

Enterprise Funds

Budgets FY 2017

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6001 Water Enterprise Fund

Program Description

The Water Department is responsible for providing its customers with safe, high quality drinking water adhering to EPA and Massachusetts DEP drinking water regulations.

- The Department operates and maintains three groundwater sources located within the Town of Truro: the Knowles Crossing Wellfield consisting of three gravel packed wells; the Paul Daley Wellfield consisting of six active gravel packed wells; and North Union Field consisting of two gravel packed wells.
- Operate and maintain two water treatment facilities: a 1.2 MGD membrane filtration facility treating raw water from the Knowles Crossing and Paul Daley wellfields, and a .734 MGD corrosion control facility treating the North Union Field wells.
- Provide customer support and billings for over 3,700 accounts
- Operate and maintain over 42 miles of water distribution piping, two water storage facilities totaling 6.4 million gallons, 675 gate valves, 250 fire hydrants, and testing of 152 registered backflow prevention devices.

Budget Statement

FY17 Personal Services are up 7% which is attributed to scheduled wage increases and an allocation of \$10,000 to hire and transition a Grade 6 Administrative Assistant due to retirement.

The request for FY17 Expenses are increased 1.5%, which includes an emergency reserve of \$150,000 within the budget. Also included is an expense line (B-3) for gasoline and diesel fuel for vehicles and equipment, and expense not previously absorbed by the Water Enterprise Fund. The overall FY17 6001 Budget is increased 3%.

FY 2017 Objectives

- Continued leak detection in an effort to reduce unaccounted-for-water
- Proactively clean four wells at Paul Daley to maintain production capacity
- Continue to develop inspection forms on PeopleGIS accessible to field staff
- Site improvements to Paul Daley Wellfield including access road to well heads and interior of well cages

Major Accomplishments for 2015

- Performed preventative maintenance to Mt. Gilboa Standpipe including spot repair to the interior and exterior coating, repairs to inlet pipe, cleaned interior
- Completed twenty service connections, and added 26 additional accounts
- Self-performed asphalt pavement patches on nine (9) trenches, providing a cost savings of approximately \$5,000.00 over a contracted service
- Completed 353 Dig-Safe mark outs
- Responded to and repaired two water main breaks, repaired one leaking water main, replaced one distribution gate valve, and repaired four fire hydrants
- Discovered seven (7) leaking water services through acoustical leak detection survey
- Updated Water System Rules & Regulations, and revised miscellaneous water related fee schedule
- Updated mapping system to include recent changes in the distribution system, and outfitted four service trucks with computers providing access to water service records and valve map.

Staffing

	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2017 Budget
Full Time	10	10	10	10
Part-time				
Total FTE (full-time equivalents)				

Performance / Workload Indicators

	FY 2015 Actual	FY 2016 Estimated	FY 2017 Estimated
Meter installations	31	25	25
Dig-Safe mark outs	345	365	365
Service shut offs/turn ons (seasonal & other)	493	400	400
Total completed work orders	1332	1250	1250
Backflow device tests	221	225	230
Water service connections/Renewals	11	10	10
New Accounts Added	26	15	15

Program Costs

	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2017 Budget
\$ Personnel Expenses	\$546,988	\$634,041	\$645,669	\$690,872
% Increase	xx	16%	2%	7%
\$ Operating Expenses	\$1,246,258	\$1,367,065	\$1,475,527	\$1,503,847
% Increase	xx	10%	8%	1.5%

Staffing Level

	Incumbent's Name	Position Title	Union (Y/N)	F/T or P/T hrs/wk	Original date employment with Town	Hire date for current position	Position Grade (Step)	Rates of Pay	Longevity
A-1	Department Head 60010100-511001	Waldo (1/3 Time) & Salisbury (Full Time)	N	F/T				\$113,267	
A-4	Administration 60010100-511004	Larsen & Prada @ 1/3 time	N	F/T				\$46,639	
A-2	Glen Rose 60010100-511002	Distribution & Treatment Plant Supervisor	Y	F/T	09/11/06	11/07/08	12-9	\$70,994	
A-3	Anna Michaud 60010100-511003	Administrative Assistant #2	Y	F/T	10/31/05	10/31/05	6-10	\$52,587	\$700
A-3	TBD	Administrative Assistant #2 during transition						\$10,000	
A-3	Donald Morin 60010100-511003	Administrative Assistant #2	Y	F/T	7/05/10	7/05/10	6-7	\$49,264	
A-5	Peggy Neylon 60010100-511005	Treatment Licensed Operator	Y	F/T	02/28/00	02/28/00	6-10	\$52,587	\$1000
A-5	Bernard Matrango 60010100-511005	Distribution Licensed Operator	Y	F/T	05/29/01	11/29/01	8-10	\$59,087	\$1000
A-5	Stephen Enos 60010100-511005	Distribution Licensed Operator	Y	F/T	06/28/10	06/28/10	8-7	\$55,353	

