

RTM PUBLIC WORKS & FINANCE COMMITTEE MEETING

- DATE;** PW & Finance – Tuesday, January 26, 2021
- TIME;** 6:00 PM meeting scheduled start on Zoom
- PURPOSE;** Review requested expenditures by Public Works Department for costs related to;
1. The upgrades of Pump Station #5 and Force Main Replacement and
 2. Engineering Design of the new Sanitary Sewer lines for Whitney Street, Roseville Road, Fernwood Road, Ledgemoor Lane, Plumtree Lane and Pamela Place.
- PRESENTED BY;** Peter Ratkiewich, Public Works Department

1. The Public Works Department is requesting an expenditure of \$600,000 to replace the 40 + year old force main serving Pump Station #5 as well as upgrades to Pump Station #5 due to its age and to increase its capacity in line with the recommendations of the facility plan. The Pump Station is located in the Northwest corner of Canal Green North of the Kings Highway Bridge. Mr. Ratkiewich explained the Blue Line, the Facility Report, How force mains and Pump Stations work, how sewers are petitioned and paid for through benefit assessment, HOW THE Sewer Fund is funded, the future need for further force main and pump station upgrades and gave an update on the progress of the Kings Highway Bridge replacement as the force main passes under this bridge. This work will be paid for out of the sewer reserve fund, which is funded through annual sewer charges. Both committees voted to recommend approval to the full RTM.

2. The Public Works Department is requesting an expenditure of \$59,400 for the design/engineering work associated with the extension of the public sanitary sewer to the above referenced streets. The project will service 37 properties. The predominant method of sewer will be gravity sewer with force mains at a few residents which will feed into the gravity lines. The costs will be benefit assessed to the residents as part of the overall sewer project construction which will be brought to the RTM at a later date. Most of the sewer questions were asked as part of item #1. Both committees voted to recommend approval to the full RTM.

In attendance;

PW Comm - Jay Keenan (chair/reporter), Lou Mall, Chris Tait, Andrew Colabella, Jack Klinge, Cathy Talmadge (both comm's), Peter Gold, Dick Lowenstein

Finance Comm –Jeff Wieser (chair), Nicole Klein, Lauren Soloff, Christine Meiers Schatz, Richard Jaffe, Seth Braunstein, Stephen Shackelford

RTM Members – Kristen Schneeman

A brief overview of the WPCA operations, physical, and financial.

BACK UP MATERIAL
RTM ITEM # 2

**1. How do the Collection and Treatment systems work together?
(See Attachment A)**

2. What is paid for out of Sewer operating funds? (Fund 220)

Daily operational items. Example: Personnel (salaries, overtime, uniforms, and fringe benefits), utilities, fleet vehicles and fuel, sludge disposal, fees and services, contract services, capital equipment (under \$75k), collection system maintenance (128miles of piping), insurance, etc.

3. What is paid for out of Sewer reserve fund? (Fund 320)

Major Capital improvements, upgrades, and repairs to either the collection system or the treatment facility. Examples: Force-mains, pump stations and all appurtenances, bar screen, sludge thickener, UV system, aeration system, treatment plant auxiliary power, hydrovac vacuum truck. Typically expenses greater than \$75,000.

4. What is the relationship between the Sewer operating fund and the Sewer Reserve fund?

Think of the Operating fund as the checking account for day to day expenses and the Reserve fund as the savings account for major capital improvements. Both funds are replenished by user fees, but the Town also contributes to the Operating fund to account for the fact that Town Buildings do not get charged a user fee. Generally the net reserve of funds in both the checking and savings account should total approximately twice the operating budget.

