
FY19 Sewer Fund Budget

As Introduced

By The

Finance Director &
Public Works Director

July 9, 2018

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July 9, 2018

Budget Message

You will find attached the proposed Sewer Budget for FY19. Under the requested budget, the estimated annual sewer bill for a typical four-member residential household **will not change**. The combination of revenue and expense estimates have allowed the rates to stay flat for the last two years. This is also the third year where the Town has combined the operations rate (based on current usage) with the capital charge (which was based on the prior year's summer usage) into one rate utilizing the current quarterly measured usage. That charge will remain at \$7.80 per 100 cubic feet.

A Quick Budget Recap:

The FY2019 budget, as submitted:

- Reflects a 2.7% decrease in budgeted revenue (*page 10*)
- Contains a 5.1% operations expense budget increase (cash basis) and a .4% increase from FY18 actual experience (*page 13*)
- Projects that overall billable volume will remain stable
- Maintains the one rate calculated to be \$7.80 per 100 cubic feet (*page 30*)
- Reduced level of funding for capital/debt appropriations in the next 5 years
- No bonded borrowing in the next 5 years

Fund Balance

(Retained Earnings that is Reserved)

Fund Balance – Operating Fund

Using our formula for arriving at necessary working capital on hand, we arrive at \$461,348. This *designation for working capital* provides us with the cash necessary to run the Division until the first quarterly bill payments come in later in October.

Cash Reserve-Designated for Working Capital @ 6/30/18	\$461,348
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Fund Balance – Capital Fund

Certain unfinished CIP projects and equipment reserves are funded each year in the capital rate and designated for these specific line items shown in the CIP section.

Cash Reserve-CIP Projects & Reserves @ 6/30/18	\$1,426,686
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Operating Expenditures

The recommended budget for cash operating expenses will increase \$71,818 in the coming year over the FY18 budget, or 5.1% and an increase of .4% from the FY2018 projected. Wages are budgeted to increase by 2.0%, a COLA amount, but will not be adjusted until negotiations are completed. The contract expired June 30, 2017. Benefits will increase by 9.5%, due primarily to increase in costs health insurance costs caused by change of plans, a new health reimbursement account (HRA) and a new mix of employee participation.

Superintendent Jeff Van Trump, being Superintendent of both Water and Sewer Divisions will have once again 50% of his wages/benefits charged to each division. This has the Wastewater Division staffed with 8 full timers and 1 Superintendent, but with 50% of the latter's wages & benefits charged to the water division.

Other than payroll and benefits, other significant increases in the FY18 budget are:

- Contr.Services-#5311 – Waste Tank Cleaning -\$1500 more outsourcing of this--hazardous
- Contr.Services-#5332 – Generators - \$2000 annual maintenance costs increase
- Contr.Services-#5368 - Software support licenses -\$6634 – wireless meter read data hosting
- MagSupplies-#5441 – Magnesium Hydroxide - \$27,000 - higher prices and higher usage
- Sodium Bisulphite-#5452 – Supplies - \$1500 – more PH control
- Electricity-#5504 – Plant Electricity - \$3000 – primarily usage; (blowers)
- Electricity-#5506 – Pump Electricity - \$2500 – primarily usage; supply on a fixed contract
- Utilities-#5508 – Heating Oil - \$3500 - Higher price & volume
- Utilities-#5530 – Water - \$1500 – higher usage
- Repairs-#5628 – Mains/Services -\$4000 – higher repair experience
- Repairs-#5634 – Plant Equipment - \$3000 – Replacing 20 year old equipment
- Repairs-#5658 – Vehicle Repairs - \$2000 – FY18 budget was too low

Last Year's Operational Expense Results

Fiscal 2018 projected results will end \$65,841 (or 4.7%) above the budget, due to backup generator costs, added software support (wireless meters), Sodium Hypochlorite, operating supplies, vehicle supplies, heating oil usage, water usage, electricity usage, general vehicle repairs, etc., but primarily due to 3 line items –Magnesium Hydroxide usage (+\$37,000---ph control), main/service repairs (\$30,000) and plant equipment repairs (+\$18,000).

Capital Expenditures

A “Year by Year Overview” of our Capital Improvement Program is on page 13 of the budget, with a narrative description in Chart A. With very few exceptions, the Five Year capital plan proposed in this year's budget looks similar to the Consolidated Work Plan provided to the Council in the Fall of 2014; just with the construction deferred. Unlike the Water Division's rates, which is governed by the PUC, *depreciation* is not used in calculating sewer rates....an *equipment reserve* system is utilized instead, similar to the General Fund's CIP funding mechanism. At year end FY18, we anticipate \$1,426,686 of monies raised in prior years to remain unspent that are assigned to specific projects and equipment. The Division is estimating a CIP funding level from \$650-\$800,000 over the next 5 years, a reduction of

\$150-\$200,000 from the normal CIP requests in past years, due primarily to debt service reductions but offset by increased operating expense allocations.

Combined Sewer Overflow (CSO) Elimination Project

During the coming year, we will work on our COS elimination efforts to avoid this federally mandated \$8 million project with the EPA's goal to eventually achieve 100% removal for all coastal communities. However, as part of current license, we do not have the need at this time to plan for the swirl concentrator unit which is the bulk of the aforementioned \$8 million. As previously directed by Council we continue towards moving this project beyond the five year planning cycle. Over the past 20 years we have consistently treated 98% of our total flow. This success was useful in negotiating the CSO Master Plan implementation out of our present five year licensing cycle. For the last two years we reported to the MDEP CSO flows of 277,000 (2017) and 225,200 (2018) gallons, respectively. In these two years we have treated closed to 100% of our total flow; higher than what we have documented in the last 20 years. This is due to two main opposing factors; 1) our efforts to continually repair and upgrade our infrastructure and facilities; and 2) increasing rain event size and intensity. These both play a direct role in the amount of reportable CSO each year.

Route #3 DOT Construction Impact

In the current year (FY18), we will have spent an estimated \$200,000 for sewer related manhole costs and other changes due to the ongoing DOT Route #3 construction. These are capital monies related to sewer work, as previously highlighted by the DPW Director before the Council and may be adjusted depending upon conflicts with other utilities.

Construction & Main Repair Projects

Throughout the five years of the CIP, we plan to continue repairing sewer mains, basins and services in order to reduce infiltration and inflow (I&I) and help us comply with the State and Federal mandates to reduce our CSOs. The work on Ash Place is a project deferred from a prior year. Specific projects are detailed in Chart A, the narrative description of the CIP, and are timed to coincide with the other road, sidewalk and storm drain projects of Public Works Director Chip Reeves' Consolidated Capital Work Plan that was presented in the Fall of 2014. Because of the Council's decision to defer any new borrowing in the General Fund 2017-2019 budgets (from taxation), some specifically identified construction has been deferred in this budget. With CSO related work deferred, the Town will continue to rehabilitate its failing brick manholes and certain mains that are highlighted in a breakdown in the charts.

Plant Equipment

The plant on Ledgeawn Avenue was completely rebuilt in 1997. Some smaller equipment, especially certain electrical components are beginning to fail and have been replaced. Some other large mechanical equipment, such as the drive units for our two large clarifiers are nearing the end of their useful life. These units are now scheduled to be replaced after 20 years following the payoff of the bond issue related to the plant re-construction. These units are estimated to cost \$330,000 over the next 2 years. An engineer report with a comprehensive review & staff will guide the priority of plant equipment upgrades and renovations. This will be a focus to ensure the plant has the *capacity* first before the Division spends extensive monies on refurbishing its expensive plant equipment.

Pump Stations

The Division has started some of its pump station reconstruction program. Three new pump stations were added/replaced within the last 5 years. However, prior to spending additional monies on 11 pump station renovations staff will be fully evaluating the priorities based on known CSO demands, condition of the equipment and other factors previously not taken into account. Any Anticipated engineering work and related spending should not start until years 2 and 3.

Equipment Replacement's

We remain under DEP pressure to add more standby power, so we have completed a generator install at the Hulls Cove Pump Station generator in FY18.

Several pieces of aging equipment are scheduled for replacement over the coming five years. Our two units of sewer cleaning equipment will be replaced with one combined unit in year three: a 15 year old sewer jet and the 60 year old bucket machine. This combination replacement in year 3 will initially have transferred monies from those two equipment lines raised for that purpose in FY18. The rodding machine, originally on the replacement schedule, will not be replaced.

Two of the four pickup vehicles are scheduled for replacement over the next five years. A large equipment replacement is scheduled for FY2020 when we replace the Programmable Logic Controller (PLC) at the LedgeLawn plant which monitor and control our sewage collection system and treatment process controls at the treatment plants. The Town will utilize the engineers to provide a new global look at our operations, such as reviewing the staff proposed equipment schedule and their professional advice may dictate other priorities.

Revenues

Income, other than user fees is an important part of the budget, since it helps to keep down sewer rates. **Connection Fees**- per a Council directive three years ago, will still be re-evaluated at some point. It is expected that staff may return with a higher but reasonable connection fee recommendation that is based on more comparable connection fee rates from similar communities.

Billing Volume

Forecasting revenue continues to be difficult due to limited growth and some fluctuations in our billing volume; that is, our customers' water consumption from which the bills are calculated. We are projecting FY19 volume that will be .9% below last year's budget but up 4.4% over the past year's projected volume. Because of the Lab's ongoing move of certain mouse production to Ellsworth, we are still cautious to avoid any increases in volume totals. Jackson Lab volume had accounted for approximately 24% of the total Sewer volume but in the FY18 estimate, it has dropped to 20%.

Total Historical Volume: (cubic feet)

FY2019 Budget	26,700,000
FY2018 Estimate	25,572,000 (Jax 20%)
FY2017 Actual	27,705,000 (Jax 24%)
FY2016 Actual	27,499,000
FY2015 Actual	25,455,000

FY2014 Actual	26,680,000
FY2013 Actual	26,500,000
FY2012 Actual	25,970,000
FY2011 Actual	25,590,000

Rates

Town Council voted at its budget approval hearing in September 2015 to replace the split operation rate and capital rate charges with combined one rate in FY2016, based on the current usage for each quarter. Now, with almost 3 years experience behind us, this has turned out to be a successful decision, as there is a clearer understanding to the Town's customers of the billings. The lowest minimum bill for a residential customer can be as low as \$187 per year for usage up to 600 cubic feet per quarter. No changes in the \$7.80 per 100 cubic foot are proposed in FY2019.