	<i>Incumbent's Name</i>	<i>Position Title</i>	<i>Union (Y/N)</i>	<i>F/T or P/T hrs/wk</i>	<i>Original date employment with Town</i>	<i>Hire date for current position</i>	<i>Position Grade (Step)</i>	<i>Rates of Pay</i>	<i>Longevity</i>
A-5	Adrian Peters 60010100-511005	Licensed Treatment Operator	Y	F/T	9/17/13	9/16/13	8-4	\$50,738	
A-6	Frank Horner 60010100-511050	Meter Reader / Leak Detection Tech	Y	F/T	04/19/11	04/19/11	6-4	\$46,150	
A-6	Ryan Schmidt 60010100-511050	Meter Reader / Leak Detection Tech	Y	F/T	11/12/12	11/12/12	6-3	\$45,157	

Budget Request Detail

	<i>Line Item No. & Title</i>	<i>Description (specify basis for calculations used)</i>
A-1	Dept. Head 60010100-511001	\$113,267 Is reflective of Water Superintendent , DPW Director 1/3 Water, 1/3 Wastewater, 1/3 Budget 421
A-2	Professional/Tech Supervisor 60010100-511002	\$70,944 Working supervisor, union position. This position fills the DEP requirement for our having a Registered Secondary Operator.
A-3	Clerical 60010100-511003	\$111,851 Support staff – two Administrative Assistants. Includes \$10,000 to fund transition of one retiree to new employee
A-4	Administration 60010100-511004	\$46,639 Covers 1/3 salary Deputy Director & Operations Director; 1/3 DPW Admin and 1/3 Wastewater
A-5	Licensed Water Service 60010100-511005	\$217,765 4- Licensed Water Personnel.
A-6	Skilled Field Staff 60010100-511050	\$91,307 2-Meter Reader Repair Personnel
A-7	60010100-513100 Overtime	\$35,000 \$15,329 consists of treatment plant weekend coverage, remaining for emergency and other call-outs
A-8	Longevity 60010100-514500	\$4,100 As listed above
B-1	Electrical consumption 60010200-521000	\$140,000 Spent \$122,138 in FY-15 (new plant online in April 2014)
B-2	Gas LP/oil 60010200-522100	\$19,000 Knowles Crossing, South Hollow & meter shed are heated by propane.
B-3	Gasoline/Diesel Fuel	\$19,000 Gasoline & diesel fuel for service trucks and equipment
B-4	Telemetry/Alarm 60010200-524100	\$7,000. Telemetry costs and costs for alarm monitoring.
B-5	Advertising/Pro 60001200524200	\$1,500. Legal ads, employment ads, notices
B-7	60010200-527200 Rental Equip	\$3,000. Portable toilet at South Hollow, miscellaneous rental equipment needed
B-8	60010200-527400 Copy Machine Maint	\$4,000. Maint of copy machines
B-9	60010200-530000 Contracted Services Professional	\$58,000 Environmental Partners Group engineering services, Evoqua Water Technologies (KC Treatment Plant Membranes), Police Details, and pavement patches at leaks and taps

	<i>Line Item No. & Title</i>	<i>Description (specify basis for calculations used)</i>
B-10	60010200-530001 Other Contractor Services	\$45,000 Technical support services with the SCADA System.
B-11	60010200- 531500 Legal Services	\$5,000
B-12	60010200-532100 Education/Train.	\$8,000 Maintaining licenses and trainings
B-13	60010200-534100 Telephone	\$500.
B-14	60010200-534300 Repairs/Maint-Buildings	\$9,500 General building repair
B-15	60010200-534400 Contractor R&M Building	\$2,500. Sprinkler testing, rodent control, generator testing.
B-16	60010200-534500 Hydrant maintenance	\$10,000
B-17	60010200-534600 Repairs/Maint-Vehicles	\$4,500
B-18	60010200-534710 Water Equip Maint	\$2,000 Repair and calibration of testing equipment
B-19	60010200-534900 Repairs/Maint-Wells & Plant	\$35,000. Chemical feed pump repairs, replacement sensors and control replacement, well maintenance
B-20	60010200-535400 State Reports	\$1,200. Mandated yearly issuance of the direct mailed Consumer Confidence Report.
B-21	60010200-536000 lab tests	\$19,000 Mandated water quality certifications
B-22	60010200-538320 Computer Maint/Software	\$13,000 "Inhance" Billing software and programming up-date at \$8400, Neptune Automated Meter Reading software support at \$3751
B-23	60010100-541500 Postage	\$4,000. All department mailings with billings being the predominant cost.
B-24	60010200-541700 Safety	\$3,500 Safety equipment.
B-25	60010200-542000 Office Supplies	\$3,000
B-26	60010200-542700 Printed Forms	\$2,000 Specific to the Water Dept
B-27	60010200-542800 Stationary	\$1,000
B-28	60010200-545100 Chemicals	\$60,000 Chemicals to operate the entire water system.
B-29	60010200-545300 System Maintenance & Supplies	\$60,000 Water distribution saddles, valves, pipe, curb-stops, corporations, and related components necessary for service work, repairs, and system maintenance. This includes funds to support pavement management plan (water services)
B-30	60010200-546400	\$2,500. Hand held tools.

