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**Board of Finance  
Regular Meeting  
March 22, 2023 6:30 PM  
Veteran's Meeting Room  
Warren Memorial Town Hall**

1. The meeting was called to order at 6:33 PM by Chairman Moriarty.
2. Present were Chairman Moriarty, and members Steve Geryk, Matthew McKenney, Richard Shuck, and David Walsh.

Also present were Chair of the Stafford Library Board Susan Philips, Stafford Library Director Christopher Frank, WPCA Superintendent Rick Hartenstein, and interim Director of Finance Lynn Nenni.

3. Upon motion of Mr. Walsh and seconded by Mr. McKenney, the Board unanimously approved the minutes of the March 13th meeting.
4. Mr. Frank was present to review the proposed 2023-2024 Library Budget, as approved by the Stafford Public Library Board on March 9, 2023. The budget represents a 3.50% increase over the present budget of \$574,457.00 (+\$20,086). *(attached)* He explained that this budget is funding a vacant part time position that he is hoping to fill so the Library can reopen on Wednesday evenings and Saturday afternoons. Over this past year, the Library has offered 162 programs attended by 3,379 people, and 29,994 items were checked out. The Board thanked Mr. Frank and the staff of the library for their dedicated work.
5. Mr. Hartenstein reviewed the Water Pollution Control Authority (WPCA) proposed budget FY 2023-2024 budget of \$1,994,326, approved by the WPCA on March 20, 2023, and represents a decrease of \$3,346 over the FY 2022/2023 budget. He also presented the Water Pollution Control Facility Capital Account 10 Year Plan, and a 5-10 Year Capital Improvement Projects. *(attached)*
6. Upon motion of Steve Geryk and seconded by Mr. McKenney, the Board voted unanimously to adjourn the meeting at 7:30 pm.

Respectfully submitted,



Erin Kirchhoffer  
Recording Secretary

## Stafford Library 2023-2024 Proposed Budget

	2022-2023	2023-2024	\$	%
	Request	Request	difference	difference
1004 Salaries (part time)	109,056.00	116,032.00	6,976.00	6.40%
1184 Salaries (full time)	238,879.00	245,648.00	6,769.00	2.83%
2015 FICA	26,744.00	27,782.00	1,038.00	3.88%
2030 Group Health and Life	72,250.00	70,100.00	-2,150.00	-2.98%
2035 Retirement	39,205.00	45,430.00	6,225.00	15.88%
2111 Longevity	1,672.00	1,480.00	-192.00	-11.48%
3100 Postage	550.00	550.00	0.00	0.00%
3330 Maintenance	6,500.00	7,500.00	1,000.00	15.38%
3805 Continuing Education	3,000.00	3,000.00	0.00	0.00%
4100 Utilities: Electricity	24,411.00	24,411.00	0.00	0.00%
4102 Utilities: Water	560.00	560.00	0.00	0.00%
4500 Telephone	2,930.00	3,000.00	70.00	2.39%
5100 Office and library supplies	2,550.00	2,550.00	0.00	0.00%
5200 Mileage, professional dues, travel	1,500.00	1,500.00	0.00	0.00%
5800 Books, DVDs, periodicals, etc.	40,000.00	40,000.00	0.00	0.00%
7410 CAP Equipment	650.00	1,000.00	350.00	53.85%
8255 Programs	4,000.00	4,000.00	0.00	0.00%
<b>Total</b>	<b>574,457.00</b>	<b>594,543.00</b>	<b>20,086.00</b>	<b>3.50%</b>

**Stafford Library Budget Line Breakdown**

**1004 Salaries Part-Time: \$116,032**

Breakdown by Position:

Circulation Coordinator	\$26,399 - 26 hours per week
Library Assistant	\$18,442 - 19 hours a week
Library Assistant	\$18,442 - 19 hours per week
Library Assistant	\$18,442 - 19 hours per week
Library Assistant (vacant)	\$16,598 - 19 hours per week
Custodian	\$15,709 - 15 hours per week
Overtime Allowance	\$2000

**1184 Salaries Full-Time: \$245,648**

Breakdown by Position: (All full-time positions are 35 hours per week)

Library Director	\$73,188
Children's Librarian	\$54,098
Technical Services Coordinator	\$45,364
Tech Services/Admin. Assistant	\$36,720
Program Coordinator	\$36,279

**2015 FICA: \$27,782**

Derived from Salary Lines

**2030 Group Health and Life \$70,100 per Human Resources Department**

**2035 Retirement: \$45,430 per Human Resources Department**

**2111 Longevity: \$1,480 per Library Union Contract**

**3100 Postage: \$550**

Mailing overdue notices, library correspondence and other miscellaneous mail.

