

Budget Details
THOMASTON POLLUTION CONTROL DEPT.
REVENUE PROJECTIONS
 2023/2024 FISCAL YEAR

ACCOUNT TITLE: **OPERATING REVENUES**

RECEIVED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$551,918.20	\$586,000	\$620,500	\$625,200

3310 - **User Fee - Residential** – This is the income from residential sewer users. The income in FY 2021/22 is expected to be approximately \$258,000. There have been no new users connected to the sewer system this year. The last rate increase was in 2019 and has a 2% per year annual rate increase until 2023. Plan an increase of 2% showing up in the FY 22/23 budget. Plan on **\$270,000**.

3315 – **User Fee - Commercial** – This is the income from commercial users. With pandemic issues affecting all business FY 2021/22 is expected to be down from what was budgeted. Expect approximately \$135,000 or \$5,000 less than what was projected. Figure the automatic 2% rate increase for next year and budget at **\$155,000**.

3317 – **User Fees - Industrial** – This is the income from Dragon. It varies greatly from month to month and is weather related as well as dependent on cement production. Project actual this year at \$192,000 and next plan on **\$200,000**.

3340 – **Miscellaneous** – This is operating income (funds that come from handling wastewater) that do not fit in any other category. We generally get a few hundred dollars from such sources as, boat bottom wash water, but it is not certain so it is normally projected at the same as last year. Budget **\$200**.

**THOMASTON POLLUTION CONTROL DEPT.
REVENUE PROJECTIONS
2023/2024 FISCAL YEAR**

ACCOUNT TITLE: **NON-OPERATING REVENUES**

RECEIVED 20/21	BUDGET 21/22	ESTIMATED 21/22	BUDGET 22/23
\$275,489.32	\$258,080	\$185,764	\$271,343

3325 – **S.S.D.C. Sewer System Development Charge** – This is a one-time charge to connect a new wastewater generator to the sewer. This was \$3,200 in FY 20/21 but, for the first time ever, was zero for FY 21/22. Expect this to get back to more normal in FY 22/23 and plan on **\$2,000**.

3345 – **Reserves - Upgrade & Improve** – Funds taken from our reserve accounts for system improvements. This will be **\$71,407** with \$71,407 from Short Lived Assets (SLA) Reserve.

3370 – **Reserve - Debt** – This is funds taken from the debt reserve account in excess of what is put in to make bond payments. This year **NONE** will be taken out.

3367 – **TIF Assessment** – This is the annual payment from the Credit Enhancement Agreement (TIF) with Dragon for the debt reduction payment on the East End Sewer Extension. This is fixed at \$125,000. Budget at **\$125,000**.

3369 – **Solar Electric Funds** – Funds the Town gets from the sale of Renewable Energy Certificates (this year’s payment was \$17,457 for 9 months), project next year at 12 months Budget at **\$21,000**.

3375 – **Miscellaneous** – This is non-operating income that does not fit into another category. Grant funds already approved for trail work in Town Forest will be available this summer. Project **\$51,936**.

**THOMASTON POLLUTION CONTROL DEPT.
BUDGET REQUEST
2023/2024 FISCAL YEAR**

ACCOUNT TITLE: **GENERAL ADMINISTRATION**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$42,327.95	\$42,400	\$40,708	\$42,900

3010-15-0290 - **Uniforms** – Introduction of Uniforms for Staff. Budget **\$1200.00**

3010-20-0335 - **Training** - Staff needs to get 10 to 14 days a year of training at \$70± a seminar. Have spent more with more on-line training. Budget **\$2,000**.

3010-25-0405 - **Computer Support** – This pays for technical assistance support programs for computers during year and for new programs needed to properly function. **\$2,000**.

3010-25-0440- **Licenses & Permits** – Our DEP license is now \$1,170 yearly and add boiler inspection. Increase budget by \$100 to **\$1,600**.

3010-25-0445 - **Lien Expense** - This pays lien costs and is offset by lien fees. Based on actual recent costs reduce budget. Budget - **\$500**.

3010-25-0585 - **Professional Services** – PCD share of Town audit is about \$5,000. Legal or engineering help as needed \$5,000. Budget **\$10,000**.

