

## 2009/2010 Water Budget Justification

- 40101 Regular Payroll - \$224,789  
Public Works Director salary (50 percent of Water/Sewer portion) - \$21,246  
Water Department Supervisor - \$69,959  
Chief Operator - 1 man @ \$26.24 x 8hrs. x 262 days = \$54,790  
Assist. Operator - 1 man @ \$20.83 x 8hrs. x 262 days = \$43,493  
Financial Manager salary (50 percent) - \$22.50 x 8 x 262 x 0.5 = \$23,577  
Admin. Asst. (50 percent of Water/Sewer portion) - \$19.13 x 8 x 262x 0.25 = \$10,026  
longevity pay - \$1,700
- 40102 Other Reg & Part-time P/R – *This budget line is omitted and consolidated with Regular Payroll – line item 40101*
- 40103 Overtime - \$17,687  
scheduled OT-3 hrs/day x 104 weekend days x (\$26.24+\$20.83)/2x1.5= \$11,015  
scheduled OT-3 hrs/day x 13 holidays x (\$26.11+\$18.92)/2x1.5= \$1,377  
repair/emergency related OT - 75 hrs. x (\$26.11+\$18.92)/x1.5= \$5,295
- 40105 Cont., Temp, & Occas. - \$19,035  
Temp. – Part-time help – 27.5 hrs per week at \$13.50 per hour
- 40106 Misc. Payroll - \$3,900  
beeper pay
- 41210 Employee Related Insurance - \$45,148  
Health, LTD, Life, AD&D, W/C
- 41230 FICA - \$35,489  
0.0765 of payroll, OT, and 401a  
0.0765 of highway crew payroll (for water main repair work)  
401a contribution
- 42301 Office Supplies - \$1,700  
1/2 of office supply needs - \$3,000/2  
1/2 of office equipment under \$100 - \$400/2
- 42323 Protective Clothing & Safety Equipment - \$ 1,000  
boots, gloves, eye, ear protection, respirator cartridges, etc.
- 42340 Other Purchase & Supplies - \$71,000  
Plant operation chemicals - \$43,500  
Plant/Field testing and operating equipment and supplies - \$10,000  
Other misc. materials - \$10,000  
Hydrant replacement program - \$5,000  
Custodial Supplies - \$500  
Hand Tools - \$2,000

- 43213 Travel, Training, & Meetings - \$2,000  
Training and Continuing Education, public information notices, water week, etc.
- 43258 Dues and Subscriptions - \$1,259  
Professional Affiliation (AWWA, ABPA, and CWWA)  
Diversion Permit
- 44203 Legal - \$2,000
- 44206 Municipal Insurance - \$12,750
- 44208 Other Professional Services - \$10,750  
Diversion Permit Stream flow monitoring (\$4,000)  
contractor repairs on water lines and other services (\$5,000)  
contracted calibration work (\$1,000)  
Physicals & Testing - Pulmonary for plant staff, D&A monit - (\$750)
- 44217 Postage - \$2,500  
\$3,800/2 budgets – bills, notices, Newsletter/CCR, etc.
- 44223 Service Contracts - \$6,435  
Computer software support/network support - \$1,600/yr (split with sewer)  
Fire extinguisher annual maintenance - \$450  
Plant and Booster Station generator maintenance agreement - \$1,750  
Furnace maintenance agreement – WTP 1 and 2 - \$800  
Meter reading eq. and software maintenance agreement - \$1,690/yr. (split with sewer)  
Grounds Maintenance - \$500  
Weekly garbage collection - \$320  
Copier - \$125/mo lease – split with sewer  
Alarm services - \$220
- 44231 Advertising - \$800  
advertising of legal notices, etc.
- 44238 Uniform Rentals - \$650  
pants, polo shirts, T-shirts, sweat shirts for 3.7 employees
- 44244 Refunds for Overpayment - \$50
- 44255 Refunds - Tax or Liens - \$50
- 44262 Audit - \$5,500  
year end audit plus fixed asset consultation
- 44285 Lab Fees - \$10,000  
various weekly, monthly, quarterly, semi-annual, and annual water testing
- 45216 Telephone - \$9,420  
emergency answering service, pagers, phones, cell phones
- 45221 Fuel-Heating - \$20,000  
Appx. 9,750 gals \$2.05/gallon

