

## ***Exeter, NH Budget Recommendations Committee***

### **Water and Sewer Subcommittee Budget Narrative**

**FY 2024**

**November 14, 2023**

The Water and Sewer Departments have been beset by numerous challenges over the past year. Increasingly stringent regulations for both water supply and sewerage discharges, post-COVID labor shortages and supplies increases, management changes, as well as continued maintenance of aged systems, some of which average over 50 years old, pose numerous challenges on a daily basis.

The recent limitations on lead in aged water piping, arsenic in water supplies, and the evolving science of the health effects of PFAs (*per and polyfluoroalkyl* substances (pronounced P-Fahs) is the short name for a class of human-made chemicals, often called “forever chemicals”, because they do not easily degrade in the environment or in the body, so they accumulate in both over time. There are over 9,000 types of PFAS chemicals and are harmful to human health ranging to parts per billion) are just some of the specific challenges our relatively small Department of Public Works faces.

The Subcommittee met with Steve Dalton, the Assistant Water/Sewer Managing Engineer, and discussions of certain budget line items are presented below to support the spreadsheet report.

### **WATER DEPARTMENT BUDGET**

#### **Administration**

51110 FT Salary. The Geographic Information System (GIS) manager position requested by DPW and supported by the BRC last year has not yet been filled.

We have also not replaced our Water/Sewer Manager who resigned last year.

55055 Consulting Services. By October 2024, the USEPA requires public water supplies to document lead piping within their systems and develop a plan for remediation/removal of such sources of lead in drinking water.

Weston & Sampson has been hired to conduct a study in 2023 but it has not yet been started. DPW has indicated that we received a \$50,000 grant for this work. The remaining \$10,000 may be encumbered into FY 24 depending on when the project is started.

55158 Insurance Reimbursed Repairs. A pump froze during the February cold snap. The town has been reimbursed as a Revenue item.

55098 Employee Wellness. New item in FY 24 to deal with confined space entry, overnight shift stress, other high intensity aspects of staff job requirements.

## **Distribution**

51110 FT Salary. This division is currently short 3 staff members.

55022 Building Maintenance. Historically, about \$6,000. Subcommittee recommends reducing to \$7,000 for FY 24.

55105 Equipment Maintenance. Historically, about \$4-6,000. Subcommittee recommends reducing to \$5,000 for FY 24.

55252 Road Repairs. On-going staff limitations require outside contractors to be used, generally at a premium for the timeframes required. In 2022, DPW requested an additional \$15,000 for a 2023 budget of \$25,000 which the subcommittee supported.

Recommend one more year of trying to staff and contract work before reviewing this budget.

55296 System Maintenance. Last year's request was supported by the subcommittee, but actual work has not been completed. Need to review planned work versus budget to see if 2024 encumbrances are required, or a reduction in this line (subcomm discussed more around \$60,000).

55059 Tank Maintenance. Contract with *Veolia* is in fourth year of declining balance payment. Next year will be \$64,000.

55136 GIS Software. Purchased new software for remote meter reading in 2023. FY 24 budget for possible upgrade to People GIS software for lead line documentation.

55188 Meters and Backflow. A meter replacement program began in 2015 with a bond issue to replace about half (~1800) of the meters with updated technology. Plan was to replace the rest over a 10 year period on an as needed basis, or approximately 200 per year. Currently however, there are still approximately 1,000 meters older than 10 years old.

Per note, budget should be \$163,000 not \$140,000 in order to moderately catch up on our technology updates. The subcommittee supports maintaining this budget as \$133K has been spent YTD.

55235 Pump Stations and Towers. Has ranged anywhere from \$10-40,000 each year. Will be spent on year-end projects.

55092 Electricity. Anticipated usage over past few years has not materialized. Subcommittee recommends reducing to \$75,000.

## **Treatment**

51110 FT Wages. We currently have 4 full time operators for the SWTP and GWTP, however, the GWTP is unattended a fair amount. DPW looking to add a 5<sup>th</sup> operator to provide more coverage during extended shifts, vacations, etc. The subcommittee supports this request.

55055 Consulting. As part of a potential succession plan, proposal to have senior operator on a retainer to assist in a possible transition to less experienced staff. Still a lot of unknowns about plans over the next 12 months.

The subcommittee is of the opinion that, based on our recent lack of success in hiring staff and operators, we should budget for the 5<sup>th</sup> operator (51110) but NOT this position for FY 24. If a short term consulting contract is required, monies can be obtained from Reserves or other sources.

55294 Lab Supplies, 55161 Lab testing and 55034 Chemicals. Many of the expenditures for these items are either quarterly, year end, or both. Chemicals already overspent for FY 23. These have been the highest increases over the years of running a public water supply system.

55092 Electricity. Anticipated usage over past few years has not materialized. Subcommittee recommends reducing to \$80,000.

## Capital Outlay

57006 Capital Outlay Equipment. See CIP page 62 explanation of air compressor equipment. Split with Sewer Department.

57015 Water System Capital. Currently in first of two-year contract with *Underwater Solutions* for new filter/clarifier at the SWTP that started in early November 2022. All of \$460K FY 2023 budget went to this project. After FY 24, this line should decrease significantly.

Additional work outlined in Notes shows replacement of critical equipment.

## Warrant Articles

CIP page 22. School Street Improvements. Design portion of this project was deferred last year.

Water Fund portion is \$1.7M but also includes a General Fund portion of approximately \$2.2M and Sewer Fund portion of \$2.6M. Would be third recent \$6M utility job in four years after Salem St. (2021) and Westside Dr. (2023). Town has received a 35% principal forgiveness grant from NHDES for Sewer construction portion only (approx. \$750K). Design in 2024, Construction in 2025. The subcommittee supports this project due to the Sewer construction cost forgiveness aspect.

CIP page 2, New Surface Water Treatment Plant (SWTP). Project first contemplated in 2004, voted down twice. Minor repairs done in past 30 years including equipment replacement.

Engineering report in 2020 indicates that both groundwater and surface water supplies are needed for 50 year town growth projections. Subcommittee recommends getting further along on the Groundwater Search, supported last year, before we start another facility project. Recommend funding \$500K in FY 24 for a two-year scope to develop a Facility Plan and preliminary layout and cost scenarios.

## Vehicles

CIP page 68, Replace #51, Jeep. This vehicle is on the deferment list for FY 24, a decision supported by the subcommittee.

## **SEWER DEPARTMENT BUDGET**

### Administration

51110 FT Salary. The Geographic Information System (GIS) manager position requested by DPW and supported by the BRC last year has not yet been filled.

We are also down a Water/Sewer Manager.

55098 Employee Wellness. New item in FY 24 to deal with confined space entry, overnight shift stress, other high intensity aspects of staff job requirements.

### Collection

55252 Road Repairs. Staff limitations require outside contractors to be used, generally at a premium for the timeframes required. Department requested budget of \$20,000 in 2022. Historic spending about \$3,000 per year. YTD \$252. Subcommittee recommends adjusting budget from \$20,000 to \$10,000 for FY 24.

55153 I/I Abatement. Many projects conceived in past five years have been completed. Not spent in 2022 or YTD. Subcommittee recommends adjusting budget from \$20,000 to \$5,000 in FY 24.

55369 Pipe Relining. Spent sporadically over past five years for specific projects. Not spent in 2021 or YTD, \$5,600 in 2022. Planned project associated with Pine Street Rotary project approved in March, but not constructed until 2024. Subcommittee recommends trying to encumber funds from 2023 to 2024 for Pine St project and adjusting budget from \$40,000 to \$5,000 in FY 24.

55543 CSO Monitoring. The subcommittee recommends level funding this account for FY 24 at \$13,500.

55179 Manhole Maintenance. Many projects conceived in past five years have been completed. Budget has not exceeded \$50,000 in five years. Subcommittee supports adjusting budget from \$70,000 to \$50,000 in FY 24.

## **Treatment**

55105 Equipment Maintenance. Newfields Road facility less than five years old, but new equipment parts more expensive due to technology. Expenses went from 30 to 60 to \$80K in that time. YTD \$67,000. Subcommittee recommends adjusting budget from \$147,500 to \$100,000 in FY 24.

55204 Outfall Dredging. Required every other year by permit. The subcommittee supports an increased budget of \$3,000 in line with recent historical spending and our historical vendor no longer being available.

55154 Industrial Pretreatment Program. Program allows town (via a contractor) to monitor and charge five industries for their non-residential discharges. New regulations associated with new facility and Great Bay permit require more testing. There is a revenue offset to this line.

