

**TOWN OF TEWKSBURY
WATER 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	1,428,651	1,518,171	1,660,863	142,692
Expenses	1,713,923	1,594,929	1,581,039	(13,890)
Capital Outlay	31,249	-	-	-
Reserve Fund	-	25,000	25,000	-
Occupational Health	-	20,000	20,000	-
Other Post Employment Benefits	-	163,947	163,947	-
Debt	2,578,515	2,520,696	2,576,995	56,299
Subtotal	5,752,338	5,842,744	6,027,844	185,101
<u>Indirect Expenses</u>				
Town Manager	8,457	9,668	9,886	218
Accounting	10,151	9,425	9,880	455
Computer Services	1,384	1,466	1,810	344
Treasurer/Collector	33,819	35,610	33,468	(2,142)
Administrative Services	1,526	1,641	1,683	42
Dept. of Public Works	344,615	387,335	388,042	707
Group Insurance	289,330	352,093	330,668	(21,425)
Retirement	355,202	435,658	453,004	17,346
Medicare	19,381	20,252	19,764	(488)
Property and Liability	64,845	66,757	70,762	4,005
Subtotal	1,128,710	1,319,905	1,318,967	(938)
Total	6,881,048	7,162,649	7,346,811	184,163
<u>Projected Water Revenue</u>	<u>FY19 Collected</u>	<u>FY20 Projected</u>	<u>FY21 Projected</u>	<u>Inc(Dec)</u>
User Fees	7,366,076	6,841,522	6,939,511	97,989
Water Liens	416,861	400,000	400,000	-
All Other Fees	147,159	100,000	100,000	-
Total	7,930,095	7,341,522	7,439,511	97,989
<i>Operating Deficit/Surplus</i>	<i>1,049,047</i>	<i>178,873</i>	<i>92,700</i>	<i>(86,174)</i>
<u>Capital Expenditures</u>	-	-	-	-
<i>Net Deficit/Surplus After Capital Expenditures</i>	<i>1,049,047</i>	<i>178,873</i>	<i>92,700</i>	<i>(86,174)</i>

DPW WATER DISTRIBUTION	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	477,872	457,904	457,241	454,690	480,140	479,954	505,447	519,788	519,788	
5120 Temporary Part-Time Salaries	7,847	5,689	4,805	4,801	6,245	-	8,430	8,837	8,837	
5130 Overtime	60,000	44,210	98,000	94,549	117,042	103,663	94,200	96,320	96,320	
5135 Uniform Allowance	1,440	1,270	1,440	1,440	2,040	2,040	2,640	3,240	3,240	
5144 Night Call Back	4,570	4,060	4,320	4,000	4,320	3,900	4,320	4,320	4,320	
5160 Sick Leave Buy-back	9,782	-	-	-	-	-	-	-	-	
5180 All Other Salaries	899	-	1,200	-	8	8	2,900	2,900	2,900	
Total Salaries	562,410	513,133	567,006	559,480	609,795	589,564	617,937	635,405	635,405	-
<i>Operating</i>										
5210 Energy Utilities	34,350	34,350	32,500	31,668	41,263	41,263	33,500	35,000	35,000	
5210 Repairs and Maintenance	79,430	79,430	91,700	100,828	106,505	106,501	88,700	91,360	91,360	
5270 Leases and Contract	75,896	75,896	39,388	43,699	134,345	133,900	68,600	65,610	65,610	
5310 Professional Services	16,315	16,315	22,000	16,158	17,606	17,528	21,000	21,000	21,000	
5340 Communications	2,358	2,383	3,070	2,849	3,616	3,616	3,060	3,060	3,060	
5420 Office Supplies	1,000	1,000	1,000	979	750	750	750	750	750	
5423 All Other Supplies and Exp.	52,276	51,886	40,000	38,419	48,245	47,731	41,300	41,860	41,860	
5431 Other Equipment	15,000	12,168	15,000	8,510	13,000	6,500	10,000	10,600	10,600	
5540 Meter Replacement	48,450	48,450	53,000	51,500	62,404	62,404	63,200	67,200	67,200	
5555 Emergency Reserve Fund	-	-	25,000	-	-	-	25,000	25,000	25,000	
5730 Dues and Memberships	500	500	895	-	-	-	895	895	895	
5716 Water Reimbursement	-	-	-	-	-	-	-	-	-	
5790 Staff Development/Training	3,790	3,730	6,250	3,279	2,003	2,003	6,440	6,520	6,520	
Total Operating	329,365	326,108	329,803	297,889	429,737	422,197	362,445	368,855	368,855	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	15,000	14,000	34,749	31,249	-	-	-	
Total Capital Outlay	-	-	15,000	14,000	34,749	31,249	-	-	-	
Total Budget	891,775	839,241	911,809	871,368	1,074,281	1,043,010	980,382	1,004,260	1,004,260	

	FY2017 BUDGETED	FY2018 BUDGETED	FY2019 BUDGETED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC	FY2021 FIN COM REC
Position	FTE	FTE	FTE	FTE	FTE	FTE	FTE
Assistant Superintendent Utility	0.33	0.33	0.33	0.33	0.33	0.33	
Working Foreman	1	1	1	1	1	1	
Crewleader	1	1	1	1	1	1	
SHMEO	1	1	1	1	1	1	
HMEO	3	3	3	3	3	3	
Project Manager		-					
Operations Assistant (Billing)	0.6	0.6	0.6	0.6	0.6	0.6	
Temporary Part-time (FTE)	0.3	0.3	0.3	0.3	0.3	0.3	
Total Staffing	7.23	7.23	7.23	7.23	7.23	7.23	0

FISCAL YEAR 2021

DPW WATER DISTRIBUTION DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Scott Brinch	Assist Director - Utility	12/18/2017	A10	10	32,960				32,960
Robert Belida	Div. Supervisor	9/7/1972	4	7	78,087	\$11,713			89,800
Lou Marion	Crew Leader	11/4/2002	3b	7	74,669		2,000		76,669
Jonathan Carey	SHMEO		3a	7	71,256				71,256
Ken Layne	HMEO	7/29/2001	3	7	69,499		2,000		71,499
Pat McNamara	HMEO		3	5	55,797				55,797
	Step	5/21/2020		6	7,682				7,682
Alec Drakoulakos	HMEO		3	5	29,952				29,952
	Step	12/28/2018		6	35,077				35,077
William Blakeney	Operations Assistant	4/15/1981	3	7	42,692	\$6,404			49,096
Regular Salaries	Extra Day Leap Year								-
Total Regular Salaries					497,671	\$18,117	4,000	-	519,788