3010-25-0689 – **Billing Service** – For contracted service with Maine Water to bill and collect payments. About 3,900 bills at \$4.10 = \$15,990. Budget at **\$17,000**.

3010-30-0300 - **Office Supplies** - This purchases regular supplies for both the office and the treatment facility. A proper filing system must be implemented to adhere to DEP/EPA standards. Budget **\$3,500**.

3010-30-0310 - **Postage** – For mailing vendor payments. No major change in rates are projected for this year. Reduce budget. Budget **\$500**.

3010-50-0555 - **Advertising** – For legal ads if needed. Budget same as last year **\$100**.

4065 - **Office Equipment** – Computer, copier and printers being acquired. Budget **\$4,500**. *The overall budget for OE is increasing, some of the items are one-time purchases.*

**THOMASTON POLLUTION CONTROL DEPT.
BUDGET REQUEST
2023/2024 FISCAL YEAR**

ACCOUNT TITLE: **SALARIES & WAGES**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$119,616.85	\$192,308	\$146,050	\$149,236

3020-10-0125 – **Superintendent** – This is the new position to replace the contract Superintendent. Budget **\$80,000**.

3020-10-0130 – **Assistant Superintendent** – This is a returning position that puts us back in compliance with DEP/EPA standards. Budget **\$39,375**. (This is based on \$52,500 annual salary allowing for a three-month search)

3020-10-0140 - **Bookkeeper** –The billing is now done by contract with Maine Water and that is covered under 30-3010-25-0689 in General Administration. Preparing monthly financial reports, processing warrants and other bookkeeping duties is done by part-time personnel. This will cost about \$5,000 in FY 2022/23. Budget **\$7,600**.

3020-10-0142 - **Part-time help** – This is the start of properly restaffing the plant to meet basic DEP/EPA guidelines. Budget **\$6,500**.

**THOMASTON POLLUTION CONTROL DEPT.
BUDGET REQUEST
2023/2024 FISCAL YEAR**

ACCOUNT TITLE: **TRANSPORTATION**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$2,058.37	\$3,600	\$3,236	\$4,100

3030-20-0330 - **Mileage** - Covers employees' use of their own vehicles which saves the town money and was included in the billing from the previous contract superintendent and costs from lab shipping which is now transported more economically via our own vehicles. Budget at **\$2000**.

3030-20-0525 - **Vehicle Fuel** – This is for the town truck which is used for snow plowing Budget to **\$500**.

3030-40-0715 - **Vehicle Maintenance** – Maintenance for truck, tractor, utility vehicle and other equipment. Keep budget at **\$1,600**.

**THOMASTON POLLUTION CONTROL DEPT.
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ACCOUNT TITLE: **UTILITIES**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$66,621.51	\$20,800	\$11,241	\$10,800

3040-45-0640 – **Telephone & Alarms** – This covers our communications and includes:

Office Phones	\$1,740/year
Cell phones	\$960 year
Internet service	\$300/year

Budget **\$3,000**.

3040-45-0655 - **Heating Fuel** - Heat for office including rental of propane tanks. With the propane heating system and the heat pump in office room, fuel costs less. Only used \$500 in FY 21/22 so keep same in 22/23. Budget at **\$800**.

3040-45-0658- **Generator Fuel** – There are 2 diesel generators and 4 LP gas generators at the pump stations. Don't expect any reduction in diesel fuel or LP gas cost in next year. The lease on the LP tanks is \$160 per year per tank or \$640 total. Allow a little for price change and total fuel budget is **\$3,000**.

3040-45-0661 – **Electricity at Treatment Facility** – With solar arrays electric costs have been zero the entire FY 2022/23. Budget **\$2,000** for next year to cover any shortfall.

3040-45-0662 - **Electricity at Pump Stations** - With solar arrays electric costs have been zero the entire FY 2022/23. Budget **\$2,000** for next year to cover any shortfall.

**THOMASTON POLLUTION CONTROL DEPT.
BUDGET REQUEST
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ACCOUNT TITLE: **MUNICIPAL SOLAR ELECTRICITY**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
	\$4,980	\$5,105	\$44,000

This account provides recordkeeping of the credits received from the solar array. Funds received to cover this expense are shown in the Non-Operating Revenues under Solar and come from the Solar Reserve.