- 45622 Electric - \$126,180  
avg. \$10,515/mo. x 12 mo.
- 46224 Equipment Repairs - \$10,000  
Scheduled and unscheduled repairs to plant and well equipment including main breaks
- 46226 Building Repairs - \$3,000  
Scheduled and unscheduled building repairs and minor (non-capital) improvements
- 46390 Vehicle Maintenance - \$3,000  
scheduled and unscheduled repairs on three trucks
- 48416 Office Equipment - \$500  
Computer upgrades (split with sewer)  
Capital equipment over \$100 (split with sewer)
- 49245 Bond Retirement - \$200,000  
\$70,000+130,000
- 49246 Bond Interest - \$59,490  
\$7,490 +\$52,000
- 50500 Transfers To Capital Project - \$20,000
- 50900 Contingency - \$20,238

## 2009/2010 Sewer Budget Justification

- 40101 Regular Payroll - \$54,998  
Public Works Director salary (50 percent of Water/Sewer portion) - \$21,246  
Longevity (50 percent of Water/Sewer portion) - \$150  
Financial Manager salary (50 percent) -  $\$22.55 \times 8 \times 262 \times 0.5 = \$23,577$   
Admin. Asst. (50 percent of Water/Sewer portion) -  $\$19.18 \times 8 \times 262 \times 0.25 = \$10,026$
- 40102 Other Reg & Part-time P/R – *This budget line is omitted and consolidated with Regular Payroll – line item 40101*
- 41210 Employee Related Insurance - \$14,342
- 41230 FICA - \$8,847  
0.0765 of P/R and 401a  
401a - 6% of elig. payroll
- 42301 Office Supplies - \$1,700  
1/2 of office equipment under \$100 (split with water)
- 42340 Other Purch Supplies - \$500  
Batteries, lights, custodial supplies, etc.
- 43213 Travel, Training & Meetings - \$100
- 44203 Legal - \$500
- 44206 Municipal Insurance - \$12,750
- 44217 Postage - \$2,500  
\$3,600/2 bills and notices, newsletter, etc.
- 44223 Service Contracts - \$4,570  
Copier - \$125/mo lease – split with sewer  
Computer software/network support - \$1,600/2 (split with water)  
Fire extinguisher annual maintenance - \$120  
PHPS generator maintenance contract - \$650  
Furnace annual maintenance PHPS- \$250  
Meter reading eq. and software maintenance agreement - \$1,689/yr. (split with water)  
Pump Station Alarm System - \$1,200
- 44231 Advertising - \$800  
advertising of rates for budget public meeting, etc.
- 44244 Refunds for Overpayment - \$50
- 44255 Refunds - Tax or Liens - \$50
- 44262 Audit - \$5,500  
year end audit plus fixed asset consultation
- 44268 Joint Facilities Personnel – \$95,000  
*estimated - Joint Facilities budget to be adopted in April*

- 45216 Telephone - \$2,100  
avg. of \$175/mo x 12 mo.
- 45221 Fuel-Heating - \$2,050  
1,000 gallons at \$2.05 per gallon
- 45622 Electric - \$90,000  
Flatbrook, 584 Norwich, Prospect Hill Pump Station  
approx. \$7,500/month
- 46224 Equipment Repairs - \$5,000  
repairs to sewer mains, pump station, manholes, etc.
- 46269 Joint Facilities Maintenance – \$470,000  
*estimated - Joint Facilities budget to be adopted in April*
- 48404 Machinery and Equipment - \$20,100  
Repairs to small office equipment - \$50  
Equalization tank payment to Hebron - \$20,050
- 48416 Office Equipment - \$500  
Computer upgrades, etc. (split with water)
- 50474 Transfers to Capital Purchases - \$20,000
- 50900 Contingency - \$23,450