Historical spending is around \$10,000. Recommend taking up new Lab Testing requirements for car washes in this line.

55161 Lab testing. The subcommittee recommends level funding this account for FY 24 at \$120,000. If additional funding is required for car wash testing, use from Industrial Pre-Treatment account.

55034 Chemicals. Budget notes are self-explanatory.

55092 Electricity. Subcommittee assessment is that \$250K might still be too high, but variables with new developments in town and post-drought water usage. Review again in FY 24.

## **Capital Outlay**

57006 Capital Outlay Equipment. See CIP page 62 explanation of air compressor equipment. Split with Water Department.

## **Warrant Articles**

CIP page 22. School Street Improvements. Design portion of this project was deferred last year.

Sewer Fund portion is \$2.6M but also includes a General Fund portion of approximately \$2.2M and Water Fund portion of \$1.7M. Would be third recent \$6M utility job in four years after Salem St. (2021) and Westside Dr. (2023). In line for a 35% principal forgiveness grant from NHDES for Sewer construction portion only (approx. \$750K). Design in 2024, Construction in 2025. The subcommittee supports this project due to the Sewer construction cost forgiveness aspect.

Septage Receiving Facility, page 31 of CIP book. Previous set up had potential lost revenue due to honor system sign in. Will be funded out of Sewer Reserves and replenished out of annual revenues.

A 2022 DPW memo said area WWTP rates at that time were \$.08-.12/gallon to dispose of septage. Based on growth in local area, the Subcommittee recommends implementing a rate of \$.12/gal immediately in advance to this work being completed.

CIP page 32. Sewer Capacity Rehabilitation Phase I. Subcommittee recommends doing either School St project or this one, but not both. This is currently in design phase, approved last year. School St. probably more important at this point.

CIP page 36. Webster Ave. Pump Station. Updated cost estimate during 2023 design phase indicates an additional \$884,000 required to build up grades.

## **Vehicles**

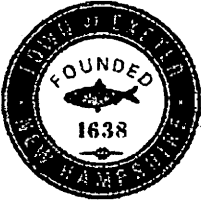
#13 Crown Vic replacement, page 56 of CIP book (Sewer use). Replace aged Crown Vic car (on third hand-me-down through town departments) with a multi-purpose truck with maintenance and snow plowing capabilities.

Respectfully submitted by the subcommittee,

Anthony Zwaan

Darden Rives

Bob Kelly



# EXETER PUBLIC WORKS DEPARTMENT

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## MEMO

DATE: September 22, 2023  
TO: Russell Dean, Town Manager  
FROM: Paul Vlasich, P.E., Interim Public Works Director  
RE: Public Works Water Fund 2024 Budget Request

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### Department: Public Works:

#### General Service Information

**VISION STATEMENT:** Enhancing, Preserving Community & Environment

**CORE VALUES:** Safety, Integrity, Teamwork

**MISSION STATEMENT:** The Exeter Public Works Department is committed to serve the community with excellence. We strive to maintain the road system in the best condition possible, provide a clean and ample supply of water for people to enjoy, and dispose of wastewater in a way that does not pollute, provide for the proper disposal of residential solid waste, promote recycling, ensure warm and clean municipal buildings, and maintain a safe reliable vehicle and equipment fleet. We are committed to rendering quality work while exercising fiscal responsibility. Our commitment to the preservation of the town's antiquity parallels our desire to provide a progressive avenue into the next century.

### Department: Water Department

#### General Service Information

The Water Department provides water treatment and distribution of water for drinking and fire suppression through the distribution network of water pipes, storage towers and hydrants. The Department operates two drinking water treatment plants and produces on average 1 million gallons per day. The Water Department also provides water meter maintenance, meter reading and billing. The Water Team has fifteen (16) full-time (FT)



employees, 1 part-time (PT) employee and one (1) seasonal temporary laborer/intern; with the exception of treatment operations, these positions are split 50/50 between water and sewer for a total of 10.5 full time equivalents (FTEs) in water. There are additional allocations of general fund staff time from within Public Works and other Town departments; these staff counts are not included in the summary above.

The Water Fund is an enterprise fund sustained by revenues collected for water service. The 2024 proposed budget is \$5,020,552, which is a \$471,182 (10.36%) increase over 2023.

The Water Department budget is composed of six (6) functional areas: administration, billing, distribution, treatment, debt service and capital outlay.

### **Department: Water Division: Administration**

#### **General Service Information**

Administration \$527,233 (10.50% of water budget) conducts the planning, project management and administration of the Water Department. Wages and benefits are reflected for Water/Sewer Manager (50%) and Assistant Manager (50%), Public Works Director (20%), Town Engineer (20%), Assistant Engineer (20%), Engineering Technician (20%), Public Works Office Manager (20%), Office Clerk (20%), Town Manager (12.5%), Executive Assistant (12.5%), IT Coordinator (12.5%), IT Network Administrator (12.5%) and Asst. Town Manager/Human Resource Director (10%), Human Resource Generalist (10%), and Human Resource Assistant (PT) 10%.

#### **General Budget Request Discussion/Summary**

FY23 Approved Budget \$506,236

FY24 Budget Request \$527,233

FY24 Budget Increase over FY23 Budget \$20,997 or 4.15%

Increases are due to scheduled increases in wages and benefits; a projected increase of \$2,824 in property insurance; and the establishment of an employee wellness program at \$2,500. These are offset with a reduction of \$25,000 in consulting services.

### **Department: Water Division: Billing**

#### **General Service Information**

Billing \$209,208 (4.17% of water budget) accounts for costs associated with determining, preparing and issuing water bills for water customers on a quarterly basis. Water meters are broken out into 3 districts, so the water billing process is a monthly operation for the department. Utility bill collections are conducted under the Tax/Water/Sewer Collections section at Town Office. Within the Water Department, wages and benefits for one FT and one PT (24 hour/week) utilities billing clerks, split 50/50 between water and sewer billing. Additional wage and benefit allocations include the Collections Office (25%), Finance

Director (12.5%), Senior Accountant (12.5%), and HR & Payroll Accountant (12.5%). Expenses in billing include certified mail shutoff notices, audit fees, consulting fees, and software fees.

### **General Budget Request Discussion/Summary**

FY23 Approved Budget \$195,191

FY24 Budget Request \$209,208

FY24 Budget Increase over FY23 Budget \$14,017 or 7.18%

Salary and benefit increases represent the majority of the budget increase. Allocations for audit, consulting services and software agreement as well as IT services also contribute to the increase in Billing.

### **Department: Water Division: Water Distribution**

#### **General Service Information**

Distribution \$1,000,433 (19.93% of water budget) is charged with the operation and maintenance of the water distribution system including water mains, storage tanks, pumping facilities, hydrants and valves. Staff assigned to this group include the Utilities Foreman, the Foreman, 2 Maintenance Technicians, the Distribution/Collection Technician, and 3 Heavy Equipment/System Operators. All positions are split 50/50 with sewer, which equates to 4 FTEs in water distribution and 4 FTEs in sewer collection. Expenses within distribution include electricity and heat for 9 water pumping stations; contracted elevated storage tank maintenance (internal and external coatings inspections and repairs for Fuller Lane and Epping Road towers); non-coatings related costs for towers and pumping stations, including pump maintenance, check valves, I/O cards, and security; contracted distribution system maintenance for hydrants, gate valves and boxes, curb stops, water main repairs, service saddles; repair, replacement and testing of water meters and backflow prevention devices; maintenance costs and fuel for 15 vehicles/equipment and 4 trailers (split 50/50).

### **General Budget Request Discussion/Summary**

FY23 Approved Budget \$1,007,816

FY24 Budget Request \$1,000,433

FY24 Budget Decrease over FY23 Budget \$(7,383) or -0.73%

Reductions in tank maintenance and GIS software help to offset increases in wages and benefits.

**Department: Water Division: Water Treatment**

**General Service Information**

Treatment \$1,052,916 (20.97% of water budget) covers all costs associated with the treatment of the public water supplies and operations of the surface water treatment plant at Portsmouth Avenue and the groundwater treatment plant at Lary Lane. Salaries, wages and benefits for water treatment plant operations include 1 supervisor, 1 senior operator and 3 operators (which includes one new FT operator for 7 months). Other major cost components are water treatment chemicals, electricity for pumping, laboratory testing in accordance with the Safe Drinking Water Act, and natural gas for heating buildings and fuel for generators.

