



Colchester Sewer and Water Commission

Fiscal Year 2014 – 2015

Operating Budgets

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The Colchester Sewer and Water Commission will hold a Public Hearing to present and gather public comment on the proposed budget for the 2014/2015 Fiscal Year including proposed rate schedules on Thursday, May 8, 2014 at 7:00 p.m. at the Colchester Town Hall

2014-2015 Fiscal Year Sewer and Water Comm. Operating Budget 1.5% Increase on water only user fees

EXPENSE	12/13 ACTUAL	13/14 APPROVED BUDGET	14/15 PROPOSED BUDGET	DIFFERENCE
WATER OPERATING				
4003210 40101 Regular Payroll	\$ 280,460.65	\$ 291,225	\$ 302,612	\$ 11,386
4003210 40103 Overtime	\$ 29,521.17	\$ 26,573	\$ 29,286	\$ 2,713
4003210 40105 Contr Temp Occas				\$ -
4003210 40106 Misc Payroll	\$ 1,900.00	\$ 5,200	\$ 9,100	\$ 3,900
4003210 41210 Employee Related Insurance 4	\$ 44,097.69	\$ 67,062	\$ 64,667	\$ (2,395)
4003210 41230 FICA & Pension	\$ 38,529.08	\$ 39,649	\$ 43,602	\$ 3,953
4003210 42301 Office Supplies	\$ 1,495.07	\$ 1,700	\$ 2,200	\$ 500
4003210 42323 Prot Clothing & Safety Equipment	\$ 1,053.28	\$ 1,508	\$ 1,619	\$ 111
4003210 42340 Operating Supplies	\$ 89,028.32	\$ 79,000	\$ 60,830	\$ (18,170)
4003210 43213 Travel Training & Meetings	\$ 2,143.00	\$ 2,100	\$ 2,100	\$ -
4003210 43258 Dues & Subscriptions	\$ 2,101.00	\$ 1,918	\$ 2,405	\$ 487
4003210 44203 Legal	\$ 80.00	\$ 2,000	\$ 1,000	\$ (1,000)
4003210 44206 Municipal Insurance	\$ 12,784.16	\$ 13,770	\$ 13,868	\$ 98
4003210 44208 Professional Services	\$ 27,119.73	\$ 16,250	\$ 17,050	\$ 800
4003210 44217 Postage	\$ 2,131.79	\$ 3,500	\$ 3,500	\$ -
4003210 44223 Service Contracts	\$ 9,858.41	\$ 9,515	\$ 12,565	\$ 3,050
4003210 44231 Advertising	\$ 283.37	\$ 600	\$ 600	\$ -
4003210 44238 Uniform Rentals	\$ 834.50	\$ 884	\$ 1,394	\$ 510
4003210 44244 Refunds for Overpayments		\$ 50	\$ 50	\$ -
4003210 44255 Refunds for Tax or Liens	\$ 200.00	\$ 300	\$ 300	\$ -
4003210 44262 Audit	\$ 5,500.00	\$ 5,500	\$ 5,500	\$ -
4003210 44285 Lab Fees	\$ 10,390.00	\$ 11,750	\$ 10,357	\$ (1,393)
4003210 45216 Telephone	\$ 7,256.95	\$ 6,300	\$ 7,464	\$ 1,164
4003210 45221 Fuel/Heating	\$ 17,225.27	\$ 19,500	\$ 21,300	\$ 1,800
4003210 45622 Electric	\$ 104,036.77	\$ 106,000	\$ 98,000	\$ (8,000)
4003210 46224 Equipment Repairs	\$ 16,581.29	\$ 13,000	\$ 13,000	\$ -
4003210 46226 Building Repairs	\$ 4,830.00	\$ 5,000	\$ 6,000	\$ 1,000
4003210 46390 Vehicle Maintenance	\$ 1,529.21	\$ 3,000	\$ 4,000	\$ 1,000
4003210 48404 Machinery & Equipment			\$ 1,000	\$ 1,000
4003210 48416 Office Equipment	\$ 692.32	\$ 750	\$ 1,000	\$ 250
4003210 49245 Bond Principal	\$ 134,020.45	\$ 111,354	\$ 111,354	\$ -
4003210 49246 Bond Interest	\$ 43,765.99	\$ 40,432	\$ 40,432	\$ -
4003210 49247 Bond Issuance Costs				\$ -
4003210 50413 Transfers Out to General Fund				\$ -
4003210 50474 Transfers Out to Capital Reserve				\$ -
4003210 50500 Transfers to Capital Projects		\$ 20,000	\$ 20,000	\$ -
4003210 50900 Contingency		\$ 22,754	\$ 26,649	\$ 3,895
4003210 90800 Depreciation - Buidings				\$ -
4003210 91800 Depreciation - Machinery & Equipment				\$ -
4003210 92800 Depreciation - Infrastructure				\$ -
4003210 93800 Depreciation - Improvements				\$ -
4003210 99999 GAAP Audit Adjustment				\$ -
TOTAL	\$ 889,449	\$ 928,145	\$ 934,804	\$ 6,659