5. What is paid for out of benefit-assessed funds?

Sewer extensions / expansion of the sewer collection system covered under Ct General State Statues Sections 7-249 through 7-254 . Costs incurred to expand the sewer collection system are bonded by the Town and assessed back to those properties that gain the benefit of a given sewer extension contract, (Benefit Assessment). **(See Attachment B for the applicable statute)**

6. How is the annual use charge determined/ calculated?

The Board of Selectmen / Water Pollution Control Authority on July 25, 2010 unanimously approved a modification to the method by which the Sanitary Sewer Use Charge is calculated, from a unit-based billing to a water consumption base billing. **(See Attachment C for an example calculation).**

7. What is the relationship between the user fee and the two sewer funds?

Note that an increase in overall water consumption, or an increase in users can increase the revenue coming in. In addition, the two funds are invested so the rate of return can affect the fund balances. The use charge can be adjusted both up or down depending on what the total of reserve funds are. If we are doing our job and properly scheduling maintenance and Capital upgrades, the balances remain fairly stable and the rate changes, either up or down, are very minimal.

ATTACHMENT A – Physical operation of Collection and Treatment Systems

Collection System: The collection system is responsible for conveyance of residential and business effluent from its point of origin to the Westport Water Pollution Control Facility (WPCF) at 8 Elaine Road. The system is comprised of various sized pipes that flows by gravity (downhill direction) to a localized pumping station. Wastewater is then pumped uphill to either the treatment facility directly or to a high point where it can flow by gravity again. This sequence of downhill (gravity) to uphill (pumped) back to downhill (gravity) flow will continue until its final discharge at the WPCF. Every commercial and residential property is connected to the conveyance system when serviced by a public sewer. The Town of Westport has approximately 123 miles of gravity sewer (ranging pipe size 8”- 20” in diameter), 18 miles of low-pressure sewer force-main (ranging pipe size 1.25”- 6” in diameter), 25 miles of high pressure force-main (ranging pipe size 4”- 24” in diameter), and 18 pumping stations.

Sewage Treatment Plant or WPCF: Sewage treatment is the process of removing contaminants and breaking down solids from municipal wastewater which contains mainly household sewage and some commercial/industrial wastewater. Various processes are used either by physical, chemical, and biological to remove contaminants and produce treated wastewater (or final effluent) that is safe enough for release into the environment (Saugatuck River). A by-product of sewage treatment is a thickened slurry or cake referred to as sewage sludge. The sludge is ultimately hauled off site and incinerated. Five phases take place at the Westport WPCF to achieve an environmentally safe final effluent. The description of the phases have been broken down and simplified and are as follows.

Phase #1 – Preliminary Treatment - Sewage wastewater enters the facility at the “influent building” where it passes through two different separation devices. First, the wastewater flows through two mechanical fine screens/bar racks to remove all large objects like cans, rags, sticks, plastic packets etc. Secondly, it passes through a Vortex grit separator where sand, gravel, and other heavy materials as well as organic matter such as eggshells, bone chips, seeds, and coffee grounds are separated out. The material collected through both separation devices are then collected in dumpsters and disposed of accordingly.

Phase #2 – Reactors #1 & #2 (Carousel System): The wastewater flows by gravity into the Reactors for biological treatment to remove organic wastes, ammonia, and nitrogen. In the first zone (Aeration Zone), the organic material is consumed by activated sludge (community of beneficial bugs that consume the organic matter) and ammonia is converted to nitrate nitrogen. As the effluent continues along the carousel reactor (think lazy river) the bugs have consumed the organic material but also used up the available oxygen which creates the second zone; the Anoxic or oxygen deficient Zone. In this zone the oxygen starved bugs strip the oxygen off the nitrate and create nitrogen gas which is subsequently lost to the environment as harmless nitrogen gas.

Phase #3 - Post Anoxic Tanks - The flow from the Reactors is directed into the Post Anoxic Tanks where low oxygen levels provide for additional nitrogen removal.

Phase #4 - Final Clarification: The discharge from the Post-Anoxic Tanks is then directed into the Final Clarifiers which is a large quiet tank where the effluent is allowed to sit quietly to allow the activated sludge (beneficial bugs). Activated sludge (beneficial bugs) settle to the bottom of the clarifier under quiescent conditions. The settled solids are pushed to the center of the Clarifier by slowly rotating mechanical arms. The settled solids (activated sludge) are pumped back to the Aeration Zone of the Reactor to be mixed with the wastewater. A portion of the Activated Sludge is pumped to an area of the facility called the Sludge Handling Complex where it is thickened and then hauled off site for disposal (incinerated). The flow coming from the top of the Final Clarifier is clear treated water (Final Effluent).