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
Total Temporary Part-Time Salaries					8,837				8,837

Overtime

Name	Position				Amount				Total Benefit
	All Water Dist. Staff				96,320				96,320
Total Overtime					96,320				96,320

Uniform Allowance

Name	Position				Amount				Total Benefit
	All Water Dist. Staff (6)				3,240				3,240
Total Uniform Allowance					3,240				3,240

Night Call Back

Name	Position				Amount				Total Benefit
	All Water Dist. Staff				4,320				4,320
Total Night Call Back					4,320				4,320

Sick Leave Buy-back

Name	Position				Amount				Total Benefit
									-
Total Sick Leave Buy-back					-				-

All Other Salaries

Name	Position				Amount				Total Benefit
All Staff	Take-over				1,200				1,200
	License Incentive				1,700				1,700
Total All Other Salaries					2,900				2,900

Department Total									635,405
Department Total									-

**FISCAL YEAR 2021
DPW WATER DISTRIBUTION DEPARTMENT SALARY INFORMATION DEPARTMENT REQUEST**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Scott Brinch	Assist Director - Utility	12/18/2017	A10	10	32,960				32,960
Robert Belida	Div. Supervisor	9/7/1972	4	7	78,087	\$11,713			89,800
Lou Marion	Crew Leader	11/4/2002	3b	7	74,669		2,000		76,669
Jonathan Carey	SHMEO		3a	7	71,256				71,256
Ken Layne	HMEO	7/29/2001	3	7	69,499		2,000		71,499
Pat McNamara	HMEO		3	5	55,797				55,797
	Step	5/21/2020		6	7,682				7,682
Alec Drakoulakos	HMEO		3	5	29,952				29,952
	Step	12/28/2018		6	35,077				35,077
William Blakeney	Operations Assistant	4/15/1981	3	7	42,692	\$6,404			49,096
Regular Salaries	Extra Day Leap Year								-
Total Regular Salaries					497,671	\$18,117	4,000	-	519,788

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
Total Temporary Part-Time Salaries					8,837				8,837

Overtime

Name	Position				Amount				Total Benefit
	All Water Dist. Staff				96,320				96,320
Total Overtime					96,320				96,320

Uniform Allowance

Name	Position				Amount				Total Benefit
	All Water Dist. Staff (6)				3,240				3,240
Total Uniform Allowance					3,240				3,240

Night Call Back

Name	Position				Amount				Total Benefit
	All Water Dist. Staff				4,320				4,320
Total Night Call Back					4,320				4,320

Sick Leave Buy-back

Name	Position				Amount				Total Benefit
									-
Total Sick Leave Buy-back					-				-

All Other Salaries

Name	Position				Amount				Total Benefit
All Staff	Take-over				1,200				1,200
	License Incentive				1,700				1,700
Total All Other Salaries					2,900				2,900

Department Total									635,405
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**FISCAL YEAR 2020
DPW WATER DISTRIBUTION DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Scott Brinch	Assist Director - Utility	12/18/2017	A10	10	32,234				32,234
Robert Belida	Div. Supervisor	9/7/1972	4	7	76,368	15%	11,455.20	3,073.81	90,897
Lou Marion	Crew Leader	11/4/2002	3b	7	73,026		2,000		75,026
Jonathan Carey	SHMEO		3a	6	21,822				21,822
	Step	10/31/2019		7	46,993				46,993
Ken Layne	HMEO	7/29/2001	3	7	67,970		2,000		69,970
Pat McNamara	HMEO		3	4	51,703				51,703
	Step	5/21/2020		5	6,851				6,851
Alec Drakoulakos	HMEO		3	4	27,857				27,857
	Step	12/28/2018		5	32,128				32,128
William Blakeney	Operations Assistant	4/15/1981	3	7	41,752	15%	6,263		48,015
Regular Salaries	Extra Day Leap Year				1,951				1,951
Total Regular Salaries					480,655		21,718	3,074	505,447

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
Total Temporary Part-Time Salaries					8,430				8,430

Overtime

Name	Position	Amount	Total Benefit
	All Water Dist. Staff	94,200	94,200
Total Overtime		94,200	94,200

Uniform Allowance

Name	Position	Amount	Total Benefit
	All Water Dist. Staff (6)	2,640	2,640
Total Uniform Allowance		2,640	2,640

Night Call Back

Name	Position	Amount	Total Benefit
	All Water Dist. Staff	4,320	4,320
Total Night Call Back		4,320	4,320

Sick Leave Buy-back

Name	Position	Amount	Total Benefit
			-
Total Sick Leave Buy-back		-	-

All Other Salaries

Name	Position	Amount	Total Benefit
All Staff	Take-over	1,200	1,200
	License Incentive	1,700	1,700
Total All Other Salaries		2,900	2,900

Department Total									617,937
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**FISCAL YEAR 2019
DPW WATER DISTRIBUTION DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Scott Brinch	Assist Superintendent Utility		A10	9	30,753				30,753
Robert Belida	Div. Supervisor	9/7/1972	4	7	74,688	15%	\$11,203	3,006.18	88,897
Lou Marion	Crew Leader		3b	7	71,419		2,000		73,419
Jonathan Carey	SHMEO		3a	5	20,164				20,164
	Step	10/31/2018		6	44,190				44,190
Ken Layne	HMEO		3	7	66,474		2,000		68,474
Pat McNamara	HMEO		3	3	47,910				47,910
	Step	5/21/2019		4	6,103				6,103
Alec Drakoulakos	HMEO		3	3	25,908				25,908
	Step	12/28/2018		4	28,361				28,361
William Blakeney	Operations Assistant	4/15/1981	3	7	39,967	15%	5,995		45,962
Total Regular Salaries					455,936		21,198	3,006	480,140

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	6,245				6,245
Total Temporary Part-Time Salaries					6,245				6,245

Overtime

Name	Position	Amount	Total Benefit
	All Water Dist. Staff	117,042	117,042
Total Overtime		117,042	117,042

Uniform Allowance

Name	Position	Amount	Total Benefit
	All Water Dist. Staff (6)	2,040	2,040
Total Uniform Allowance		2,040	2,040

