



**SEWER COMMISSION  
BUDGET PRESENTATION  
02/27/25**

## **Current Sewer Team**

- Commissioners
  - Brett Ramsden, Vice Chairman
  - Scott Dall, Clerk
  - Joseph Hurley
  - Eli Torres
  - Vacant
- Staff
  - DPW Director/Sewer Division: William Bernard
  - Business Manager: Andrew Valliere
  - Assistant to the Business Manager: TBD
  - Minutes Clerk: Jane Ranley
- DPW Highway Crew
  - Regularly assist with inspections, jetting, camera work, and emergencies.

THANKS TO THOSE CURRENTLY SERVING – AND THOSE THAT HAVE RECENTLY SERVED –

- Michael Makin was the Chairman and unfortunately had to step down.

## Town Sewer

The Sewer Commission was established in 2006 – and operates under the Sewer Enterprise Fund.

The town has 16 miles of gravity sanitary sewer, 3.9 miles of force mains, 2.3 miles of low-pressure sewers with 10 pumping stations.

There are 1,212 properties connected to the town sewer.

The Town has contracts with various vendors to make our system more efficient including :

- Operations & Maintenance (O&M) contractor, Chad T Empey LLC (CTE) – keeping our pump stations functioning properly.
- Flow Assessment responsible for the accurate function of the 3 flow meters and monitoring the flow data going into Leominster and Fitchburg.

## **Operations & Maintenance Contract for the Sewer System**

### **Chad T. Empey (CTE)**

Three-year contact with Chad T. Empey for Operation & maintenance.

- Year 1 – August 16, 2023 – August 15, 2024
- Year 2 – August 16, 2024 – August 15, 2025
- Year 3 – August 16, 2025 – August 15, 2026

The scope of work includes the following:

- 24/7 monitoring of alarm call outs
- 24/7 availability for response within 2-hours for emergencies
- 10 Hours per week of routine inspections, preventative maintenance, and repairs of the 10 pump stations
- Providing call out reports, run-time reports, and repair reports
- Routine and emergency repairs
- Generator maintenance and repairs

## **Continued Work to Improve Bottom Line**

The Commission is committed to reducing Inflow/Infiltration(I/I) which can increase the amount of wastewater through the flow meters and thus increasing Leominster & Fitchburg wastewater costs.

A \$144,000 contract for manhole repairs has been award to Insituform Technologies. This work will help to reduce I/I. \$100,000 is ARPA funding.

Flow Assessment has brought flow meter equipment up to date in the flow meter pits to help ensure accuracy in the flow data going through the meters into Leominster and Fitchburg.

## **Other FY 26 Operating Budget Facts**

- No rate increase for sewer customers!
- As of the close of FY24, we had approximately \$2.1 million in Retained Earnings.
- FY24 Budget requires transfer from Retained Earnings of \$302,233 to fund the Operating Budget:
  - Delinquency rate is 27% (approximately \$400,000)
  - Increased cost for operation and maintenance of the 10 pump stations
  - \$145,000 planned capital expenditures – such as pump station upgrades, manhole replacements, and I/I remediation work
  - Leominster and Fitchburg required debt service payments
  - \$251,747 in estimated betterment revenues over Town Debt Service obligation
  - \$26,545 in transfers to OPEB and Capital Reserve Stabilization Fund
- Unexpended expenses return to retained earnings at the close of the fiscal year