Phase #5 - Ultraviolet (UV) Disinfection – The Final Effluent, before it is discharged to the Saugatuck River is disinfected by the use of ultraviolet light. The Final Effluent flows to the UV Building where it passes through a channel which contains 96 UV light emitting bulbs which are mounted parallel to the flow and are submerged. As the effluent passes around the bulbs, the UV penetrates the flow to disinfect it. The final disinfected clear water is discharged into the Saugatuck River.

ATTACHMENT B

Connecticut General Statutes Sections 7-249 through 7-254 MUNICIPAL SEWERAGE SYSTEMS

Sec. 7-249. Assessment of benefits.

At any time after a municipality, by its water pollution control authority, has acquired or constructed, a sewerage system or portion thereof, the water pollution control authority may levy benefit assessments upon the lands and buildings in the municipality which, in its judgment, are especially benefited thereby, whether they abut on such sewerage system or not, and upon the owners of such land and buildings, according to such rule as the water pollution control authority adopts, subject to the right of appeal as hereinafter provided. Benefits to buildings or structures constructed or expanded after the initial assessment may be assessed as if the new or expanded buildings or structures had existed at the time of the initial assessment. Such benefits and benefits to anticipated development of land zoned for other than business, commercial or industrial purposes or land classified as farm land, forest land or open space land on the last completed grand list of the municipality in which such land is located, pursuant to the provisions of sections 12-107a to 12-107e, inclusive, shall not be assessed until such construction or expansion or development is approved or occurs. In case of a property so zoned or classified which exceeds by more than one hundred per cent the size of the smallest lot permitted in the lowest density residential zone allowed under zoning regulations or, in the case of a town having no zoning regulations, a lot size of one acre in area and one hundred fifty feet in frontage, assessment of such excess land shall be deferred until such time as such excess land shall be built upon or a building permit issued therefor or until approval of a subdivision plan of such excess property by the planning commission having jurisdiction, whichever event occurs first at which time assessment may be made as provided herein. No lien securing payment shall be filed until the property is assessed. The sum of initial and subsequent assessments shall not exceed the special benefit accruing to the property. Such assessment may include a proportionate share of the cost of any part of the sewerage system, including the cost of preliminary studies and surveys, detailed working plans and specifications, acquiring necessary land or property or any interest therein, damage awards, construction costs, interest charges during construction, legal and other fees, or any other expense incidental to the completion of the work. The water pollution control authority may divide the total territory to be benefited by a sewerage system into districts and may levy assessments against the property benefited in each district separately. In assessing benefits against property in any district the water pollution control authority may add to the cost of the part of the sewerage system located in the district a proportionate share of the cost of any part of the sewerage system located outside the district but deemed by the water pollution control authority to be necessary or desirable for the operation of the part of the system within the district. In assessing benefits and apportioning the amount to be raised thereby among the properties benefited, the water pollution control authority may give consideration to the area, frontage, grand list valuation and to present or permitted use or classification of benefited properties and to any other relevant factors. The water pollution control authority may make reasonable allowances in the case of properties having a frontage on more than one street and whenever for any reason the particular situation of any property requires an allowance. Revenue from the assessment of benefits shall be used solely for the acquisition or construction of the sewerage system providing such benefits or for the payment of principal of and interest on bonds or notes issued to finance such acquisition or construction. No assessment shall be made against any property in excess of the special benefit to accrue to such property. The water pollution control authority shall place a caveat on the land records in each instance where assessment of benefits to anticipated development of land zoned for other than business, commercial or industrial purposes or land classified as farm land, forest land or open space land has been deferred.

Sec. 7-249a. Assessment of benefits upon industrial users of federally financed sewage systems.