2014/2015 Water Budget Justification

- 40101 Regular Payroll - \$302,612
Public Works Director salary (50 percent of Water/Sewer portion) - \$25,750
Water Department Supervisor - \$78,245
Chief Operator Step 7 - 1 man @ (\$31.05 x 8hrs. x 261 days) –(Sewer Portion \$4,160) = \$60,672
Chief Operator Step 3- 1 man @ (\$28.34 x 8hrs. x 261 days) –(Sewer Portion \$4,160) = \$55,014
Operator Step 4 – 1 man @ \$20.99 x 8 hrs. x 261 days = \$43,827
Financial Manager salary (50 percent) - \$24.85 x 8 x 261 x 0.5 = \$25,943
Admin. Asst. (50 percent of Water/Sewer portion) - \$20.90 x 8 x 261 x 0.25 = \$10,910
longevity pay - \$2,250
- 40103 Overtime - \$26,573
scheduled OT-4 hrs/day x 104 weekend days x \$44.54= \$18,530
scheduled OT-4 hrs/day x 13 holidays x \$44.54 = \$2,316
repair/emergency related OT - 70 hrs. x \$120.57= \$8,440
- 40106 Misc. Payroll - \$9,100
On-Call pay
- 41210 Employee Related Insurance - \$64,666
Health, LTD, Life, AD&D, W/C
- 41230 FICA - \$43,602
0.0765 of payroll, OT, and 401a
401a contribution
- 42301 Office Supplies - \$2,200
1/2 of office supply needs - \$3,600/2
1/2 of office equipment under \$100 - \$800/2
- 42323 Protective Clothing & Safety Equipment - \$ 1,619
boots, gloves, eye, ear protection, respirator cartridges, Rain Gear etc.
- 42340 Other Purchase & Supplies - \$79,000
Plant operation chemicals - \$40,000
Pipe Locator Metro Tech Unit- \$2,560
Plant/Field testing and operating equipment and supplies - \$1,320
Other misc. materials - \$4,000
GPS Location Unit- \$3,750
Hydrant replacement program - \$5,000
Custodial Supplies - \$800
Hand Tools - \$2,400
4 Gas Meter – Confined Space - \$1,000
- 43213 Travel, Training, & Meetings - \$2,100
Training and Continuing Education, public information notices, water week, etc.
- 43258 Dues and Subscriptions - \$2,405
Professional Affiliation (AWWA, ABPA, and CWWA)
Diversion Permit
- 44203 Legal - \$1,000

- 44206 Municipal Insurance - \$13,868

- 44208 Other Professional Services - \$17,050
 - Diversion Permit Stream Flow Monitoring - \$4,800
 - Contractor Repairs on Water Lines and other services - \$10,500
 - Contracted Calibration work - \$1,000
 - Physicals & Testing - Pulmonary for plant staff, D&A monitor - \$750

- 44217 Postage - \$3,500
 - \$7,000/2 budgets – bills, notices, correspondence, etc.

- 44223 Service Contracts - \$12,565
 - Computer software support/network support - \$1,800/yr (split with sewer)
 - Fire extinguisher annual maintenance - \$400
 - Plant and Booster Station generator maintenance agreement - \$2,000
 - Furnace maintenance agreement – WTP 1 and 2 - \$1,000
 - Meter reading eq. and software maintenance agreement - \$1,690/yr. (split with sewer)
 - Grounds Maintenance - \$500
 - Weekly garbage collection - \$320
 - Copier - no lease – split with sewer -\$780
 - SCADA Control maintenance agreement - \$2,100
 - Alarm services - \$220
 - VFD –Service Contract - \$1,200
 - Vibration Analysis – Tower - \$1,400

- 44231 Advertising - \$600
 - advertising of legal notices, etc.