Historical Rate Increases:

FY2019 Budget	0.0%
FY2018 Actual	0.0%
FY2017 Actual	0.0%
FY2016 Actual	0.0% (combined Cap/Oper rates)
FY2015 Actual	4.7%
FY2014 Actual	0.5%
FY2013 Actual	0.6%
FY2012 Actual	1.3%

Average annual increase over the last 8 years – .9%

Discounts Available to Sewer users:

Summer Residential User Discount: Available to year round residential users that may be entitled to a credit off their usage for the summer quarterly bill reflecting water that does not enter the Town's sewer system; e.g., sprinkling lawn and gardens, washing vehicles and other similar uses. There is no fee and the customer must sign up on an annual basis. In the last year approximately 130 residential customers took advantage of this discount. Out of 1430 total customers, there are 760 listed residential properties. The specifics of this discount are in the Sewer Ordinance, Chapter 165, Article III, Section #165-7B (2)[2]. A Copy of the form is located at the end of this budget package.

Outside Deduct Meters: Available generally to commercial, non-residential properties that purchase a meter to measure outside summer water usage that does not enter the wastewater system. There is a \$100 initial fee (for installation inspection) and then a \$25 administrative fee annually. Meters are read by Town staff in June and September and are shown on the water bill as a deduction off their water usage in the calculation of the quarterly sewer bill. For example, if there is no separate summer water service line for outside watering to a hotel property, then this metering deduction system to measure that garden/lawn usage is an option available for the customer to reduce their sewer charges. Approximately 40 customers have 60 meters in place every summer to take advantage of this program. The specifics are highlighted in the Sewer Ordinance, Chapter 165, Article III. Copies of the 2 page application are located at the end of this budget package.

Future Growth

Bar Harbor's 2007 Comprehensive Plan's Chapter III.B Future Land Use Plan identifies growth areas within the Town. Growth areas are suitable areas toward which new development is to be directed. Most of these areas are either infill development where sewer and water are already present at the curb; areas where the utilities are nearby but would require service extensions to reach the new development location, or where public sewer and water will not be available for the foreseeable future. The Town should be prepared to allow utility infills and extensions. These extensions must be sized to accommodate both current and future needs. The Town should also consider being prepared to bear costs not directly covered by a developer such as for upgrades and for augmented capacity. There is no line item in the CIP designated yet for this "future growth" purpose.

Data from calendar year 2017, show that 45 sewer connection permits were issued; 10 on Town Sewer and 35 on private septic.

Requested Action by Council

The next step is for the Town Council pass a motion to tentatively adopt the Sewer Budget Ordinance as proposed *[or amended]* and schedule a public hearing on August _____, 2018.

Respectfully submitted,

Stanley Harmon,
Finance Director

Chip Reeves
Public Works Director

	Actual Yr. Before Last: FY16	Actual Last Year FY17	Budgeted This Year FY18	Actual This Year FY18	Requested Next Year FY19
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Retained Earnings (Cash in Fund Balance)

FUND BALANCE -					
Starting Fund Balance/Retained Earnings	1,857,381	2,046,055	1,976,455	1,983,874	1,648,504
Revenues & Other Sources - <i>cash in</i>	2,280,910	2,146,996	2,105,600	2,066,297	2,048,400
Operating Expenditures - <i>cash out</i>	1,314,271	1,442,629	1,398,024	1,463,867	1,469,844
Capital/Debt Expenditures - <i>cash out</i>	777,965	766,548	1,056,721	937,800	705,850
Ending Fund Balance/Retained Earnings	2,046,055	1,983,874	1,627,310	1,648,504	1,521,210
Designated Fund Balance/Retained Earnings					
Available for Working Capital (Note A)	439,082	398,390	280,822	221,818	147,562
Unfinished CIP Projects (Note B)	1,561,239	1,585,484	1,346,488	1,426,686	1,373,647
Total Reserved Retained Earnings	2,000,321	1,983,874	1,627,310	1,648,504	1,521,210



Cash on Hand	\$ 1,966,482	\$ 1,831,190	\$ 1,660,000
Less CIP Designated (above)	\$ 1,561,239	\$ 1,585,484	\$ 1,426,686
Working Capital Needs:	\$ 439,082	\$ 398,390	\$ 461,348
(short) or above working capital needs	(\$33,839)	(\$152,684)	(\$228,034)

Notes:

A. Designation for Working Capital

Since our first billing of the new fiscal year doesn't go out until October, and cash doesn't start coming in until late October, we need to reserve four months' operating expenses at the end of each fiscal year to get us started in the next fiscal year. This is calculated at four month's cash expenditures. i.e.- 33% of the total current year expenditures (BTY) for the operating fund. For next fiscal year, this equals:

Operating Expenditures Budget This Year	1,398,024
Four Month's Expenses	33%
Recommended Designation for Working Capital	\$461,348

B. Designation for Unfinished CIP Projects & Equipment Reserve

These are either active ongoing projects or equipment reserves funded for future replacements/upgrades
The detail list of carryover projects are on page 14 - CIP

	Actual Yr.Before Last: FY16	Actual Last Year FY17	Budgeted This Year FY18	Actual This Year FY18	Requested Next Year FY19	Request's Change From This Year's: Budget Estimate	
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Operating Fund Revenues

3597 OPERATIONS RATE CHARGES

<i>Sub Total: Charges from Operations Rate</i>	2,080,225	2,108,046	2,060,000	2,015,000	2,015,000	-45,000	0
		<i>ALY:YBL</i>	<i>BTY:ALY</i>	<i>ETY:BTY</i>	<i>RNY:ETY</i>	<i>RNY:BTY</i>	<i>RNY:ETY</i>
		1%	-2%	-4%	0.0%	-2.2%	0.0%

OTHER CUSTOMER CHARGES

4928 Net Gain on Fixed Asset Disp	5,288	0	0	8,500	0		
4933 Sludge Dewatering	35,632	2,000	6,000	0	0		
4934 Septic Tank Dumping	6,625	4,657	10,000	6,000	5,500	-45.0%	-8.3%
4936 Connection Fees	5,000	11,419	8,000	6,000	6,000		
<i>Sub Total: Other Charges</i>	52,545	18,076	24,000	20,500	11,500	-12,500	-9,000
		-66%	33%	13%	-44%	-52.1%	-43.9%

OTHER INCOME

4600 Bond refinancing Proceeds	30,077	0	0	0	0		
4700 Interest on Investments	7,010	8,402	6,000	10,197	8,000	33.3%	-21.5%
4704 Penalties for Late Payments	11,734	4,303	5,000	4,100	4,400	-12.0%	7.3%
4928 Sale of Fixed Assets	5,288	0	0	8,500	0		
4938 Miscellaneous	7,088	1,084	3,000	1,500	2,500	-16.7%	66.7%
4940 Lien Cost Reimbursements	7,167	7,085	7,600	6,500	7,000	-7.9%	7.7%
4944 Special Assessments-Woodb	79,776	0	0	0	0		
<i>Sub Total: Other Income</i>	148,140	20,874	21,600	30,797	21,900	300	-8,897
		-86%	3%	48%	-29%	1.4%	-28.9%

Total Operating Fund Revenues

2,280,910	2,146,996	2,105,600	2,066,297	2,048,400	-2.7%	-0.9%
					-57,200	-17,897
					<i>RNY:BTY</i>	<i>RNY:ETY</i>
					-2.7%	-0.9%

	Actual Yr.Before Last: FY16	Actual Last Year FY17	Budgeted This Year FY18	Actual This Year FY18	Requested Next Year FY19	Request's Change From This Year's: Budget	Actual
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Operating Fund Expenditures

51 PERSONNEL SERVICES (* = See Chart B)								
5100	Wages-Salaries *	40,685	42,079	42,614	42,450	43,472	2.0%	2.4%
5105	Wages-Hourly Full Time *	351,340	367,281	367,202	337,000	377,537	6.8%	12.0%
5110	Wages-Overtime *	36,895	44,475	40,496	42,000	41,512	0.9%	-1.2%
5130	Wages-Summer/Seasonal *	1,810	0	0	0	0	n/a	n/a
5170	Old Account	0	0	0	0	0		
5175	Wages - Vacation Accruals	0	0	2,100	2,100	2,100	0.0%	0.0%
Total Personnel Services		430,730	453,835	452,412	423,550	464,621	2.7%	9.7%
					28,862		12,209	41,071
52 EMPLOYEE BENEFITS (* = See Chart B)								
5160	ICMA Retirement *	2,655	2,698	2,771	2,725	2,827	2.0%	3.7%
5200	FICA & Medicare *	31,279	33,998	34,449	28,500	35,383	2.7%	24.2%
5210	MSRS Retirement *	33,331	38,553	39,139	30,435	41,905	7.1%	37.7%
5215	Workers' Compensation *	8,492	10,396	10,924	10,445	11,221	2.7%	7.4%
5220	Unemployment Compensation *	2,701	2,335	2,244	1,360	2,244	0.0%	65.0%
5225	Health Insurance * - (5.5)	79,311	76,052	83,074	71,262	74,184	-10.7%	4.1%
5230	Health Insurance Opt Out - (3)	24,492	23,903	30,815	25,000	30,815	0.0%	23.3%
5245	Retirement Health Savings Acct. *	486	496	950	199	950	0.0%	377.4%
5255	Innoculations & Physical Exams	165	105	500	400	400	-20.0%	0.0%
5290	HRA-Health Reimb. Acct	0	0	0	1,100	24,250	n/a	2104.5%
Total Employee Benefits		182,912	188,536	204,866	171,426	224,178	9.4%	30.8%
53 CONTRACTUAL SERVICES (* = See Chart C)								
5300	Alarms & Paging *	901	821	837	837	525	-37.3%	-37.3%
5304	Audit & Accounting	1,950	1,950	2,000	2,100	2,200	10.0%	4.8%
5306	Town Management Fees *	86,945	83,506	83,862	83,862	81,890	-2.4%	-2.4%
5308	Billing Processing	600	400	650	650	650	0.0%	0.0%
5310	Office and Lab Cleaning	6,900	6,990	6,800	6,800	7,000	2.9%	2.9%
5311	Special Waste Cleaning *	5,406	16,052	8,000	15,807	9,500	18.8%	-39.9%
5312	Pump Station Pumping	375	2,625	1,300	4,625	2,100	61.5%	-54.6%
5314	Copier, Post M, TmClck	492	1,742	1,750	2,176	2,200	25.7%	1.1%
5326	Engineering *	3,118	1,090	1,750	2,693	2,000	14.3%	-25.7%
5330	Wet Well Prep & Painting	0	9,678	0	0	0	n/a	n/a
5332	Generator Service *	7,540	2,300	8,000	11,232	10,000	25.0%	-11.0%
5334	General Professional Fees	0	0	1,300	2,112	1,300	0.0%	-38.4%
5336	General Equipment Maintenance*	7,286	1,654	10,465	8,000	3,560	-66.0%	-55.5%
5340	Legal Services	585	0	600	600	600	0.0%	0.0%
5348	Mowing / Grounds Maint.	3,528	3,671	3,500	3,500	3,600	2.9%	2.9%
5364	Rental of Equipment	609	0	600	600	600	0.0%	0.0%
5366	Sludge Disposal *	44,899	51,266	52,200	51,000	54,000	3.4%	5.9%
5368	Technology Licenses & Support *	4,204	7,041	9,829	15,596	16,463	67.5%	5.6%
5378	Testing - Equipment	2,665	2,313	1,500	2,710	1,900	26.7%	-29.9%
5380	Testing - Drug & Alcohol	285	225	700	684	700	0.0%	2.3%
5384	Laboratory Testing	5,100	11,247	12,000	11,000	12,000	0.0%	9.1%
5388	Uniform Cleaning & Rental	11,226	7,445	9,600	9,000	9,600	0.0%	6.7%
Total Contractual Services		194,614	212,016	217,243	235,584	222,388	2.4%	-5.6%
							5,145	-13,196