3040-45-0664 – **Municipal Electric** – The solar array credits from CMP has covered all these costs from July 2022 through April 2023 and should cover May and June. This account would cover any shortfall in FY 2023/24. Budget **\$3,000**.

3040-45-0665 – **Streetlight & Solar Maintenance** – Covers the cost of monitoring, maintaining and upgrades to the streetlights and solar electrical system. Budget **\$10,000**.

3040-45-0666 – **Solar Reserve & Bond** – Puts funds aside for future expenses of the solar system and helps pay the long-term debt payments. For FY 23/24 pays the interest on the bond of \$14,677.91 and the \$5,266 put into the Solar Reserve. (Note: see Solar Reserve Account Balance spreadsheet at end of budget for details.) Budget **\$21,000**.

3040-45-0667 – **Lighting Upgrade and Maintenance** – This will replace the overhead lighting in the Public Works Garage with LED fixtures reducing the electricity used at this facility. Have quote of \$9,400 for this. Budget **\$10,000**.

**THOMASTON POLLUTION CONTROL DEPT.
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ACCOUNT TITLE: **LABORATORY**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$10,918.94	\$10,900	\$3,396	\$24,100

3050-25-0580 - **Contract Laboratory** - Pays for work done by an outside laboratory that we are not equipped to do here. Rates increasing 5%. This includes:

BOD & TSS	20 tests/year	@\$58.30	\$1,166
Mercury	1 test/year	@\$100	\$ 100
Nitrate	6 tests/year	@\$21	\$ 126
Groundwater	2 tests/year	@\$440	\$ 880
Quality Assurance	1 test/year	@200	<u>\$ 200</u>
			\$ 2,472

Budget **\$8,100**.

3050-30-0478 - **Supplies** – This is for expendable items that get used up in the laboratory such as chemicals, rubber gloves, filters, etc. Based on actual for last few years and need to meet compliance increase budget to **\$2,500**.

3050-40-0700 - **Equipment Calibration**. – As required now by DEP/EPA budget **\$3,500**.

3050-62-0410 - **Equipment** –Equipment upgrades as required by the DEP/EPA. Budget **\$10,000**.

Please note: Future budgets and actuals will vary as we begin to do more of our own testing. The long-term goal is to do most of our own testing and save money.

**THOMASTON POLLUTION CONTROL DEPT.
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2023/2024 FISCAL YEAR**

ACCOUNT TITLE: **PLANT/MACH. MAINT.**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$52,907.92	\$34,250	\$49,557	\$49,800

3060-30-0363 - **Supplies** - This covers all maintenance supplies from light bulbs to grease and miscellaneous other items. Increase by \$100 to **\$1,600**.

3060-40-0392 - **Repair parts** – Various items needed for our equipment. The plant is getting older, and costs have increased. Budget **\$9,500**.

3060-40-0573 - **Contract services** - Use of an outside contractor for jobs we cannot do in house such as electrical work, equipment repair, wet well cleaning, etc. This account goes up and down over the years. Equipment replacement and upgrades at several pump stations have reduced emergency work.

- | | |
|---|------------------|
| • Cleaning pump station wet wells each spring | \$ 4,000 |
| • Pump inspection & service | \$ 7,500 |
| • Cleaning and inspection of sewer lines | \$ 4,000 |
| • Electrical & alarm (radio) service | \$ 1,500 |
| • Misc. other work | <u>\$ 1,000</u> |
| | \$ 18,000 |

3060-40-0725 - **Building & Grounds** - This is for normal maintenance and repairs for buildings. Replace garage doors, repair fence, and other minor work. Budget **\$10,500**.

3060-62-0391 - **Tools** - Plant or pump stations keep needing new or replacement tools. Budget **\$1,000** for next year.

3060-62-0410 – **Equipment replacement** – This is to replace small items not in our equipment reserve account. Equipment is getting older. Increase by \$4,000. Budget **\$8,000**.

3060-62-0418 - **Safety Equipment** – Normal equipment upkeep and repair including fire extinguisher testing or replacement. Running over this year. Increase needed to meet Fire Codes. Budget **\$1,200**.