	Line Item No. & Title	Description (specify basis for calculations used)
	Small tools	
B-31	60010200-546600 Uniforms	\$3,500 Uniforms. [reflective of receiving a lower bid]
B-33	60010200-558560 Office Equip.	\$1,000. Office equipment
B-34	60010200-558570 Equip. Purchase.	\$5,500 Testing equipment; pH meters, salinity monitors, etc. Spent \$4,138 to-date
B-35	60010200-558700 Meter Purchase	\$45,000 Move from CIP program to operations budget
B-36	60010200-568000 DEP Payment	\$3,000. DEP assessment under Massachusetts Federal Safe Drinking Water Act of \$8.50 per million gallons of water pumped. DEP is increasing the assessment.
B-37	60010200-569000 1 PILOT - Truro	\$36,000 \$33,680 FY13 & \$33,587 in FY14 Payments in lieu of taxes for Dept properties located in Truro. [see line item 572010 for NUF lease payment]
B-38	60010200-570000 Misc. Travel	\$1,000. Reimbursement for mileage expenses for employees going to school or training for CEU's Mandatory.
B-39	60010200-572010 NUF lease payment	\$56,000 North Union Field lease payment
B-40	60010200-573000 Dues/Member.	\$1,500 Membership in NEWWA and AWWA
B-41	60010200-573400 Meals/Food	\$0 Licensed personnel reimbursement
B-43	60010200-579888 Electrical payment Water Maint. NTAFB	\$1,500 For expenses associated with wells at NTAFB.
B-45	60010200-591000 Debt Service Principal	\$493,674 Information from the Municipal Finance Director
B-46	60010200-591500 Debt Service Interest & Fees	\$164,473 Information from the Municipal Finance Director
B-47	60010200- XXXXX Emergency Reserve	\$150,000

Capital Projects - Water Enterprise Fund		FY 15	FY 16	FY 17	FY 18	FY 19
450-3	Vehicles	\$90,000	\$65,000	\$0	\$30,000	\$55,000
450-5	Winslow II Cleaning/Repairs	\$0	\$0	\$0	0	\$225,000
		\$90,000	\$65,000	\$0	\$30,000	\$280,000
TOTALS						

6001 Water Enterprise Fund FY 2017 Additional Budget Request

Additional Amount Requested

\$10,000

Budget Line Number

A-3 Clerical Personnel

One Time Only or Ongoing Expense ?

One time increase

Description of Additional Program, Product or Service

Funds to cover a transition to newly hired Grade 6 Administrative Assistant II, as current Grade 6 Admin Asst. plans to retire immediately following peak billing cycle FY17.

Cost/Benefit Analysis

This cost would fund the transition of the Grade 6 Administrative II position, a position that is responsible for all aspects of Water Department customer billing, processing vendor invoices and accounts payable. If approved, these funds will allow a seamless transition and proper training by the current employee.

6001 Water Enterprise Fund FY 2017 Additional Budget Request

Additional Amount Requested

\$19,000

Budget Line Number

B-3 Gasoline/Diesel Fuel

One Time Only or Ongoing Expense ?

This is ongoing expense for gasoline and diesel fuel for the Water Department fleet. This expense was not previously charged against the 6001 Budget.

Description of Additional Program, Product or Service

Full cost of fuel expenses for Water Department vehicles and equipment.

Cost/Benefit Analysis

Allows Water Department to be a fully funded operation.

6001 Water Enterprise Fund FY 2017 Additional Budget Request

Additional Amount Requested

\$10,000

Budget Line Number

B-10 Other Contractor Services - Technical

One Time Only or Ongoing Expense ?

This is an ongoing expense for technical services related to the Water Department SCADA system. This increase is due to a planned transition from the current SCADA provider to a new provider.

