

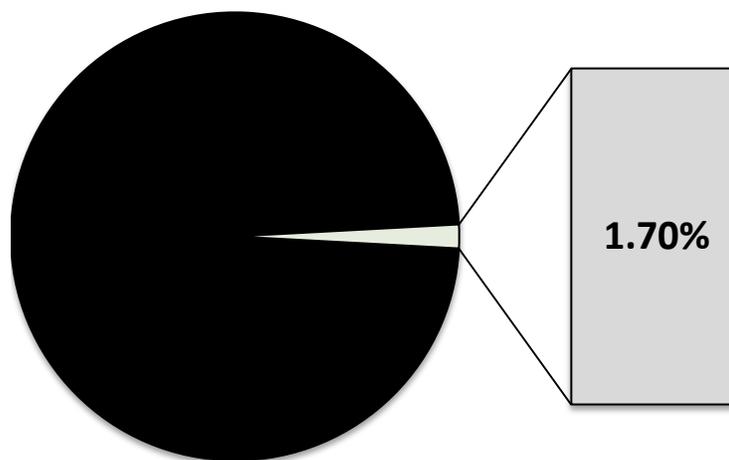
SEWER CONSTRUCTION & PRIVATEWAY MAINTENANCE IMPROVEMENT FUND

Department Purpose Statement

The CWMP is a town wide plan to protect Barnstable's coastal waters, ponds and drinking water by managing nutrient pollution from wastewater. To accomplish this, the plan calls for an expansion of the Town's wastewater infrastructure (sewers) as well as other innovative and nature-based approaches such as inlet dredging, cranberry bog conversions and use of nitrogen removing septic systems.



% of FY 2023 All Appropriated Funds



Sewer Construction & Privateway Maintenance Improvement Fund comprises 1.70% of all appropriated funds.

Special Revenue Fund Services Provided

<https://barnstablewaterresources.com/>

The Town's CWMP is a 30-year plan to ensure all the Town's estuaries return to healthy nutrient levels. The plan is estimated to cost over \$1 billion and has been approved by State regulators and the Cape Cos Commission. It will result in over 11,800 parcels being sewerred, and the collection of over 2,127,000 gallons of wastewater every day. The result will be that over 77,000 kg (approximately 170,000 pounds) of nitrogen will be removed from the environment every year.

Special Revenue Fund Recent Accomplishments

Comprehensive Wastewater Management Plan

- ✓ Prepared Final Comprehensive Wastewater Management Plan (CWMP) / Single Environmental Impact Report
- ✓ Received State Approval of CWMP
- ✓ Received Cape Cod Commission Approval of CWMP
- ✓ Continued Master Planning efforts
- ✓ Continued coordination with neighboring communities regarding TMDL compliance and potential partnership opportunities
- ✓ Prepared and commenced implementation of staffing plan

Sewer Expansion Projects

- ✓ Completed Design, Permitting and Bidding of the Strawberry Hill Road Sewer Expansion Project
- ✓ Commenced Construction of Strawberry Hill Road Sewer Expansion Project
- ✓ Commenced Final Design and Permitting of Route 28 East Sewer Expansion Project
- ✓ Commenced Survey and Preliminary Design of Route 28 West Sewer Expansion Project
- ✓ Commenced Survey and Preliminary Design of Phinney's Lane Sewer Expansion Project
- ✓ Commenced Survey and Preliminary Design of Long Pond Sewer Expansion Project
- ✓ Coordinated with MassDOT regarding installation of sewers within MassDOT's planned Route 28 and Yarmouth Road Intersection Improvement Project

Water Pollution Control Facility Projects

- ✓ Continued evaluation of Effluent Disposal Alternatives
- ✓ Commenced Evaluation of Nitrogen Improvements at the WPCF
- ✓ Completed Final Design of Solids Processing Facility Upgrades Project
- ✓ Completed Construction of Effluent Flow Meter Project

Non-Traditional Projects

- ✓ Continued evaluation, design and permitting of Mill Pond Dredging Project
- ✓ Completed Phase 3 of the Sampson's Island Dredging Project
- ✓ Coordination with project partners regarding Marstons Mills Cranberry Bog conversions
- ✓ Coordination with project partners regarding Innovative/Alternative Septic Systems

Funding

- ✓ Secured State Revolving Fund loan funding from the Clean Water Trust for the following projects:
 - Strawberry Hill Road Sewer Expansion Project
 - Solids Processing Facility Upgrades Project
 - Sewers Installation as part of MassDOT's Route 28 and Yarmouth Road Intersection Improvement Project
 - FY21 Pump Station Rehabilitation Project
 - WPCF Asset Management Project