	Actual Yr.Before Last: FY16	Actual Last Year FY17	Budgeted This Year FY18	Actual This Year FY18	Requested Next Year FY19	Request's Change From This Year's: Budget	Estimate
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OPERATING FUND EXPENDITURES

Page 2

54 MATERIALS & SUPPLIES (* = See Chart D)

5410	Clothing Purchases*	4,224	3,709	4,300	4,300	4,300	0.0%	0.0%
5412	Copier & Printer Supplies	1,028	163	800	1,282	950	18.8%	-25.9%
5418	Forms, Checks, Etc.	202	0	700	400	700	0.0%	75.0%
5424	Sodium Hypochlorite *	11,687	21,053	15,000	16,500	16,629	10.9%	0.8%
5428	Lab Supplies	8,708	11,684	10,000	10,000	10,000	0.0%	0.0%
5432	Mains & Services	158	0	6,000	7,843	7,000	16.7%	-10.7%
5436	Office Supplies	1,047	1,543	1,400	1,400	1,400	0.0%	0.0%
5438	Operating Supplies	15,344	20,306	14,500	17,500	15,500	6.9%	-11.4%
5441	Magnesium Hydroxide & Other *	35,616	47,545	36,000	73,664	63,000	75.0%	-14.5%
5442	Polymer Supplies *	10,209	10,251	13,000	13,000	13,500	3.8%	3.8%
5444	Safety Supplies	1,190	2,215	2,800	2,600	2,800	0.0%	7.7%
5452	Sodium Bisulphite *	4,536	5,413	5,000	6,000	6,500	30.0%	8.3%
5458	Vehicle Supplies*	5,386	5,821	6,500	9,117	7,000	7.7%	-23.2%
Total Materials & Supplies		99,335	129,703	116,000	163,606	149,279	28.7%	-8.8%
					(47,606)		33,279	-14,327

55 UTILITIES & COMMODITIES (* = See Chart E)

5504	Electricity - Plants	104,981	125,983	106,000	111,000	109,000	2.8%	-1.8%
5506	Electricity - Pumping	50,520	64,771	58,500	62,000	61,000	4.3%	-1.6%
5508	#2 Heating Oil & Kerosene*	12,944	15,031	13,129	16,982	16,629	26.7%	-2.1%
5514	Motor Fuel - Diesel	6,453	6,398	10,000	9,000	10,000	0.0%	11.1%
5516	Motor Fuel - Unleaded Gasoline	7,692	8,507	16,000	12,000	13,500	-15.6%	12.5%
5518	Motor Oils & Grease	1,431	184	1,850	1,600	1,850	0.0%	15.6%
5520	Propane	1,556	1,340	3,100	2,700	3,100	0.0%	14.8%
5528	Telephone & Cellular	4,000	6,307	4,800	5,000	4,900	2.1%	-2.0%
5530	Water	3,725	5,783	5,500	7,513	7,000	27.3%	-6.8%
Total Utilities & Commodities		193,302	234,304	218,879	227,795	226,979	3.7%	-0.4%
					(8,916)		8,100	-816

56 REPAIRS & MAINTENANCE (*=See Chart E)

5602	Buildings	9,915	11,558	10,000	10,000	10,000	0.0%	0.0%
5612	Comptr & Tele Exp	831	0	0	0	0	n/a	n/a
5616	Line Equipment/Flo Totes *	21,378	23,317	26,500	26,000	26,500	0.0%	1.9%
5628	Mains & Services	32,840	59,050	27,000	57,242	31,000	14.8%	-45.8%
5634	Plant Equipment	40,501	36,718	33,000	51,000	36,000	9.1%	-29.4%
5640	Pump Station Equipment	32,965	17,668	22,000	20,000	22,000	0.0%	10.0%
5658	Vehicles - Repair by Others	782	10,213	4,000	14,747	6,000	50.0%	-59.3%
Total Repairs & Maintenance		139,212	158,524	122,500	178,989	131,500	7.3%	-26.5%
					(56,489)		9,000	-47,489

	Actual Yr.Before Last: FY16	Actual Last Year FY17	Budgeted This Year FY18	Actual This Year FY18	Requested Next Year FY19	Request's Change From This Year's: Budget	Estimate
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OPERATING FUND EXPENDITURES

Page 3

57 EQUIPMENT PURCHASES (* = Chart F)

5700	Technology Equipment *	7,707	12,692	7,900	7,900	2,200	-72.2%	-72.2%
5702	Office Equipment *	7,881	966	0	0	0	n/a	n/a
5704	Operating Equipment *	8,985	9,626	10,400	10,000	4,000	-61.5%	-60.0%
Total Equipment Purchases		24,573	23,284	18,300	17,900	6,200	-66.1%	-65.4%
					400		-12,100	-11,700

58 OTHER EXPENSES, TRAVEL, ETC.

5800	Advertising	857	539	500	539	500	0.0%	-7.2%
5802	Uncollectable Customer Accts.	1,000	1,829	1,500	1,000	1,500	50.0%	0.0%
5808	Dues & Licenses	1,946	880	1,200	1,300	1,400	16.7%	7.7%
5822	Insurance: Liability & Crime	6,258	5,965	6,508	7,161	6,583	1.2%	-8.1%
5824	Insurance: Property & Casualty	15,022	13,892	15,600	10,281	10,036	-35.7%	-2.4%
5826	Insurance: Automobiles	4,426	5,096	4,718	5,840	6,448	36.7%	10.4%
5832	Facility Permits & Fees	3,319	3,397	3,900	3,800	3,900	0.0%	2.6%
5836	Postage & Shipping	4,343	3,382	3,300	3,300	3,400	3.0%	3.0%
5838	Registry & Lien Costs	4,766	2,466	4,400	3,800	4,100	-6.8%	7.9%
5844	Training, Workshops, Etc.	4,003	2,424	3,100	4,686	3,483	12.4%	-25.7%
5846	Travel: Rooms, Miles & Meals	3,653	2,557	3,100	3,310	3,350	8.1%	1.2%
Total Other Expenses, Travel, Etc.		49,593	42,427	47,826	45,017	44,700	-6.5%	-0.7%
					2,809		-3,126	-317

88 OPERATING TRANSFERS OUT

5980		0	0	0	0	0		
Total Operating Transfers Out		0	0	0	0	0		

Total Operating

Fund Expenditures

	1,314,271	1,442,629	1,398,026	1,463,867	1,469,844	5.1%	0.4%
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Increase (Decrease)

-4.7%

71,818

5,977

(65,841)

(Over Budget)

Capital Fund Expenditures Plan

Capital Improvement Program

Year By Year Overview

Yr.End Bal. This Year FY18	Account Description	Year One FY19			Year Two FY20			Year Three FY21			Year Four FY22			Year Five FY23		
		Appropriation	Spending	Balance	Funding	Spending	Balance	Funding	Spending	Balance	Funding	Spending	Balance	Funding	Spending	Balance
	Bond Issue Payments (See Chart I)															
0	Bond Issue E: Main Plant 1996	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	Bond Issue N: Hulls Cove 2005	50,950	50,950	0	54,650	54,650	0	53,450	53,450	0	52,250	52,250	0	55,750	55,750	0
0	Bond Issue Q: Sewer Rehab 2011	86,900	86,900	0	92,955	92,955	0	93,472	93,472	0	91,862	91,862	0	92,080	92,080	0
0	BAN for CSO Elimination Project	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Projects & Facilities (See Chart A)															
0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
76,300	Pump Stations Equipmt & Replacement	50,000	25,000	101,300	120,000	85,000	136,300	150,000	129,000	157,300	160,000	200,000	117,300	160,000	200,000	77,300
11,376	CSO Elimination Project	25,000	25,000	11,376	50,000	50,000	11,376	60,000	50,000	21,376	50,000	50,000	21,376	50,000	50,000	21,376
78,557	DeGregoire Plant - Equipment	10,000	12,000	76,557	10,000	0	86,557	10,000	0	96,557	10,000	0	106,557	10,000	0	116,557
35,599	Hulls Cove Plant - Equipment	20,000	0	55,599	10,000	0	65,599	20,000	0	85,599	30,000	0	115,599	30,000	0	145,599
132,104	Main Treatment Plant - Equipment	120,000	80,000	172,104	120,000	250,000	42,104	90,000	0	132,104	90,000	0	222,104	90,000	0	312,104
423,321	Sewer Mains & Services	125,000	319,000	229,321	150,000	200,000	179,321	155,000	200,000	134,321	180,000	200,000	114,321	180,000	200,000	94,321
	Equipment & Vehicles (See Chart A)															
12,930	Air Compressor, mobile	1,100	0	14,030	1,100	0	15,130	1,100	0	16,230	1,100	16,000	1,330	1,100	0	2,430
0	Bucket Machine -Do not replace	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
44,738	Generators, Backup - (10)	16,067	0	60,805	16,067	0	76,872	16,067	0	92,939	16,067	0	109,006	16,067	0	125,073
50,001	GIS System, incl. support eqpmt	3,111	8,000	45,112	3,111	20,000	28,223	3,111	10,000	21,334	3,111	0	24,445	3,111	0	27,557
0	Old account															
31,326	Sewer Cameras	11,283	38,000	4,609	11,283	0	15,893	11,283	0	27,176	11,283	0	38,459	11,283	0	49,743
132,930	Communication Systems	33,000	0	165,930	33,000	160,000	38,930	33,000	0	71,930	33,000	0	104,930	33,000	0	137,930
2,400	Asset Mgt. Software systems	9,000	9,000	2,400	5,000	0	7,400	5,000	0	12,400	5,000	0	17,400	5,000	0	22,400
4,175	Rain Gauge & USB Logger	750	0	4,925	750	5,600	75	750	0	825	750	0	1,575	750	0	2,325
813	Spectrophotometer/Lab Eqpmnt	813	0	1,626	813	0	2,439	813	0	3,252	813	0	4,065	813	0	4,878
0	Old account	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
182,451	Sewer Jet / Vacuum Truck	50,000	0	232,451	50,000	0	282,451	50,000	300,000	32,451	20,000	0	52,451	20,000	0	72,451
854	Issco Samplers (5)	3,250	0	4,104	3,250	6,000	1,354	3,250	0	4,604	3,250	0	7,854	3,250	0	11,104
8,000	Inspector's Truck -#43	4,500	0	12,500	4,500	0	17,000	4,500	0	21,500	4,500	0	26,000	4,500	0	30,500
37,701	Line Crew Truck -#44	7,429	0	45,130	7,429	0	52,558	7,429	0	59,987	7,429	52,000	15,415	7,429	0	22,844
45,080	Plant Crew Truck -#45	7,100	52,000	180	7,100	0	7,280	7,100	0	14,380	7,100	0	21,480	7,100	0	28,580
76,700	Sludge Truck w/Containers	9,600	0	86,300	9,600	0	95,900	9,600	0	105,500	9,600	0	115,100	9,600	0	124,700
22,471	Sludge Truck Liquid Tank	3,333	0	25,804	3,333	0	29,138	3,333	0	32,471	3,333	0	35,804	3,333	0	39,138
6,859	Line P/up #2 Truck -#47	4,625	0	11,484	4,625	0	16,109	4,625	0	20,734	4,625	0	25,359	4,625	0	29,984
10,000	Undesignated	0	0	10,000	0	0	10,000	0	0	10,000	0	0	10,000	0	0	10,000
1,426,686	Total	652,811	705,850	1,373,647	768,566	924,205	1,218,009	792,883	835,922	1,174,970	795,073	662,112	1,307,931	798,791	597,830	1,508,893
	<i>Total without bonds</i>	652,811	705,850	1,373,647	768,566	924,205	1,218,009	792,883	835,922	1,174,970	795,073	662,112	1,286,555	798,791	597,830	1,487,517