Night Call Back

Name	Position	Amount	Total Benefit
	All Water Dist. Staff	4,320	4,320
Total Night Call Back		4,320	4,320

Sick Leave Buy-back

Name	Position	Amount	Total Benefit
			-
Total Sick Leave Buy-back		-	-

All Other Salaries

Name	Position	Amount	Total Benefit
All Staff	Take-over	8	8
Total All Other Salaries		8	8

Department Total									609,795
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DESCRIPTION/DETAIL

DPW WATER DISTRIBUTION OPERATING

5210 Energy Utilities

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
34,350	34,350	32,500	31,668	41,263	41,263	33,500	35,000	35,000

National Grid Electric
 Includes cost for Ameshill, Astle St and Colonial tanks; the new Catamount booster station and new hot box at Old Main St.
 Includes expense for Badger Meter Data collectors
 3-year average \$35,700

35,000 35,000

Total 5210 Energy Utilities: 35,000 35,000

DESCRIPTION/DETAIL

DPW WATER DISTRIBUTION 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
79,430	79,430	91,700	100,828	106,505	106,501	88,700	91,360	91,360
Mainly used to cover water breaks and replace in-stock materials, cast and copper pipe and castings, backfill, police details, cold patch/asphalt for in-house trench repairs, etc. The Distribution system averages 45 waterbreaks per year; each break costs an average of \$1,670/break							82,700	82,700
Handling and disposal of Asbestos pipe in compliance with DEP hazardous waste regulations; Based on 3' feet per break x (15) Asbestos pipe breaks, totaling 45 feet Cost based on (2) Cubic Ft at \$275/cuft plus \$350/load transportation/pull							6,000	6,000
3% increase to goods and services to remain level funded							2,660	2,660
<i>Total 5240 Repairs and Maintenance:</i>							91,360	91,360

DESCRIPTION/DETAIL

DPW WATER DISTRIBUTION 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
75,896	75,896	39,388	43,699	134,345	133,900	68,600	65,610	65,610
Permanent Repair of waterbreak trenches							35,000	35,000
5% increase to goods and services to remain level funded for contracted trench repair							1,250	1,250
Bi-annual Leak detection (mandated testing by DEP)							20,000	20,000
Beacon Meter Software monthly fees and service Support (60%)							960	960
AutoCad Licensing and Support							3,000	3,000
Tyler/Munis UB Module Licensing and Support							3,200	3,200
H2O MAP Licensing and Support							2,200	2,200
Initiate leak detection of half the system resulting in the distribution system being inspected every three out of four years								
<i>Total 5270 Leases and Contracts:</i>							65,610	65,610

DESCRIPTION/DETAIL

DPW WATER DISTRIBUTION OPERATING

5310 Professional Services

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
16,315	16,315	22,000	16,158	17,606	17,528	21,000	21,000	21,000
Annual maintenance/update of Town's water model/GIS mapping							3,000	3,000
Billtrust printing, stuffing and postage water bills (3x)/year at \$9,850/billing; (Split between water and sewer 60/40 respectively)							18,000	18,000
<i>Total 5310 Professional Services:</i>							21,000	21,000

DESCRIPTION/DETAIL

DPW WATER DISTRIBUTION EXPENSES

5340 Communications

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
2,358	2,383	3,070	2,849	3,616	3,616	3,060	3,060	3,060

(2) wireless communication data service for Assistant Superintendent and Working Foreman	960	960
Cell Phone service for Assistant Superintendent, Working Forman and Crewleader	2,100	2,100
<i>Total 5340 Communications:</i>	3,060	3,060

DESCRIPTION/DETAIL

DPW WATER DISTRIBUTION OPERATING

5420 Office Supplies

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
1,000	1,000	1,000	979	750	750	750	750	750

Advertising, postage, various office needs, paper, document management

750 750

Total 5423 All Other Supplies:

750 750

DESCRIPTION/DETAIL

DPW WATER DISTRIBUTION 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
52,276	51,886	40,000	38,419	48,245	47,731	41,300	41,860	41,860
Contracted repairs for pump station/actuating valve, hydrant purchase/repair kits, valves and castings; Cost for replacing all brass supplies; backfill and Police Details not associated w/breaks Also includes personal safety equip for staff, work zone safety devices, paint, contracted services and service freeze-ups							40,000	40,000
3% increase to goods and services to remain level service							1,200	1,200
DOT Physicals							660	660
<i>Total 5423 All Other Supplies and Expenses:</i>							41,860	41,860

DESCRIPTION/DETAIL

DPW WATER DISTRIBUTION OPERATING

5431 Other Equipment

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
15,000	12,168	15,000	8,510	13,000	6,500	10,000	\$ 10,600	\$ 10,600

Purchase and repair of smaller specialty equipment used in maintaining water system;	5,000	5,000
Maintenance of Vaccum/Rodding Truck	5,000	5,000
Inspection of small truck cranes	600	600
<i>Total Other Equipment:</i>	10,600	10,600

DESCRIPTION/DETAIL

DPW WATER DISTRIBUTION OPERATING

5540 Meter Replacement

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
48,450	48,450	53,000	51,500	62,404	62,404	63,200	67,200	67,200
General repairs to existing meters ie.frozen, corroded heads, meterhorns malfunction MTU's							10,000	10,000
Purchase of new meters for new construction, secondary water meters and replacements based on 150 of meters at \$ 320.00 per meter							48,000	48,000
Differential for Commercial meters (approx 8 meters @ 650/meter)							5,200	5,200
Proper resize/upfit for (2) commercial meters that were not properly sized							4,000	4,000
<i>Total 5540 Meter Replacement:</i>							67,200	67,200

DESCRIPTION/DETAIL

DPW WATER DISTRIBUTION OPERATING

Emergency Reserve Fund

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
-	-	25,000	-	-	-	25,000	25,000	25,000

Due to the nature of equipment and construction costs this line is used to address emergency situations or overdrafts to Water budget lines; balance not approved thru FinComm returns to the Water free-cash

25,000 25,000

Total 5555 Emergency Reserve Fund: 25,000 25,000

DESCRIPTION/DETAIL

DPW WATER DISTRIBUTION 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
500	500	895	-	-		895	895	895

Professional Water organizations and publications , NEWWA and MWWA

895 895

Total 5703 Dues and Memberships:

895 895

DESCRIPTION/DETAIL

DPW WATER DISTRIBUTION OPERATING

5716 Water Reimbursement

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
-	-	-	-	-	-	-	-	-

Total 5716 Water Reimbursement - -

DESCRIPTION/DETAIL

DPW WATER DISTRIBUTION 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
3,790	3,730	6,250	3,279	2,003	2,003	6,440	6,520	6,520

Asbestos Abatement training (2) of the 6 staff x \$275							550	550
CEU's for (4) staff to renew Water Distribution License								
Continued OSHA training in compulsory areas/subject matter							4,500	4,500
Hoisting/CDL License Renewals							320	320
NEWWA Spring Conferenc/Training							1,150	1,150
<i>Total 5790 Staff Development:</i>							6,520	6,520

DPW WATER FILTRATION	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	766,570	759,831	785,162	783,067	784,054	747,980	778,275	901,670	901,670	
5120 Temporary Part-Time Salaries	-	-	-	-	-	-	9,310	-	-	
5130 Overtime	61,000	59,135	112,550	102,773	68,000	56,656	74,500	76,000	76,000	
5135 Uniform Allowance	2,160	2,160	2,160	2,160	3,300	3,060	4,200	6,750	6,750	
5150 Car Allowance	3,600	3,600	5,300	5,250	7,200	7,200	7,200	7,200	7,200	
5160 Sick Leave Buy Back	2,700	2,700	54,770	54,457	2,767	1,431	2,903	8,988	8,988	
5163 Holiday Pay	19,300	19,273	19,800	19,757	22,698	22,194	22,646	23,150	23,150	
5180 All Other Salaries	1,000	48	300	199	1,200	566	-	1,700	1,700	
Total Salaries	856,330	846,747	980,042	967,664	889,219	839,087	900,235	1,025,458	1,025,458	
<i>Operating</i>										
5210 Energy Utilities	468,093	430,094	376,000	438,854	468,066	400,442	368,500	355,000	355,000	
5231 Water Purchase	14,877	9,239	8,000	5,869	8,248	8,248	8,500	8,500	8,500	
5240 Repairs and Maintenance	167,254	166,999	128,925	131,919	149,131	146,965	159,000	154,550	154,550	
5270 Leases and Contract	83,438	82,329	82,214	67,166	113,255	113,255	84,500	84,500	84,500	
5310 Professional Services	-	-	-	-	-	-	-	-	-	
5340 Communications	16,774	16,679	15,200	13,439	18,384	18,081	17,400	17,000	17,000	
5420 Office Supplies	2,583	2,187	2,500	2,353	664	664	2,600	2,600	2,600	
5423 All Other Supplies and Exp.	78,609	77,981	69,905	73,765	69,219	59,776	63,675	66,425	66,425	
5429 Computer Equipment	-	-	-	-	17,600	6,109	700	700	700	
5441 Chemicals	569,667	475,760	458,675	456,653	553,993	469,445	472,409	472,409	472,409	
5442 Residual Disposal	81,801	64,071	51,090	50,325	56,364	56,359	60,000	60,000	60,000	
5443 Water Assessment	6,905	6,905	8,000	8,000	7,461	7,461	8,000	8,000	8,000	
5580 Uniform Allowance	-	-	-	-	-	-	-	-	-	
5703 Dues and Memberships	700	592	700	433	700	495	700	700	700	
5790 Staff Development/Training	3,381	2,500	3,000	2,295	4,515	4,426	11,500	6,800	6,800	
Total Operating	1,494,083	1,335,335	1,204,209	1,251,069	1,467,600	1,291,725	1,257,484	1,237,184	1,237,184	
<i>Capital Outlay</i>										
5833 Capital Outlay	-	-	-	-	-	-	-	-	-	
Total Capital Outlay	-	-								
Total Budget	2,350,413	2,182,082	2,184,251	2,218,733	2,356,819	2,130,812	2,157,719	2,262,642	2,262,642	-

Position	FY2017 BUDGETED	FY2018 BUDGETED	FY2019 BUDGETED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC	FY2021 FIN COM REC
Assistant Superintendent	0.3	0.3	0.3	0.3	0.3	0.3	
Chief Water Operator	1	1	1	1	1	1	
Chemist	1	1	1	1	1	1	
Head Filter Operator (HFO)	6	6	6	6	6	6	
Operator-in-training	0	-	-	-	2	0	
Water Machinery Repairman	1	1	1	1	1	1	
Proejct Manager							
Cross Connection Coordinator	1	1	1	1	1	1	
Intern	-	-	-	-	-	-	
Total Staffing	10	10	10.3	10.3	12.3	10.3	0

**FISCAL YEAR 2021
DPW WATER FILTRATION DEPARTMENT SALARY INFORMATION TOWN MANAGER RECOMMENDED**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Scott Brinch	Assistant Director - Utility	12/18/2017	A10	10	32,960				32,960
Michael Donovan	Chief Operator		A9	10	81,164		3,000		84,164
Melissa Woodbury	Chemist	5/17/2018	4	4	23,300				23,300
	Step Increase	11/7/2019	4	5	46,136				46,136
Michael Brothers	Head Filter Oper.	8/30/2004	3B	7	74,669		2,000		76,669
Vacant	Head Filter Oper.	3/21/1994	3B	7	74,669				74,669
Frank Giannetti	Machinery Repairman	4/8/1985	3	7	69,499	\$10,425		\$2,797	82,721
Patrick Carey	Head Filter Oper.	4/6/1998	3B	7	74,669		2,500		77,169
Matt Hirtle	Head Filter Oper.	11/4/2002	3B	7	74,669		2,000		76,669
Robert Miner	Head Filter Oper.	4/26/1999	3B	7	74,669		2,500		77,169
John Salerno	Head Filter Oper.	7/3/1989	3B	7	74,669		3,000		77,669
Raun Nichols	CrossConnection Surveyor	10/1/2019	3	7	69,499				69,499
	Operator-in-training	7/1/2019	3	1	51,438				51,438
	Operator-in-training	7/1/2019	3	1	51,438				51,438
Total Regular Salaries					873,448	10,425	15,000	2,797	901,670

Temporary Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Total Temporary Part-Time Salaries					-				-

Overtime

Name	Position	Amount	Total Benefit
	HFOs and Chemist	76,000	76,000
Total Overtime		76,000	76,000

Uniform Allowance

Name	Position	Amount	Total Benefit
	(10) HFO, Chief Op and Chemist	6,750	6,750
Total Uniform Allowance		6,750	6,750