**General Budget Request Discussion/Summary**

FY23 Approved Budget \$933,759

FY24 Budget Request \$1,052,916

FY24 Budget Increase over FY23 Budget \$119,157 or 12.76%

The majority of the increase is in wages and benefits with the addition of one FT operator for 7 months; and \$50,000 in consulting services for a PT Supervisor.

Other increases include:

\$950 in uniforms for a potential fourth operator  
\$5,000 increase (3%) in chemicals

**Department: Water: Division: Debt Service**

**General Service Information**

Debt Service \$1,640,513 (32.68% of water budget) includes principal and interest (P&I) payments for previously approved designs and constructed projects, such as the Lary Lane Groundwater Treatment Plant, chloramine conversion to comply with total trihalomethane regulations, and continued exploration of new groundwater source.

**General Budget Request Discussion/Summary**

FY23 Approved Budget \$1,431,038

FY24 Budget Request \$1,640,513

FY24 Budget Increase over FY23 Budget \$209,475 or 14.64%

**Department: Water Division: Capital Outlay**

**General Service Information**

Capital Outlay \$590,250 (11.76% of water budget) includes, vehicle replacement and water system capital improvements. Capital improvements include major pump, motor and drive replacements, well and facility rehabilitations for aging critical infrastructure. The 2024 budget requests a replacement of the air compressor (split 50/50 with the Sewer fund).

**General Budget Request Discussion/Summary**

FY23 Approved Budget \$475,330

FY24 Budget Request \$590,250

FY24 Budget Increase over FY23 Budget \$114,920 or 24.18%

Increase mostly due to Year 2 of Filter/Clarifier Maintenance contract.

Town of Exeter							
2024 Water Fund Preliminary Budget		See Subcomm Narrative for more detailed discussions.					
BRC Subcommittee Worksheet v2							
Prepared: November 14, 2023 Version #2							
Org	Object Description	2024 Prelim Budget	2024 Subcommittee Recommendations	Adjustment to Prelim Budget	Explanation	Explanation of Subcommittee Recommendation	
<b>WATER FUND</b>							
<b>Administration</b>							
02433021	51110 WA- Sal/Wages FT	288,656	288,656	-	2 FT W/S Mgr & Asst Mgr Split 50/50, and GF allocations		
02433021	51200 WA- Sal/Wages PT	3,042	3,042	-	GF allocation		
02433021	51210 WA- Sal/wages Temp	3,500	3,500	-	PT Seasonal Employee 50/50 W&S Split		
	Salaries Total	295,198	295,198	-			
02433021	52100 WA- Health Insurance	65,945	65,945	-	Allocations from GF		
02433021	52110 WA- Dental Insurance	5,267	5,267	-	Allocations from GF		
02433021	52120 WA- Life Insurance	319	319	-	Allocations from GF		
02433021	52130 WA- LTD Insurance	588	588	-	Allocations from GF		
02433021	52140 WA - Health Insurance Buyout	584	584	-	Allocations from GF		
02433021	52200 WA- FICA	18,302	18,302	-	Based on wages: 6.2%		
02433021	52210 WA- Medicare	4,280	4,280	-	Based on wages: 1.45%		
02433021	52300 WA- Retirement Town	39,055	39,055	-	Based on wages: 13.53%		
02433021	52600 WA- Workers Comp Insurance	5,401	5,401	-	Primex estimate (5% increase YOY)		
	Benefits Total	139,742	139,742	-			
02433021	55293 WA- Supplies	4,500	4,500	-	20% of general office supplies, copy costs, batteries; 50% of meter records maintenance; 50% Supplies/maint. multi-function plotter		
02433021	55055 WA- Consulting Services	10,000	10,000	-	Lead service line continued work (Federal requirement)		
02433021	55124 WA- Fleet Insurance	434	434	-	Primex estimate (5% increase YOY)		
02433021	55228 WA- Property Insurance	59,306	59,306	-	Primex estimate (5% increase YOY)		
02433021	55157 WA- Insurance Deductible	1	1	-	Line item for insurance deductible		
02433021	55158 WA- Insurance Reimbursed Repairs	1	1	-	Damage repairs on insurance claims		
02433021	55170 WA- Legal Expense	1	1	-	Legal expenses wellhead negotiations, administrative orders		
02433021	55190 WA- Mobile Communications	800	800	-	20% Director, Town Engineer, Asst Engineer cellphones, 50% W/S Manager		
02433021	55002 WA- Advertising	250	250	-	Bid packages, Requests for Proposals		
02433021	55227 WA- Printing	3,000	3,000	-	Annual Consumer Confidence Rpt (CCR) & postage		
02433021	55171 WA- Legal/Public Notices	3,000	3,000	-	Notice of main flushing, Public Hearings, violations, lead service inventory inquiries		
02433021	55050 WA- Conf Rooms/Meals	3,500	3,500	-	Annual national conference Dir 20%, WS Mgr & Asst. Mgr 50%		
02433021	55091 WA- Education/Training	5,000	5,000	-	Treatment, Distribution & Backflow required CEUs & dues		
02433021	55098 WA- Employee Wellness	2,500	2,500	-	Employee wellness needs beyond those provided by the Town's health insurance carrier.		
	General Expenses Total	92,293	92,293	-			
	<b>Administration Total</b>	<b>527,233</b>	<b>527,233</b>	-			

Town of Exeter							
2024 Water Fund Preliminary Budget							
BRC Subcommittee Worksheet v2			See Subcomm Narrative for more detailed discussions.				
Prepared: November 14, 2023 Version #2							
Org	Object	Description	2024 Prelim Budget	2024 Subcommittee Recommendations	Adjustment to Prelim Budget	Explanation	Explanation of Subcommittee Recommendation
<b>Billing</b>							
02433124	51110	WB- Sal/Wages FT	89,837	89,837	-	1 FT Utilities Clerk (50/50 split W&S) & GF Allocations	
02433124	51200	WB- Sal/Wages PT	13,819	13,819	-	1 PT Utilities Clerk 24 hrs/wk (50/50 split W&S)	
02433124	51300	WB- Sal/Wages OT	75	75	-	Allocations from GF	
02433124	51400	WB - Longevity Pay	-	-	-	Allocations from GF	
		Salaries Total	103,731	103,731	-		
02433124	52100	WB- Health Insurance	25,483	25,483	-	Allocations from GF	
02433124	52110	WB- Dental Insurance	1,785	1,785	-	Allocations from GF	
02433124	52120	WB- Life Insurance	108	108	-	Allocations from GF	
02433124	52130	WB - LTD Insurance	114	114	-	Allocations from GF	
02433124	52200	WB- FICA	6,431	6,431	-	Based on wages: 6.2%	
02433124	52210	WB- Medicare	1,504	1,504	-	Based on wages: 1.45%	
02433124	52300	WB- Retirement Town	12,165	12,165	-	Based on wages: 13.53%	
02433124	52600	WB- Workers Comp Insurance	1,259	1,259	-	Primex estimate (5% increase YOY)	
		Benefits Total	48,850	48,850	-		
02433124	55200	WB- Supplies	3,250	3,250	-	Water bill processing, ink cartridges, paper, letterhead, pens, etc - based on historical	
02433124	55224	WB- Postage	6,325	6,325	-	Certified shut-off notices - based on review of historical spend	
02433124	55055	WB- Consulting Services	1,650	1,650	-	Allocation of actuarial costs for GASB compliance. Split 50/25/25 GF/W/S	
02433124	55014	WB- Audit Fees	14,500	14,500	-	Financial and Single Audit Fees - Allocated btw Finance, Water & Sewer	
02433124	55213	WB- Phone Utilization	6,875	6,875	-	12.5% allocation of IT cost	
02433124	55159	WB- Internet Services	4,646	4,646	-	12.5% allocation of IT internet services (website)	
02433124	55383	WB- Email Filtering/Archiving	1,238	1,238	-	12.5% allocation of IT cost	
02433124	55270	WB- Software Agreement	17,893	17,893	-	1/2 Munilink UB Software Maintenance (5% incr for 8 mo.) & Munis Allocation @ 7% increase (projected)	
02433124	55308	WB- Travel Reimbursement	250	250	-	Previously was for munis PACE training travel	
02433124	55091	WB- Education/Training	-	-	-	Previously was for munis travel	
		General Expenses Total	56,627	56,627	-		
		<b>Water Billing Total</b>	<b>209,208</b>	<b>209,208</b>	-		