<b>3330 Maintenance:</b>	<b>\$7,500</b>	
Trash hauling (dumpsters)		
Town printer and copier contract for toner and equipment maintenance		
Alarm fees – fire and burglar alarms		
Security camera fees		
Fire extinguisher inspection fee		
Phone system software fee		
Pest control		
US flags for flagpole		
Some custodial supplies		
Other building related fees not paid for by town		
<b>3805 Continuing Education:</b>	<b>\$3000</b>	
Job-related tuition reimbursement and job-related workshops.		
<b>4100 Utilities Electric:</b>	<b>\$24,411</b>	per Treasurers Office
<b>4102 Utilities Water:</b>	<b>\$560</b>	Based on usage
<b>4500 Telephone:</b>	<b>\$3,000</b>	
<b>5100 Office and Library supplies:</b>	<b>\$2,550</b>	
Library cards		
Library book jackets and book laminate		
Spine labels		
Book barcode labels		
Receipt printer paper		
Copier and printer paper		
General office supplies		

**5200 Mileage, Professional Dues, Travel: \$1,500**

Membership dues for the Library for the following:

- Connecticut Library Consortium – A consortium that negotiates discounts for member libraries with book and library supply vendors
- FindIT CT - State of Connecticut state-wide interlibrary loan system software
- The Association of Connecticut Library Boards

**5800 Books, DVDs, periodicals, etc: \$40,000**

Books, DVDs, audiobooks, electronic books (e-books), magazine subscriptions, newspaper subscriptions, and other library materials.

**7410 Capitol Equipment: \$1000**

Office or library furniture, shelving units, library equipment, or other non-recurring equipment expense.

**8255 Programs: \$4000**

Program presenters and program supplies.