Notwithstanding the provisions of section 7-249, any municipal water pollution control authority which constructs any sewerage system or portion thereof, with federal financial assistance under the provisions of the federal Water Pollution Control Act Amendments of 1972, P.L. 92-500, as from time to time

amended, may, in lieu of or in addition to, levying benefit assessments in accordance with the provisions of said section 7-249, assess industrial users of the portion of the sewerage system constructed with federal financial assistance for the cost of construction of such portion to the extent such cost is attributable to the treatment of such industrial users' wastes. In determining such assessments, the municipal water pollution control authority may establish such classifications as may be approved by the administrator of the United States Environmental Protection Agency and the Commissioner of Environmental Protection.

Sec. 7-250. Public hearing. Appeal.

No assessment shall be made until after a public hearing before the water pollution control authority at which the owner of the property to be assessed shall have an opportunity to be heard concerning the proposed assessment. Notice of the time, place and purpose of such hearing shall be published at least ten days before the date thereof in a newspaper having a general circulation in the municipality, and a copy of such notice shall be mailed to the owner of any property to be affected thereby at such owner's address as shown in the last-completed grand list of the municipality or at any later address of which the water pollution control authority may have knowledge. A copy of the proposed assessment shall be on file in the office of the clerk of the municipality and available for inspection by the public for at least ten days before the date of such hearing. When the water pollution control authority has determined the amount of the assessment to be levied, it shall file a copy thereof in the office of the clerk of the municipality. Not later than five days after such filing, it shall cause a copy of such assessment to be published in a newspaper having a general circulation in the municipality, and it shall mail a copy of such assessment to the owner of any property to be affected thereby at such owner's address as shown in the last-completed grand list of the municipality or at any later address of which the water pollution control authority may have knowledge. Such publication and mailing shall state the date on which such assessment was filed and that any appeals from such assessment must be taken within twenty-one days after such filing. Any person aggrieved by any assessment may appeal to the superior court for the judicial district wherein the property is located and shall bring any such appeal to a return day of said court not less than twelve nor more than thirty days after service thereof and such appeal shall be privileged in respect to its assignment for trial. Said court may appoint a state referee to appraise the benefits to such property and to make a report of his doings to the court. The judgment of said court, either confirming or altering such assessment, shall be final. No such appeal shall stay proceedings for the collection of the particular assessment upon which the appeal is predicated but the appellant shall be reimbursed for any overpayments made if, as a result of such appeal, his assessment is reduced.

Sec. 7-251. New and supplementary assessments.

If any assessment is not valid or enforceable for any reason, a new assessment may be made. If any assessment is made which is not sufficient to cover the entire cost of the work to be paid for by such assessment, a supplementary assessment may be made by the water pollution control authority against those properties previously assessed to the end that a sum sufficient to pay the cost of such work may be obtained, provided no such supplementary assessment, together with the original assessment, shall exceed the value of the special benefit to accrue to the property against which the benefit is assessed.

Sec. 7-252. Due date of assessment.

Assessments shall be due and payable at such time as is fixed by the water pollution control authority, provided no assessment shall become due until the work or particular portion thereof for which such assessment was levied has been completed, except that when the work or particular portion thereof for which such assessment was levied is being performed by the water pollution control authority pursuant to an order of the Department of Environmental Protection, the entire assessment may be made due and payable, provided the portion of the total work bonded by the water pollution control authority, which directly benefits the particular property has been completed. The water pollution control authority shall give notice of the date when assessments are due and payable by publication at least twice within a period of fifteen days in a newspaper having a general circulation in the municipality and shall mail a copy of such notice to the owners of the property assessed at their last known addresses. Such notice shall list the streets

and describe the area within which are located any properties against which such assessments are due. No assessment shall be due and payable earlier than thirty days after the first publication of such notice.

Sec. 7-253. Installment payment of assessment.