Description of Additional Program, Product or Service

The SCADA system (Supervisory Control And Data Acquisition) is a necessary control component of the system. The software and related appurtenances control all aspects of system operations including wells, treatment plants, communications to water tank levels, chemical feed systems, etc. The additional funding is due to additional costs associated with a new provider.

Cost/Benefit Analysis

The Town has a significant investment in SCADA infrastructure relating to Water Department operations, all of which has been installed and maintained by a single source. The transition to a new source ensures a larger resource is available for SCADA support and further ensures a new provider is familiar with the existing infrastructure, eliminating the need to reverse engineer programming logic the system.

6001 Water Enterprise Fund FY 2017 Additional Budget Request

Additional Amount Requested

\$20,000

Budget Line Number

B-19 Repair/Maintain Wells & Plant

One Time Only or Ongoing Expense ?

Ongoing increase to a minimum of \$25K

Description of Additional Program, Product or Service

New filtration facility brings additional mechanical and control equipment. Maintenance of filtration racks includes various process control sensors, control boards, valve actuators, and additional chemical feed equipment. The increase provides funding necessary to address any needed repair and maintenance. Further, these funds address proactive well cleaning in an effort to maintain capacity in the well source.

Cost/Benefit Analysis

Proper funds must be allocated to address any repairs necessary to treatment facility process control and mechanical equipment. The FY17 B-19 budget item includes funds to also provide proactive well cleaning, a cost effective means to maintain well capacity and identify potential issues, is slated for four (4) wells at the Paul Daley Wellfield.

6001 Water Enterprise Fund FY 2017 Additional Budget Request

Additional Amount Requested

\$3,000

Budget Line Number

B-22 Computer Maint/Software

One Time Only or Ongoing Expense ?

Ongoing increase

Description of Additional Program, Product or Service

Funds to cover cost of InHance customer database and billing software at \$8,400 and \$3,751 for Neptune Automated Meter Reading Software Support and maintenance.

Cost/Benefit Analysis

6001 Water Enterprise Fund FY 2017 Additional Budget Request

Additional Amount Requested

\$10,000

Budget Line Number

B-29 Maintenance Supplies

One Time Only or Ongoing Expense?

Ongoing increase

Description of Additional Program, Product or Service

This increase reflects the combining of a previous budget line item to one budget line item (B-29 \$20k and previously B-5 \$15K), plus an additional \$25,000. FY16 Request was \$50K.

Cost/Benefit Analysis

These funds cover the cost of all parts and supplies necessary to operate and maintain the distribution system. The department must also maintain an inventory of necessary parts to perform new service connections. The water service tap fees cover the cost of inventorying these items, however the revenue is not placed back in the operating budget line during the fiscal year. Therefore, the department must have sufficient funds available to purchase fittings and pipe necessary to perform new connections.

Additionally, these funds cover the cost of backfill material within the roadways after trenching. Any repairs to water mains, valves, as well as gate and curb boxes are covered by these funds.