Car Allowance

Name	Position	Per/Month	# Months	Total Benefit
Michael Donovan	Chief Operator	300	12	3,600
Scott Brinch	Assistant Director	300	12	3,600
Total Car Allowance		600		7,200

Sick Leave Buy Back

Name	Position	Retirement Date	# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
Robert Miner	Head Filter Oper.		5	77,169	1,478	295.67	1,478
John Salerno	Head Filter Oper.		5	77,669	1,488	297.58	1,488
Frank Giannetti	Machinery Repairman	Jan-21	19				6,022
Total Sick Leave Buy-Back			10				8,988

Holiday Pay

Name	Position	Amount	Total Benefit
	(4) HFOs	23,150	23,150
Total Holiday Pay		23,150	23,150

All Other Salaries

Name	Position	Amount	Total Benefit
Out of Grade	HFOs	1,200	1,200
License Incentive		500	500
Total All Other Salaries		1,700	1,700

Department Total								1,025,458
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**FISCAL YEAR 2021
DPW WATER FILTRATION DEPARTMENT SALARY INFORMATION BUDGET REQUEST**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Scott Brinch	Assistant Director - Utility	12/18/2017	A10	10	32,960				32,960
Michael Donovan	Chief Operator		A9	10	81,164		3,000		84,164
Meilissa Woodbury	Chemist	5/17/2018	4	4	23,300				23,300
	Step Increase	11/7/2019	4	5	46,136				46,136
Michael Brothers	Head Filter Oper.	8/30/2004	3B	7	74,669		2,000		76,669
Vacant	Head Filter Oper.	3/21/1994	3B	7	74,669				74,669
Frank Giannetti	Machinery Repairman	4/8/1985	3	7	69,499	\$10,425		\$2,797	82,721
Patrick Carey	Head Filter Oper.	4/6/1998	3B	7	74,669		2,500		77,169
Matt Hirtle	Head Filter Oper.	11/4/2002	3B	7	74,669		2,000		76,669
Robert Miner	Head Filter Oper.	4/26/1999	3B	7	74,669		2,500		77,169
John Salerno	Head Filter Oper.	7/3/1989	3B	7	74,669		3,000		77,669
Raun Nichols	CrossConnection Surveyor	10/1/2019	3	7	69,499				69,499
	Operator-in-training	7/1/2019	3	1	51,438				51,438
	Operator-in-training	7/1/2019	3	1	51,438				51,438
Total Regular Salaries					873,448	10,425	15,000	2,797	901,670

Temporary Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Total Temporary Part-Time Salaries					-				-

Overtime

Name	Position	Amount	Total Benefit
	HFOs and Chemist	76,000	76,000
Total Overtime		76,000	76,000

Uniform Allowance

Name	Position	Amount	Total Benefit
	(10) HFO, Chief Op and Chemist	6,750	6,750
Total Uniform Allowance		6,750	6,750

Car Allowance

Name	Position	Per/Month	# Months	Total Benefit
Michael Donovan	Chief Operator	300	12	3,600
Scott Brinch	Assistant Director	300	12	3,600
Total Car Allowance		600		7,200

Sick Leave Buy Back

Name	Position	Retirement Date	# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
Robert Miner	Head Filter Oper.		5	77,169	1,478	295.67	1,478
John Salerno	Head Filter Oper.		5	77,669	1,488	297.58	1,488
Frank Giannetti	Machinery Repairman	Jan-21	19				6,022
Total Sick Leave Buy-Back			10				8,988

Holiday Pay

Name	Position	Amount	Total Benefit
	(4) HFOs	23,150	23,150
Total Holiday Pay		23,150	23,150

All Other Salaries

Name	Position	Amount	Total Benefit
Out of Grade	HFOs	1,200	1,200
License Incentive		500	500
Total All Other Salaries		1,700	1,700

Department Total									1,025,458
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**FISCAL YEAR 2020
DPW WATER FILTRATION DEPARTMENT SALARY INFORMATION**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Scott Brinch	Assistant Director - Ut	12/18/2017	A10	10	32,234				32,234
Marlene Ladderbush	Chief Operator		A8	7	17,671				17,671
	Step Increase	4/16/2020	A9	8	66,311		2000		68,311
Melissa Woodbury	Chemist	5/17/2004	4	2	20,280				20,280
	Step Increase	11/7/2019	4	3	40,159				40,159
Michael Brothers	Head Filter Oper.	8/30/2004	3B	7	73,026		2,000		75,026
Michael Donovan	Head Filter Oper.	3/21/1994	3B	7	73,026		3,000		76,026
Frank Giannetti	Head Filter Oper.	4/8/1985	3	7	67,970	15%	10,195.50	\$2,736	80,901
Patrick Carey	Head Filter Oper.	4/6/1998	3B	7	73,026		2,500		75,526
Matt Hirtle	Head Filter Oper.	11/4/2002	3B	7	73,026		2,000		75,026
Robert Miner	Head Filter Oper.	4/26/1999	3B	7	73,026		2,500		75,526
John Salerno	Head Filter Oper.	7/3/1989	3B	7	73,026		3,000		76,026
Vacant	Head Filter Oper./Cros	5/9/1988	3B	4	62,584				62,584
Regular Salaries	Extra Day Leap Year				2,979				2,979
Total Regular Salaries					748,344	0	27,196	2,736	778,275

Temporary Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Vacant	Summer Intern		D	6	9,310				9,310
Total Temporary Part-Time Salaries					9,310				9,310

Overtime

Name	Position	Amount	Total Benefit
	HFOs and Chemist	74,500	74,500
Total Overtime		74,500	74,500

Uniform Allowance

Name	Position	Amount	Total Benefit
	(8) HFO, Chief Op and Chemist	4,200	4,200
Total Uniform Allowance		4,200	4,200

Car Allowance

Name	Position	Per/Month	# Months	Total Benefit
Marlene Ladderbush	Chief Operator	300	12	3,600
Scott Brinch	Assistant Director	300	12	3,600
Total Car Allowance		600		7,200

Sick Leave Buy Back

Name	Position	Retirement Date	# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
Robert Miner	Head Filter Oper.		5	75,526	1,447	289.37	1,447
John Salerno	Head Filter Oper.		5	76,026	1,456	291.29	1,456
Total Sick Leave Buy-Back			10				2,903

Holiday Pay

Name	Position	Amount	Total Benefit
	(4) HFOs	22,646	22,646
Total Holiday Pay		22,646	22,646