Town of Exeter							
2024 Water Fund Preliminary Budget							
BRC Subcommittee Worksheet v2				See Subcomm Narrative for more detailed discussions.			
Prepared: November 14, 2023 Version #2							
Org	Object Description	2024 Prelim Budget	2024 Subcommittee Recommendations	Adjustment to Prelim Budget	Explanation	Explanation of Subcommittee Recommendation	
<b>Distribution</b>							
02433222	51110 WD- Sal/Wages FT	236,716	236,716	-	8 FT split 50/50 Water Distribution/Sewer Collection Avg's OT rate = \$35/hr, 600 hours; for WD/SC/WWTP/PS (calls from dispatch or SCADA alarms) Pay for after hours on-call status, 2 employees at \$140/week per union contract split 50/50 WD/SC 4 FT per union contract, split 50/50 WD/SC		
02433222	51300 WD- Sal/Wages OT	21,000	21,000	-			
02433222	51310 WD- Sal/Wages Stand-By	7,280	7,280	-			
02433222	51400 WD- Longevity Pay	2,100	2,100	-			
02433222	51121 WD-Sal/Wages Education/Training	1,125	1,125	-			
	Salaries Total	268,221	268,221	-			
02433222	52100 WD- Health Insurance	80,516	80,516	-			
02433222	52110 WD- Dental Insurance	5,393	5,393	-			
02433222	52120 WD- Life Insurance	216	216	-			
02433222	52200 WD- FICA	16,630	16,630	-		Based on wages: 6.2%	
02433222	52210 WD- Medicare	3,889	3,889	-	Based on wages: 1.45%		
02433222	52300 WD- Retirement Town	36,290	36,290	-	Based on wages: 13.53%		
02433222	52600 WD- Workers Comp Insurance	10,039	10,039	-	Primex estimate (5% increase YOY)		
	Benefits Total	152,973	152,973	-			
02433222	55022 WD- Building Maintenance	10,000	7,000	(3,000)	9 water pumping stations/wells		
02433222	55105 WD- Equipment Maintenance	7,000	5,000	(2,000)	Pumps, generators, misc equipment		
02433222	55252 WD- Road Repairs	25,000	25,000	-	Trench patch, materials, crushing; replacing deteriorating service saddles		
02433222	55319 WD- Vehicle Maintenance	10,000	10,000	-	15 vehicles/equipment, 4 trailers split 50/50 WD/SC		
02433222	55296 WD- System Maintenance	84,000	60,000	(24,000)	5 Hydrant assemblies, risers, service saddles, curbstops, pipe, valve boxes, other parts; 100 hydrant maintenance @ \$220 (\$22K); 100 valves turning @ \$100/valve (\$10K)		
02433222	55059 WD- Tank Maintenance	102,089	102,089	-	Tank maintenance & rehab programs - 1 MG Hampton Rd \$37,300/yr; 1.5 MG Epping Rd Tower \$64,789/yr		
02433222	55173 WD- Licenses	800	800	-	Distribution licenses exams/renewals \$50/ea		
02433222	55190 WD- Mobile Communication	1,600	1,600	-	4 MiFi's (50%); additional tablet		
02433222	55545 WD- Fire Alarm Communication	3,500	3,500	-	Pump station fire alarms for Gilman, Lary, & Stadium		
02433222	55134 WD- General Hand Tools	1,800	1,800	-	Drills, bits, taps, dies, ratchet wrenches		
02433222	55003 WD- Drug/Alcohol Testing	900	900	-	Contract w/Fleet Screen & Convenient MD; USDOT required random testing for all CDL holders & screening new hires		
02433222	55257 WD- Safety Equipment	4,000	4,000	-	PPE incl hardhats, gloves, Tyvek suits, respirators		
02433222	55314 WD- Uniforms	2,400	2,400	-	Per union contract, 8 split 50/50 WD/SC		
02433222	55136 WD- GIS Software	25,000	25,000	-	Software revisions/maintenance; handheld and software agreement with TiSales; Upgraded Leica GPS Antena \$11,000; People GIS asset mngt modules		
02433222	55188 WD- Metering & Back Flow	163,000	163,000	-	Rebuild/replace meters to AWWA accuracy specifications, 400 meters >10 yrs old \$140k; brass meter parts \$15k; testing, repair & replace backflow devices \$8k, brass fittings		
02433222	55235 WD- Pump Station & Towers	24,450	24,450	-	Pumps, I/O cards, check valve rebuilds, fuses/breakers		
02433222	55194 WD- Natural Gas	12,000	12,000	-	Heating/generator fuel; new generators at new well buildings		
02433222	55092 WD- Electricity	87,500	75,000	(12,500)	Water Pumping Stations and towers; 3 wells; increase in rates		
02433222	55128 WD- Fuel	14,200	14,200	-	Vehicles & equipment fuel; increase in price		
	General Expenses Total	579,239	537,739	(41,500)			
	<b>Water Distribution Total</b>	<b>1,000,433</b>	<b>958,933</b>	<b>(41,500)</b>			

Town of Exeter							
2024 Water Fund Preliminary Budget		See Subcomm Narrative for more detailed discussions.					
BRC Subcommittee Worksheet v2							
Prepared: November 14, 2023 Version #2							
Org	Object	Description	2024 Prelim Budget	2024 Subcommittee Recommendations	Adjustment to Prelim Budget	Explanation	Explanation of Subcommittee Recommendation
<b>Treatment</b>							
02433523	51110	WT- Sal/Wages FT	306,231	306,231	-	5 FT (including 1 new operator (7 months)	
02433523	51300	WT- Sal/Wages OT	19,075	19,075	-		
02433523	51310	WT- Sal/Wages Stand-By	14,560	14,560	-	Pay for after hours on-call status, 2 employees at \$140/week per union contract	
02433523	51400	WT- Longevity Pay	1,800	1,800	-	2 FT per union contract	
02433523	51121	WT-Sal/Wages Education/Training	1,500	1,500	-		
		Salaries Total	343,166	343,166	-		
02433523	52100	WT- Health Insurance	103,337	103,337	-		
02433523	52110	WT- Dental Insurance	6,850	6,850	-		
02433523	52120	WT- Life Insurance	243	243	-		
02433523	52200	WT- FICA	21,276	21,276	-	Based on wages: 6.2%	
02433523	52210	WT- Medicare	4,976	4,976	-	Based on wages: 1.45%	
02433523	52300	WT- Retirement Town	46,430	46,430	-	Based on wages: 13.53%	
02433523	52600	WT- Workers Comp Insurance	10,037	10,037	-	Primex estimate (5% increase YOY)	
		Benefits Total	193,150	193,150	-		
02433523	55022	WT- Building Maintenance	12,000	12,000	-	3 buildings @ SWTP & GWTP	
02433523	55368	WT- Basin/Lagoon Cleaning	5,000	5,000	-	SWTP clearwell cleaning, GWTP basin cleanings	
02433523	55105	WT- Equipment Maintenance	45,000	45,000	-	Repair pumps & blowers; replacement parts; chemical tubing; \$15k for Clearwell/CRT/River intake cleaning and inspection	
02433523	55294	WT- Supplies Lab Equip	30,000	30,000	-	Safe Drinking Water Act compliance; chloramine testing reagents & field units; in-line instrumentation calibration	
02433523	55055	WT- Consulting	55,000	-	(55,000)	Chloramine nitrification action plan assistance; PFOA asstt, Part Time Water Treatment Supervisor \$50K	
02433523	55270	WT- Software Equip/Contracted Srv	10,000	10,000	-	VT SCADA/telemetry support, hydraulic model H2O Map	
02433523	55173	WT- Licenses	1,000	1,000	-	Treatment licenses exams/renewals \$50/ea	
02433523	55190	WT- Mobile Communication	2,600	2,600	-	WTP Operations Supervisor cellphone and WTP Ipad for SCADA	
02433523	55545	WT- Fire Alarm Communication	1,500	1,500	-	SWTP/GWTP fire alarms	
02433523	55257	WT- Safety Equipment	1,500	1,500	-	Boots, gloves, hard hats, eye & hearing protection	
02433523	55314	WT- Uniforms	2,600	2,600	-	Per union contract, 3 emp: Possible addition of 4th Operator	
02433523	55271	WT- Software Services	11,000	11,000	-	VT SCADA software maintenance service	
02433523	55072	WT- Dam Registrations	3,000	3,000	-	Annual NHDES fees/Reservoir & Pickpocket dams	
02433523	55229	WT-Property Taxes	400	400	-	Skinner Springs in Stratham (Pickpocket Dam in Brentwood now tax exempt); Pan Am charges for Summer St	
02433523	55161	WT- Lab testing	40,000	40,000	-	Coliform bacteria, organic carbon, volatile & synthetic, quarterly PFOA/PFAS \$4,500/qr; 30 Lead & Copper samples	
02433523	55034	WT- Chemicals	170,000	170,000	-	11 chemicals including ammonium sulfate for chloramines & greensand filters; New regulations require the addition of ferric chloride for arsenic precipitation. Experiencing high fuel	
02433523	55194	WT- Natural Gas	27,500	27,500	-	surcharges and chemical costs tied to petroleum heating/generator fuel	
02433523	55092	WT- Electricity	90,000	80,000	(10,000)	Pumps, lights, etc.	
02433523	55128	WT- Fuel	3,000	3,000	-	Water Treatment Plant truck: 2nd truck on order	
02433523	55211	WT- Phone Lease Alarms	5,500	5,500	-	AT&T texting alarm services	
		General Expenses Total	516,600	451,600	(65,000)		
		<b>Water Treatment Total</b>	<b>1,052,916</b>	<b>987,916</b>	<b>(65,000)</b>		



Town of Exeter

2024 Water Fund Preliminary Budget

BRC Subcommittee Worksheet v2

Prepared: November 14, 2023 Version #2

See Subcomm Narrative for more detailed discussions.