- 44238 Uniform Rentals - \$1,394
 - Union Contract provision for 3 bargaining unit employees

- 44244 Refunds for Overpayment - \$50

- 44255 Refunds - Tax or Liens - \$300

- 44262 Audit - \$5,500
 - year end audit plus fixed asset consultation

- 44285 Lab Fees - \$10,357
 - various weekly, monthly, quarterly, semi-annual, and annual water testing

- 45216 Telephone - \$7,464
 - emergency answering service, pagers, phones, cell phones

- 45221 Fuel-Heating - \$21,300
 - Appx. 10,000 gals \$2.13/gallon

- 45622 Electric - \$98,000
 - avg. \$8,167/mo. x 12 mo.

- 46224 Equipment Repairs - \$13,000
 - Scheduled and unscheduled repairs to plant and well equipment including main breaks

- 46226 Building Repairs - \$6,000
 - Scheduled and unscheduled building repairs and minor (non-capital) improvements, including

repairs at O&M building

- 46390 Vehicle Maintenance - \$4,000
scheduled and unscheduled repairs on three trucks
- 48404 Machinery & Equipment - \$1,000
New Equipment (Pumps, Gauges, etc) unforeseen, where required.
- 48416 Office Equipment - \$1,100
Computer upgrades (split with sewer)
Capital equipment over \$100 (split with sewer)
- 49245 Bond Retirement - \$111,354
Annual Payment \$111,354
- 49246 Bond Interest - \$40,432
Annual Payment \$40,432
- 50500 Transfers To Capital Project - \$20,000
- 50900 Contingency - \$26,649

<u>EXPENSE</u>	12/13 ACTUAL	13/14 APPROVED BUDGET	14/15 PROPOSED BUDGET	DIFFERENCE
SEWER OPERATING				
2403207 40101 Regular Payroll	\$ 54,523.50	\$ 58,803	\$ 70,923	\$ 12,120
2403207 40102 Other Regular & Part Time Payroll			\$ -	\$ -
2403207 40105 Contr, Temp, Occas			\$ -	\$ -
2403207 41210 Employee Related Insurance	\$ 11,359.34	\$ 17,205	\$ 6,641	\$ (10,564)
2403207 41230 FICA & Pension	\$ 7,279.84	\$ 7,966	\$ 9,681	\$ 1,715
2403207 42301 Office Supplies	\$ 1,509.52	\$ 1,700	\$ 2,200	\$ 500
2403207 42323 Prot Clothing & Safety Equipment	\$ -	\$ -	\$ 405	\$ 405
2403207 42340 Operating Supplies	\$ -	\$ 500	\$ 10,520	\$ 10,020
2403207 43213 Travel, Training & Meetings	\$ 250.00	\$ 250	\$ 250	\$ -
2403207 44203 Legal	\$ 448.00	\$ 500	\$ 500	\$ -
2403207 44206 Municipal Insurance	\$ 12,824.10	\$ 13,770	\$ 13,868	\$ 98
2403207 44217 Postage	\$ 2,131.79	\$ 3,500	\$ 3,500	\$ -
2403207 44223 Service Contracts	\$ 3,574.21	\$ 5,745	\$ 5,745	\$ (1)
2403207 44231 Advertising	\$ 322.08	\$ 500	\$ 500	\$ -
2403207 44238 Uniform Rentals	\$ -	\$ -	\$ 105	\$ 105
2403207 44244 Refunds for Overpayment	\$ -	\$ -	\$ -	\$ -
2403207 44255 Refunds for Tax or Liens	\$ 220.00	\$ 300	\$ 300	\$ -
2403207 44262 Audit	\$ 5,500.00	\$ 5,500	\$ 5,500	\$ -
2403207 44268 Joint Sewer Facility Personnel	\$ 101,424.00	\$ 104,740	\$ 104,479	\$ (261)
2403207 45216 Telephone	\$ 3,336.50	\$ 2,800	\$ 2,800	\$ -
2403207 45221 Fuel/Heating	\$ 2,874.17	\$ 3,400	\$ 3,400	\$ -
2403207 45622 Electric	\$ 79,137.29	\$ 81,600	\$ 81,600	\$ -
2403207 46224 Equipment Repairs	\$ 8,158.00	\$ 10,000	\$ 10,000	\$ -
2403207 46269 Joint Sewer Facility Maintenance	\$ 485,697.00	\$ 494,964	\$ 435,817	\$ (59,147)
2403207 48404 Machinery & Equipment	\$ 20,464.00	\$ 15,000	\$ 15,000	\$ -
2403207 48416 Office Equipment	\$ 692.32	\$ 750	\$ 750	\$ -
2403207 50413 Transfers Out to General Fund				\$ -
2403207 50474 Transfers Out to Capital Reserve				\$ -
2403207 50500 Transfers to Capital Project		\$ 10,000	\$ 20,000	\$ 10,000
2403207 50900 Contingency	\$ -	\$ 10,869	\$ 45,879	\$ 35,010
				\$ -
TOTAL	\$ 801,725.66	\$850,362	\$ 850,362	\$ 0