# ESTIMATED REVENUES

<u>REVENUES</u>						Original	Revised	FY 26	
	2021	2022	2023	2024		FY 25	FY 25	Requested	
Name of Budget	YTD Expended	YTD Expended	YTD Expended	YTD Expended	Average	Budget	Budget	Budget	Comments
TAX LIENS REDEEMED	\$0.00	-\$46,233.98	\$0.00	-\$121.34	-\$11,588.83	\$0.00	\$0.00	\$0.00	
PENALTIES & INTEREST	-\$13,918.87	-\$11,750.36	-\$12,390.01	-\$13,600.35	-\$12,914.90	-\$10,000.00	-\$10,000.00	-\$10,000.00	Estimated
PENALTY/INTEREST TAX LIENS	\$0.00	-\$19,700.32	\$0.00	-\$4.63	-\$4,926.24	\$0.00	\$0.00	\$0.00	
USER CHARGES	-\$1,087,676.84	-\$1,024,927.05	-\$1,040,419.64	-\$965,359.82	-\$1,029,595.84	-\$1,230,400.00	-\$1,230,400.00	-\$1,100,000.00	Estimated
FLOW CAPACITY REVENUE	-\$72,417.29	-\$1,645.60	-\$1,851.30	-\$5,133.15	-\$20,261.84	\$0.00	\$0.00	\$0.00	
SEWER PERMIT FEES	-\$1,400.00	-\$1,500.00	-\$1,100.00	-\$2,290.00	-\$1,572.50	-\$865.00	-\$865.00	-\$1,100.00	Estimated
GREASE TRAP PERMIT FEES	-\$250.00	-\$150.00	-\$4,500.00	-\$2,200.00	-\$1,775.00	-\$2,850.00	-\$2,850.00	-\$2,850.00	level fund
SEWER CONNECTION CHARGES	-\$46,440.00	-\$37,050.00	-\$22,850.00	-\$69,750.00	-\$44,022.50	-\$20,000.00	-\$20,000.00	-\$20,000.00	level fund
INFLOW/INFILTRATION FEE	-\$12,100.00	-\$9,900.00	-\$5,340.00	-\$19,101.40	-\$11,610.35	-\$5,300.00	-\$5,300.00	-\$5,300.00	level fund
INVESTMENT INCOME	-\$7,413.29	-\$6,181.06	-\$23,200.37	-\$48,557.08	-\$21,337.95	-\$8,000.00	-\$8,000.00	-\$8,000.00	level fund
<b>60004 REVENUES SEWER ENTERPRIS</b>	<b>-\$1,241,616.29</b>	<b>-\$1,159,038.37</b>	<b>-\$1,111,651.32</b>	<b>-\$1,126,117.77</b>	<b>-\$1,159,605.94</b>	<b>-\$1,277,415.00</b>	<b>-\$1,277,415.00</b>	<b>-\$1,147,250.00</b>	
OPERATING TRANSFER IN TRUST	-\$27,513.66	-\$40,965.40	-\$40,962.00	-\$65,862.40	-\$43,825.87				4% of revenues
475000 SPECIAL ASSESSMENTS	-\$508,841.89	-\$783,340.58	-\$408,481.45	-\$407,981.70	-\$527,161.41	-\$369,894.00	-\$369,894.00	-\$349,239.99	as calculated
475500 SEWER BETTERMENT INTERE	-\$170,292.94	-\$321,472.04	-\$129,375.88	-\$114,147.42	-\$183,822.07	-\$103,880.00	-\$103,880.00	-\$87,427.46	as calculated
475800 PRIVILEGE FEE	-\$51,994.94	-\$24,000.00	-\$43,705.35	-\$36,774.48	-\$39,118.69				
Privilege Fee Interest	\$0.00	\$0.00	-\$51.12	\$0.00	-\$12.78				
FB USED-CURRENT YEAR BUDGET	-\$224,403.84	-\$358,398.95	-\$366,857.93	-\$419,718.07	-\$342,344.70	\$0.00	-\$400,000.00		
<b>Total Revenues</b>	<b>-\$2,224,663.56</b>	<b>-\$2,687,215.34</b>	<b>-\$2,101,085.05</b>	<b>-\$2,170,601.84</b>	<b>-\$2,295,891.45</b>	<b>-\$1,751,189.00</b>	<b>-\$2,151,189.00</b>	<b>-\$1,583,917.45</b>	