Org	Object Description	2024 Prelim Budget	2024 Subcommittee Recommendations	Adjustment to Prelim Budget	Explanation	Explanation of Subcommittee Recommendation
<b>Debt Service</b>						
02471125	58024 Water Tank SRF	229,972	229,972	-	2028 Final payment	
02471125	58010 Water Line- Main & Lincoln Sts	120,000	120,000	-	2024 Final payment	
02471125	58012 Portsmouth Ave Waterline	-	-	-	2023 Final payment	
02471125	58023 Lary Lane GWTP SRF	242,133	242,133	-	2036 Final payment	
02471125	58027 Lincoln Street Phase #2	9,593	9,593	-	2032 Final payment	
02471125	58028 Court Street Culvert	3,747	3,747	-	2027 Final payment	
02471125	58032 Washington Street	55,000	55,000	-	2028 Final payment	
02471125	58035 Salem St. Utility Design & Engin	25,385	25,385	-	2024 Final payment	
02471125	58036 Surface Water Plant TTHM Treatment	88,241	88,241	-	2034 Final payment	
02471125	58038 Groundwater Sources	105,000	105,000	-	2025 Final payment	
02471125	58042 Salem St. Utility Improvements	139,706	139,706	-	2036 Final payment	
02471125	58047 Groundwater Exploration	88,900	88,900	-	2036 Final payment	
02471125	58048 Westside Drive Design & Engin	24,197	24,197	-	2028 Final payment ESTIMATE	
02471125	58052 Groundwater Source Development	95,069	95,069	-	2028 Final payment	
02471125	58051 Westside Drive Construction	63,063	63,063	-	2038 Final payment (Bond only, excludes SRF)	
	<b>Water Debt Service Principal Total</b>	<b>1,290,006</b>	<b>1,290,006</b>	-		
02472126	58524 Water Tank SRF	40,774	40,774	-	2028 Final payment	
02472126	58502 Water Line- Main & Lincoln Sts	6,120	6,120	-	2024 Final payment	
02472126	58504 Portsmouth Ave Waterline	-	-	-	2023 Final payment	
02472126	58522 Lary Lane GWTP SRF	69,499	69,499	-	2036 Final payment	
02472126	58525 Lincoln Street Phase #2	4,020	4,020	-	2032 Final payment	
02472126	58529 Court Street Culvert	764	764	-	2027 Final payment	
02472126	58531 Washington Street	13,260	13,260	-	2028 Final payment	
02472126	58535 Salem St. Utility Design & Engin	1,295	1,295	-	2024 Final payment	
02472126	58536 Surface Water Plant TTHM Treatment	5,639	5,639	-	2034 Final payment	
02472126	58538 Groundwater Sources	10,710	10,710	-	2025 Final payment	
02472126	58542 Salem St. Utility Improvements	81,517	81,517	-	2036 Final payment	
02472126	58547 Groundwater Exploration	40,795	40,795	-	2036 Final payment	
02472126	58548 Westside Drive Design & Engin	2,420	2,420	-	2028 Final payment ESTIMATE	
02472126	58552 Groundwater Source Development	24,647	24,647	-	2028 Final payment	
02472126	58551 Westside Drive Construction	49,047	49,047	-	2038 Final payment (Bond only, excludes SRF)	
	<b>Water Debt Service Interest Total</b>	<b>350,507</b>	<b>350,507</b>	-		
	<b>Debt Service Total</b>	<b>1,640,513</b>	<b>1,640,513</b>	-		
<b>Capital Outlay</b>						
02490027	55318 CO- Capital Outlay - Leases	-	-	-	See separate lease schedule	
02490027	57006 CO- Capital Outlay - Equipment	22,500	22,500	-	Air Compressor (split 50/50 water/sewer) CIP p#62	
02490027	57009 CO- Capital Outlay - Vehicle	26,750	26,750	-	See separate lease schedule	
02490027	55361 CO- Capital Outlay - Land Acquisition/Purchase	-	-	-		
02490027	57015 CO- Water System Capital	541,000	541,000	-	Filter/Clarifier Maint. \$441,000 year 2 of contract; Stadium Well Rehab/Repairs \$60,000; River Pump Station Pump Replacement \$40,000	
	<b>Capital Outlay Total</b>	<b>590,250</b>	<b>590,250</b>	-		
	<b>Water Fund Total</b>	<b>5,020,552</b>	<b>4,914,052</b>	<b>(106,500)</b>		



# EXETER PUBLIC WORKS DEPARTMENT

13 NEWFIELDS ROAD • EXETER, NH • 03833-4540 • (603) 773-6157 • FAX (603) 772-1355  
[www.exeternh.gov](http://www.exeternh.gov)

## MEMO

DATE: September 22, 2023  
TO: Russell Dean, Town Manager  
FROM: Paul Vlasich, P.E., Interim Public Works Director  
RE: Public Works Sewer Fund 2024 Budget Request

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### Department: Public Works:

#### General Service Information

**VISION STATEMENT:** Enhancing, Preserving Community & Environment

**CORE VALUES:** Safety, Integrity, Teamwork

**MISSION STATEMENT:** The Exeter Public Works Department is committed to serve the community with excellence. We strive to maintain the road system in the best condition possible, provide a clean and ample supply of water for people to enjoy, and dispose of wastewater in a way that does not pollute, provide for the proper disposal of residential solid waste, promote recycling, ensure warm and clean municipal buildings, and maintain a safe reliable vehicle and equipment fleet. We are committed to rendering quality work while exercising fiscal responsibility. Our commitment to the preservation of the town's antiquity parallels our desire to provide a progressive avenue into the next century.

### Department: Sewer Department

#### General Service Information

The Sewer Department collects sewer through a network of about 53 miles of sewer pipe, 1,423 sewer manholes and 10 sewer pumping stations. The Department operates the wastewater treatment facility located on Newfields Road and treats on average 1.7 million gallons per day of wastewater. Quarterly sewer bills are issued by the Department.

The Sewer Department has eighteen (17) full-time (FT) employees, one (1) part-time (PT) employee and one (1) seasonal temporary laborer/intern. With the exception of the 5 wastewater treatment plant operators, all of these positions are split 50/50 between water and sewer for a total of 11.5 full time equivalents (FTEs) in sewer. There are additional allocations of general fund staff time from within Public Works and other Town departments; these staff counts are not included in the summary above, but are briefly described in the appropriate sections that follow.

The Sewer Fund is an enterprise fund sustained by revenues collected for sewer service. The 2024 proposed budget is \$7,567,340, which is a \$48,038 (0.64%) increase over 2023.

The Sewer Department budget is composed of six (6) functional areas: administration, billing, collection, treatment, debt service and capital outlay.

### **Department: Sewer Division: Administration**

#### **General Service Information**

Administration \$555,918 (7.35% of sewer budget) conducts the planning, project management and administration of the Sewer Department. Wages and benefits reflect the Water/Sewer Manager (50%) and Assistant Manager (50%), Public Works Director (20%), Town Engineer (20%), Assistant Engineer (20%), Engineering Technician (20%), Public Works Office Manager (20%), Office Clerk (20%), Town Manager (12.5%), Executive Assistant (12.5%), IT Coordinator (12.5%), IT Network Administrator (12.5%) and Human Resource Director (10%), Human Resource Generalist (10%), and Human Resource Assistant (PT) (10%).