2013/2014 Sewer Budget Justification

- 40101 Regular Payroll - \$70,923
 - Public Works Director salary (50 percent of Water/Sewer portion) - \$25,750
 - Financial Manager salary (50 percent) - $\$24.85 \times 8 \times 261 \times 0.5 = \$25,944$
 - Admin. Asst. (50 percent of Water/Sewer portion) - $\$20.90 \times 8 \times 261 \times 0.25 = \$10,910$
 - Sewer Portion of Chief Operators – $\$2.00 \times 80 \times 26 \times 2 = \$8,320$

- 41210 Employee Related Insurance - \$6,641

- 41230 FICA - \$9,681
 - 0.0765 of P/R and 401a
 - 401a - contribution

- 42301 Office Supplies - \$2,200
 - 1/2 of office supply needs - \$3,600/2
 - 1/2 of office equipment under \$100 - \$800/2

- 42323 Protective Clothing & Safety Equipment - \$405

- 42340 Other Purch Supplies - \$10,520
 - Pipe Locator Metro Tech Unit- \$640
 - Plant/Field testing and operating equipment and supplies - \$330
 - Other misc. materials - \$4,000
 - GPS Location Unit- \$3,750
 - Custodial Supplies - \$200
 - Hand Tools - \$600
 - 4 Gas Meter – Confined Space - \$1,000

- 43213 Travel, Training & Meetings - \$250

- 44203 Legal - \$500

- 44206 Municipal Insurance - \$13,868

- 44217 Postage - \$3,500
 - \$7,000/2 bills and notices, etc.

- 44223 Service Contracts - \$5,745
 - Copier - no lease – split with water -\$780
 - Computer software/network support - \$1,800 (1/2 of \$3600 -split with water)
 - Fire extinguisher annual maintenance - \$200
 - PHPS generator maintenance contract - \$620
 - Furnace annual maintenance PHPS- \$300
 - Meter reading eq. and software maintenance agreement - \$845 (split with water)
 - Pump Station Alarm System - \$1,200

- 44231 Advertising - \$500
 - advertising of rates for budget public meeting, etc.

- 44244 Refunds for Overpayment - \$0

- 44255 Refunds - Tax or Liens - \$300

- 44262 Audit - \$5,500
year end audit plus fixed asset consultation
- 44268 Joint Facilities Personnel – \$104,479
- 45216 Telephone - \$2,800
avg. of \$234/mo x 12 mo.
- 45221 Fuel-Heating - \$3,400
850 gallons at \$4.00 per gallon
- 45622 Electric - \$81,600
Flatbrook, 584 Norwich, Prospect Hill Pump Station
approx. \$6,800/month
- 46224 Equipment Repairs - \$10,000
repairs to sewer mains, pump station, manholes, etc.
- 46269 Joint Facilities Maintenance – \$435,817
- 48404 Machinery and Equipment - \$15,000
- 48416 Office Equipment - \$750
Computer upgrades, etc. (split with water)
- 50474 Transfers to Capital Reserve - \$20,000
- 50900 Contingency - \$45,879

PROPOSED USAGE RATES
COLCHESTER SEWER AND WATER COMMISSION
2014 - 2015 FISCAL YEAR

Residential-Use Rates

(thousands of gallons)	Existing	Existing	New	New
	<u>Water</u>	<u>Sewer</u>	<u>Water</u>	<u>Sewer</u>
Serv Charge	\$ 11.30	\$ -	\$ 11.47	\$ -
0 to 10	\$ 7.11	\$ 6.85	\$ 7.22	\$ 6.85
10 to 20	\$ 7.39	\$ 6.93	\$ 7.50	\$ 6.93
20 plus	\$ 9.46	\$ 7.16	\$ 9.60	\$ 7.16