In the case of an acquisition, construction or expansion of a sewerage system financed from the general reserves of the municipality or by bonds or notes issued by the municipality, the water pollution control authority may provide for the payment of any assessment in substantially equal annual installments, not exceeding thirty, and may provide for interest charges applicable to such deferred payments. When the acquisition, construction or expansion of the sewerage system is financed by the issuance of bonds or notes by the municipality, the last installment of any assessment shall be due not later than one year prior to the date of the last maturity of such bonds or notes or portion thereof in respect to which the assessment was levied, except that if such bonds or notes are a general obligation of the municipality, the municipality may levy an assessment the last installment of which may be due up to ten years after the date of the last maturity of such bonds or notes provided the total amount of such assessment does not exceed the amount of the principal of such bonds or notes which have been paid prior to the levying of such assessment. Interest charges may not exceed (1) the maximum rate of interest the municipality is obligated to pay on such bonds or notes, or (2) a reasonable rate of interest when the acquisition, construction or expansion of the sewerage system is financed from the general reserves of the municipality. Any person may pay any installment for which he is liable at any time prior to the due date thereof and no interest on any such installment shall be charged beyond the date of such payment. The water pollution control authority shall cause the town clerk of the town in which the property so assessed, in such equal installments, is located, to record on the land records a certificate, signed by the tax collector or treasurer of the municipality, of such facts in form substantially as follows:

**CERTIFICATE OF NOTICE OF INSTALLMENT
PAYMENT OF ASSESSMENT OF BENEFITS**

The undersigned Tax Collector (or Treasurer) of the Town of (district of) in the County of, State of Connecticut, hereby certifies from the date hereof an installment payment plan is in effect, for payment of an assessment of benefits for the installation of a sewerage system, in favor of the Town of (district of) upon real property situated in (town or municipality), Connecticut, which real property is more fully described in the (town) Land Records in:

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The notice of such assessment of sewerage benefits herein certified is to (owner of property), the principal of which is \$.... due to said Town of, (district of), together with legal interest, fees and charges thereon, assessed on (date) in the name of (owner of property) and the same became due on (date) and may be paid in annual installment payments of \$.... each plus or including interest and continuing to

(indicate which)

(date of last installment)

This certificate is filed pursuant to section 7-253 of the general statutes as amended, (or (indicate special act or charter)).

The property assessed is:

Lot

Street

Item No.

.... Tax Collector (or Treasurer)

Received 20..

At M.

Recorded in Land Records.

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.... Town Clerk

Such certificate shall operate as notice of the existence of a plan for payment of such assessment by installments and the tax collector shall prepare a release of certificate and record the same on the land records within seven calendar days after the last installment due has been satisfied, or the total assessment together with all interest, fees and charges has been paid in full.

Sec. 7-253a. Adjustments in sewer assessment payments for elderly or disabled property owners.

Any municipality may, by ordinance, permit any property owner who is eligible for tax relief for (1) elderly taxpayers under the provisions of section 12-129b, section 12-170aa, or a plan of tax relief for elderly taxpayers provided by such municipality in accordance with subdivision (1) of subsection (a) of section 12-129n or (2) any property owner under age sixty-five who is eligible under the provisions of a plan for tax relief provided by such municipality in accordance with subdivision (2) of subsection (a) of section 12-129n to apply to the water pollution control authority in such municipality for approval of a plan of payment of such property owner's sewer assessment in a manner other than as provided under section 7-253. Such ordinance may allow optional methods of payment of any sewer assessment by an eligible property owner, subject to approval of the authority, including an option to pay only the annual interest charge, as provided in said section 7-253, on any deferred payments or outstanding balance of principal, provided in any such optional method of payment, the outstanding balance of principal deferred under such optional method of payment shall become due upon any transfer of title to the property subject to such assessment or upon the death of such property owner. Any such optional method of payment shall be subject to annual review by the authority.

Sec. 7-254. Delinquent assessments. Liens. Assignment of liens.

(a) Any assessment of benefits or any installment thereof, not paid within thirty days after the due date, shall be delinquent and shall be subject to interest from such due date at the interest rate and in the manner provided by the general statutes for delinquent property taxes. Each addition of interest shall be collectible as a part of such assessment.

(b) Whenever any installment of an assessment becomes delinquent, the interest on such delinquent installment shall be as provided in subsection (a) of this section or five dollars, whichever is greater. Any unpaid assessment and any interest due thereon shall constitute a lien upon the real estate against which the assessment was levied from the date of such levy. Each such lien may be continued, recorded and released in the manner provided by the general statutes for continuing, recording and releasing property tax liens. Each such lien shall take precedence over all other liens and encumbrances except taxes and may be enforced in the same manner as property tax liens. The tax collector of the municipality may collect such assessments in accordance with any mandatory provision of the general statutes for the collection of property taxes and the municipality may recover any such assessment in a civil action against any person liable therefor.