6001 Water Enterprise Fund

		FY 2014	FY 2015	FY 2016	FY 2017	FY 2016	FY 2016	FY 2016
		Actual	Actual	Budget	Dept	Town Mgr	Selectmen	FinCom
Operating Expenses								
A Personal Services								
A-1	511001 Department Head	30,755	107,100	109,945	113,267	113,267	-	-
A-2	511002 Professional/Tech	58,958	63,375	68,391	70,944	70,944	-	-
A-3	511003 Clerical Personnel	90,732	95,727	99,302	111,851	111,851	-	-
A-4	511004 Administration	28,822	43,609	45,310	46,639	46,639	-	-
A-5	511005 Water Service	240,187	208,029	212,299	217,765	217,765	-	-
A-6	511050 Skilled Laborers	73,975	84,854	88,022	91,307	91,307	-	-
A-7	513100 Overtime	22,159	29,648	20,000	35,000	35,000	-	-
A-8	514500 Longevity	1,400	1,700	2,400	4,100	4,100	-	-
A-9		-	-	-	-	-	-	-
A	Personal Services	546,988	634,041	645,669	690,873	690,873	-	-
B Expenses								
B-1	521000 Electric	92,942	122,138	140,000	140,000	140,000	-	-
B-2	522100 GasLP/Oil	14,407	16,474	16,000	19,000	19,000	-	-
B-3	Gasoline/Diesel Fuel	-	-	-	19,000	19,000	-	-
B-4	524100 Telemetry/Alarm	7,071	5,604	7,000	7,000	7,000	-	-
B-5	524200 Advertising/Promotion	1,070	986	1,500	1,500	1,500	-	-
B-6	527110 Capital Outlay - Vehicle Purchase	-	-	-	-	-	-	-
B-7	527200 Rental Equipment	2,094	1,627	3,000	3,000	3,000	-	-
B-8	527400 Copy Machine Maintenance	3,568	2,266	4,000	4,000	4,000	-	-
B-9	530000 Contractor Services professional	72,263	44,550	58,000	58,000	58,000	-	-
B-10	530001 Other Contractor Services - Techn	27,447	24,686	35,000	45,000	45,000	-	-
B-11	531500 Legal Services	3,845	455	5,000	5,000	5,000	-	-
B-12	532100 Education/Training	2,101	3,686	8,000	8,000	8,000	-	-
B-13	534100 Telephone	131	1,792	500	500	500	-	-
B-14	534300 Repair/Maintenance-Bldgs	4,397	4,938	9,500	9,500	9,500	-	-
B-15	534400 Contractor RM Building	2,035	2,000	2,000	2,500	2,500	-	-
B-16	534500 Fire Hydrant Maintenance	11,225	8,000	10,000	10,000	10,000	-	-
B-17	534600 Repair/Maintenance-Vehicles	7,112	4,552	4,500	4,500	4,500	-	-
B-18	534710 Water Equipment Maintenance	1,985	1,919	2,000	2,500	2,500	-	-
B-19	534900 Repair/Maintenance-Wells	15,000	14,427	15,000	35,000	35,000	-	-
B-20	535400 State Mandated Reporting	125	-	1,200	1,200	1,200	-	-
B-21	536000 Lab Tests	11,425	12,382	16,000	19,000	19,000	-	-
B-22	538320 Computer Maint/Software	11,793	12,411	10,000	13,000	13,000	-	-
B-23	541500 Postage	2,196	2,217	4,500	4,000	4,000	-	-
B-24	541700 Safety	1,555	2,000	2,000	3,500	3,500	-	-
B-25	542000 Office Supplies	2,561	2,418	3,000	3,000	3,000	-	-
B-26	542700 Specific Printed Forms - Water Bil	100	-	2,000	2,000	2,000	-	-
B-27	542800 Stationary/Printing Costs	-	-	1,000	1,000	1,000	-	-
B-28	545100 Chemicals	47,964	41,288	70,000	60,000	60,000	-	-
B-29	545300 Maintenance Supplies	27,073	20,062	50,000	60,000	60,000	-	-
B-30	546400 Small Tools	1,629	2,000	2,000	2,500	2,500	-	-
B-31	546600 Uniforms	2,893	2,885	3,500	3,500	3,500	-	-
B-32	558300 Computer Hardware/Software	-	-	-	-	-	-	-
B-33	558560 Office Equipment	195	746	1,000	1,000	1,000	-	-
B-34	558570 Add'l Equipment Purchase	7,677	5,500	5,500	5,500	5,500	-	-
B-35	558700 Water Meter Purchase, replaceme	-	-	40,000	45,000	45,000	-	-
B-36	568000 DEP Assessment	2,043	2,045	3,000	3,000	3,000	-	-
B-37	569000 PILOT - Truro	33,587	33,044	35,000	36,000	36,000	-	-
B-38	570000 Miscellaneous	325	351	1,000	1,000	1,000	-	-
B-39	572010 Truro Lease Payments	55,568	55,568	56,000	56,000	56,000	-	-
B-40	573000 Dues/Memberships	1,754	1,488	1,500	1,500	1,500	-	-
B-41	573400 Meals/Food	500	62	-	-	-	-	-
B-42	575550 Reserve for Abatements	-	-	-	-	-	-	-
B-43	579888 Electrical Payment NTAFB	-	1,500	1,500	-	-	-	-
B-44	579989 CCNS/Water Payment	-	-	-	-	-	-	-
B-45	591000 Debt Service - Principal	541,249	620,627	583,934	493,674	493,674	-	-
B-46	591500 Debt Service - Interest & Fees	165,354	197,357	200,893	164,473	164,473	-	-
B-47	Emergency Capital Reserve	30,000	-	30,000	150,000	150,000	-	-
		30,000	-	30,000	-	-	-	-