- ✓ Listed on 2021 Intended Use Plan for State Revolving Fund loan funding from the Clean Water Trust for the following projects:
 - Route 28 East Sewer Expansion Project
 - FY22 Pump Station Rehabilitation Project

Special Revenue Fund Goals and Objectives

- Town Council's Quality of Life Strategic Plan (SP)

Short-Term:

1. Maintain CWMP compliance by continuing to implement projects consistent with CWMP schedule **(SP: Regulatory Process & Performance, Public Health and Safety, Environmental and Natural Resources, Communication, Infrastructure, Finance)**
2. Implement staffing plan to support program **(SP: Regulatory Process & Performance, Public Health and Safety, Environmental and Natural Resources, Communication, Infrastructure, Finance)**
3. Complete Construction of the Strawberry Hill Road Sewer Expansion Project **(SP: Environmental and Natural Resources, Infrastructure)**
4. Commence construction of the Route 28 East Sewer Expansion Project **(SP: Environmental and Natural Resources, Infrastructure)**
5. Complete design and permitting of Nitrogen Improvements at the WPCF **(SP: Environmental and Natural Resources, Infrastructure)**
6. Complete design and permitting of Mill Pond Dredging Project **(SP: Environmental and Natural Resources, Infrastructure)**
7. Identify and resolve program policy needs for program **(SP: Regulatory Process & Performance, Public Health and Safety, Environmental and Natural Resources, Communication, Infrastructure, Finance)**

Long-Term:

1. Maintain CWMP compliance by continuing to implement projects consistent with the CWMP schedule **(SP: Regulatory Process & Performance, Public Health and Safety, Environmental and Natural Resources, Communication, Infrastructure, Finance)**
2. Continue to implement staffing plan to support program **(SP: Regulatory Process & Performance, Public Health and Safety, Environmental and Natural Resources, Communication, Infrastructure, Finance)**
3. Prepare 5-Year Adaptive Management Plan Update (due in 2025) **(SP: Regulatory Process & Performance, Public Health and Safety, Environmental and Natural Resources, Communication, Infrastructure, Finance)**

Special Revenue Fund Budget Comparison

Sewer Construction and Private Way Maintenance and Improvements Fund						
	Actual	Projected	Approved	Proposed	Change	Percent
Source of Funding	FY 2021	FY 2022	FY 2022	FY 2023	FY22 - 23	Change
Fines & Penalties	\$32,474	\$30,219	\$30,000	\$-	(\$30,000)	-100.00%
Hotel/Motel Tax-Traditional Lodging	597,706	1,044,852	\$1,000,000	\$1,030,000	30,000	3.00%
Meals Tax	1,361,575	1,671,108	1,500,000	\$1,545,000	45,000	3.00%
Special Assessments	88,689	97,612	80,000	88,335	8,335	10.42%
Interest and Other	130,525	86,725	90,000	90,739	739	0.82%
Total Operating Sources	\$2,210,969	\$2,930,516	\$2,700,000	\$2,754,074	\$54,074	2.00%

Capital Trust Fund	\$-	\$-	\$-	\$750,000	\$750,000	0.00%
Borrowing Authorizations	-	-	-	3,000,000	3,000,000	0.00%
Total Capital Sources	\$0	\$0	\$0	\$3,750,000	\$3,750,000	0.00%

Total Sources of Funding	\$2,210,969	\$2,930,516	\$2,700,000	\$6,504,074	\$3,804,074	140.89%
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Expense Category						
Personnel	\$-	\$294,534	\$385,765	\$1,100,192	\$714,427	185.20%
Benefits	-	93,530	145,729	105,905	(39,824)	-27.33%
Operating Expenses	-	24,702	95,500	240,250	144,750	151.57%
Debt Service	589,358	579,437	575,945	2,199,576	1,623,631	281.91%
Capital Outlay	-	-	-	300,000	300,000	0.00%
Total Operating Budget	\$589,358	\$992,204	\$1,202,939	\$3,945,923	\$2,742,984	228.02%

Capital Improvements Program	1,720,970	-	-	5,250,000	5,250,000	0.00%
Total Capital Expenses	\$1,720,970	\$0	\$0	\$5,250,000	\$5,250,000	0.00%