(c) Any municipality, by resolution of its legislative body, may assign, for consideration, any and all liens filed by the tax collector to secure unpaid sewer assessments as provided under the provisions of this chapter. The consideration received by the municipality shall be negotiated between the municipality and the assignee. The assignee or assignees of such liens shall have and possess the same powers and rights at law or in equity as such municipality and municipality's tax collector would have had if the lien had not been assigned with regard to the precedence and priority of such lien, the accrual of interest and the fees and expenses of collection. The assignee shall have the same rights to enforce such liens as any private party holding a lien on real property, including, but not limited to, foreclosure and a suit on the debt. Costs and reasonable attorneys' fees incurred by the assignee as a result of any foreclosure action or other legal proceeding brought pursuant to this section and directly related to the proceeding shall be taxed in any such proceeding against each person having title to any property subject to the proceedings. Such costs and fees may be collected by the assignee at any time after demand for payment has been made by the assignee.

Sec. 7-255. Charges. Hearing. Appeal. Payment by municipalities of charges upon specified classification of property or users. Optional payment plans.

(a) The water pollution control authority may establish and revise fair and reasonable charges for connection with and for the use of a sewerage system. The owner of property against which any such connection or use charge is levied shall be liable for the payment thereof. Municipally-owned and other tax-exempt property which uses the sewerage system shall be subject to such charges under the same conditions as are the owners of other property, but nothing herein shall be deemed to authorize the levying of any property tax by any municipality against any property exempt by the general statutes from property taxation. No charge for connection with or for the use of a sewerage system shall be established or revised until after a public hearing before the water pollution control authority at which the owner of property against which the charges are to be levied shall have an opportunity to be heard concerning the proposed charges. Notice of the time, place and purpose of such hearing shall be published at least ten days before the date thereof in a newspaper having a general circulation in the municipality. A copy of the proposed charges shall be on file in the office of the clerk of the municipality and available for inspection by the public for at least ten days before the date of such hearing. When the water pollution control authority has established or revised such charges, it shall file a copy thereof in the office of the clerk of the municipality and, not later than five days after such filing, shall cause the same to be published in a newspaper having a general circulation in the municipality. Such publication shall state the date on which such charges were filed and the time and manner of paying such charges and shall state that any appeals from such charges must be taken within twenty-one days after such filing. In establishing or revising such charges the water pollution control authority may classify the property connected or to be connected with the sewer system and the users of such system, including categories of industrial users, and may give consideration to any factors relating to the kind, quality or extent of use of any such property or classification of property or users including, but not limited to, (1) the volume of water discharged to the sewerage system, (2) the type or size of building connected with the sewerage system, (3) the number of plumbing fixtures connected with the sewerage system, (4) the number of persons customarily using the property served by the sewerage system, (5) in the case of commercial or industrial property, the average number of employees and guests using the property and (6) the quality and character of the material discharged into the sewerage system. The water pollution control authority may establish minimum charges for connection with and for the use of a sewerage system. Any person aggrieved by any charge for connection with or for the use of a sewerage system may appeal to the superior court for the judicial district wherein the municipality is located and shall bring any such appeal to a return day of said court not less than twelve or more than thirty days after service thereof. The judgment of the court shall be final.

(b) Any municipality may, by ordinance, provide for the payment to the water pollution control authority by such municipality of the whole or a portion of such charges for specified classifications of property or users, provided such classifications are established by the water pollution control authority in accordance with the provisions of subsection (a) of this section and meet the requirements of the federal Water Pollution Control Act Amendments of 1972, P.L. 92-500, as from time to time amended.

(c) Any municipality may, by ordinance, provide for optional methods of payment of sewer use charges to the water pollution control authority by (1) elderly taxpayers who are eligible for tax relief under the provisions of section 12-129b, section 12-170aa or a plan of tax relief for elderly taxpayers provided by such municipality in accordance with section 12-129n or (2) any taxpayer under the age of sixty-five who is eligible for tax relief under the provisions of a plan for tax relief provided by such municipality in accordance with subdivision (2) of section 12-129n.