6001 Water Enterprise Fund

	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2017 Dept	FY 2016 Town Mgr	FY 2016 Selectmen	FY 2016 FinCom
Capital Equipment		89,566					
Encumbrances		1,449	-	-	-	-	-
B Expenses	1,246,258	1,367,065	1,475,527	1,503,847	1,503,847	-	-
Total Direct Costs							
A + B	1,793,246	2,001,106	2,121,196	2,194,720	2,194,720	-	-
Indirect Costs							
596100 Indirect	280,898	295,000	327,717	327,717	327,717	-	-
Department Total							
TOTAL Operating Expense	2,074,144	2,296,106	2,448,913	2,522,437	2,522,437	-	-
Operating Revenues							
Operating Revenues							
421000 Water Commitment	1,966,766	1,967,482	1,965,000	1,965,000	1,965,000	-	-
Town Bldg Water User Charges	-	-	-	-	-	-	-
421900 Penalties & Interest	14,251	25,353	15,000	15,000	15,000	-	-
437000 Other Dept Revenue	72,405	40,200	35,000	35,000	35,000	-	-
436100 Cell Tower Rents	62,623	99,032	78,354	100,000	100,000	-	-
421110 Delinquents	70,067	87,507	45,000	45,000	45,000	-	-
482000 Investment Income	1,250	1,743	1,250	1,250	1,250	-	-
Rentals	-	-	-	-	-	-	-
Retained Earnings Tranfer	264,067	266,980	315,309	361,187	361,187	-	-
TOTAL Revenues	2,451,429	2,488,297	2,454,913	2,522,437	2,522,437	-	-
Surplus/(Deficit)							
To/(from) WEF balance	377,286	192,191	-	-	-	-	-

6002 Wastewater Enterprise Fund

Program Description

Provincetown has been able to increase the capacity of the wastewater system over the past 10 years through tracking actual operating flow versus assessed Title 5 flow; there are limits to what technology can do given the constraints of the plant site. The available system capacity is clearly a scarce resource and one that the Town will need to carefully manage in the future. Given the town's important needs and the continuing interest, Town boards and the voters will need to decide as soon as possible whether or not to undertake the planning and engineering studies needed to identify options for serving additional flow and users in the future, including whether any additional areas of the town should be served by future sewer extensions.

Preliminary analysis by the Department of Public Works' Sewer Team and the Town's engineers indicates that adding treatment and disposal capacity beyond the current limit 750,000 GPD MDF limit could take as long as five years. This 5-year timeframe would include approximately 2 years for planning and preliminary design and cost assessment, 2 years for permitting and approvals, and 2 years for construction, with the potential to overlap the timing of these steps. Given the limited capacity that remains, planning for future expansion should be accelerated. Approval to execute a contract with the town's engineers was given in July, 2015 to develop a conceptual design to expanded the sewer system. Final concept plans are scheduled to be released in July, 2016.

No additional sewer extensions or major construction work is currently planned at this time for FY17. The available capacity at the Plant, which is about 7% of the total plant capacity, is currently in reserve for public health needs, EDP approvals, municipal uses, and affordable housing.

Budget Statement

FY 2017 Objectives

To finalize and present to town boards and voters, options to expand the sewer treatment plant. An expanded treatment plant would allow for economic growth throughout our community and allow requests from environmentally sensitive areas to be served by our sewer system.

Major Accomplishments for 2015

- Obtained approval from Department of Environmental Protection to increase our Groundwater Discharge Permit (GWDP) from 650,000 to 750,000 GPD MDF. The additional permit capacity allows us to connect an additional 80,000 GPD T5 flow.
- Installed a 5th vacuum pump to the Central Vacuum Station (CVS).
- Purchased a towable generator for emergency back-up.
- Completed Phase 4 sewer extension.

Staffing - Administration

	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2017 Budget
Full Time	1	1	1	1
Part-time				
Total FTE (full-time equivalents)				

Performance / Workload Indicators

	FY 2014 Actual	FY 2015 Actual	FY 2016 Estimated	FY 2017 Estimated

Program Costs

	FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2017 Budget
\$ Personnel Expenses	\$123,747	\$128,745	\$136,265	\$140,600
% Increase	xx	+4.0%	+5.8%	+3.2%
\$ Operating Expenses	\$3,226,439	\$3,474,266	\$3,962,118	\$4,474,751
% Increase	xx	+7.7%	+14.0%	+12.9%

Staffing Level

	Incumbent's Name	Position Title	Union (Y/N)	F/T or P/T hrs/wk	Original date employment with Town	Date of hire for current position	Position Grade (Step)	Rates of Pay	Longevity
A-1	Richard J Waldo	DPW Director	N	F/T	6/11/12	11/4/13	19	\$32,409	
A-6	Eric Larsen	Deputy Director	N	F/T	2/3/14	2/3/14	15	\$24,150	
A-6	Sherry Prada	Operations Dir.	N	F/T	7/12/10	7/1/12	11	\$22,488	
A-3	Jane Petterson	Admin Assist.	Y	F/T	9/9/12	9/9/12	6-3	\$46,150	