**THOMASTON POLLUTION CONTROL DEPT.
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ACCOUNT TITLE: **CHEMICALS**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$471.08	\$650	\$400	\$1580

3070-30-0476 – **Disinfection** – Chlorine is used to disinfect the treated wastewater before it is discharged to the river. Expect to use less in future years. Budget **\$600**.

3070-30-0478 – **Misc. Chemicals** – Lime is used to control odor and improve handling of screenings from Ship Street Pump Station. We use only a few bags a year. Various chemicals using for equipment cleaning and the calibration required to be in compliance with the DEP. Budget **\$980**.

**THOMASTON POLLUTION CONTROL DEPT.
BUDGET REQUEST
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ACCOUNT TITLE: **TOWN FOREST**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$22,360.56	\$11,000	\$26,925	\$60,936

3090-30-0363 – **General Supplies** – Tools and other small items. Budget **\$500**.

3090-40-0752 – **Trail Maintenance** – Funds spent to maintain and expand the hiking/biking trails. With increased use funds this year will go for work on the Town Forest Trails and connections. These are projects of the Side Country Trails (SCT) and the Georges River Land Trust (GRLT). The FY 23/24 budget has \$51,936 that came from a grant from Maine outdoor Heritage Fund and other trail organizations and administered by PCD. Budget **\$59,936**.

3090-55-0305 – **Publications & Memberships** - This pays for membership in the Georges River Land Trust to continue to get help with trail maintenance and other information from them. Budget **\$500**.

**THOMASTON POLLUTION CONTROL DEPT.
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ACCOUNT TITLE: **SEWER LINE MAINT.**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$9,005.00	\$12,300	\$9,000	\$6,300

3100-25-0573 - **Contract Services** – This pays for videoing sewers and covers outside help with minor sewer work. As outlined in the *Asset Management Plan* the Clean Water Drains on Water, Green and Mechanic Streets (Section F) are scheduled for cleaning and inspection this year. There is about 2,300 feet of mostly 8-inch sewer and at an estimated cost of \$1.00/foot for inspection, this will cost about \$2,500. The sewers will be cleaned (Public Works and Pollution Control). Allow 20% for unknown and extra costs and budget at **\$5,000**.

3100-25-0720 - **GIS Mapping** – The annual maintenance on our GIS program is \$420. Covers the cost of updates and educational material. Allow for other minor expenses and budget **\$500**.

3100-30-0363 - **General Supplies** - This is for things like rings to raise manholes to grade in areas being cleaned and videoed. Also, for spare parts such as repair couplings and fittings we keep on hand for emergencies. Budget at **\$300**

3100-62-0390 - **Tools & Equipment** – Items used for sewer work. Need new manhole opening device so budget at **\$500**.

**THOMASTON POLLUTION CONTROL DEPT.
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ACCOUNT TITLE: **MISC. SERVICES**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$10,479.74	\$8,960	\$8,160	\$9,160

3110-45-0688 – **Rockland Sewer Fee** - This is the actual amount paid to Rockland for the 25 houses that are actually in Thomaston on Pleasant Street that are connected to their treatment plant. For next year budget **\$9,000**.

3110-60-0758 - **Leases** – This is for leases for sewer lines crossing the railroad. For the last several years it has been \$150 per year. We also have several other crossings with no lease. Budget at **\$160**.

**THOMASTON POLLUTION CONTROL DEPT.
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ACCOUNT TITLE: **INSURANCE**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$21,407.93	\$8,508	\$23,068	\$78,752

3120-15-0210 – Medical Insurance – Medical insurance for staff. Budget **\$58,126**.

3120-35-0610 – **Liability Insurance** – This is Pollution Control’s share of the Town’s general insurance policy. Budget next year at **\$7,500**.

3120-35-0630 - **Workers Compensation** – The rate for this is set by the insurance company but should be up from last year. Budget **\$800**.

3120-35-0632 - **Unemployment insurance** - The rate is set by our insurance carrier. Expect increase so budget at **\$150**.