# ESTIMATED EXPENSES - SALARIES

						Original FY 25 Budget	Revised FY 25 Budget	FY 26 Requested Budget	
	2021 YTD Expended	2022 YTD Expended	2023 YTD Expended	2024 YTD Expended	Average				
Name of Budget									Comments
P/R SEWER BUSINESS MANAGER	\$66,147.84	\$67,463.28	\$84,077.65	\$61,264.32	\$69,738.27	\$59,683.44	\$59,683.44	\$64,352.16	per calculation
SALARIES CLERICAL	\$2,975.41	\$10,350.70	\$19,399.38	\$9,351.80	\$10,519.32	\$23,308.47	\$23,308.47	\$23,494.64	per calculation
P/R SEWER COMMISSION CLERK			\$1,955.33	\$1,465.97	\$1,710.65	\$3,200.00	\$3,200.00	\$3,200.00	level fund
SALARIES OVERTIME				\$329.88	\$329.88	\$0.00	\$0.00	\$2,000.00	Estimated Quantity
LONGEVITY PAY	\$1,653.70	\$1,686.58	\$3,468.80	\$1,563.64	\$2,093.18	\$1,774.59	\$1,774.59	\$0.00	per calculation
SEWER SALARY RESERVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,600.00	\$4,600.00	\$2,300.00	assume 2.5% raise
<b>60001 SALARIES SEWER ENTERPRIS</b>	<b>\$70,776.95</b>	<b>\$79,500.56</b>	<b>\$108,901.16</b>	<b>\$73,975.61</b>	<b>\$84,391.31</b>	<b>\$92,566.50</b>	<b>\$92,566.50</b>	<b>\$95,346.80</b>	



# ESTIMATED EXPENSES

						Original FY 25 Budget	Revised FY 25 Budget	FY 26 Requested Budget	
	2021 YTD Expended	2022 YTD Expended	2023 YTD Expended	2024 YTD Expended	Average				
Name of Budget	YTD Expended	YTD Expended	YTD Expended	YTD Expended	Average	Budget	Budget	Budget	Comments
LEOM/FITCHBURG USEAGE	\$551,447.88	\$696,625.04	\$667,767.56	\$804,818.35	\$680,164.71	\$859,273.94	\$863,963.73	\$898,600.00	per calculation
ELECTRICITY CHARGES	\$31,788.17	\$34,076.40	\$35,488.61	\$44,360.08	\$36,428.32	\$33,600.00	\$34,311.71	\$33,600.00	level fund
HEATING CHARGES/DIESEL FUEL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$500.00	level fund
TELEPHONE CHARGES	\$3,561.12	\$3,907.35	\$3,567.61	\$4,128.84	\$3,791.23	\$3,738.00	\$3,738.00	\$4,000.00	increased costs
WATER CHARGES	\$3,638.00	\$3,763.00	\$4,589.00	\$4,875.00	\$4,216.25	\$4,830.00	\$4,830.00	\$4,900.00	increased costs
SEWER CONNECTION FEES	\$19,500.00	\$13,250.00	\$5,750.00	\$38,000.00	\$19,125.00	\$7,725.00	\$9,975.00	\$9,975.00	level fund
LEGAL EXPENSES	\$6,410.56	\$5,614.79	\$2,954.64	\$480.91	\$3,865.23	\$4,000.00	\$4,000.00	\$4,000.00	level fund
PURCHASE OF SERVICE-INFRASTRUC	\$77,743.50	\$39,633.55	\$33,846.64	\$81,896.18	\$58,279.97	\$87,600.00	\$87,600.00	\$90,200.00	increased costs
RECORDINGS-REGISTRY OF DEEDS		\$105.00	\$0.00	\$0.00	\$35.00	\$210.00	\$210.00	\$210.00	level fund
PURCH OF SERV I/I REMEDIATION	\$2,400.00	\$10,896.50	\$0.00	\$2,098.65	\$3,848.79	\$10,000.00	\$10,000.00	\$10,000.00	level fund
PURCH OF SERV-OUTSOURCING	\$67,461.47	\$99,869.21	\$90,529.80	\$110,498.06	\$92,089.64	\$148,155.00	\$148,155.00	\$148,155.00	level fund
ENGINEERING SERVICES	\$12,450.00	\$25,505.59	\$12,460.85	\$19,015.02	\$17,357.87	\$30,000.00	\$30,000.00	\$30,000.00	level fund
POSTAGE	\$2,075.79	\$2,068.57	\$2,468.91	\$2,279.52	\$2,223.20	\$2,415.00	\$2,415.00	\$2,500.00	level fund
ADVERTISING	\$120.00	\$105.00	\$230.00	\$110.00	\$141.25	\$206.00	\$656.00	\$300.00	increased costs
OFFICE SUPPLIES	\$468.00	\$987.32	\$990.97	\$1,121.59	\$891.97	\$1,030.00	\$580.00	\$1,000.00	level fund
Field Supplies		\$221.29	\$177.52	\$0.00	\$132.94	\$0.00	\$0.00	\$1,000.00	estimated
Fuel - Diesel/Gas	\$0.00	\$0.00	\$0.00	\$259.30	\$64.83	\$0.00	\$0.00	\$1,000.00	estimated
MILEAGE REIMBURSEMENT	\$155.59	\$230.54	\$277.98	\$0.00	\$166.03	\$61.80	\$61.80	\$200.00	closer to average
DUES/MEMBERSHIP	\$55.00	\$60.00	\$70.00	\$125.00	\$77.50	\$103.00	\$103.00	\$125.00	level fund
GRANT INDIRECT COSTS	\$72,682.00	\$77,981.93	\$84,991.03	\$99,551.87	\$83,801.71	\$90,600.97	\$90,600.97	\$116,253.92	per calculation
CAPITAL IMPrv COSTS debt service	\$20,963.20	\$55,325.69	\$99,015.89	\$76,115.67	\$62,855.11	\$57,656.64	\$76,517.64	\$77,819.01	per calculation
CAPITAL PLAN	\$0.00	\$22,533.97	\$20,533.91	\$67,690.79	\$27,689.67	\$368,748.99	\$349,887.99	\$145,000.00	planned upgrades
<b>60002 EXPENSES SEWER ENTERPRIS</b>	<b>\$872,920.28</b>	<b>\$1,092,760.74</b>	<b>\$1,065,710.92</b>	<b>\$1,357,424.83</b>	<b>\$1,097,204.19</b>	<b>\$1,710,454.34</b>	<b>\$1,718,105.84</b>	<b>\$1,579,337.94</b>	<b>TOTALS</b>