#### **General Budget Request Discussion/Summary**

FY23 Approved Budget \$515,471

FY24 Budget Request \$555,918

FY24 Budget Increase over FY23 Budget \$40,447 or 7.85%

Increases are due to scheduled increases in wages and benefits; a projected increase of \$4,253 in property insurance; and the establishment of an employee wellness program at \$2,500. These are offset with a reduction of \$7,000 in consulting services.

### **Department: Sewer Division: Billing**

#### **General Service Information**

Billing \$205,633 (2.72% of sewer budget) accounts for costs associated with determining, preparing and issuing sewer bills for sewer customers on a quarterly basis. Water/sewer accounts are broken out into 3 districts, so the sewer billing process is a monthly operation for the department. Utility bill collections are conducted under the Tax/Water/Sewer Collections section at Town Office. Within the Sewer Department, wages and benefits for

one FT and one PT (24 hour/week) utilities billing clerks, split 50/50 between water and sewer billing. Additional wage and benefit allocations include the Collections Office (25%), Finance Director (12.5%), Senior Accountant (12.5%), and HR & Payroll Accountant (12.5%). Expenses in billing include certified mail shutoff notices, audit fees, consulting fees and software fees.

### **General Budget Request Discussion/Summary**

FY23 Approved Budget \$191,614

FY24 Budget Request \$205,633

FY24 Budget Increase over FY23 Budget \$14,019 or 7.32%

Salary and benefit increases represent the majority of the budget increase. Allocations for audit, consulting services and software agreement as well as IT services also contribute to the increase in Billing.

### **Department: Sewer Division: Sewer Collection**

#### **General Service Information**

Sewer Collection \$786,922 (10.40% of sewer budget) is charged with the operation and maintenance of the sewer collection system including gravity and force sewer mains, sewer manholes, pumping facilities, and combined sewer overflow siphons. Staff assigned to this group include 1 utilities foreman, 1 foreman, 2 maintenance technicians, 1 distribution/collection technician, and 3 heavy equipment/system operators. All positions are split 50/50 with water, which equates to 4 FTEs in water distribution and 4 FTEs in sewer collection. Expenses within collection include electricity and heat for 10 sewer pumping stations; building and pump maintenance, check valves, I/O cards, and security; sewer main and manhole repairs, sewer jetting for maintenance and emergency sewer backups; maintenance costs and fuel for 15 vehicles and equipment and 4 trailers (split 50/50).

### **General Budget Request Discussion/Summary**

FY23 Approved Budget \$786,922

FY24 Budget Request \$810,564

FY24 Budget Decrease over FY23 Budget \$(23,642) or -2.92%

Overall general expenses are reduced by \$34,270 in manhole maintenance and pump & control maintenance (one-time reductions due to staffing shortages).

### **Department: Sewer Division: Sewer Treatment**

#### **General Service Information**

Treatment \$1,655,393 (21.8% of sewer budget) covers all costs associated with the treatment of wastewater and operations of the wastewater treatment facility at Newfields Road. Salaries, wages and benefits for operations at the Wastewater Treatment Plant

including 1 supervisor, 1 senior operator and 4 operators (which includes one new FT operator for 7 months). Other major cost components are electricity for pumps, centrifuges and ultraviolet (UV) disinfection equipment; laboratory testing in accordance with the Clean Water Act, the individual NPDES permit and the Great Bay Total Nitrogen General Permit; equipment maintenance for chemical feed pumps, motorized valves and UV bulbs; wastewater treatment chemicals; and natural gas for heating buildings and fuel for generators.

### **General Budget Request Discussion/Summary**

FY23 Approved Budget \$1,639,664

FY24 Budget Request \$1,655,393

FY24 Budget Increase over FY23 Budget \$15,729 or 0.96%

The majority of the increase is in wages and benefits with the addition of one FT operator for 7 months and \$15,000 in both lab testing and solids handling. These are offset with reductions of \$30,000 in both electricity and chemicals and \$27,500 in equipment maintenance.

### **Department: Sewer: Division: Debt Service**

#### **General Service Information**

Debt Service \$4,192,569 (55.40% of sewer budget) includes principal and interest (P&I) payments for previously approved design and construction projects, such as the Wastewater Treatment Facility and the Jady Hill Inflow/Infiltration project.

### **General Budget Request Discussion/Summary**

FY23 Approved Budget \$4,209,659

FY24 Budget Request \$4,192,569

FY24 Budget Decrease over FY23 Budget \$(17,090) or -0.41%

### **Department: Sewer: Division: Capital Outlay**

#### **General Service Information**

Capital Outlay \$170,906 (2.26% of sewer budget) for capital improvements to wastewater facilities, vehicle/equipment replacement and leases. The 2024 budget requests a replacement of the air compressor (split 50/50 with the Water fund).

### **General Budget Request Discussion/Summary**

FY23 Approved Budget \$152,331

FY24 Budget Request \$170,906

FY24 Budget Increase over FY23 Budget \$18,575 or 12.19%

Town of Exeter  
 2024 Sewer Fund Preliminary Budget  
 BRC Subcommittee Worksheet v2  
 Prepared: November 14, 2023 Version #2

See Subcomm Narrative for more detailed discussions.

Org	Object	Description	2024 Prelim Budget	2024 Subcommittee Recommendations	Adjustment to Prelim Budget	Explanation	Explanation of Subcommittee Recommendation
<b>SEWER FUND</b>							
<b>Administration</b>							
03432031	51110	SA- Sal/Wages FT	288,656	288,656	-	2 FT W/S Mgr & Asst Mgr Split 50/50, and GF allocations	
03432031	51200	SA- Sal/Wages PT	3,042	3,042	-	GF allocation (HR Assistant move to FT)	
03432031	51210	SA- Sal/Wages Temp	3,500	3,500	-	PT Seasonal Employee 50/50 W&S Split	
		Salaries Total	295,198	295,198	-		
03432031	52100	SA- Health Insurance	65,945	65,945	-	Allocations from GF	
03432031	52110	SA- Dental Insurance	5,267	5,267	-	Allocations from GF	
03432031	52120	SA- Life Insurance	319	319	-	Allocations from GF	
03432031	52130	SA- LTD Insurance	588	588	-	Allocations from GF	
03432031	52140	SA- Health Insurance Buyout	584	584	-	Allocations from GF	
03432031	52200	SA- FICA	18,302	18,302	-	Based on wages: 6.2%	
03432031	52210	SA- Medicare	4,280	4,280	-	Based on wages: 1.45%	
03432031	52300	SA- Retirement Town	39,055	39,055	-	Based on wages: 13.53%	
03432031	52600	SA- Workers Comp Insurance	5,401	5,401	-	Primex estimate (5% increase YOY)	
		Benefits Total	139,742	139,742	-		
						20% of general office supplies, copy costs, batteries; 50% of meter records maintenance; 50% supplies/maint. multi-function plotter	
03432031	55293	SA- Supplies	4,500	4,500	-		
03432031	55224	SA- Postage	2,000	2,000	-	Postage allocation, IPP notices and MOR reports	
03432031	55055	SA- Consulting Services	5,000	5,000	-		
03432031	55124	SA- Fleet Insurance	859	859	-	Primex estimate (5% increase YOY)	
03432031	55228	SA- Property Insurance	89,318	89,318	-	Primex estimate (5% increase YOY)	
03432031	55158	SA-Insurance Reimbursed Repairs	1	1	-	Damage repairs on insurance claims	
03432031	55170	SA- Legal Expense	7,500	7,500	-	Legal expenses related to EPA permit issues (is this a relevant comment?)	
03432031	55190	SA- Mobile Communications	800	800	-	20% Director, Town Engineer, Asst Engineer cellphones, 50% W/S Manager	
03432031	55002	SA- Advertising	500	500	-	Bid packages, requests for proposals	
03432031	55050	SA- Conf Rooms/Meals	3,500	3,500	-	Annual national conference	
03432031	55091	SA- Education/Training	4,500	4,500	-	Wastewater treatment and collections training	
03432031	55098	SA- Employee Wellness	2,500	2,500	-	Employee wellness needs beyond those provided by the Town's health insurance carrier.	
		General Expenses Total	120,978	120,978	-		
		<b>Administration Total</b>	<b>555,918</b>	<b>555,918</b>	-		