Unmetered sewer based on 18,000 gallons per quarter - \$123.94

Irrigation water meter (unsewered) – all water charged at \$9.60/1,000 gallons

Commercial-Use Rates

3/4 in. or larger meters

	Existing	Existing	New	New
	<u>Water Rate</u>	<u>Sewer Rate</u>	<u>Water Rate</u>	<u>Sewer Rate</u>
Service charge, per quarter (Includes up to 20,000 Gal. use)				
3/4 in. meter	\$ 163.06	\$138.24	\$ 165.51	\$138.24
1 in. meter	\$ 164.16	\$138.24	\$ 166.62	\$138.24
1-1/2 in. meter	\$ 165.63	\$138.24	\$ 168.11	\$138.24
2 in. meter	\$ 169.68	\$138.24	\$ 172.23	\$138.24
3 in. meter	\$ 199.49	\$138.24	\$ 202.48	\$138.24
4 in. meter	\$ 210.53	\$138.24	\$ 213.69	\$138.24
6 in. meter	\$ 236.29	\$138.24	\$ 239.83	\$138.24
8 in. meter	\$ 265.73	\$138.24	\$ 269.72	\$138.24

Over 20,000 Gal. use	\$7.35 per 1,000 gals	\$6.91per 1,000 gals	\$7.46 per 1,000 gals	\$6.91per 1,000 gals
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Private Fire Service:	Existing	New
	<u>Water Rate</u>	<u>Water Rate</u>
Up to 4 in.	\$20.45 per quarter	\$20.75 per quarter
4 in.	\$127.22 per quarter	\$129.13 per quarter
6 in.	\$369.88 per quarter	\$375.43 per quarter
8 in.	\$787.94 per quarter	\$799.76 per quarter
10 in.	\$1,417.09 per quarter	\$1,438.35 per quarter

PROPOSED USAGE RATES
COLCHESTER SEWER AND WATER COMMISSION
2014- 2015 FISCAL YEAR

(thousands of gallons)	Existing		1.50%		0.00%	
	<u>Water</u>	<u>Sewer</u>	<u>New Water</u>	<u>New Sewer</u>		
Serv Charge	\$ 11.30	\$ -	\$ 11.47	\$ -		
0 to 10	\$ 7.11	\$ 6.85	\$ 7.22	\$ 6.85		
10 to 20	\$ 7.39	\$ 6.93	\$ 7.50	\$ 6.93		
20 plus	\$ 9.46	\$ 7.16	\$ 9.60	\$ 7.16		

Commercial-Use Rates

3/4 in. or larger meters

	Existing		New	
	<u>Water Rate</u>	<u>Sewer Rate</u>	<u>Water Rate</u>	<u>Sewer Rate</u>
Service charge, per quarter (Includes up to 20,000 Gal. use)				
3/4 in. meter	\$ 163.06	\$138.24	\$ 165.51	\$138.24
1 in. meter	\$ 164.16	\$138.24	\$ 166.62	\$138.24
1-1/2 in. meter	\$ 165.63	\$138.24	\$ 168.11	\$138.24
2 in. meter	\$ 169.68	\$138.24	\$ 172.23	\$138.24
3 in. meter	\$ 199.49	\$138.24	\$ 202.48	\$138.24
4 in. meter	\$ 210.53	\$138.24	\$ 210.53	\$138.24
6 in. meter	\$ 236.29	\$138.24	\$ 236.29	\$138.24
8 in. meter	\$ 265.73	\$138.24	\$ 269.72	\$138.24
Over 20,000 Gal. use	\$7.35 per 1,000 gals	\$6.91per 1,000 gals	\$7.46 per 1,000 gals	\$6.91per 1,000 gals

Private Fire Service:

	Existing	New
	<u>Water Rate</u>	<u>Water Rate</u>
Up to 4 in.	\$20.45 per quarter	\$20.75 per quarter
4 in.	\$127.22 per quarter	\$129.13 per quarter
6 in.	\$369.88 per quarter	\$375.43 per quarter
8 in.	\$787.94 per quarter	\$799.76 per quarter
10 in.	\$1,417.09 per quarter	\$1,438.35 per quarter

PROPOSED USAGE RATES
COLCHESTER SEWER AND WATER COMMISSION
2014 - 2015 FISCAL YEAR

Residential-Use Rates

(thousands of gallons)	Existing <u>Water</u>	Existing <u>Sewer</u>	New <u>Water</u>	New <u>Sewer</u>
Serv Charge	\$ 11.30	\$ -	\$ 11.47	\$ -
0 to 10	\$ 7.11	\$ 6.85	\$ 7.22	\$ 6.85
10 to 20	\$ 7.39	\$ 6.93	\$ 7.50	\$ 6.93
20 plus	\$ 9.46	\$ 7.16	\$ 9.60	\$ 7.16