All Other Salaries

Name	Position	Amount	Total Benefit
Out of Grade	HFOs	1,200	1,200
License Incentive		-	-
Total All Other Salaries		1,200	1,200

Department Total									900,235
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**FISCAL YEAR 2019
DPW WATER FILTRATION DEPARTMENT SALARY INFORMATION**

Regular Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Scott Brinch	Assistant Superintendent Utility		A10	9	30,753				30,753
Vacant	Chief Operator		A8	8	75,753				75,753
Marlene Ladderbush	Chemist	5/17/2004	4	7	69,307		1,750		71,057
Michael Brothers	Head Filter Oper.	8/30/2004	3B	7	71,419		1,500		72,919
Michael Donovan	Head Filter Oper.	3/21/1994	3B	7	71,419		2,750		74,169
Frank Giannetti	Head Filter Oper.	4/8/1985	3	7	66,474	9,971		\$2,676	79,121
Patrick Carey	Head Filter Oper.	4/6/1998	3B	7	71,419		2,500		73,919
Matt Hirtle	Head Filter Oper.	11/4/2002	3B	7	71,419		2,000		73,419
Robert Minor	Head Filter Oper.	4/26/1999	3B	7	71,419		2,100		73,519
John Salerno	Head Filter Oper.	7/3/1989	3B	7	71,419		3,000		74,419
Edward Vieweg	Head Filter Oper.	5/9/1988	3B	7	71,419	10,713		\$2,875	85,006
Total Regular Salaries					742,220	20,684	15,600	5,550	784,054

Temporary Part-Time Salaries

Name	Position	Ann. Date	Grade	Step	Base Salary	Longevity %	Longevity \$	Wage Def.	Total Salary
Total Temporary Part-Time Salaries									

Overtime

Name	Position	Amount	Total Benefit
	HFOs and Chemist	68,000	68,000
Total Overtime		68,000	68,000

Uniform Allowance

Name	Position	Amount	Total Benefit
	(8) HFO, Chief Op and Chemist	3,300	3,300
Total Uniform Allowance		3,300	3,300

Car Allowance

Name	Position	Per/Month	# Months	Total Benefit
Vacant	Chief Operator	300	12	3,600
Scott Brinch	Assistant Superintendent	300	12	3,600
Total Car Allowance		600		7,200

Sick Leave Buy Back

Name	Position	Retirement Date	# of Days	Annual Sal.	Weekly Sal.	Daily Sal.	Total Benefit
Robert Miner	Head Filter Oper.		5	\$ 71,777	1,375	\$ 275	1,375
John Salerno	Head Filter Oper.		5	\$ 72,677	1,392	\$ 278	1,392
Total Sick Leave Buy-Back			10				2,767

Holiday Pay

Name	Position	Amount	Total Benefit
	(4) HFOs	22,698	22,698
Total Holiday Pay		22,698	22,698

All Other Salaries

Name	Position	Amount	Total Benefit
Out of Grade	HFOs	1,200	1,200
Total All Other Salaries		1,200	1,200

Department Total									889,219
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DESCRIPTION/DETAIL

DPW WATER FILTRATION OPERATING

5210 Energy Utilities

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
468,093	430,094	376,000	438,854	468,066	400,442	368,500	355,000	355,000

The annual flow through the plant is based on a consumption year of 910 million gallons and a high cost of \$356.3/MG (2018); the 4-year average is \$345/mg as outlined below

325,000 325,000

Natural gas has varied depending on serverity of winter weather
Avg Nat Grid and Direct Energy costs for last three years \$27,000;

30,000 30,000

Total 5210 Energy Utilities: 355,000 355,000

The average cost of Electricity to produce and pump 1 million gallons during FY15 was \$330/mg

FY16 - \$323/mg

FY17 - \$353/mg:

FY18 - \$356/mg:

FY19 - \$ 350/mg

4-yr Average \$345

DESCRIPTION/DETAIL

DPW WATER FILTRATION EXPENSES

5231 Water Purchase

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
14,877	9,239	8,000	5,869	8,248	8,248	8,500	8,500	8,500

Purchase of water for residents supplied from the City of Lowell

8,500 8,500

Total 5231 Water Purchase:

8,500 8,500

DESCRIPTION/DETAIL

DPW WATER FILTRATION 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
167,254	166,999	128,925	131,919	149,131	146,965	159,000	154,550	154,550

The budget number anticipates need and correctly reflects a BMP of budgeting 10% of operating for repairs and maintenance 154,550 154,550

Total 5240 Repairs and Maintenance: \$ 154,550 154,550

Chemical Feed Pump Repairs and Supplies

Rebuild Kits for new Chemical feed pumps; 1 6,000
 purchase of Spare pump (new expense FY20) 1 3,000

Various PVC parts/piping, primer, glue 1 2,000

Lubrication

White Grease, Red Grease, Turbo Oil 1 550

Backflow Program

Brass Inserts for Testing Backflow Devices 1 450
 Calibration of Backflow Testing Gauge 2 150

Sludge Drying System

Replacement Filter Cloth 2 1,100
 Replacement Autovac Vacuum Seals 2 2,670
 Replacement Vacuum Pump Seals 2 2,400
 New Knife Blades 3 3,600

Replacement Items

Sample Pumps 2 630

Contingency Repair (major failure)

Unanticipated or Unplanned 1 30,000 52,550

Repair Services

HVAC Repair 1 10,000
 Aeration Blower Maintenance 1 5,000
 Rebuild and purchase Flygt pumps 1 8,000
 Misc. Repairs and Contingency (small items) 1 15,000
 Landscape Maintenance 1 6,000
 Maintenance for remote Stations 1 6,000
 4 Generators Annual Maintenance (oil/filter) 1 2,000
 Sludge collection system/ motors/ gears/ chain 1 2,000
 Mechanical Seals for Large Water Pumps 2 4,000
 Rebuild Finished water pump #4 1 17,000

Facility Maintenance

Install electric at Ames Hill tank to operate SolarBees (New expense FY20) 1 15,000
 Vegetation Mngt at Storage Tank locations 1 3,000
 Cleaning Services 1 9,000 102,000
154,550