# BUDGET SUMMARY

						Original FY 25 Budget	Revised FY 25 Budget	FY 26 Requested Budget	
REVENUES	2021	2022	2023	2024					
Name of Budget	YTD Expended	YTD Expended	YTD Expended	YTD Expended	Average				Comments
Total Revenues	-\$2,224,663.56	-\$2,687,215.34	-\$2,101,085.05	-\$2,170,601.84	-\$2,295,891.45	-\$1,751,189.00	-\$2,151,189.00	-\$1,583,917.45	
						Original FY 25 Budget	Revised FY 25 Budget	FY 26 Requested Budget	
EXPENSES	2021	2022	2023	2024					
Name of Budget	YTD Expended	YTD Expended	YTD Expended	YTD Expended	Average				Comments
60001 SALARIES SEWER ENTERPRIS	\$70,776.95	\$79,500.56	\$108,901.16	\$73,975.61	\$84,391.31	\$92,566.50	\$92,566.50	\$95,346.80	
60002 EXPENSES SEWER ENTERPRIS	\$872,920.28	\$1,092,760.74	\$1,065,710.92	\$1,357,424.83	\$1,097,204.19	\$1,710,454.34	\$1,718,105.84	\$1,579,337.94	
Transfer to General Fund - debt serv	\$804,329.90	\$705,876.16	\$687,992.32	\$646,816.28	\$711,253.67	\$311,668.16	\$311,668.16	\$184,920.48	as calculated
TRANSFER TO STABILIZATION FUND	\$98,753.59	\$46,460.93	\$47,750.46	\$44,812.67	\$59,444.41	\$36,500.00	\$36,500.00	\$25,000.00	10% of surplus
Transfer to OPEB	\$656.00	\$0.00		\$1,000.00		\$1,500.00	\$1,500.00	\$1,545.00	
TOTAL EXPENSES	\$1,847,436.72	\$1,924,598.39	\$1,910,354.86	\$2,124,029.39	\$1,952,293.58	\$2,152,689.00	\$2,160,340.50	\$1,886,150.22	TOTAL EXPENSES
REVENUES MINUS EXPENSES	-\$377,226.84	-\$762,616.95	-\$190,730.19	-\$46,572.45	-\$343,597.87	\$401,500.00	\$9,151.50	\$302,232.77	
						Total Retained Earnings Appropriation		\$302,232.77	

QUESTIONS?