Town of Exeter							
2024 Sewer Fund Preliminary Budget							
BRC Subcommittee Worksheet v2		See Subcomm Narrative for more detailed discussions.					
Prepared: November 14, 2023 Version #2							
Org	Object	Description	2024 Prelim Budget	2024 Subcommittee Recommendations	Adjustment to Prelim Budget	Explanation	Explanation of Subcommittee Recommendation
<b>Billng</b>							
03432134	51110	SB- Sal/Wages FT	89,837	89,837	-	1 FT Utilities Clerk (50/50 split W&S) & GF Allocations	
03432134	51200	SB- Sal/Wages PT	13,819	13,819	-	1 PT Utilities Clerk 24 hrs/wk (from 16 hrs/wk PRYR) (50/50 split W&S)	
03432134	51300	SB- Sal/Wages OT	75	75	-	Allocations from GF	
		Salaries Total	103,731	103,731	-		
03432134	52100	SB- Health Insurance	25,483	25,483	-	Allocations from GF	
03432134	52110	SB- Dental Insurance	1,785	1,785	-	Allocations from GF	
03432134	52120	SB- Life Insurance	108	108	-	Allocations from GF	
03432134	52130	SB - LTD Insurance	114	114	-	Allocations from GF	
03432134	52200	SB- FICA	6,431	6,431	-	Based on wages: 6.2%	
03432134	52210	SB- Medicare	1,504	1,504	-	Based on wages: 1.45%	
03432134	52300	SB- Retirement Town	12,165	12,165	-	Based on wages: 13.53%	
03432134	52600	SB- Workers Comp Insurance	1,259	1,259	-	Primex estimate (5% increase YOY)	
		Benefits Total	48,850	48,850	-		
03432134	55200	SB- Supplies	3,250	3,250	-	Water bill processing, ink cartridges, paper, letterhead, pens, etc - based on historical	
03432134	55224	SB- Postage	2,750	2,750	-	Postage for sewer bills - based on review of historical spend.	
03432134	55055	SB- Consulting Services	1,650	1,650	-	Allocation of actuarial costs for GASB compliance. Split 50/25/25 GF/W/S	
03432134	55014	SB- Audit Fees	14,500	14,500	-	Financial and Single Audit Fees - Allocated btw Finance, Water & Sewer	
03432134	55213	SB- Phone Utilization	6,875	6,875	-	12.5% allocation of IT cost	
03432134	55247	SB- Registry of Deeds			-	Sewer Lien Releases	
03432134	55159	SB- Internet Services	4,646	4,646	-	12.5% allocation of IT internet services (website)	
03432134	55383	SB- Email Archiving	1,238	1,238	-	12.5% allocation of IT cost	
03432134	55270	SB- Software Agreement	17,893	17,893	-	1/2 Munilink UB Software Maintenance (5% incr for 8 mo.) & Munis Allocation @ 7% increase (projected)	
03432134	55308	SB- Travel Reimbursement	250	250	-	Previously was for munis PACE training travel	
03432134	55091	SB- Education & Training			-	Previously was for munis travel	
		General Expenses Total	53,052	53,052	-		
		<b>Sewer Billing Total</b>	<b>205,633</b>	<b>205,633</b>	-		

Town of Exeter  
 2024 Sewer Fund Preliminary Budget  
 BRC Subcommittee Worksheet v2  
 Prepared: November 14, 2023 Version #2

See Subcomm Narrative for more detailed discussions.

Org	Object	Description	2024 Prelim Budget	2024 Subcommittee Recommendations	Adjustment to Prelim Budget	Explanation	Explanation of Subcommittee Recommendation
<b>Collection</b>							
03432532	51110	SC- Sal/Wages FT	236,716	236,716	-	8 FT split 50/50 WD/SC	
03432532	51300	SC- Sal/Wages OT	21,000	21,000	-	WD/SC/WWTP/PS (calls from dispatch or SCADA alarms)	
03432532	51310	SC- Sal/Wages Stand-By	7,280	7,280	-	Pay for after hours on-call status, 2 employees at \$140/week per union contract split 50/50 WD/SC	
03432532	51400	SC- Longevity Pay	2,100	2,100	-	8 FT per union contract split 50/50 WD/SC	
03432532	51121	SC- Education/Training	1,125	1,125	-		
		<b>Salaries Total</b>	<b>268,221</b>	<b>268,221</b>	-		
03432532	52100	SC-Health Insurance	80,516	80,516	-		
03432532	52110	SC- Dental Insurance	5,393	5,393	-		
03432532	52120	SC- Life Insurance	216	216	-		
03432532	52200	SC- FICA	16,630	16,630	-	Based on wages: 6.2%	
03432532	52210	SC- Medicare	3,889	3,889	-	Based on wages: 1.45%	
03432532	52300	SC- Retirement Town	36,290	36,290	-	Based on wages: 13.53%	
03432532	52600	SC- Workers Comp Ins	10,037	10,037	-	Primex estimate (5% increase YOY)	
		<b>Benefits Total</b>	<b>152,971</b>	<b>152,971</b>	-		
03432532	55022	SC- Building Maintenance	10,000	10,000	-	10 pumping stations	
03432532	55105	SC- Equipment Maintenance	5,000	5,000	-	consumables; repairs; cutting heads	
03432532	55252	SC- Road Repairs	20,000	10,000	(10,000)	Sewer trench paving; compaction test requirements, service repairs at mains	
03432532	55153	SC- I/I Abatement	20,000	5,000	(15,000)	Maint., catch basin & sump pump removal, smoke & dye testing	
03432532	55369	SC- Pipe Relining	40,000	5,000	(35,000)	Relining vitrified clay, RCP	
03432532	55319	SC- Vehicle Maintenance	10,000	10,000	-	10 vehicles, 3 trailers, split 50/50 with water dist	
03432532	55140	SC- Grit Removal	2,750	2,750	-	Transport of gravel, sand, etc. to Waste Management	
03432532	55543	SC- CSO Monitoring	18,500	13,500	(5,000)	Maintenance fee for Combined Sewer Overflow (CSO) \$ 13.5K annual contract for monitoring NPDES public notification of CSO events \$5000	
03432532	55179	SC- Manhole Maintenance	50,000	50,000	-	Manholes, piping & service repairs (reduce \$20k due to staffing shortages)	
03432532	55236	SC- Pump & Control Maintenance	30,000	30,000	-	Maintain 22 sewer pumps; wear rings, impellers, shaft couplings, seals	
03432532	55173	SC- Licenses	850	850	-	19 certifications for 16 individuals in sewer collection; 1/2 master electrician (due in Nov)	
03432532	55190	SC- Mobile Communications	1,780	1,780	-	4 MiFi's (50%) Verizon contract increase	
03432532	55003	SC- Drug/Alcohol Testing	500	500	-	Contract w/Fleet Screen & Convenient MD; USDOT required random testing for all CDL holders & screening	
03432532	55545	SC- Fire Alarm Communication	1,500	1,500	-	Main Pump Station fire alarm, Webster Pump Station	
03432532	55257	SC- Safety Equipment	2,750	2,750	-	PPE & tools for new asbestos pipe OSHA standards, confined space equip. maint.	
03432532	55314	SC- Uniforms	2,400	2,400	-	7 split 50/50 WD/SC	
03432532	55136	SC- GIS Software	10,000	10,000	-	Software revisions/maintenance; handheld and software agreement with TISales; new asset mngt modules	
03432532	55260	SC- SCADA Software	3,000	3,000	-	Software annual maintenance; I/O cards	
03432532	55301	SC- Tools	2,500	2,500	-	Sewer augers, CCTV parts	
03432532	55194	SC- Natural Gas	15,000	15,000	-	Heat & generator fuel; increase in price	
03432532	55092	SC- Electricity	105,000	105,000	-	Heat, lights, pumps, etc.	
03432532	55128	SC- Fuel	14,200	14,200	-	Diesel, propane, gasoline for vehicles, equipment and pumping stations; increase in price	
		<b>General Expenses Total</b>	<b>365,730</b>	<b>300,730</b>	<b>(65,000)</b>		
		<b>Collection Total</b>	<b>786,922</b>	<b>721,922</b>	<b>(65,000)</b>		