Equipment Replacement Schedule

Capital Improvement Program

2018

Unit No.	Description of Present Equipment	FY in Service	Proposed		Actual Cost Equipped	Proposed Years Until Replaced	Current Replacement Cost	Straight Line Funding Year One
			Replacement Fiscal Year	Replacement Age				
Wastewater Division								
Vehicles								
43-6830	Pickup Truck, 2016, GMC 2500, Insp.#43	2016	2024	8	34,330	6	36,000	4,500
46-6836	Sludge Truck, Volvo D-13, swap loader body	2008	2023	15	138,124	5	144,000	9,600
44-6832	Pickup Truck, Ram3500 w/Al Body, Line#1-#44	2014	2021	7	43,561	3	52,000	7,429
47-6838	Pickup Truck, 2018 GMC pu ,line#2-#47	2018	2026	8	31,515	8	37,000	4,625
45-6834	Pickup Truck, F350, Mech. Maint/Plant -#45	2010	2019	8	45,933	1	52,000	6,500
<i>Total Vehicles</i>					293,463			32,654
Equipment								
6806	Compressor, Air, Ingersoll/Rand XP185-KL222	2001	2021	20	12,027	3	16,000	800
6808	Bucket Machine, Flexible Sewer Tool Corp.	1957	2020	63	88,000	2	93,000	1,476
6814	GIS/ESRI Software, Laptops, GPS Unit, ESRI	2010	2019	9	26,000	1	28,000	3,111
6821	Utility Billing & Mgt. Software Systems	2015	2025	10	13,000	7	13,000	1,300
6824	Spectrophotometer/Lab Equipment	2018	2026	8	4,000	8	4,500	563
6827	Issco Sampler - 5500 - (5 units)	varies	varies	8	25,000		26,000	3,250
6826	Sewer Jet, SECOA, Series II, model 747-FR2000	2004	2021	17	62,384	3	0	0
6837	Liquid Tank for Sludge Truck, 2500 Gallons	2011	2023	12	38,809	5	40,000	3,333
6823	Rain Gauge & Logger, Sigma "Rain Logger"	2011	2019	8	5,000	1	6,000	750
<i>Total Equipment</i>					274,220			14,583
Sewer Cameras								
6818	Camera, Sewer: Aries, Saturn III w/ pan & tilt	2014	2024	10	97,580	6	102,000	10,200
6818	Camera, Sewer: Aries- retired; to be sold	2004	do not replace		23,854		0	0
6818	Camera, Service: RaTech, Inspector PC	2006	2018	12	11,198	0	13,000	1,083
<i>Total Sewer Cameras</i>					132,632			11,283
Communication Systems								
6820	Phone System - Main Plant	2013	2023	10	8,500	5	10,000	1,000
6820	WAN Network Equipment	2013	2025	12	9,850	7	11,000	917
6820	Pump Stations (10) PLC Radio System	2012	2028	16	270,000	10	270,000	16,875
6820	Main St. Pmp Sta PLC Radio System	various	2017	15	25,000	(1)	36,000	2,400
6820	Plants (3) PLC Radio Systems	various	2019	10			160,000	16,000
<i>Total Communication Systems</i>					313,350			37,192

2018								
Unit No.	Description of Present Equipment	FY in Service	Proposed		Actual Cost Equipped	Proposed Years Until Replaced	Current Replacement Cost	Straight Line Funding Year One
			Replacement Fiscal Year	Replacement Age				
Mains								
6828	Sewer Mains, Manholes & Services	Varies	n/a	75	7,239,332	n/a	7500000	100,000
Plants								
6819	Main Treatment Plant & Eq	1998	2028	30	8,348,671	10	n/a	21,000
6815	Hulls Cove Treatment Plant & Eq	2001	2031	30	1,386,014	13	n/a	3,000
6809	DeGregoire Park Treatment Plant & Eq	1974	2020	46	162,779	2	n/a	10,000
<i>Total Plants</i>					9,897,464			34,000
Pump Stations (11)								
6802	Main St. Pump Station & WWell	1974/1998	2022	50	368,937	4	3,000,000	20,000
6802	Hulls Cove Pump Station & WWell	1974/2001	2022	50	216,557	6	400,000	5,000
6802	Albert Meadow Pump Station & WWell	2015	2045	30	86,867	28	87,000	2,900
6802	Ferry Terminal Pump Station & WWell	2006	2041	35	58,900	24	60,000	1,714
6802	Hancock Street Pump Station	1974	2021	47	56,500	3	70,000	1,489
6802	Rodick Street Pump Station & WWell	1974	2021	47	56,500	3	58,437	1,243
6802	Wilcomb Lane Pump Station - no Gen.	2000	2035	35	31,000	17	33,000	943
6802	West Street Pump Station & WWell	1974	2021	47	70,000	3	72,000	1,532
6802	Town Pier Pump Station-no Gen.	2013	2048	35	27,508	30	35,000	1,000
6802	Degregoire Pump Station	1974	2024	50	22,000	6	50,000	1,000
6802	Ocean Avenue Pump Station & WWell	2013	2048	35	126,378	30	150,000	4,286
<i>Total Pump Stations</i>					1,121,147			41,107
Generators (10)								
6812	Generator, Hulls Cove P/S, Onan, 60 KW	2018	2048	30	42,783	30	46,000	1,533
6812	Generator, Hulls Cove Plant, Onan, 85 KW	2015	2045	30	66,000	27	70,000	2,333
6812	Generator, Main Plant, Onan, 300 KW	1997	2027	30	41,000	9	66,000	2,200
6812	Generator, Main Street P/S, Onan, 230 KW	1997	2027	30	33,500	9	60,000	2,000
6812	Generator, West St. P/S, Onan 35 KW, Quiet Site	2003	2033	30	26,990	15	39,000	1,300
6812	Generator, Rodick St. P/S, Onan 40 KW, Quiet Site	2007	2037	30	34,525	19	44,000	1,467
6812	Generator, Albert Meadow, Onan 35KW, Quiet Site	2005	2035	30	25,000	17	38,000	1,267
6812	Generator, Ferry Term., Onan, 50 KW, Quiet Site	2005	2035	30	28,050	17	48,000	1,600
6812	Generator, DeGregoire Pk., Onan, 35 KW, Quiet Sit	2008	2038	30	31,048	20	38,000	1,267
6812	Generator, Hancock St.; No generator							
6812	Generator, Ocean Ave. Onan, 35 KW, Quiet Site	2013	2043	30	31,150	26	33,000	1,100
<i>Total Generators</i>					360,046			16,067
Total Wastewater Division					12,392,322			286,886

Table of Contents - Charts

Detail Charts

<i>Chart</i>	<i>Page</i>	<i>Title</i>
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C.I.P. Details

Chart A

Capital Improvement Program Narrative

1 of 5

Purpose of the C.I.P.

In order to better understand our Capital Improvement Program, it may be helpful to explain its purpose and function. As required by Section C-30.A of the Town Charter, the CIP is "a program consisting of projects any one of which costs more than \$5,000 and meets one or more of the following requirements:

- construction time extends to two or more fiscal years;
- includes planning for, construction of or major renovation of a Town building, wharf, public way, sewer, drain or appurtenant equipment; or
- replacement or acquisition of equipment with life expectancy of five years or longer."

While not fully articulated in the Charter, contemporary thinking further suggests that the CIP should help the Town to avoid surprises by forcing us to look ahead for the next five years or even longer. Typically, this helps stabilize the CIP capital rate, so that it does not exhibit wild swings from year to year despite changes in expenditures.

Bond Issue Payments

The bond for the Ledgelawn Plant 1998 renovation and upgrade was fully paid off in FY18. Sewer fees raised for that debt service will be re-allocated to CIP to be utilized for direct capital equipment costs for the Plant & Pump Station to avoid any future bonding. Additionally, funds will be directed for CSO related mitigation.

Projects

CSO (Combined Sewer Overflow) Elimination Project

#6804

The wastewater Division submitted to MDEP our Combined Sewer Overflow (CSO) Master Plan in December 2006. A first revision was submitted to the MDEP in February of 2009 and subsequently a second revision in January of 2010, when the plan was ultimately approved. Since then, the Town has met the required reporting schedule and implemented inflow and infiltration (I&I) reduction projects included in the Master Plan. As we approached the 2015 renewal of the plants waste discharge licenses, Town Council directed staff to negotiate the implementation of the CSO Master Plan beyond the five year licensing period. The Wastewater Division was successful in pushing implementation beyond 2020. We still do have targeted I & I projects that will need to be completed within this licensing period. Most of these projects are detailed in the five year capital improvement plan of the 2019 budget.