000-00-0000 – **Retirement** – This is based on the salary of staff at a rate of 10.2% currently. Budget **\$12,176**. *Line item is new and will be coded in the future.*

**THOMASTON POLLUTION CONTROL DEPT.
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2023/2024 FISCAL YEAR**

ACCOUNT TITLE: **ASSET ACCOUNTS**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$47,640.00	\$49,550	\$47,550	\$48,772

Asset Accounts is the new name for the old Capital Reserves.

3130-65-4274 - **Trails Reserve** – This sets aside funds for the maintenance and upgrade of the trails system in the Town Forest. Budget **\$7,000**.

3130-65-4276 - **Sludge Reserve** – This sets aside funds to clean the treatment lagoons. Cost could be in the \$100,000 to \$150,000 range. Budget **\$6,000**.

3130-65-4280 – **Short Lived Assets Account** – This is funds set aside for future replacement or upgrade of components of the pumping, treating and final disposal of the wastewater as well as the office and laboratory equipment. Excluded from this are major construction projects that are normally funded by long term borrowing. This is based on the Short-Lived Assets list as outlined in the *Asset Management Plan*. Budget **\$33,772** to the Short-Lived Assets Account.

3130-65-4285 - **SSDC Reserve** - This is where the Sewer System Development Charge (S.S.D.C.) income is kept. The amount budgeted for this reserve always equals the amount budgeted for S.S.D.C. income. Funds are only put in this account when collected from a sewer connection permit. These funds can only be used to increase capacity in our system. Budget **\$2,000**.

**THOMASTON POLLUTION CONTROL DEPT.
BUDGET REQUEST
2023/2024 FISCAL YEAR**

ACCOUNT TITLE: **REPAIR & REPLACEMENT**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$166,974.46	\$131,000	\$60,764	\$34,000

The following capital projects are proposed for FY 23/24:

3140-65-0970 – **Treatment System** – Electric power outages have become more common in recent years and leave the Treatment Facility with power (the solar array shuts down if there is no power in the CMP lines to protect those working on the lines). This leaves the Control with no lights, heat or SCADA service. A small generator would power these things but not the pumps or blowers. Budget **\$6,000**.

3140-65-0950 – **Land Application** – The flows to be treated have increased in recent years and are now about 20,000,000 gallons a year more than 6-years ago. To handle more flow, we need to have a more efficient spray system. Automating the process in the Fields and making changes would increase efficient use of the fields. Setting up the SCADA to control the valves will help automate the fields. Budget **\$28,000**

**THOMASTON POLLUTION CONTROL DEPT.
BUDGET REQUEST
2023/2024 FISCAL YEAR**

ACCOUNT TITLE: **DEBT REDUCTION**

EXPENDED 21/22	BUDGET 22/23	ESTIMATED 22/23	BUDGET 23/24
\$205732.00	\$297,699	\$297,699	\$287,184

This is for paying off the principal and interest on the long-term debt incurred for various sewer related projects. These are actual amounts due. See attached long term debt summary in Asset Management Plan and cash flow projections (shows the timing of payments and transfers into the Debt Reserve Account) on next page.

3145-65-4405 – **Debt Reserve** – Funding for the long-term debt associated with the collection and treatment of wastewater comes from four sources:

1. The sewer users through their sewer bills	\$192,000
2. The Dragon TIF (for the East End Sewer)	\$125,000
3. Municipal share of bond for solar bond (1/4 of total).	\$ 18,628
4. Interest on solar bond from Solar Reserve	<u>\$ 16,237</u>
Total	\$351,865

Debt Payment – The bonds below were issued to pay for the 2006/2008 East End Sewer Extension, the 2011/2012 sewer replacement on Wadsworth Street and Brooklyn Heights and the 2021 solar array.

3150-75-4429 – **RD 2012 Bond** – Payment due 11/7/22 **[\$56,797.00]**

3150-75-4430 - **SRF 2015 Bond** - Payment due 12/1/22 [\$1,044.55] and 6/1/2023 **[\$108,261.00]**.

3150-75-4431 – **RD 2016 Bond** – Payment due 1/14/23 **[\$50,090.00]**

3150-75-4432 – **MMBB 2021 Bond** – Payment due 11/1/22 [\$8198.35] and 5/1/23 **[\$72,035]**