Town of Exeter							
2024 Sewer Fund Preliminary Budget							
BRC Subcommittee Worksheet v2			See Subcomm Narrative for more detailed discussions.				
Prepared: November 14, 2023 Version #2							
Org	Object	Description	2024 Prelim Budget	2024 Subcommittee Recommendations	Adjustment to Prelim Budget	Explanation	Explanation of Subcommittee Recommendation
<b>Treatment</b>							
03432633	51110	ST- Sal/Wages FT	331,804	331,804	-	6 FT (including 1 new operator for 9 months)	
03432633	51300	ST- Sal/Wages OT	19,000	19,000	-	average OT rate = \$36.95/hr, 514 hours	
03432633	51310	ST- Sal/Wages Stand-By	14,560	14,560	-	After hrs on-call status, 2 employees at \$140/wk per contract	
03432633	51350	ST- Sal/Wages Storm Related FEMA			-	Expenses related to declared emergencies	
03432633	51400	ST- Longevity Pay	850	850	-	1 FT per union contract	
03432633	51121	ST- Education/Training	750	750	-		
		Salaries Total	366,964	366,964	-		
03432633	52100	ST- Health Insurance	128,921	128,921	-	1.5% decrease in the premium rate	
03432633	52110	ST- Dental Insurance	8,749	8,749	-	1.5% increase in the premium rate	
03432633	52120	ST- Life Insurance	297	297	-	No change in the premium rate	
03432633	52200	ST- FICA	22,752	22,752	-	Based on wages: 6.2%	
03432633	52210	ST- Medicare	5,321	5,321	-	Based on wages: 1.45%	
03432633	52300	ST- Retirement Town	49,650	49,650	-	Based on wages: 13.53%	
03432633	52600	ST- Workers Comp Insurance	10,039	10,039	-	Primex estimate (5% increase YOY)	
		Benefits Total	225,729	225,729	-		
03432633	55022	ST- Building Maintenance	11,000	11,000	-	3 high exposure buildings; 6 new bldgs & 4 large process tanks Chem feed pumps, flow meters, motorized valves, aerators; new centrifuges (2), RAS/WAS pumps (6), UV Bulbs, Ballasts & wiper motors (\$50k); DO, ORP & TN probes replacement; Atlas Copco, Solarbee circulator maint contract	
03432633	55105	ST- Equipment Maintenance	120,000	100,000	(20,000)	Invasive species control in lagoons from 2x to 3x/yr biennial inspection & cleaning if needed: original vendor retired 2023 = \$5500	
03432633	55337	ST- Weed Control	4,500	4,500	-	5 significant industrial permits with monitoring Inter-lagoon sluice gates/piping, wires, etc. Required training for licensing; professional development; master electrician 15 hr training	
03432633	55204	ST- Outfall Dredging	6,000	6,000	-	WWTP operators' 1 MiFi for SCADA backup WWTF fire alarms and SCADA alarms, 7 @ \$1500/building; 2 ATT CELLULAR ALARM DIALERS	
03432633	55154	ST- Industrial Pre-treat	15,000	15,000	-	Contract w/Fleet Screen & Convenient MD; USDOT required random testing for all CDL holders & screening new hires PPE, gas monitors, Tyvek suits, gloves, confined space equip. maint.	
03432633	55220	ST- Pond/Lagoon Maintenance	2,000	2,000	-	uniforms for 5 operators Possibly adding 5th operator in 2024 Software revisions/annual maintenance	
03432633	55173	ST- Licenses	1,000	1,000	-	Annual NHDES dam fees for WWTP and Clemson Pond lagoons CSO testing, GBTN Permit testing, NPDES EPA effluent testing (PFAS/PFOA, Arsenic), groundwater monitor report, Great Bay & river monitoring from \$75k & TN annual report; Biosolids monitoring (PFAS/PFOA including car washes)	
03432633	55190	ST- Mobile Communications	3,000	3,000	-	polymer, magnesium hydroxide & supplemental carbon Biweekly centrifuge solids generation & weekly disposal at	
03432633	55545	ST- Alarm Communications	8,000	8,000	-	Turnkey; July 2023 price increase (\$135 per ton to \$145 per ton)	
03432633	55003	ST- Drug/Alcohol Testing	500	500	-	Building heat; increase in price Aerators, lights, recirc. & chem feed pumps; increase in rate	
03432633	55257	ST- Safety Equipment	3,500	3,500	-	2 vehicles; increase in price	
03432633	55314	ST- Uniforms	3,700	3,700	-	Hydrogen sulfide monitoring	
03432633	55260	ST- SCADA Software/Hardware	7,500	7,500	-		
03432633	55072	ST- Dam Registration	1,500	1,500	-		
03432633	55161	ST- Lab Testing	135,000	120,000	(15,000)		
03432633	55034	ST- Chemicals	130,000	130,000	-		
03432633	55373	ST- Solids Handling	325,000	325,000	-		
03432633	55194	ST- Natural Gas	30,000	30,000	-		
03432633	55092	ST- Electricity	250,000	250,000	-		
03432633	55128	ST- Fuel	5,400	5,400	-		
03432633	55131	ST- Gas Monitoring	100	100	-		
		General Expenses Total	1,062,700	1,027,700	(35,000)		
		<b>Sewer Treatment Total</b>	<b>1,655,393</b>	<b>1,620,393</b>	<b>(35,000)</b>		

Town of Exeter  
 2024 Sewer Fund Preliminary Budget  
 BRC Subcommittee Worksheet v2  
 Prepared: November 14, 2023 Version #2

See Subcomm Narrative for more detailed discussions.

Org	Object Description	2024			Explanation	Explanation of Subcommittee Recommendation
		2024 Prelim Budget	Subcommittee Recommendations	Adjustment to Prelim Budget		
<b>Debt Service</b>						
03471135	58009 Jady Hill Phase II	130,000	130,000	-	2032 Final payment	
03471135	58013 Portsmouth Av Sewerline			-	2023 Final payment	
03471135	58011 Sewerline Lincoln & Main Sts	15,000	15,000	-	2024 Final payment	
03471135	58025 Lincoln Street Ph#2	53,219	53,219	-	2032 Final payment	
03471135	58035 Salem St. Utility Design & Engin	24,538	24,538	-	2024 Final payment	
03471135	58033 Wastewater Treatment Plant	2,620,678	2,620,678	-	2039 Final payment	
03471135	58040 SWTP Lagoon Sludge Removal	145,000	145,000	-	2036 Final payment	
03471135	58041 Salem St. Utility Improvements	88,853	88,853	-	2036 Final payment	
03471135	58046 Westside Drive Design & Engin	8,737	8,737	-	2028 Final payment ESTIMATE	
03471135	58053 Court Street Pump Station	76,056	76,056	-	2028 Final payment	
03471135	58051 Westside Drive Construction	19,757	19,757	-	2038 Final payment (Bond only, excludes SRF)	
	Sewer Debt Service Principal Total	3,181,838	3,181,838	-		
03472136	58520 Jady Hill Phase II	27,350	27,350	-	2032 Final payment	
03472136	58505 Portsmouth Ave Sewerlins			-	2023 Final payment	
03472136	58503 Sewerline Lincoln & Main Sts	765	765	-	2024 Final payment	
03472136	58526 Lincoln Street Ph#2	22,299	22,299	-	2032 Final payment	
03472136	58535 Salem St. Utility Design & Engin	1,251	1,251	-	2024 Final payment	
03472136	58533 Wastewater Treatment Plant	786,203	786,203	-	2039 Final payment	
03472136	58540 SWTP Lagoon Sludge Removal	85,060	85,060	-	2036 Final payment	
03472136	58541 Salem St. Utility Improvements	51,845	51,845	-	2036 Final payment	
03472136	58546 Westside Drive Design & Engin	874	874	-	2028 Final payment ESTIMATE	
03472136	58553 Court Street Pump Station	19,717	19,717	-	2028 Final payment	
03472136	58551 Westside Drive Construction	15,366	15,366	-	2038 Final payment (Bond only, excludes SRF)	
	Sewer Debt Service Interest Total	1,010,731	1,010,731	-		
	<b>Debt Service Total</b>	<b>4,192,569</b>	<b>4,192,569</b>	-		
<b>Capital Outlay</b>						
03490237	57010 CO- Capital Outlay - Leases	106,655	106,655	-	See separate Lease schedule	
	CO- Capital Outlay - Land					
03490237	55361 Acquisition/Purchase	1	1	-		
03490237	57006 CO- Capital Outlay - Equipment	22,500	22,500	-	Air Compressor (split 50/50 water/sewer) CIP p#62	
03490237	57017 CO- Capital Outlay- WWTP	15,000	15,000	-	coating repairs to WWTF UV basin walls and flume walls	
03490237	57009 CO- Capital Outlay - Vehicle	26,750	26,750	-	See separate Lease schedule	
	<b>Capital Outlay Total</b>	<b>170,906</b>	<b>170,906</b>	-		
<b>Sewer Appropriations from Reserves</b>						
03490363	55010 SF- Approp from Res Rate Study			-		
	<b>Sewer Appropriations from Reserves Total</b>	-	-	-		
	<b>Sewer Fund Total</b>	<b>7,567,340</b>	<b>7,467,340</b>	<b>(100,000)</b>		