Unmetered sewer based on 18,000 gallons per quarter - \$123.94
Irrigation water meter (unsewered) – all water charged at \$9.60/1,000 gallons

Commercial-Use Rates

3/4 in. or larger meters

	Existing <u>Water Rate</u>	Existing <u>Sewer Rate</u>	New <u>Water Rate</u>	New <u>Sewer Rate</u>
Service charge, per quarter (Includes up to 20,000 Gal. use)				
3/4 in. meter	\$ 163.06	\$138.24	\$ 165.51	\$138.24
1 in. meter	\$ 164.16	\$138.24	\$ 166.62	\$138.24
1-1/2 in. meter	\$ 165.63	\$138.24	\$ 168.11	\$138.24
2 in. meter	\$ 169.68	\$138.24	\$ 172.23	\$138.24
3 in. meter	\$ 199.49	\$138.24	\$ 202.48	\$138.24
4 in. meter	\$ 210.53	\$138.24	\$ 213.69	\$138.24
6 in. meter	\$ 236.29	\$138.24	\$ 239.83	\$138.24
8 in. meter	\$ 265.73	\$138.24	\$ 269.72	\$138.24
Over 20,000 Gal. use	\$7.35 per 1,000 gals	\$6.91per 1,000 gals	\$7.46 per 1,000 gals	\$6.91per 1,000 gals

Private Fire Service:

	Existing <u>Water Rate</u>	New <u>Water Rate</u>
Up to 4 in.	\$20.45 per quarter	\$20.75 per quarter
4 in.	\$127.22 per quarter	\$129.13 per quarter
6 in.	\$369.88 per quarter	\$375.43 per quarter
8 in.	\$787.94 per quarter	\$799.76 per quarter
10 in.	\$1,417.09 per quarter	\$1,438.35 per quarter

The Colchester Sewer and Water Commission will hold a Public Hearing to present and gather public comment on the proposed budget for the 2014/2015 Fiscal Year including proposed rate schedules on Thursday, May 8, 2014 at 7:00 p.m. at the Colchester Town Hall

Proposed rates to be
effective 7-1-14

TOWN of COLCHESTER SUMMARY OF FEES FOR SERVICES

<u>DESCRIPTION</u>	<u>Fee</u>	<u>COMMENTS</u>
Commercial Building	\$5.00	Per additional unit on a single meter added to the base rates
Late payment Charge	1.50 percent	Per month
Return Check Charge	\$25.00	
Lien Fee	\$35.00	
Water Service Reactivation Charge	\$120.00	Fee includes a service call to shut off and one to turn back on
Service Termination Avoidance Charge	\$60.00	
Service Call	\$60.00	Per hour
	\$160.00	Up to 2hrs; \$80 for each hour or portion of thereafter
	\$10.00	
Sewer Assessment Payoff Lien Release	\$80.00	Per site min charge. Additional time onsite charged at hrly service call rate
Backflow/Cross Connection Inspection	\$55.00	Per device if performed while onsite doing survey. Otherwise 1 hr Service Call Rate is added
Backflow/RPD Device Testing Fee	\$230.00	includes cost of replacement meter. If meter reusable then substitute parts for new meter charge
Frozen Meter Charge	\$315.00	includes cost of replacement meter. If meter reusable then substitute parts for new meter charge
Water Audit (Use Profile)	no charge	
Account Activation	\$65.00	Includes office and field time to read a meter for initial reading and set up account records
New meter Installation	\$550.00	Includes price of meter and meter yoke
Sale of pool water - up to 6,000 gallons	\$55.00	Price per each additional 1,000 gallons per irrigation rate
Construction and Special Services		
Curb Box Adjustment or Replacement (3)	\$60.00	per hour plus all costs of materials required.
Flow Test	\$100.00	each
Sewer and Water Application Fees (1)	\$70.00	Each. Per unit. Conditions of payment remain the same
Construction Inspection	\$60.00	Minimum per visit up to 1 hour..Service Call Rate for each hour or portion of thereafter
New Main Flushing (2)	\$60.00	Minimum per visit up to 1 hour..Service Call Rate for each hour or portion of thereafter
Pressure /Leak Test (2)	\$180.00	Minimum per test. up to 3 hours..Service Call Rate for each hour or portion of thereafter
Chlorination (2)	\$120.00	Minimum per test. up to 2 hours..Service Call Rate for each hour or portion of thereafter
Temporary Hydrant Meter	\$120.00	Includes 2 hours service to set and remove meter. Water used is charged at the appropriate rate

These services be performed based on labor and equipment time, materials, and administrative overhead.