As we move through this licensing period it is staff's recommendation to continue discussions with the MDEP on the implementation schedule of the CSO Master Plan as we learn more from other communities as to the results of their implementation projects. The previous Wastewater Division's plan contained technology called a swirl concentrator which provides primary treatment of storm flows. There have been successful and some not so successful projects in other municipalities utilizing this technology which MDEP continues to monitor. Additionally, EPA may require different effluent (treated water) standards utilizing this technology which may affect our total effluent from the plant. Evaluating regulatory requirements and existing applications of this technology is prudent prior to committing an investment of approximately \$8 million dollars into our system, paid by the rate payers. There is no debating the fact our license requires us to eliminate overflows. The CSO Master Plan focuses on the last 2% of overflows. Conversely, we currently treat approximately 98% of our totally flow. In simple terms, we do very well managing CSO's.

The impact on rate payers of the referenced \$8 million 20 year bond at 4% would be somewhere between a 25% to 29% increase.

Ongoing engineering assistance

FY2019

\$

25,000

C.I.P. Details	CHART A
Capital Improvement Program	2 of 5

Sewer Mains & Services		#6828			
Funds from this account will be used to repair services, mains and manholes during road reconstruction projects as well as upgrading/replacing mains due to identified CSO reasons.					
FY19	Year One	<i>Ft. of Mains</i>	<i>No. Of Services</i>	<i>No. Manholes</i>	<i>Cost</i>
	Ash Place (CSO)	527'	3	2	69,000
	Devon Road (CSO)				127,000
	Crookend Road Reline (CSO)	1400'			105,000
	Add manhole on the DPTP outfall				18,000
Sewer Mains & Services				Year One Total	\$319,000
FY20	Year Two	<i>Ft. of Mains</i>	<i>No. Of Services</i>	<i>No. Manholes</i>	<i>Cost</i>
	Projects/Main Replacements not yet identified				200,000
Sewer Mains & Services				Year Two Total	\$200,000
FY21	Year Three	<i>Ft. of Mains</i>	<i>No. Of Services</i>	<i>No. Manholes</i>	<i>Cost</i>
	Projects/Main Replacements not yet identified				200,000
Sewer Mains & Services				Year Three Total	\$200,000
FY22	Year Four	<i>Ft. of Mains</i>	<i>No. Of Services</i>	<i>No. Manholes</i>	<i>Cost</i>
	Projects/Main Replacements not yet identified				200,000
Sewer Mains & Services				Year Four Total	\$200,000
FY23	Year Five	<i>Ft. of Mains</i>	<i>No. Of Services</i>	<i>No. Manholes</i>	<i>Cost</i>
	Projects/Main Replacements not yet identified				200,000
Sewer Mains & Services				Year Five Total	\$200,000

Total Sewer Mains & Services Work - All Five Years **\$1,119,000**

C.I.P. Details

CHART A

Capital Improvement Program

3 of 5

Projects & Facilities

Main Treatment Plant - Equipment #6819

We've setup a plant equipment CIP account for things like the dewatering machine, sludge pumps and other major pieces of plant equipment, so that we'll have money to fix or replace them as they fail.

FY19	Replace MSPS EBPS and HCPS Impellers		\$15,000
FY19	Replace cracked boiler		\$50,000
FY19	New Air Conditioner system for the lab		\$15,000
FY20	Replace 2 1997 Clarifier drive units	\$325,000	

Hulls Cove Plant - Equipment #6815

We've setup a plant equipment CIP account for things like sludge pumps and other major pieces of plant equipment, so that we'll have money to fix or replace them as they fail.

DeGregoire Plant - Equipment #6809

We've setup a plant equipment CIP account for things like sludge pumps and other major pieces of plant equipment, so that we'll have money to fix or replace them as they fail.

FY19	Plant storm drainage system repair		\$5,000
FY19	Plant aeration defusser replacement		\$7,000

Pump Station Replacement #6802

The Town has three pumping stations which are integral to our three treatment plants, plus an additional eight standalone pump stations. Of those eight, five were built in 1974, making them 40 years old. Since the replacement cycle should be somewhere around 35 years, we have started a replacement program. Our present plan is to upgrade the West Street station as part of the CSO Elimination Project, whenever, or if, that occurs. Staff will re-evaluate its pump station replacement program and structure its future CIP budgets based on that need, or how critical the replacement or upgrade may be and how it will positively impact the CSO program goals.

FY19	Engineering & Design work			\$25,000
FY20	West Street (Could be Part of CSO Elimination Project)		\$85,000	
FY21	Rodick Street	\$59,000		
FY21	Hancock Street	\$70,000	\$129,000	

Equipment & Vehicles

Air Compressor, Mobile #6806

A reserve account has been funded to allow us to pay cash when we are scheduled to replace this twenty year old machine in FY21.

Bucket Machine - Do not replace #6808

This 1957 model sewer cleaning machine uses buckets to remove sand and gravel from the lines. A reserve account was funded for this 60 year old machine in FY18, but the current plan is to not replace this unit but also replace the Sewer Jet with a vacuum truck in FY20. **\$0**

Generators #6812

The DEP is encouraging us to install standby power for all of our facilities.

C.I.P. Details	CHART A
Capital Improvement Program	4 of 5

GIS System, including support equipment/software	#6814	
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Our Line Maintenance crew has heavy-duty laptop computers which they use in the field to edit and store records such as maps, service cards, basin diagrams, etc. When combined with the rest of the Town's computerized maps and digital records, this system is known as a GIS, or Geographic Information System. We have funded a replacement reserve using a three year cycle for all laptops in the regular operating budget, which will be replaced in FY18 and FY20. We had previously planned to replace our 7 year old, heavy-duty handheld GPS Trimble unit as well as the ESRI software which allow us to locate points in the field, so that they can be mapped and entered into the GIS system layer, but we now utilize the PeopleForms software for this.

	FY19	Mapping Impementation	\$	8,000
--	------	-----------------------	----	--------------

Sewer Cameras	#6818	
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We have two sewer cameras: a small one for inspection of the building service lines and a large one for the sewer mains. The smaller camera was to be replaced in FY18 and the larger camera was replaced in FY14, but the cable is unreliable and no longer supported by the vendor.

	FY19	Power cable replacement	\$	38,000
--	------	-------------------------	----	---------------

Communication Systems	#6820	
------------------------------	-------	--

This account is used for our telephone system, the Wide Area Network (WAN), the SCADA system server and the electrical controller PLC radio sytems at all locations. A single reserve account has been funded so we can pay cash when each piece of equipment reaches the end of its life expectancy. Our WAN is the backbone computer system/switches which allows us to communicate electronically with our widespread equipment and facilities. SCADA stands for "*supervisory control and data acquisition*", the computer based system which communicates with our PLC's (*programmable logic controllers*) at the 11 pump stations and 3 treatment plants. These electrical controller PLC systems are the basis of all remote and on site communication to the pump stations and plants relating to their ongoing status of operations. 10 of the pump stations received this major upgrade in 2011-12 at a cost of over \$260,000. Main plant & Hulls Cove plant have not had a PLC upgrade for a number of years. The Main plant will receive major PLC communication improvements in FY19. These PLC systems provide communication of the operations of all the plants and pump stations on a real time basis, also with remote accessibility, so that staff analysis and response capability to handle abnormal events are efficient---all essential components to further reducing our reportable CSO events to its goal of zero.

FY20 Selected upgrade to the Main Plant PLC controller	\$160,000
--	------------------

Utility Billing & Mgt. Software Systems	#6821	
--	-------	--

We have purchased Asset Management software in FY17 that is appropriate to allow access to track all maintenace work on all equipment in both Sewer and Water systems.....these costs are shared. Other add on modules will be purchased in FY19

	\$9,000
--	----------------

Rain Gauge & USB Logger	#6823	
------------------------------------	-------	--

Equipment necessary to track rain events for CSO documentation

Spectrophotometer / Lab Equipment		
--	--	--

Various lab Equipment necessary to test influent & effluent

Sewer Jet / Future Vacuum Truck	#6826	
--	-------	--

We purchased a new sewer jet in FY04 for cleaning sewer mains. A higher reserve is now being funded to replace the sewer jet & the bucket machine with a vacuum truck in FY20

	\$0
--	------------

ISSCO Samplers	#6827	
-----------------------	-------	--

Equipment necessary for sampling both treated and untreated water in the wastewater treatment process. These are current ISSCO Samplers that are located at each plant location.

	\$0
--	------------

C.I.P. Details

CHART A

Capital Improvement Program

5 of 5

Inspector's Truck #43

#6830

This ten year old pickup truck (#43) was replaced in FY16.

Line Crew Truck #1 - #44

#6832

A reserve account has been funded so we can pay cash when we replace this 7 year old stake-body truck (#44) in FY21. A shorter replacement cycle has been used, since this truck is used for plowing snow.

Plant Crew Truck - #45

#6834

A reserve account has been funded so we can pay cash when we replace this 9 year old truck (#45) in FY19. A shorter replacement cycle has been used, since this truck is used for plowing snow.

\$52,000

Sludge Truck w/Containers

#6836

This truck is used to haul sludge to the compost site. The replacement reserve includes the cost of the sludge containers, but not of the liquid waste tank, since it is a physically separate and an expensive piece of equipment, and it wears out at a different rate. A reserve account has been funded so we can pay cash when we replace this 15 year old truck in FY23. A container was replaced and one relined in FY18.

Sludge Truck Liquid Tank

#6837

This tank is used to haul liquid (un-dewatered) sludge from our DeGregoire and Hulls Cove plants to the main plant for dewatering. Although it is mounted in the Sludge Truck when used, we expect it to wear out more quickly than the truck, so a separate replacement account has been established. This reserve account has been funded so we can pay cash when we replace this 12 year old tank in FY23.

Line Truck #2 -#47

#6838

This 9 year old pickup truck (#47) was replaced in FY18. It is also used for plowing snow.