Budget Request Detail

	<i>Line Item No. & Title</i>		<i>Description (specify basis for calculations used)</i>
A-1	Department Head	511001	\$32,409 Covers 1/3 salary; 1/3 in DPW Admin and 1/3 in Water.
A-2	Professional Technical	511002	\$13,450 20% of Health & Environment Manager Salary
A-3	Clerical Staff	511003	\$46,150 Administrative Assistant
A-6	Administration	511004	\$46,638 Covers 1/3 salary for Deputy and Operations Director; 1/3 DPW Admin, 1/3 Water.
A-7	Medicare Insurance	517500	\$1,953 Medicare insurance equal to 1.45% of total payroll
B-1	Contractor Services	520000	\$1,316,994 AECOM & Woodard & Curran; includes CPI inflation adjustment, other Misc. Contracted Service.
B-2	Electrical	522000	\$7,150 Eversource for grinder pumps.
B-4	Other Maint. Contract	524500	\$5,000 Sprinkler testing as well as other misc. maintenance contracts.
B-5	Legal Services	531500	\$15,000 Services associated with easements, lien recordings, etc.
B-6	Postage	541500	\$2,000 Wastewater's share of water bills issued which wastewater billing is included.
B-7	Office Supplies	542000	\$900 Office supplies.
B-8	Printed Forms	542700	\$500 Billhead, envelopes [water & wastewater share this cost].
B-10	Debt Service – Principal	591000	\$2,025,836
B-11	Debt Service – Interest	591500	\$796,426
B-12	Fee & Bond Costs	592000	\$25,000 Borrowing soft costs.

6002 Wastewater Enterprise Fund FY 2017 Additional Budget Request

Additional Amount Requested

\$ 196,994

Budget Line Number

B-1 Contractor Services

One Time Only or Ongoing Expense ?

One time increase

Description of Additional Program, Product or Service

O&M INCREASE:

As you know, Provincetown's wastewater treatment facility (WWTF) was recently expanded and the Plant's permitted capacity was increased from 650,000 gallons per day (gpd) to 750,000 gpd. In addition, the wastewater collection system has continued to expand, including the addition of a 5th vacuum pump at the Central Vacuum Station. As a result, the fixed component of our annual operation and maintenance (O&M) service fee will need to be increased to cover the O&M impact associated with this work.

The items that need to be addressed include:

1. Cost of additional labor associated with off-site technical support/management.
2. Cost of additional electricity used at the Plant, as well as, at the Pump Stations located in the collection system.
3. Cost of additional transportation and disposal of waste sludge generated by the Plant.
4. Cost of additional consumable products such as chemicals and polymer use at the Plant.
5. Cost of the additional capital repair and replacement of the newly installed WWTF equipment over the life of the contract.
6. Costs of the additional premium associated with the O&M performance bond.

To cover the cost of these additional items, we are requesting that the fixed component of the annual O&M service fee be increased by \$150,000 per year (subject to the inflation adjustment). Effective July 1, 2017, the Town will need to budget for an additional \$150,000 per year (subject to the inflation adjustment) for the additional O&M expenses.

GROUNDWATER MONITORING PROGRAM:

Provincetown's Groundwater Discharge Permit (GWDP) requires that the Town monitor, record and report the quality of water in the upgradient monitoring wells MW-4 and MW-6 and downgradient monitoring wells MW-1, MW-2, MW-3, MW-8, and MW-7 adjacent to the subsurface effluent disposal beds. The GWDP requires that these monitoring wells (MW) be sampled for the following parameters at the schedule specified:

Parameter	Frequency of Analysis
Static Water Level	Monthly
Specific Conductance	Monthly
pH	Monthly
Total Nitrogen (NO ₂ +NO ₃ +TKN)	Quarterly
Nitrate-Nitrogen	Quarterly
Total Phosphorus (as P)	Quarterly
Chlorides	Quarterly
Orthophosphate (as P)	Quarterly
Volatile Organic Compounds ¹	Annually

¹USEPA Method #624

In addition to the above, the GWDP also requires that monthly static water level measurements be recorded and reported for monitoring wells MW-9, MW-10, MW-11, MW-12, MW-13, MW-14, MW-15 and MW-16. The GWDP requires that monitoring reports be submitted to MassDEP each month. In addition, quarterly reports and an annual report must be submitted to MassDEP as well.

In accordance with the MassDEP GWDP requirements, AECOM will provide all labor and equipment necessary to record water levels and collect the required groundwater samples for analyze by our laboratory subcontractor. AECOM will also prepare and submit the required monthly, quarterly and annual reports to MassDEP as required. A service fee of approximately \$50,000 is estimated at this time.