DESCRIPTION/DETAIL

DPW WATER FILTRATION 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
	83,438	82,329	82,214	67,166	113,255	113,255	84,500	84,500	84,500
Instrument Calibration/Repair (Plant, monthly)				12	150	1,800			
Instrument Calibration program				4	3,500	14,000			
Thermo Fluoride applicator maintenance				1	1,000	1,000			
Lab Equipment Calibration (Annual)				1	1,500	1,500			
Copier Maintenance Contract				1	400	400			
HVAC maintenance contract				1	5,000	5,000			
Equipment / pump rental				1	200	200			
Syncta Computer Software Annual Support				1	800	800			
Tank Rental Propane				1	200	200			
Tank Lease Nitrogen				1	200	200			
Fire System Maintenance/Testing				2	2,500	5,000			
Solarbee tank mixer Maintenance Contract				1	2,400	2,400			
Backflow Inspections and surveys				1	50,000	50,000			
Maintenance new SCADA system				1	2,000	2,000		84,500	84,500
<i>Total 5270 Leases and Contracts:</i>								84,500	84,500

DESCRIPTION/DETAIL

DPW WATER FILTRATION OPERATING

5340 Communications

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC	
16,774	16,679	15,200	13,439	18,384	18,081	17,400	17,000	17,000	
							CCR report/mailing	3,000	3,000
							CCTV Monitoring,	5,000	5,000
							Cyber Comm License	100	100
							Telephone/FIOS (Verizon)	6,900	6,900
							Backflow direct mailing/bid advertising	2,000	2,000
							<i>Total 5340 Communications:</i>	17,000	17,000

DESCRIPTION/DETAIL

DPW WATER FILTRATION OPERATING

5420 Office Supplies

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
2,583	2,187	2,500	2,353	664	664	2,600	2,600	2,600
Pens, paper, toner, fax supplies, File cabinets, ink cartridges, laser jet cartridges Labeling/chart printouts and business postage							2,600	2,600
<i>Total 5420 Office Supplies:</i>							2,600	2,600

DESCRIPTION/DETAIL

DPW WATER FILTRATION OPERATING

5423 All Other Supplies and Equipment

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
78,609	77,981	69,905	73,765	69,219	59,776	63,675	66,425	66,425

Laboratory Budget

Performance Evaluation DEP	1	300					300	300
Misc. accessories, expendables	1	6,000					6,000	6,000
EPA/DEP Required Sample Analysis	1	10,000					10,000	10,000
IOC, SEC, THM, HAA5, VOC, TOC, Chlorite	4	2,400					9,600	9,600
UCMR3 mandated analysis (continued)	4	1,500					6,000	6,000
Inorganic Chemicals, KI, acids, reagents	1	4,000					4,000	4,000
Biological supplies, media	4	1,250					5,000	5,000
Microbiology cultures for QC	4	100					400	400
Instrumental Supplies, analytical kits	1	2,500					2,500	2,500
FEDEX for overnight sample shipments	1	3,500					3,500	3,500
Organic Chemicals, dyes, indicators, etc.	1	675					675	675
pH meter, supplies, standards, probes	1	5,000					5,000	5,000
Chemtrec chlorine analyzers (maintenance)	6	300					1,800	1,800
PFAS Testing	11	250					2,750	2,750

General Plant Items

Cleaning supplies, brooms, mops, pads	1	1,500					1,500	1,500
Paper products (TP, C-fold towels etc.)	1	1,100					1,100	1,100
Safety supplies, replacement masks, filters	1	1,200					1,200	1,200
Misc. items, batteries, flashlights, gloves,	1	500					500	500
First Aid kit supplies	6	150					900	900
Hazardous chemical disposal	1	700					700	700
Shop Tools	1	1,000					1,000	1,000
Nitrogen gas, Propane	1	1,000					1,000	1,000
Safety shower/Eye wash/fume hood inspection	1	1,000					1,000	1,000

Total 5423 All Other Supplies and Equipment: 66,425 66,425

DESCRIPTION/DETAIL

DPW WATER FILTRATION OPERATING

5429 Computer Equipment

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
-		-	-	17,600	6,109	700	700	700
Replace (1) of (5) desk top computers as part of an on-going schedule of replacement							700	700
<i>Total 5429 Computer Equipment:</i>							700	700

DESCRIPTION/DETAIL

DPW WATER FILTRATION OPERATING

Chemicals

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
569,667	475,760	458,675	456,653	553,993	469,445	472,409	472,409	472,409

Tewksbury Water Plant Chemical Budgeting Using Tank Fill Counts/Deliveries Total Chemicals: 472,409 472,409

Historical Analysis of Actual Use of Chemicals

Chemical Name	Amount each fill	Units	Expected Delivery FY21
NaChlorite	1000	gallons	10
Alum	4000	gallons	14
Hypo	4000	gallons	8
HCl	330	gallons	16
Silly Acid	300	gallons	15
25% NaOH	4000	gallons	10
ZOP	1000	gallons	2
PAC	5	bags	3
GAC	70000	pounds	2
DE	40	bags	11

This method is based on fill counts of chemical deliveries
 Based on actual amount of each chemical used and historically how many deliveries or fills used.
 One cycle of each chemical (where applicable) is added for contingency of a hot summer, high usage or low amount at end of year.
 Depending on usage and how much chemical is left at the end of the year will determine if the extra fill is needed.
 Certain chemicals such as GAC and ZOP will not have overages due to the nature of the usage.

Prediction of Chemical Use and Expected Cost \$

Chemical Name	Amount	Units	Fills	Cost /fill FY20	Total Cost	Add 1 fill	Total Used \$
NaChlorite	1000	gallons	10	\$5,917	\$59,173.50	\$5,917	\$65,091
Alum	4000	gallons	14	\$3,940	\$55,160.00	\$3,940	\$59,100
Hypo	4000	gallons	8	\$3,750	\$30,000.00	\$3,750	\$33,750
HCl	330	gallons	16	\$726	\$11,616.00	\$726	\$12,342
Silly Acid (Fluoride)	300	gallons	15	\$977	\$14,655.00	\$977	\$15,632
25% NaOH	4000	gallons	10	\$4,200	\$42,000.00	\$4,200	\$46,200
ZOP (Corrosion Inhibitor)	1000	gallons	2	\$3,709	\$7,418.06	\$3,709	\$11,127
**PAC	5	bags	4	\$1,000	\$4,000.00	\$0	\$4,000
GAC (two filters per year)	70000	pounds	2	\$31,740	\$63,480.00	\$0	\$63,480
DE	40	bags	11	\$13,360	\$146,960.00	\$13,360	\$160,320
					\$434,463	\$36,579	\$ 471,042

Some misc. chemicals are purchased such as ice melter, back-up barrels of chemicals etc.