~ ~ End of C.I.P. ~ ~

Personnel Services & Benefits

Chart B

51 PERSONNEL SERVICES

HOURLY RATE CALCULATIONS Fiscal Year Starting: July 1, 2018

Classification	FY18	Union	One Time	FY19	Wages increase, 3.7% represents two years of increase
	Base Rate This Yr.	Wage Incr 3.7%	Adjust-ment	Base Rate This July	
Superintendent	40.98	0.82	0.00	41.80	COLA 2.0% Salary Non Union
Operations Manager	25.27	0.93	0.00	26.20	Union
Process Control Mgr	23.20	0.86	0.00	24.06	Union
Regulatory Compliance	22.35	0.83	0.00	23.18	Union
Maintenance Tech II	21.08	0.78	0.00	21.86	Union
Maintenance Tech I	20.51	0.76	0.00	21.27	Union
Maintenance Tech I	20.51	0.76	0.00	21.27	Union
Maintenance Worker I	19.20	0.71	0.00	19.91	Union

Classification	Hourly Rate	Authorized Base Rate Next Yr.	LONGEVITY PAY			Total Hourly Rate Next Yr.	Name	
			Seniority Date	Years of Service				
				10	15			20
Superintendent	\$41.80	6/27/06	\$0.00	\$0.00	\$0.00	\$41.80	J VT	
Operations Manager	\$26.20	3/7/77	\$0.25	\$0.15	\$0.10	\$26.70	BK	
Process Control Mgr	\$24.06	8/19/85	\$0.25	\$0.15	\$0.10	\$24.56	EM	
Regulatory Compliance	\$23.18	2/25/08	\$0.25	\$0.00	\$0.00	\$23.43	TG	
Maintenance Tech II	\$21.86	6/21/99	\$0.25	\$0.15	\$0.00	\$22.26	SY	
Maintenance Tech I	\$21.27	3/19/07	\$0.25	\$0.00	\$0.00	\$21.52	PL	
Maintenance Tech I	\$21.27	10/12/15	\$0.00	\$0.00	\$0.00	\$21.27	AJ	
Maintenance Tech II	\$21.86	7/27/09	\$0.00	\$0.00	\$0.00	\$21.86	DR	
Maintenance Worker I	\$19.91					\$19.91		

Total Annual Pay	Positions Next Yr.	Regular Hours	Scheduled O.T.Hours	Emerg/unsch O.T.Hours	Ave. OT Rate	Base Pay Next Year
Superintendent	1	1,040				43,472
Operations Manager	1	2,080	0	0	0	55,546
Process Control Mgr	1	2,080	0	0	0	51,081
Regulatory Compliance	1	2,080	0	0	0	48,728
Maintenance Tech II	1	2,080	0	0	0	46,301
Maintenance Tech I	1	2,080	0	0	0	44,759
Maintenance Tech I	1	2,080	0	0	0	44,239
Maintenance Tech II	1	2,080	0	0	0	45,469
Maintenance Worker I	1	2,080	0	0	0	41,414
Regular Hrly wages	8.5	16,640				377,537
Overtime - (5)			948	220	\$ 35.54	41,512
Next Year's Total	8.5	16,640	948	220		\$462,521

~ ~ Personnel Services Continued on Next Page ~ ~

PERSONNEL SERVICES & BENEFITS

CHART B

Page 2

BREAKOUT OF WAGES	Account Number		Gross Pay
Wages - Salaries	5100	Supt. - 50% shared w/Water Div.	43,472
Wages-Hourly Full Time	5105		377,537
Wages=Overtime	5110		41,512
Hourly Wage Totals			\$ 462,521

Historical Overtime:

FY2019 Bud	1,168
FY2018 Bud	1,168
CY 2017	1,149
CY 2016	1,255
CY 2015	1,159
	<u>3,563</u>
3 Year Avg.	1,188

52 EMPLOYEE BENEFITS

	Gross Wages Next Year	ICMA Retirement	FICA & Medicare	MSRS Retirement	Workers Comp.	Unemployment	Health Insurance
FY2019 Bud	\$462,521	\$2,826	\$35,383	\$41,905	\$11,221	\$2,244	\$74,184
	Rates ->	Up To 6.50% of Gross	7.65% of Gross Wages	10.00% of Gross	2.50% of Gross	2.20% Of Regular Wages (8.5 FTE up to \$12,000)	Net eff. 7/1/18 Family Adult&Child Single \$1,443.99 \$1,049.66 \$642.29 Next CY Est 8.00%
Employee health insurance contribution increase from 17.5% to 20.0%, effective 7/1/16							

5230 Health Insurance Opt Out

This is a reimbursement program to reimburse employees for the costs of out of pocket costs for health insurance premiums paid for by the spouse's employer as well as costs for deductibles, etc., up to a maximum annual amount that is voted on annually in December by the Town Council.

5245 Retirement Health Savings Acct.

For employees who have accumulated their maximum amount of sick leave, the Town calculates the amount of sick leave the employee would have earned beyond his/her maximum following each calendar year, and the Town contributes 25% of that amount to the employee's Retirement Health Savings account.

5290 Health Reimbursement Acct. (HRA)

This is funded to reimbursement employees deductibles and co-insurance out of pocket expenses up to 78% of the maximum out of pocket costs; 78% representing MMA est. past experience for typical family.

<i>Contractual Services</i>	<i>Chart C</i>
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5300 ALARMS & PAGING

	<i>Number Next Year</i>	<i>Cost Each Next Year</i>	<i>Requested Next Year</i>
Paging - Contract for paging call people	discontinued		
Fire Alarm Monitoring	4		525
Includes monthly maintenance and service contract.			
Total Alarms & Paging			\$525

5306 TOWN MANAGEMENT FEES

Administrative Services is the cost to the General Fund of providing accounting and management services to the Sewer Fund, Water Fund and Cruise Ship Fund; shown as expenses to these three funds and revenue to the General Fund. The calculations for those amounts are shown in the General Fund Town Budget

	<i>Requested Next Year</i>
5311 SPECIAL WASTE CLEANING	
We have to clean the grit out of the septic receiving, pump stations every year and from the digester and aeration tanks, as needed. The contract includes trucking. Disposal is charged to the sludge Disposal account. This account will fluctuate between years due to the services being required "as needed". Outside contractors are used due to the hazardous nature of the work.	9,500
Total Septic Receiving Station Cleaning	\$9,500

5326 ENGINEERING

	<i>Requested Next Year</i>
Items Funded Every Year	
Routine Engineering calls for Maintenance	2,000
Specific large projects requiring engineering are budgeted within the CIP accounts	
Total Engineering	\$2,000

5332 GENERATOR SERVICE

	<i>Number Next Year</i>	<i>Cost Each Next Year</i>	<i>Requested Next Year</i>
Generator Maintenance Agreements (FY18 - \$787)	10	800	8,000
Electric Power			
Special calls for operational issues			2,000
Total Generator Service			\$10,000

~ ~ Contractual Services Continued On Next Page ~ ~

Contractual Services - (continued)**CHART C**

	<i>Estimated</i>	<i>Requested</i>
	<i>This Year</i>	<i>Next Year</i>
5336 GENERAL EQUIPMENT MAINTENANCE		
		0
QC Services - Annual Lab Equipment Maintenance & Calibration		1,350
Overhead Door Maintenance Contract		510
Mechanical Services - Building HVAC System		1,500
Horizon Solutions - Variable Frequency Drive (VFD) -Discontinue		0
ME OXY Cylinder - Lease/Maint. on gas cylinder		200
Total General Equipment Maintenance	\$10,465	\$3,560

5366 SLUDGE DISPOSAL

	<i>Tons</i>	<i>Cost/Ton</i>	
Estimated Use	<i>Next Yr.</i>	<i>Next Yr.</i>	
Treatment and Disposal (FY18 59.18)	900	\$60.00	54,000
N.E. Waste (861 T - FY17)			
Total Sludge Disposal			\$54,000

5368 TECHNOLOGY LICENSES & SUPPORT

These are the annual licensing fees which must be paid in order to continue using the software or hardware and to receive maintenance and support services. These fees also include upgrades, enhancements, modem support, etc.

	<i>Requested</i>
<i>Product</i>	<i>Next Year</i>
ArcView - ESRI - GIS mapping software license - Single Use, Secondary Maint.	600
ArcPad - ESRI -Application Builder - Primary, Maintenance	500
General Code - Laserfiche	375
GE Suite - Kepware, Inc. -Allows SCADA to talk to PLC's	187
Infrastructure Technology - IT pipes (camera system to GIS software)	1,500
SEMS - Asset Mgt. System (new -est) - Track age, location, maint. costs, etc. of all equipment	5,025
MSDS Source - SDS Mgt. access thru the internet (50% share w/WW)	700
ADS- Wireless hosting/meter read data	new 3,800
Inductive Automation - SCADA (System Control And Data Acquisition) license and support	expanded 3,776
This is the software that runs the plant.	
Total Technology Licenses and Support	\$16,463

Materials & Supplies	Chart D
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5424 SODIUM HYPOCHLORITE

Seasonally, we add sodium hypochlorite as a primary to disinfect our effluent, which is the equivalent of super strong bleach. Additionally, we add hypochlorite and hydrogen peroxide to our treatment process, as needed.

5441 MAGNESIUM HYDROXIDE & OTHER SUPPLIES

We use more magnesium hydroxide for treatment optimization to adjust the pH of our influent. Cost is 37 cents/# in 55 gal. drums. Other chemicals, such as Sodium Bicarbonate for buffering, are also charged to this account.

5442 POLYMER SUPPLIES

We use polymer chemicals in the sludge dewatering process.

5452 SODIUM BISULPHITE

We use this chemical to remove sodium hypochlorite from our effluent prior to discharge to the ocean. Ascorbic acid is also being tested at the smaller plants to help neutralize the effluent, as it is less hazardous.

Utilities & Commodities

5504 ELECTRICITY - PLANTS

The largest variable in our electric bills is not the rate, but the consumption. In very wet years, we use a lot more electricity and our bills are higher. Therefore, some historically averaging is budgeted. Supply rates were locked in on the 2 plants from 11/1/17 to 11/2/20 @ .0725 which avoids much of the supply cost spikes, stabilizing costs.

5506 ELECTRICITY - PUMPING

This is used to track the electricity costs of pumping sewage to the 3 plants from the Town's 11 pump stations. Supply rate is locked in on the Main St. pump station from 11/1/17 to 11/2/20 @ .0725; avoiding "demand" spikes.

5508 HEATING OIL & KEROSENE

We budget using a 3 year average consumption. All plants and pump stations are heated with oil, except for the Degreoire Plant, which is partially heated with kerosene.