Estimate prepared and Fee paid in advance.

\$	750.00
\$	975.00
\$	1,300.00

Hydrant Raise

NOTES

1

For complex plan review, charge at an hourly rate of \$70 times estimated hours to review the documents. Recommendations above, as well as, this suggestion are subject to the existing requirements for pre-payment

2

These Fees are for observation only. Should the Town start performing the actual service then the fee will be recalculated on a time charge basis

3

Property Owners are responsible for the condition of the curb box cover that serves their property and to maintain them in good condition. The Water Dept. is not responsible for damage that occurs to the curb box due to tree root growth, paving over, lawn mower damage, regrading, or other damage to the curb box.

Sewer and Water Service Connection Policy

Town of Colchester
Sewer and Water Commission

Sewer and Water Service Connection Policy

(approved Colchester Sewer and Water Commission on 2-11-1999)
(approved Colchester Board of Selectmen on 3-11-1999)
(Revised and approved by Colchester Sewer and Water Commission on 3-12-03)
(Revised and approved by Colchester Board of Selectmen on 3-20-03)

Purpose: The purpose of this policy is to define the process to be followed and the applicable charges to be paid when connecting to, or modifying an existing connection to, the Town of Colchester public water system or the Town of Colchester sanitary sewer system. The sewer portion of these connection policies do not apply to sewer users who have properties that have a specified benefit assessment applied or who have connected through the benefit assessment process. Properties that were assessed as a minimum lot size, frontage, value, and use that are further subdivided shall be subject to connection fees in accordance with this policy.

Section 1 – Definitions

As used in this policy, terms shall have the following meaning:

- A. **Building Permit** means the development permit issued by the Town of Colchester Code Enforcement Department before any building or construction activity can be started on a parcel of land in the Town of Colchester.
- B. **Commission** means the Colchester Sewer and Water Commission or its designated representative.
- C. **Core Facilities** in the case of the water system means the water supply, pumping, treatment, storage, and transmission facilities that generally provide water to the local distribution networks. In the case of the sewer system it means the wastewater treatment, pumping, and intercepting sewers that collect, transmit, and treat sewage from local street sewers. As local street sewers can also intercept and transmit sewage, they may also be included as part of the core facilities.
- D. **Director** means the Director of the Colchester Public Works Department.
- E. **Sewer Connection Fee** means the fee collected to pay for the cost of capacity in Colchester's core sewer interception, pumping, and treatment system.
- F. **Water Connection Fee** means the fee collected to pay for the cost of capacity in Colchester's core water supply, treatment, pumping, and transmission system. It does not include payment for the cost of capacity in local water distribution pipes that may be required to receive water from the core system.

SECTION 2 – PAYMENT OF CONNECTION FEE REQUIRED

- A. From the date of approval of this policy, no newly developed property shall be allowed service from the water or sewer system until payment in full of the applicable permit and connection fee(s) has been received by the Town.
- B. Any property that disconnects (including but not limited to meter removed, service turned off, customer dropped from billing list) from the water or sewer system for a period of nine (9) months or more, pays no water or sewer bill for that period, and has not previously paid a connection fee to the Town (in accordance with the November 1991 or a subsequent Connection Policy) shall be considered abandoned and all rights to connect to the water or sewer system shall be forfeited. Should the owner of the property petition to make a new connection to the water or sewer system, they shall be considered a new connection and shall follow the procedures outlined in this Section.
- C. Capacity rights shall not continue indefinitely for any property that disconnects from the water or sewer system and has ceased payment of water or sewer bills for that period, regardless of any previous payment of a connection fee to the Town. Any such owner that requests reconnection of such property more than three (3) years after disconnection shall be subject to payment of a new connection fee under this Section.
- D. For properties proposing to connect to the water or sewer system, the owner must obtain the applicable water and/or sewer connection permit prior to being issued a building permit. The applicant must provide estimates of average and peak daily uses to the Town when applying for a water or sewer connection permit.
- E. Applicants requesting new water or sewer service shall be required to pay a connection fee to the Town of Colchester for a property proposed for connection to the Town's water and/or sewer system. In the case of new construction, the applicable connection fee(s) shall be paid in full prior to the issuance of a Certificate of Occupancy. If no Certificate of Occupancy is required, payment of the connection fee(s) in full is required prior to the initiation of service.
- F. Any property requesting an enlarged sewer or water connection or an increase in water meter size shall be subject to a water and/or sewer connection fee equal to the difference in the charge for a new service or meter size and the current size. Properties that request a reduction in water or sewer service or meter size shall not be eligible for a refund or rebate. However, said property shall have the right to increase the water or sewer service size or meter size to the original (larger) size with no further charge. In all cases, the size of the water meter needed to accurately measure use shall be determined by the Director.