DESCRIPTION/DETAIL

DPW WATER FILTRATION OPERATING

Residual Disposal

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
81,801	64,071	51,090	50,325	56,364	56,359	60,000	60,000	60,000

Removal and disposal of solid Waste residuals removed from the Water Filtering process
3-Year Average 57,000

60,000

60,000

Total Residual Disposal: 60,000 60,000

Residuals Calculation:

Based on typical 877 Million Gallons of water production and producing 35 mg/L of total settling solids from the pretreatment.
The plant will use about 360,000 lbs. of DE which will remove 327,000 (+/-) lbs of solids.
The typical sludge has a moisture content of about 33%. Therefore the 687,000 lbs of solids will yield 2,081,818 lbs of wet cake.
Amount generated: 1,040 +/- tons of wet cake per year.
Unit load (Dumpster) consist of 5-6 runs. Each run @ 3 tons +/-, for a total of 15-18 tons +/- per pull

1050	\$22.50	Tipping fee/Ton	\$23,625.00			
60	\$510.00	Hauling/Pull	\$30,600.00	or	\$4,518.75 per month	\$54,225.00
			\$54,225.00			

Since sludge production is unpredictable extra money is budgeted for heavy production years and
Where water quality may contain heavy levels of solid (TSS). 60 Tons with 4 pulls \$3,400.00

Also, additional dried sludge is produced when process/storage tanks for sludge are cleaned.
35 Tons \$1,900.00

Residuals Contract needs to be rebid for 2020 which is being held up by DEP Permitting;
Therefore this line has been level funded at the FY2020 amount

DESCRIPTION/DETAIL

DPW WATER FILTRATION OPERATING

5580 Uniform Allowance

FY2010 BUDGETED	FY2010 EXPENDED	FY2011 BUDGETED	FY2011 EXPENDED	FY2012 BUDGETED	FY2012 EXPENDED	FY2013 BUDGETED	FY2014 DEPT REQ	FY2014 TM REC
-		-	-	-	-	-	-	-

Total 5580 Uniform Allowance: - -

DESCRIPTION/DETAIL

DPW WATER FILTRATION 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
700	592	700	433	700	495	700	700	700

Professional Water and Microbiology organizations and publications incl
 New England Water Works Assoc, Massachusetts Water Works Assoc for Chief Operator and Chemist

700 700

Total 5703 Dues and Memberships: 700 700

DESCRIPTION/DETAIL

DPW WATER FILTRATION 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
3,381	2,500	3,000	2,295	4,515	4,426	11,500	6,800	6,800

Training and Certification for (1) staff in Backflow/Cross-connection							1,300	1,300
Water Operators training for D-3 License (1) staff							1,000	1,000
Treatment Operators training for T-3 License (1) staff							1,000	1,000
CEU's for treatment license Recertification							3,500	3,500
CEU's for laboratory/Chemist Recertification								
<i>Total 5790 Staff Development/Training:</i>							6,800	6,800

DESCRIPTION/DETAIL

DPW WATER FILTRATION
5833 Capital Outlay

FY2017 BUDGETED	FY2017 EXPENDED	FY2018 BUDGETED	FY2018 EXPENDED	FY2019 BUDGETED	FY2019 EXPENDED	FY2020 BUDGETED	FY2021 DEPT REQ	FY2021 TM REC
-		-	-	-		-	-	-

Total 5833 Capital Outlay: - -



TOWN OF TEWKSBURY

DEPARTMENT OF PUBLIC WORKS
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- ENGINEERING
- HIGHWAY/FORESTRY
- WATER & SEWER
- FLEET MAINTENANCE
- WATER TREATMENT PLANT

TO: Richard Montuori, Town Manager

CC: Brian Gilbert, Director

DATE: December 12, 2019

SUBJECT: **Water Treatment Plant Operators-in-Training Position Funding Request**

The Department of Public Works is requesting funding for the addition of two (2) full-time Operators-in-training (OITs) in our Water Treatment Division. The Operator-in-training is a Grade 3 AFSCME Local 833 position. An OIT hired on or about July 1, 2020 starting at Grade 3 Step 1 and advancing to Grade 3 Step 2 by January 2021 will make an annual salary of \$51,438, for a total first year annual cost to the town of \$102,876. OITs are State-licensed treatment operators that are responsible for the treatment of Town drinking water and all related operations at the Water Treatment Plant; an OIT does not hold a "FULL" license, but can work under the supervision and license of a fully licensed operator in order to gain the experience necessary to become fully licensed. The Tewksbury Water Treatment Plant is a class IV facility, requiring a minimum Grade 3 Treatment license to operate, and a minimum of one Grade 4 Treatment licensed person employed or contracted to oversee treatment as the Primary Operator.

The Plant workforce in years past was a very senior and experienced group, resulting in almost all employees having acquired the experience necessary for treatment licenses. These licensees included the Chemist, the Backflow Coordinator, and the Chief Operating Engineer. This created a deep roster of licensed Operators that could cover shifts and run the Plant as needed. With recent retirements and departures, we have lost a third of our Operators in less than two years. Our Chemist and Backflow Coordinator are currently in training to become licensed operators, but the experience requirements for licensing takes 2 years minimum, and up to 5 years depending on an individual's education level.

The Department is seeking to add two Operators-in-Training to mitigate several existing concerns and prepare for future issues. The Department would like to review the feasibility of getting all Operators on a regular 40-hour week schedule with no, or reduced, built-in overtime; with current staffing levels this is not possible. The Department also seeks to establish a larger roster of licensed Operators in order to provide adequate coverage for employee absence including unexpected long term illnesses. Additional Operators will reduce the opportunity for employee fatigue resulting from working long shifts and overtime coverage, and it will establish more redundancy in our operations. The current Operator roster is also a somewhat senior group, with several members approaching retirement age in the next several years; onboarding new employees to get trained on our systems by current staff, before additional retirements, is critical. It

would also provide an expanded labor pool for the more heavy and intense maintenance activities. Lastly, as the Town has recently discovered through job postings and discussions with other water districts, the Operator industry is a niche business and has rapidly become an employee's market. Tewksbury will be in a strong position having a larger group of Operators employed; it will reduce the impact of retirements and ensure the Town maintains a well-qualified and experienced group of treatment professionals.