	<i>Fiscal</i>	<i>Gals.</i>		
Historical Use	<i>Year</i>	<i>Bought</i>		
	FY15	8,029		
	FY16	5,200		
	FY17	7,301		
	<i>Average</i>	<i>6,843</i>		
Estimated Use	<i>Year</i>	<i>Cost</i>	<i>Cost</i>	<i>Requested</i>
	FY18	7,785	\$1.9000	
	FY19	6,843	\$2.4300	
				<i>16,629</i>

Repairs & Maintenance

Chart E

5616 LINE EQUIPMENT / FLOT TOTES

This budget includes enough monies to buy 3 new Flo-Totes @ \$7000 each and include monies for normal repairs of other line equipment such as the sewer camera. Flot Totes are necessary for compliance with the Town's CSO mandated monitoring program. Staff usually has 5 fully operational flo-totes with backups on hand. In FY18, we purchased a wireless device to provide on demand readings when required. \$ 26,500

5634 & 5640 PLANT & PUMP STATION EQUIPMENT REPAIRS

The equipment at the 2 main plants and many of the pump stations are approaching 20 years old and the larger replacement costs are budgtd in the CIP, for the years FY19-FY22, following detail engineering evaluations. However, periodic failures are now occuring and driving up the annual repair costs.

Equipment Purchases

These accounts are used only for non-capital equipment. Anything which costs more than \$5,000 and has a life expectancy of five years or longer is typically budgeted in the Capital Improvement Program.

	<i>Requested</i>
	<i>Next Year</i>
5700 TECHNOLOGY EQUIPMENT - PURCHASE	
Replace cell phones	1,200
One computer & component replacement	1,000
	0
	0
	0
Total Technology Equipment Purchases	\$2,200
5702 OFFICE EQUIPMENT - PURCHASE	
Various Office Furniture replacements	0
Total Office Equipment Purchases	\$0
5704 OPERATING EQUIPMENT - PURCHASE	
Replace laboratory balance	4,000
	0
	0
	0
Total Operating Equipment Purchases	\$4,000

Net Income Statement**Chart F***(audit format with full depreciaton & accruals)*

	Actual Yr.Before Last: FY16	Actual Last Year FY17	Budgeted This Year FY18	Actual This Year FY18	Requested Next Year FY19	Change: E.T.Y.vs. R.N.Y.
OPERATING REVENUES:						
Charges for Services	2,139,858	2,127,206	2,087,000	2,037,000	2,029,000	(8,000)
Interest (on late payments+lien costs)	18,901	11,388	12,600	10,600	11,400	800
Total Operating Revenues	2,158,759	2,138,594	2,099,600	2,047,600	2,040,400	(7,200)
Change in Charges >>				-4.2%	-0.4%	
OPERATING EXPENDITURES:						
Wages & Benefits	613,642	642,371	657,278	594,976	688,798	93,822
Contractual Services	194,614	212,016	217,243	235,584	222,388	(13,196)
Utilities & Commodities	193,302	234,304	218,879	227,795	226,979	(816)
Repairs & Maintenance	139,212	158,524	122,500	178,989	131,500	(47,489)
Equipment Purchases	24,573	23,284	18,300	17,900	6,200	(11,700)
Other Expenses, Travel, Etc.	49,593	42,427	47,826	45,017	44,700	(317)
Depreciation & Amortization	528,532	519,766	529,000	529,000	529,000	0
Materials & Supplies	99,335	129,703	116,000	163,606	149,279	(14,327)
Total Operating Expenditures	1,842,803	1,962,395	1,927,026	1,992,867	1,998,844	5,977
				1.6%	0.3%	
Net Operating Income	<u>315,956</u>	<u>176,199</u>	<u>172,574</u>	<u>54,733</u>	<u>41,556</u>	<u>(13,177)</u>
NON-OPERATING REVENUES (EXPENSES)						
Interest Revenue (Investment)	7,010	8,402	6,000	10,197	8,000	(2,197)
Gain/(Loss) on Disposal of Assets	5,288	0	0	8,500	0	(8,500)
Special Assessments	79,776	0	0	0	0	0
Bond Refinancing Refund	30,077	0	0	0	0	0
Less Interest Expense	(92,087)	(71,272)	(60,492)	(60,492)	(44,097)	16,395
Total Non-Operating Revenue (Expense)	30,064	(62,870)	(54,492)	(41,795)	(36,097)	5,698
NET INCOME (LOSS) YTD	346,020	113,329	118,082	12,938	5,459	(7,479)

Sewer Rate Schedule Chart G

Type of Fee	Measure	Old Rate	New Rate	Percent
		FY18	FY19	Change
\	Per 100 cubic Feet of Water Used	\$7.80	\$7.80	0.0%
Minimum Bills: (per quarter)				
- Residential Customers	Based on 600 Cu. Ft. of Water Used	\$46.80	\$46.80	0.0%
- Non-Residential Cust.	Based on 1700 Cu. Ft. of Water Used	\$132.60	\$132.60	0.0%
- Unmetered Customers	Based on 1300 Cu. Ft. of Water Used	\$101.40	\$101.40	0.0%
Septic Tank Pumpage	Per 100 Gallons	\$11.22	\$11.22	0.0%
Sludge Disposal	Per 100 Gallons	\$6.72	\$6.72	0.0%
Connection Fee Rate	Per Gallon of Sewage Per Day	\$11.05	\$11.05	0.0%
	Per Inch of Sewer Service Diameter	\$100	\$100	0.0%
Late Payment Penalty (Note A)	Per Annum	7.0%	8.0%	14.3%

Sewer Rate Calculation

This spreadsheet calculates the minimum rates required in order to "break even" on a cash basis.

VOLUME ESTIMATE		Actual	Actual	Budget	Estimated	Requested	Change:	Change:
		Yr. Before	Last Year	This Year	This Year	Next Year	R.N.Y vs.	R.N.Y vs.
Quarter	Ending	FY16	FY17	FY18	FY18	FY19	B.T.Y.	E.T.Y.
Summer	September 30	10,817,000	10,479,000	10,300,000	8,889,000	10,200,000	-1.0%	14.7%
Fall	December 31	4,803,000	5,374,000	5,200,000	5,526,000	5,300,000	1.9%	-4.1%
Winter	March 31	3,599,000	3,595,000	3,500,000	2,907,000	3,200,000	-8.6%	10.1%
Spring	June 30 (Note B)	6,080,000	6,157,000	5,500,000	5,600,000	5,800,000	5.5%	3.6%
Unmetered Accounts		250,000	250,000	250,000	250,000	250,000	0.0%	0.0%
Minimum Bills (Note C)		1,950,000	1,850,000	2,200,000	2,400,000	1,950,000	-11.4%	-18.8%
Annual Volume in Cubic Feet (See Note B)		27,499,000	27,705,000	26,950,000	25,572,000	26,700,000	-0.9%	4.4%
Change			206,000	(755,000)	(2,133,000)	1,128,000	<< Increase	
			0.7%		-7.7%	4.4%	FY17 Volume Assumption	

Operating Fund Appropriations	\$1,469,844
Capital Appropriations	652,811
Less Non Rate Revenues:	
Other Customer Charges:	(11,500)
Other Income	(21,900)
Net Needed from Operations Charges	\$2,089,256
Estimated Minimum Rate / 100 cu.ft.	\$7.82
	(within 1% of 7.80 existing rate)

Notes A. The maximum amount of this rate is set by State Law as determined by the State Treasurer.

B. The volume in the ETY column is actual for the first three quarters, and estimated for the spring quarter.

C. In order to calculate the needed rate, we must use the estimated volume. This volume must include an allowance for the cubic feet that are not used by the customer, but which we bill as part of the minimum bill.

Debt Service

A Responsibility of the Finance Department

Bond Issue D

USDA RURAL DEVELOPMENT REFUNDING ISSUE--HULLS COVE SEWER

Original Principal = \$800,000

Issued: 2/1/05

Interest Rate = 2.0% - 5.0% (Avg. - 3.83%) TIC = 2.69%

Notes: 2005 (Refinanced two 12/15/00 & 9/10/15)

Payment Dates: April 15 (interest only) & October 15 (principal and interest)

Lender: Roosevelt & Cross, Inc.

Paying agent: USBank St. Paul

Agent fee: None

No longer can be refinanced

FY	Date	Interest Rate	Principal Payment	Interest Payment	Payment Total	Fiscal Year Total
19	10/15/18	4.00%	35,000.00	8,325.00	43,325.00	
	4/15/19			7,625.00	7,625.00	50,950.00
20	10/15/19	4.00%	40,000.00	7,625.00	47,625.00	
	4/15/20			7,025.00	7,025.00	54,650.00
21	10/15/20	4.00%	40,000.00	7,025.00	47,025.00	
	4/15/21			6,425.00	6,425.00	53,450.00
22	10/15/21	4.10%	40,000.00	6,425.00	46,425.00	
	4/15/22			5,825.00	5,825.00	52,250.00
23	10/15/22	4.15%	45,000.00	5,825.00	50,825.00	
	4/15/23			4,925.00	4,925.00	55,750.00
24	10/15/23	4.20%	45,000.00	4,925.00	49,925.00	
	4/15/24			4,025.00	4,025.00	53,950.00
25	10/15/24	4.25%	45,000.00	4,025.00	49,025.00	
	4/15/25			3,125.00	3,125.00	52,150.00
26	10/15/25	4.30%	50,000.00	3,125.00	53,125.00	
	4/15/26			1,875.00	1,875.00	55,000.00
27	10/15/26	4.35%	50,000.00	1,875.00	51,875.00	
	4/15/27			625.00	625.00	52,500.00
28	10/15/27	4.38%	50,000.00	625.00	50,625.00	
						51,093.75
Totals			440,000.00	91,275.00	531,275.00	531,743.75

Bond Issue G

SEWER SYSTEM IMPROVEMENTS: 2011

Sewermain and SCADA System Replacement. Repaid by the Sewer Fund.