Cost/Benefit Analysis

Groundwater monitoring program has traditionally been paid from wastewater articles but it should be part of the operating budget. Moving forward this routine service will be paid from the user fees collected for sewer service.

6002 Wastewater Enterprise Fund

		FY 2014	FY 2015	FY 2016	FY 2017	FY 2017	FY 2017	FY 2017	
		Actual	Actual	Budget	Dept	Town Mgr	Selectmen	FinCom	
Operating Expenses									
A Personnel									
A-1	511001	Department Head	33,062	30,600	31,459	32,409	32,409	-	-
A-2	511002	Professional/Tech	11,943	11,647	13,053	13,450	13,450	-	-
A-3	511003	Clerical Personnel	41,550	42,889	44,490	46,150	46,150	-	-
A-4	513100	Overtime	-	-	-	-	-	-	-
A-5	511005	Skilled Laborer	-	-	-	-	-	-	-
A-6	511004	Administration	37,192	43,609	45,310	46,638	46,638	-	-
A-7	517500	Medicare Insurance	-	-	1,953	1,953	1,953	-	-
	A	Personnel Services	123,747	128,745	136,265	140,600	140,600	0	0
B Expenses									
B-1	520000	Contractor Services	978,852	1,086,908	1,120,000	1,316,994	1,316,994	-	-
B-2	522000	Utilities- Electrical	4,633	6,010	7,150	7,150	7,150	-	-
B-3	524200	Advertising	-	-	-	-	-	-	-
B-4	524500	Other Maint Contract	1,533	2,765	5,000	5,000	5,000	-	-
B-5	531500	Legal Services	16,221	11,786	15,000	15,000	15,000	-	-
B-6	541500	Postage	1,888	1,740	2,000	2,000	2,000	-	-
B-7	542000	Office Supplies	-	124	900	900	900	-	-
B-8	542700	Printed Forms	-	-	500	500	500	-	-
B-9	575550	Reserve for Abatements	-	-	-	-	-	-	-
B-10	591000	Debt Service - Principle	1,473,328	1,531,103	1,815,093	2,025,836	2,025,836	-	-
B-11	591500	Existing Debt Service - Interest	459,231	533,430	695,865	796,426	796,426	-	-
B-12	592000	Fees & Bonds issue costs	22,749	25,833	25,000	25,000	25,000	-	-
		Encumbrances	-	1,565	-	-	-	-	-
	B	Expenses	2,958,435	3,201,264	3,686,508	4,194,806	4,194,806	-	-
		Total Direct Costs							
	A + B		3,082,182	3,330,009	3,822,773	4,335,406	4,335,406	0	0
		Indirect Costs							
		Indirect Costs	144,257	144,257	139,345	139,345	139,345	-	-
	I	Indirect	144,257	144,257	139,345	139,345	139,345	-	-
		Department Total							
	TOTAL	Operating Expense	3,226,439	3,474,266	3,962,118	4,474,751	4,474,751	0	0
Operating Revenues - CASH Basis									
		Revenues	FY 2014	FY 2015	FY 2016	FY 2017	FY 2017	FY 2017	FY 2017
		Description	Actual	Actual	Budget	Dept	Town Mgr	Selectmen	FinCom
419100		Room Tax -13%	240,745	257,435	230,000	260,000	260,000	-	-
421000		Sewer User Fee Revenues	1,101,659	1,242,529	1,219,024	1,338,900	1,338,900	-	-
421000		Town Sewer User Charges	-	-	20,680	-	-	-	-
421100		Connection Surcharges RDD	208,400	208,616	200,500	236,600	236,600	-	-
421900		P&I Wastewater	7,972	33,215	-	-	-	-	-
475000		Betterments - [all]	1,669,131	1,696,167	1,708,280	1,700,000	1,700,000	-	-
475000		Betterments - Phase 3	-	-	-	-	-	-	-
475000		Betterments - Phase 4	-	-	-	-	-	-	-
475000		Town Owned Bldgs Betterment	-	-	43,181	43,181	43,181	-	-
475005		Betterments - Prepaid	165,234	70,922	-	-	-	-	-
475010		ACO Revenues	116,409	(811)	-	-	-	-	-
482000		Interest Income	215	4,232	3,500	3,500	3,500	-	-
		Reserve for Debt Service	574,003	684,871	536,953	892,570	892,570	-	-
		General Fund Transfer	36,046	-	-	-	-	-	-
		Total Operating Revenues	4,119,814	4,197,176	3,962,118	4,474,751	4,474,751	-	-
		Surplus (Deficit)	893,375	722,910	-	-	-	-	-