement for Grinder pumps to those hooking up to sewer on small pressure lines; based on (7) installations per year Initial pump is purchased by the Town (\$2281/unit) 15,967 15,967  
 Pricing effective through June 2020 with anticipated 5% increase July 2019 (\$115/unit) 805 805

*Total 5303 Grinder Pumps:* 16,772 16,772

**DESCRIPTION/DETAIL**

**DPW SEWER OPERATING**

*5310 Professional Services*

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	<b>FY2021 DEPT REQ</b>	<b>FY2021 TM REC</b>
82,059	82,059	64,500	45,363	75,702	72,390	56,800	<b>57,100</b>	<b>57,100</b>

Ongoing annual program to be compliant w/DEP Regulations: Conduct an annual Infiltration and Inflow work plan including inspection and metering of piping network; determine methods and means to eliminate extraneous flow and determine amount of flow removed given applied treatments

45,000      45,000

Billtrust printing, stuffing and postage water bills (3x)/year at \$9,850/billing;  
(Split between water and sewer 60/40)

12,100      12,100

*Total 5310 Professional Services:*      57,100      57,100

**DESCRIPTION/DETAIL**

**DPW SEWER EXPENSES**

5340 Communications

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
1,240	545	600	250	1,250	-	1,130	<b>1,130</b>	<b>1,130</b>

(1) Wireless communication data service for off site use of computer for pump station monitoring documentation and GIS (Crewleader/Pump Station Maintenance)							480	480
Cell Phone for Sewer Crewleader							650	650
							<i>Total 5340 Communications:</i>	1,130

**DESCRIPTION/DETAIL**

**DPW SEWER OPERATING**  
*5420 Office Supplies*

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
-		400	-	400	400	400	<b>400</b>	<b>400</b>
Advertising, postage, various office needs, paper, document management							400	400
<i>Total 5423 All Other Supplies:</i>							400	400

**DPW SEWER OPERATING**

*5423 All Other Supplies and Expenses*

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
60,529	59,743	70,000	56,496	78,104	67,595	73,500	<b>74,110</b>	<b>74,110</b>
Pipe fittings and couplings; Manhole frames and covers purchase; gas monitoring and personal protective equipment; Police Details, Contractual services, Purchase of pumps, Pump and Pumper Rental for wet-well cleaning; Fire safety, parts used by in-house staff to repair/maintain pump stations, Miscellaneous items i.e. legal notices etc. 5% increase to address contractual and inflationary costs							40,000	40,000
Wetwell Chemicals to control Grease As recommended in the Sewer System O and M report, provided by Weston and Sampson, a more constant program to manage Fat, oil and Grease (FOG) should be employed to avoid Sewer System Overflows. The Town uses a number of techniques incl mixing valves, degreasers and enzymes. Enzymes are a more effect wet-well additive vs. degreasers; a routine application schedule is needed to make the enzyme application effective							34,000	34,000
CDL Medical Exam							110	110
<i>Total 5423 All Other Supplies and Expenses:</i>							74,110	74,110

**DESCRIPTION/DETAIL**

**DPW SEWER OPERATING**

*5431 Other Equipment*

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	<b>FY2021 DEPT REQ</b>	<b>FY2021 TM REC</b>
15,171	15,171	15,000	6,145	20,000	-	20,000	<b>20,600</b>	<b>20,600</b>
Purchase and repair of specialty equipment used in maintaining system							5,000	5,000
Maintenance of Vaccum/Rodding Truck							15,000	15,000
Inspection of Cranes							600	600
<i>Total 5431 Other Equipment:</i>							20,600	20,600

**DESCRIPTION/DETAIL**

**DPW SEWER OPERATING**

5523 Easement Settlements

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
25,000		15,000	-	15,000	-	15,000	<b>15,000</b>	<b>15,000</b>

Outstanding Easement disputes from Sewer Installation project

15,000 15,000

Total 5523 Easement Settlements:

15,000 15,000

**DESCRIPTION/DETAIL**

**DPW SEWER OPERATING**

*Emergency Reserve Fund*

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	<b>FY2021 DEPT REQ</b>	<b>FY2021 TM REC</b>
35,000		-	-	60,000	-	60,000	<b>60,000</b>	<b>60,000</b>

Due to the nature of equipment and construction costs this line is used to address emergency situations or overdrafts to Sewer budget lines; what isn't approved thru FinComm returns to the Sewer free-cash

60,000 60,000

*Total Emergency Reserve Fund:* 60,000 60,000

**DESCRIPTION/DETAIL**

**DPW SEWER OPERATING**

5671 Lowell Sewer

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
1,703,526	1,350,000	1,462,000	1,210,000	1,415,832	1,103,398	1,303,100	1,350,000	1,350,000

Town's wastewater flow to Lowell; based on the previous year's percent of total plant flow multiplied by the previous year's actual plant/system costs:

1,350,000 1,350,000

Although continued Tewksbury connections, increased operating costs of the Lowell plant, capital costs of the Lowell wastewater system and Lowell's separation of their combined system to eliminate I/I

has and will continue to increase Lowell's budgeted costs;

Based on 8.3% at FY19 Allocable cost in Approved Budget

*Total 5671 Lowell Sewer:* 1,350,000 1,350,000

Allocable Cost History

FY15 - 8.64%

FY16 - 8.65%

FY17 - 8.18%

FY18 - 7.11%

FY19 - Not Yet Determined

FY20 - Not Yet Determined

**DESCRIPTION/DETAIL**

**DPW SEWER OPERATING**

*5703 Dues and Memberships*

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
300	170	475	-	600	-	600	<b>600</b>	<b>600</b>

Membership for Division Leadman in New England Water Works Assoc  
WEF/NEWEA membership

600 600

*Total 5703 Dues and Memberships:*

600 600



**DESCRIPTION/DETAIL**

**DPW SEWER OPERATING**

*5790 Staff Development/Training*

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
6,126	5,956	4,100	1,230	4,100	2,180	3,690	<b>3,000</b>	<b>3,000</b>

(3) staff x \$1000/ to attend classes to maintain certifications and education  
 Training specific to Pump Station Mechanics and electronic controls

3,000      3,000

CEU's for Hoisting Licensing (0 at \$145)  
 Reimbursement for Licensing

*Total 5790 Staff Development/Training:*      3,000      3,000