Original Principal = \$1,316,000

Date of Issue: 9/15/11

Interest Rate = 2.0% - 3.50% (Avg. - 2.70%)

Payment Dates: Dec 1 (prin. and int.) & June 1 (interest)

Lender: Morgan Stanley & Co

Paying agent: Bank of New York/ Mellon Trust

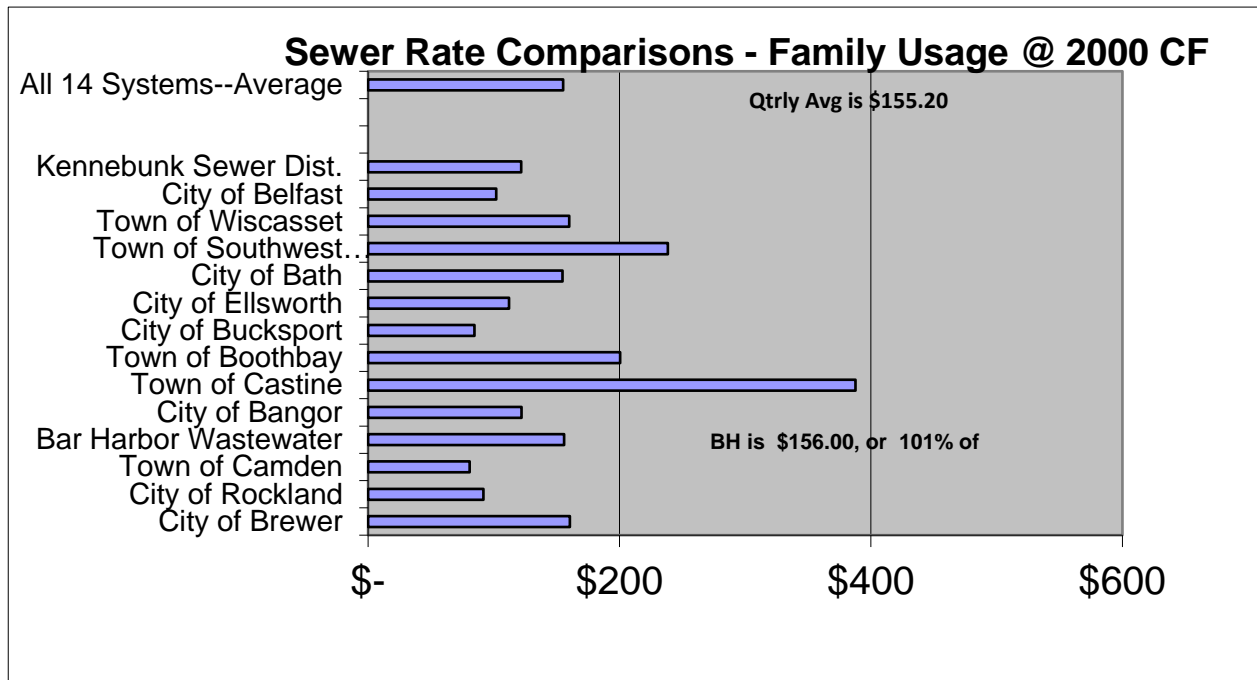
Refinance: After Dec. 2021

FY	Date	Interest Rate	Principal Payment	Interest Payment	Payment Total	Fiscal Year Total
19	12/01/18	2.00%	58,753.00	14,367.41	73,120.41	
	06/01/19			13,779.88	13,779.88	86,900.29
20	12/01/19	2.00%	66,056.00	13,779.88	79,835.88	
	06/01/20			13,119.32	13,119.32	92,955.20
21	12/01/20	2.50%	68,358.00	13,119.32	81,477.32	
	06/01/21			12,264.84	12,264.84	93,742.16
22	12/01/21	3.00%	68,358.00	12,264.84	80,622.84	
	06/01/22			11,239.47	11,239.47	91,862.31
23	12/01/22	3.00%	70,661.00	11,239.47	81,900.47	
	06/01/23			10,179.56	10,179.56	92,080.03
24	12/01/23	3.00%	72,964.00	10,179.56	83,143.56	
	06/01/24			9,085.10	9,085.10	92,228.66
25	12/01/24	3.00%	75,267.00	9,085.10	84,352.10	
	06/01/25			7,956.09	7,956.09	92,308.19
26	12/01/25	3.00%	77,569.00	7,956.09	85,525.09	
	06/01/26			6,792.56	6,792.56	92,317.65
27	12/01/26	3.00%	84,872.00	6,792.56	91,664.56	
	06/01/27			5,519.48	5,519.48	97,184.04
28	12/01/27	3.13%	62,175.00	5,519.48	67,694.48	
	06/01/28			4,547.99	4,547.99	72,242.47
29	12/01/28	3.25%	64,478.00	4,547.99	69,025.99	
	06/01/29			3,500.22	3,500.22	72,526.21
30	12/01/29	3.25%	66,781.00	3,500.22	70,281.22	
	06/01/30			2,415.03	2,415.03	72,696.25
31	12/01/30	3.38%	69,083.00	2,415.03	71,498.03	
	06/01/31			1,249.26	1,249.26	72,747.29
32	12/01/31	3.50%	71,386.00	1,249.26	72,635.26	
	06/01/32					72,635.26
Totals			976,761.00	217,665.01	1,194,426.01	1,194,426.01

Sewer Rate Comparisons - Quarterly Usage

(USDA std)

Utility Name	Qtr Minimum	Qtr - Family 2000 CuFt
City of Brewer	\$ 80.30	\$ 160.60
City of Rockland	\$ 41.84	\$ 91.84
Town of Camden	\$ 40.40	\$ 80.80
Bar Harbor Wastewater	\$ 46.80	\$ 156.00
City of Bangor	\$ 73.20	\$ 122.00
Town of Castine	\$ -	\$ 387.60
Town of Boothbay	\$ -	\$ 200.40
City of Bucksport	\$ 76.16	\$ 84.62
City of Ellsworth	\$ 50.49	\$ 112.20
City of Bath	\$ 47.50	\$ 154.60
Town of Southwest Harbor	\$ 111.82	\$ 238.32
Town of Wiscasset	\$ -	\$ 160.00
City of Belfast	\$ 102.00	\$ 102.00
Kennebunk Sewer Dist.	\$ -	\$ 121.82
Average Billing	\$ 67.05	\$ 155.20
BH Rate as a % of Avg. Rate		101%



TOWN OF BAR HARBOR
SEWER DIVISION
ANNUAL SUMMER DISCOUNT APPLICATION

ELIGIBLE TO "RESIDENTIAL" SERVICE CLASS CUSTOMERS ONLY

Date _____

Return by 9/15/2018!

A/C# _____

If you use water outside your home for lawns and gardens, you may be eligible for an adjustment in your sewer user fees for the Third Quarter (July 1 – September 30). This application (or renewal) must be filled out each season by the customer.

Please fill out the attached form and return the lower section to the Finance Department office at the Municipal Building or the Water Division office at Public Works Way if you do expect to use water outside during the Third Quarter. The Finance Department will then use an average of your first and second quarter usage to calculate your Third Quarter bill. This adjustment should provide a savings to families who wish to water their lawns, gardens, or wash their cars, etc.

NOTE: YOU WILL NOT BE ELIGIBLE FOR THIS ADJUSTMENT IF:

- 1) You run a business on your property;
- 2) Your Residence is used for any commercial/vacation rental;
- 3) Your service accepts waste from more than one residential unit;
- 4) You are classified as a seasonal water customer

Per Chapter 165, Sewer Ordinance; Article III, Sewer Rates, Sec #165-7.B.(2)(c)[2]

Top – Customer Copy

	Return this section	Town Copy	2018 Usage
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Date _____

Account# _____

I wish to apply for an adjustment in my sewer residential charges for the Third quarter (summer usage) because I use water for outside purposes (lawn, garden, car washes, etc.) that does not flow into the sewer system.

Customer signature

Print name of Property Owner
as it appears on the tax bill

Location of Property

If not returned to the Bar Harbor Finance Department at the Municipal Building by September 15th, you may be disqualified for an adjustment.



**TOWN OF BAR HARBOR
WATER DIVISION**

50 Public Works Way
Bar Harbor, ME 04609
Telephone (207) 288-3555 / Fax (207) 288-2273

April, 2018

Dear Sewer User:

Re: Outside Water Deduct Meters For Reducing Sewer Bills

Pursuant to the policy adopted by the Bar Harbor Town Council on July 14, 1992, we are informing you with this notice that a \$25.00 renewal fee (per meter) has been added to your April Water/Sewer bill to take advantage of the Sewer user fee adjustment process for outside water usage this coming summer. This is for measured water where a portion does not enter the wastewater treatment system that the Town will credit towards your total Sewer usage.

We enclose an "outside meter application" that is necessary to be filled out, signed and returned to this office at the time the meter is installed as a renewal. Summer readings of the meter will be read by the Wastewater Department staff at quarterly intervals at the end of June and September.

For the Seasonal User, it would greatly be appreciated if you would call in your reading when the Deduct Meter is removed at the end of the season to insure that you get full credit of the deduction.

If you have any questions please call me at the above number.

Sincerely,

Nancy J. Warner
Town of Bar Harbor Water Division
Office Manager

Deduct Meter Renewal Application

Please Return To:
Bar Harbor Water Division
50 Public Works Way
Bar Harbor, ME 04609

Date: _____

Owners Name: _____

Mailing Address: _____

City, State and Zip: _____

Account: _____

Service Location: _____

Meter Serial No.: _____

Meter Size: _____

Meter Make: _____

Meter Use: _____

Date Installed: _____

Installed By: _____

Meter Reading: _____

Daytime Phone: _____

Signature: _____

NOTES:

- 1) A separate application is required for each meter
- 2) The \$25.00 renewal fee will be added to your April Water/Sewer Bill.

Sewer Ordinance Amendment

Town of Bar Harbor

An Amendment to Adopt the Fiscal Year 2019 Sewer Budget, Rates, Fees and Charges.

The Town of Bar Harbor hereby ordains that Chapter 165, Sewers, of the Town Code is amended as follows:

[Please Note: Old language is ~~stricken~~. New language is underlined.]

Chapter 165 , SEWERS

ARTICLE III, Sewer Budget and Rates

§ 165-7.1 Sewer budget, fees and charges.

[Added 9-21-2010 by Ord. No. 2010-05; amended 11-1-2011 by Ord. No. 2011-05; 12-18-2012 by Ord. No. 2012-08; 6-18-2013 by Ord. No. 2013-01; 10-20-2014 by Ord. No. 2014-06; 8-4-2015 by Ord. No. 2015-03; 7-19-2016 by Ord. No. 2016-02; 8-15-2017 by Ord. No. 2017-03]

A. Budget ~~adopted~~ introduced. The fiscal year 2018~~9~~ Sewer Budget, dated ~~July 18, 2017~~ July 9, 2018, is hereby ~~adopted~~ introduced as published and summarized below.

(1) Fund balance. Designated fund balances are estimated as follows:

(a) Estimated starting designated fund balances.

[1] Working capital: \$438,263.

[2] CIP projects: ~~\$1,643,435~~ 1,426,686.

(b) Ending designated fund balance.

[1] Working capital: ~~\$438,263~~ 461,348.

[2] CIP projects: ~~\$1,346,488~~ 1,373,647.

(2) Revenues.

(a) Total revenues and other sources are estimated to be: ~~\$2,105,600~~ 2,048,400.

(b) Revenue for the sewer rates shall be calculated from the total operating and capital appropriations minus any non-rate revenues:

[1] Total revenue derived from sewer rate: ~~\$2,060,000~~ 2,015,000.

(3) Expenses. Total appropriations shall be:

(a) Operating Fund: ~~\$1,398,024~~ 1,469,844.

(b) Capital Fund: ~~\$759,774~~ 705,850.

[End of Ordinance]