# WPCA 2023-2024 Budget

\$370.00 a Year

WPCF	Approved	Proposed	% Increase or Decrease	Different
	2022-2023	2023-2024		
Salaries: Operational Personnel	502,504	449,405	-10.6%	53,099 Wages for 6 WPCF employees
Salaries: Overtime-Weekends	14,000	14,500	3.6%	500 contracted weekend work
Salaries: Overtime-Call-Ins	10,000	12,000	20.0%	2,000 emergency call-ins
Salaries: Overtime-On-Call	6,225	6,225	0.0%	0 on-call
Fees: Recording Secretary	1,200	1,200	0.0%	0 \$75 per monthly meetings plus any special meetings
Uniform Allowance	4,500	3,000	-33.3%	1,500 \$1400 boot allow; \$3,100 Uniforms
FICA/Medicare Emp.	36,000	34,400	-4.4%	1,600 Federal and State withholding - taxes 7.65% of salaries
Workers Comp Policy	23,000	27,000	17.4%	4,000 annual premium allocation to USI
Unemployment			#DIV/0!	0
Group Health & Life	142,142	135,243	-4.9%	6,899 bimonthly payment for employee health benefits
Employee Retirement	105,571	105,575	0.0%	4 annual contribution to Pension Plan
Professional Fees	0	0	#DIV/0!	0 annual premium allocation to USI
General Liability Policy	42,000	48,000	14.3%	6,000 annual premium allocation to USI
Property Policy	0	0	#DIV/0!	0 annual premium allocation to USI
Commercial Lines Fee	0	0	#DIV/0!	0 annual premium allocation to USI
Excess Liability Policy	0	0	#DIV/0!	0 annual premium allocation to USI
Auto Policy	0	0	#DIV/0!	0 annual premium allocation to USI
Postage	2,500	2,500	0.0%	0 special mailings including postage meter
Public notices-Liens	4,750	4,750	0.0%	0 6 legals for collections @ \$500; Notices pertaining to changes; lien recordings
Legal Services	4,600	4,600	0.0%	0 2 semiannual payment of \$1000 to Paradiso and Muska for legal services.
Engineering Consultation	10,000	10,000	0.0%	0 misc professional advice
Cont. Service/Agreements	25,000	35,000	40.0%	10,000 Collections Software Support, Copiers, Scada Security
Repair & Maintenance: Vehicles	15,000	15,000	0.0%	0 general mechanic repairs
Repair & Maint : Plant	100,000	100,000	0.0%	0 buildings, UV, filters, equipment maintenance
Continuing Education	5,000	5,000	0.0%	0 memberships to WPCA organizations, classes and books
Test: Heavy Metals & Toxic	25,000	30,000	20.0%	5,000 in/leak samples for ammonia, copper, lead, zinc, quarterly test toxicity of sludge
Drug & Alcohol tests/misc.	750	750	0.0%	0 annual cost / random drug tests for CDL/Class A employees
Utilities: Electricity	135,000	126,285	-6.5%	8,715 Plant; Pump Stations - Lake Shore; Meadow; Orcutt; W. Staff
Utilities: Water	1,200	1,500	25.0%	300 \$375 per quarter for plant
Utilities : Heat	23,000	23,000	0.0%	0 11000 gallons @ \$1.80
Utilities: Diesel for Generators	2,000	2,000	0.0%	0 fuel to enable generators to run
Disposal of Sludge	126,000	84,000	-33.3%	42,000 monthly avg. disposal fee of \$6,000
Telephone	10,000	10,000	0.0%	0 monthly internet / phone for plant / PS alarms; cell phone reims
Insurance Bonding	200	200	0.0%	0 Annual payment for Bond certificate for Collector of Revenues
Office Supplies	4,400	4,400	0.0%	0 Basic office needs - paper; folders; binders; clips; etc.; stationary & forms
Laboratory, Supplies & Mat.	10,000	25,000	150.0%	15,000 test papers, cylinders, filters, cones and general lab necessities New Spectrophotometer
Process Chemicals	32,700	42,000	28.4%	9,300 Oder Control Rt 190 PS, Sludge Thickening; Alkalinity for Nitrification
Equipment/Supplies	5,000	5,000	0.0%	0 General needs for facility maintenance
Vehicle Gas & Oil	12,000	13,500	12.5%	1,500 3800 avg yearly gallons x \$3.50
Sewer Line System Maintenance	100,000	110,000	10.0%	10,000 main sewer pipe maint; Manhole replacement;
Pump Stations	1,000	1,000	0.0%	0 pump station maintenance
State Inspection/Permit Fees	17,500	17,500	0.0%	0 \$2,400 NPDES Yearly Fee; \$15,000 Est Cost for Nitrogen Credit Exchanges
CAP - Spec. Rev. Comp. Fund	6,600	6,500	-1.5%	100 sinking fund for future benefit payout
CAP - Pump Stations	5,000	5,000	0.0%	0 sinking fund for future pump station improvement
CAP - Line Maint	89,000	80,000	15.9%	11,000 sinking fund for future improvements to sewer line
CAP - Equipment	70,000	67,000	-4.3%	3,000 sinking fund for future purchase of capital equipment
CAP - Vehicle Replacement	49,500	30,000	-39.4%	19,500 future purchase of trucks/equipment and 25K 10 year pay back for Vac-Con (4)
Inflow/Infiltration	100,000	100,000	0.0%	0 sinking fund for future I/I work
Rental of Sewer Pipe: RR	2,250	2,265	0.7%	15 Yearly fee for pipe and powerline crossing under tracks
BOND Payment	40,450	99,060	144.9%	58,610 Bond for RT-190 PS
<b>TOTAL</b>	<b>1,902,542</b>	<b>1,899,358</b>		
Adjustment for Uncollected Fees	95,127	94,968		
<b>TOTAL EXPENDITURES</b>	<b>1,997,669</b>	<b>1,994,326</b>		
<b>REVENUES</b>				
User Fees	1,829,722	1,889,526		
Prior Collections	55,000	55,000		
Septic	32,500	34,350		
Interest Earned	950	950		
Connection Fees	9,000	9,000		
Elderly Housing	5,500	5,500		
Other 3M Surcharge	65,000	0		
Cash Balance	0	0		
<b>TOTAL</b>	<b>1,997,672</b>	<b>1,994,326</b>		