SECTION 3. AVAILABILITY OF SERVICE

- A. Provisions of this Policy do not entitle any property to receive water or sewer service. Service will only be provided as approved by the Commission. If approved, service will be provide at a location and under the conditions approved by the Commission.
- B. If sewer collection or water distribution pipes are not, in the opinion of the Director, available to serve the property, do not have sufficient capacity for the intended use, or are not in a public right-of-way abutting the property, the property owner may request the right to extend the water or sewer systems to the property. The Commission is under no obligation to approve such extensions.
- C. Any property that applies for a Change of Use through the Town Zoning Department shall be reviewed by the Commission for consistency with this policy and applicable standards. If sewer or water service lines (and/or water meter) are not, in the opinion of the Director, sufficient to suitably service the property for the intended use, the Director may reject the application. The property owner shall request the right to enlarge the sewer or water service line, add an additional water or sewer service line, and/or increase the water meter size. The Commission is under no obligation to approve such enlargements or additional services. If such enlargements or additional services are approved, the applicable connection fee(s) as identified in Section 2 shall apply.
- D. The property owner, not the Town of Colchester, shall be responsible for extending water distribution and/or sewer collection pipes to serve the property of an applicant for service. All such extensions shall be done in accordance with directions of the Commission.
- E. The water and/or sewer extension shall be deeded to the Town of Colchester (at no cost to the Town) upon acceptance by the Town and in accordance with any testing and maintenance requirements. The Town, at its sole discretion, may allow subsequent connections to such extensions without any reimbursement to any party.
- F. Any party that receives permission for water and/or sewer service shall assume all costs of the connection from the Town's right-of-way to the structure(s) to be served. Tapping, curb stops, and shut-off valves shall be provided and installed as required by the Director and the cost of such installations shall be the responsibility of the property owner. Water meters shall be provided and installed by the Town, with the size of the meter to be determined by the Director based on the service requirements information provided in the connection permit. The cost of the meter installation, including materials, labor, and overhead shall be separate from the connection fee and shall be paid in full prior to service being initiated. The cost of any change in meter size whether directed by the Town or at the property owner's request, shall also be paid in full before reinitiating service. The determination of costs under this section shall be by the Director.

SECTION 4. CONNECTION FEE SCHEDULE

- A. Sewer and Water Connection Fees shall be established by the Board of Selectmen upon recommendation of the Sewer and Water Commission in accordance with Town Charter and Connecticut General Statutes. The fees may be revised from time to time as determined by the Board of Selectmen.
- B. Sewer and Water Connection Fees shall be assessed based on the size of the customer's meter or service size, whichever is less, based on the most recent schedule of charges adopted by the Board of Selectmen.
- C. Properties with individual premises shall be individually metered with individual accessible shut-offs.
- D. Properties with multiple meters shall be assessed water and /or sewer connection fees for each water meter. Services in excess of two (2) in. shall be reviewed and assessed individually in accordance with the most recent schedule of charges adopted by the Board of Selectmen.
- E. The Commission shall review the permit and connection fees at least every three years. If the Commission believes adjustments in the water and/or sewer connection fees are warranted, they shall make recommendations to the Board of Selectmen for such adjustments.

SECTION 5. REFUNDS

- A. At the sole option of the Town, the connection permit and fee may be canceled and refunded, or subject to change, if the service connection is not completed within nine months from the date of application for the water and/or sewer service.
- B. If the service connection permit has been canceled and refunded for any reason, the applicant shall pay new connection fees according to the applicable schedule in effect at the time of the new application.

***** end *****



Agenda
2014/2015 Budget Public Hearing
Colchester Sewer and Water Commission

MEETING: 8 May 2014
TIME: 7:00 p.m.
LOCATION: Municipal Office Complex
127 Norwich Avenue
Colchester, Connecticut 06415

1. Call to Order
2. Presentation of the 2014/2015 Fiscal Year Operating Budgets, Rates, Fees and Connection Policies of the Colchester Sewer and Water Commission
3. Public Comment Period
4. Adjourn

Copies of the Budget Package are available on the Town of Colchester Website and at the Town Hall Public Works Office.