ATTACHMENT C

SANITARY SEWER USE CHARGE

The Board of Selectmen / Water Pollution Control Authority on July 25, 2010 unanimously approved a modification to the method by which the Sanitary Sewer Use Charge is calculated.

Water Consumption Based Sewer Billing Calculation

The Town of Westport's sewer billing is based on the previous fiscal year's audited expenditures to operate and maintain the town wide sewage collection system and the Water Pollution Control Facility (Treatment Plant) divided by the water consumption from the total number properties connected to the sewer system by the end of that fiscal year. Water consumption is measured in "Hundred Cubic Feet" (CCF) increments, NOT gallons. The Town of Westport obtains, from the Aquarion Water Company, the water meter readings for all properties that are connected to the Town's sewer system. The meter readings utilized are November, December, January, February, and March. These five months of consumption, representing winter flows best represent the actual contribution that a given property will discharge to the sewer. These five months of consumption are added together then multiplied by 2.4 to estimate a full year of flow. This methodology minimizes any extraneous exterior water use (sprinklers, pools) and will follow the concept that "a gallon of flow in = a gallon of flow out".

Sewer Use Charge Rate Equation:

- Billing Year 2020 (July 1, 2020 – June 30, 2021) (BY20)
- Represents Fiscal Year 2019 Expenditures (July 1, 2018 – June 30, 2019) (FY19exp)
- Aquarion Consumption Data for ALL properties connected to the sewer system by the end of Fiscal Year 2019 = November 2018, December 2018, January 2019, February 2019, and March 2019.
- **BY20 Rate =**
FY19exp (\$) / (November 2018 + December 2018 + January 2019 + February 2019 + March 2019) (CCF) x 2.4 = 2020 Sewer Use Charge Rate (\$) / CCF

ATTACHMENT C (continued)

TOWN OF WESTPORT

OPERATING COSTS OF SEWERS & 2020 SEWER USE CHARGE RATE

Fiscal Year 7/1/2018 - 6/30/19

Billing Year 7/1/20 - 9/30/21

EXPENDITURES	2016-2017	2017-2018	2018-2019
SALARIES	646,356.61	726,487.09	734,169.94
OVERTIME	55,390.43	53,200.43	50,810.32
UNIFORMS	4,266.60	4,152.74	4,839.12
FEES/SERVICES	225,249.22	209,639.38	204,733.53
CONTRACT SERVICES	26,335.01	21,198.28	22,800.51
TELEPHONE	3,841.20	3,416.76	3,325.18
UTILITIES	407,344.67	420,004.11	426,886.26
VEHICLE MAINTENANCE/ OP	13,624.90	11,299.75	17,444.27
FACILITY MAINTENANCE	105,619.19	110,913.56	104,449.38
EQUIPMENT RENTAL	0.00	0.00	1,026.32
OPERATING SUPPLIES	62,742.04	70,462.41	75,746.61
EMPLOYEE TRAINING	5,088.47	2,134.38	10,886.09
CAPITAL EQUIPMENT	66,235.51	79,532.83	142,108.79
FRINGE BENEFITS	388,311.00	347,055.00	303,538.00
WORKERS' COMPENSATION	50,962.00	50,962.00	37,830.00
BLDG & LIABILITY INSURANCE	80,468.91	82,413.56	94,500.00
SUBTOTAL =	2,141,835.76	2,192,872.28	2,235,094.32
CAPITAL MAINTENANCE			
BONDING	1,187,341.61	1,264,771.62	1,569,978.55
MAINTENANCE RESERVE	200,000.00	200,000.00	100,000.00
SUBTOTAL =	1,387,341.61	1,464,771.62	1,669,978.55
TOTAL =	3,529,177.37	3,657,643.90	3,905,072.87
REVENUE OFFSETS			
FEES, PERMITS, DEMAND RESPONSE	16,631.41	13,653.00	10,375.00
NITROGEN CREDITS	148,417.00	52,128.00	46,593.00
SEPTAGE DISPOSAL	700.00	0.00	38,355.00
CONTRIBUTION FOR TOWN BUILDINGS	200,000.00	368,165.00	368,165.00
LESS TOTAL REVENUE OFFSETS=	365,748.41	433,946.00	463,488.00
NET COST OF OPERATIONS =	3,163,428.96	3,223,697.90	3,441,584.87
			3,440,423.60
Sherwood Island State Park Use Charge =	-30,290.65	-12,573.60	-14,272.40
Sewer Use Charge Adjustment Allowance =	20,000.00	20,000.00	20,000.00
2018-2019 Minimum Payment Total (\$350.00) =	-663,250.00	-659,050.00	-664,300.00
	2,489,888.31	2,572,074.30	2,783,012.47
CONSUMPTION DATA			
UNITS OF WATER CONSUMPTION (CCF)	403,601	414,057	433,824
UNIT COST / CCF - ACTUAL	\$6.17	\$6.21	\$6.42
UNIT COST / CCF - BILLED	\$6.20	\$6.20	\$6.40