**PROPOSED SEWER USER RATE CHARGES  
FOR  
FISCAL YEAR JULY 1, 2023 THROUGH JUNE 30, 2024**

The following are the proposed sewer user charges, for Fiscal Year 2023/2024:

1. Level 1	Residence, Per Single Unit (0 – 62,000 Gallons Per Year)	\$370.00
2. Level 2	0 - 62,000 Gallons Per Year	370.00
3. Level 3	62,001 - 124,000 Gallons Per Year	740.00
4. Level 4	124,001 - 186,000 Gallons Per Year	1,110.00
5. Level 5	186,001 - 248,000 Gallons Per Year	1,480.00
6. Level 6	248,001 - 310,000 Gallons Per Year	1,850.00
7. Level 7	310,001 - 372,000 Gallons Per Year	2,220.00
8. Level 8	372,001 - 434,000 Gallons Per Year	2,590.00
9. Level 9	434,001 - 496,000 Gallons Per Year	2,960.00
8. Level 8	Over 496,001 will be \$5.97 per 1,000 gallons or portions thereof	
9. Level 9	Septic Dumpings will be \$0.085 per gallon	

**WPCF CAPITAL ACCOUNT 10 YEAR PLAN**

	<u>Vehicle</u>	<u>Pump Station</u>	<u>Major Sewer Line</u>	<u>Capital Equipment</u>	<u>Special Revenue</u>	
	<u>25-340-7245</u>	<u>25-340-7240</u>	<u>25-340-7241</u>	<u>25-350-7242</u>	<u>25-340-7235</u>	
	<u>Repair</u>	<u>Replacement</u>	<u>Repair</u>	<u>Repair</u>	<u>Replace</u>	<u>Compensation</u>
	<u>Replacement</u>	<u>Replacement</u>	<u>Replacement</u>	<u>Replace</u>	<u>Replace</u>	<u>Compensation</u>
						<u>TOTALS</u>
<b>Beginning Balance</b>	\$ 90,000.00	\$ 5,000.00	\$ 311,300.00	\$ 481,955.00	\$ 5,000.00	\$ 893,255.00
<b>FY 21-22</b>	\$ 35,000.00	\$ 5,000.00	\$ -	\$ 16,000.00	\$ 2,500.00	\$ 58,500.00
<b>22-23</b>	\$ 49,500.00	\$ 5,000.00	\$ 68,000.00	\$ 68,000.00	\$ 6,600.00	\$ 197,100.00
<b>23-24</b>	\$ 30,000.00	\$ 5,000.00	\$ 80,000.00	\$ 67,000.00	\$ 6,500.00	\$ 188,500.00
						\$ -
<b>Ending Balance</b>	\$ 204,500.00	\$ 20,000.00	\$ 459,300.00	\$ 632,955.00	\$ 20,600.00	\$ 1,337,355.00
<b>10 Year GOAL</b>	500,000.00	50,000.00	600,000.00	1,000,000.00	20,000.00	2,170,000.00
	Replacement and Major Repairs of Vehicles	Replacement of Components	Manhole Raising, Frames, Covers, Repairs	UV Bulbs, Filters, Valves, Pumps Mechanical Equipment	Employee Benefit Payout	

**5-10 Yr. Capital Improvement Projects**

Aeration Actuators	2 year	\$ 40,000.00	2023
Peterbilt Replacement	5 Year	\$ 150,000.00	2025
Ultra Violet Upgrade	5 year	\$ 500,000.00	2026
I&I Repairs	Over 5 years	\$ 500,000.00	2027