**RTM Finance and Public Works Committee Joint Meeting
January 26, 2021**

Finance Committee Members Present (eight of nine): Jeff Wieser, Chair; Seth Braunstein; Rick Jaffe; Nicole Klein; Christine Meiers Schatz; Stephen Shackelford; Lauren Soloff; Cathy Talmadge

Public Works Committee Members Present (eight of nine): Jay Keenan, Chair; Andrew Colabella; Peter Gold; Jack Klinge; Richard Lowenstein; Louis Mall; Chris Tait; Cathy Talmadge

Other Town Officials Present: Pete Ratkiewich, Director of Public Works Department and Kristin Schneeman, RTM.

The RTM Finance and Public Works Committees met jointly to consider the following:

“Upon the request of the Director of Public Works, to approve an appropriation of \$295,000.00 to the Capital and Non-Recurring Account #31503310-500326-10105 for the reconstruction of the Library Upper Parking Lot.”

DPW Director Peter Ratkiewich explained that the Library’s upper parking lot is in need of reconstruction and re-paving. The current lot was last resurfaced 30 years ago and is showing significant deterioration.

We learned that the upper lot is built on a landfill (as is the Levitt Pavilion) and that the landfill has been subject to settling which has resulted in buckling, cracking and many areas that don't drain well. We also learned that it is not possible to put any new drainage into the landfill given that it has been capped and approved by the DEEP. We are only doing work above the "geogrid."

It became clear from our discussion that the existing, degraded lot is hazardous as there have been a number of trip and falls which have resulted in insurance claims.

The work that will be undertaken will reclaim and regrade - basically grind up existing pavement and add it to the base layer for the new surface.

This lot is a very visible area given its proximity to the brand new library and the Levitt Pavilion and the town would like to have the reconstruction completed as soon as possible and would target this Spring for the work to be done. Director Ratkiewich estimated that the project would take only a week or two to complete. We also learned that this project was part of a larger project that was included in the capital plan. This portion was carved out of a \$1.4M project identified for 2024.

Our discussions also focused on additional parking lot construction/re-paving projects that should be sequenced in conjunction with this project in order to gain greatest efficiencies. As

we will discuss with the next Agenda item, ideally this would be part of a construction schedule that would also include the work required for the Senior Center lot and there are multiple BOE parking lot projects that the BOE will bear the cost of but that make sense economically to be completed at the same time (including Long Lots, GFS and Coleytown Elementary) this Spring.

Looking out a bit more to the future, additional consideration will be required for the Parker Harding lot, the Baldwin lot (we funded a study of this previously) and we will eventually need to address the Jessup Green Lot to complete all of the Downtown lots.

Action: Motions in favor of supporting the requested funding were made and seconded for Public Works (Peter Gold / Richard Lowenstein) and Finance (Rick Jaffe / Christine Meiers Schatz).

Both motions passed unanimously:

- Public Works: 8-0, and
- Finance: 8-0

Respectfully submitted,

Seth Braunstein
RTM District 6/Finance Committee Member