Total Expenses	\$2,310,328	\$992,204	\$1,202,939	\$9,195,923	\$7,992,984	664.45%
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Excess (Deficiency) Cash Basis	(\$99,359)	\$1,938,312	\$1,497,061	(\$2,691,849)	(\$4,188,910)	
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Beg. Unrestricted Fund Balance	<u>\$17,757,466</u>	<u>\$17,658,107</u>	<u>\$19,596,419</u>
FY22 Projected Excess/(Deficiency)	<u> </u>	<u>1,938,312</u>	<u>-</u>
Ending Projected Unrestricted Fund Balance	<u>\$17,658,107</u>	<u>\$19,596,419</u>	<u>\$16,904,570</u>

Summary of Budget Changes

This request is for the first fiscal year of CWMP implementation in-house costs. This includes funding 8.55fte's (ultimately 25 are projected to be needed by the end of Phase I), and associated expenses, plus miscellaneous technical services to support DPW during the CWMP execution. The FTEs includes several Project Engineers to oversee and run project operations.

Special Revenue Fund Budget Reconciliation

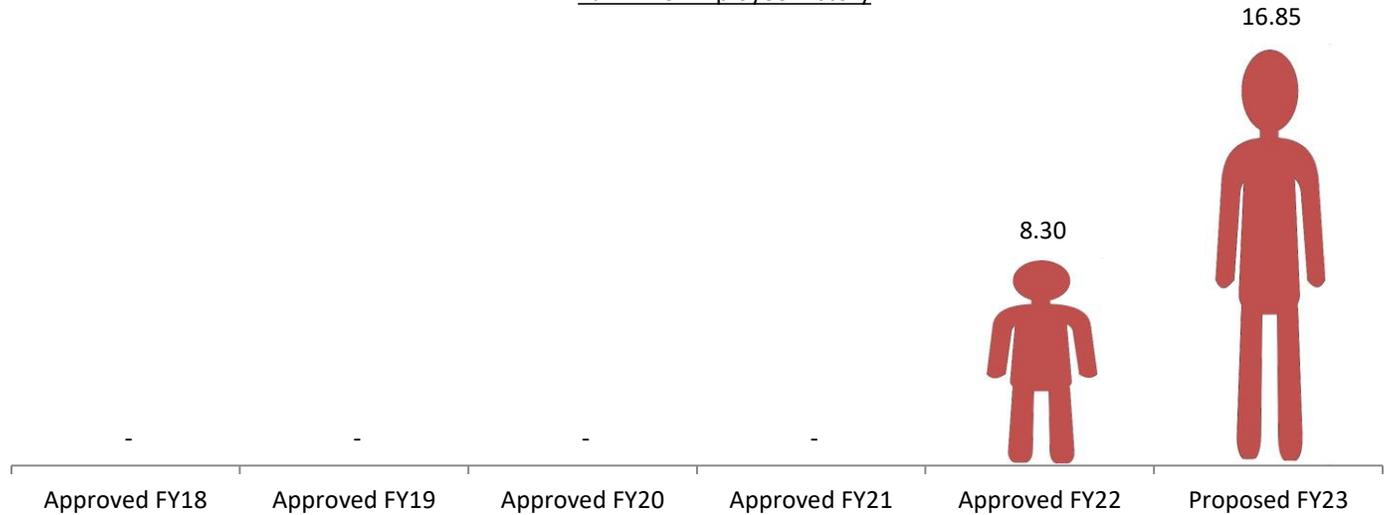
Job Title	FY 2021	FY 2022	FY 2023	Change
Betterment Coordinator	-	-	1.00	1.00
Chief Procurement Officer	-	0.15	0.15	-
Construction Inspector I	-	1.00	2.00	1.00
Construction Inspector II	-	2.00	3.00	1.00
Construction Project Inspector	-	1.00	1.00	-
Engineering Designer	-	1.00	1.00	-
Lead Project Engineer	-	1.00	1.00	-
Project Engineer I Design	-	1.00	2.00	1.00
Project Engineer II Construction	-	-	1.00	1.00
Project Engineer II Design	-	-	1.00	1.00
Purchasing Agent	-	0.15	0.70	0.55
Senior Project Manager Construction	-	-	1.00	1.00
Senior Project Manager Design	-	-	1.00	1.00
Senior Project Mgr Water-CWMP	-	1.00	1.00	-
Full-time Equivalent Employees	-	8.30	16.85	8.55

Budget Reconciliation	Personnel	Operating	Capital	Totals	FTE
FY 2022 Approved Budget				\$1,202,939	
Contractual Obligations Net of Staff Turnover	60,452	-	-	60,452	-
Debt Service	-	1,623,631	-	1,623,631	-
FY 2023 Budget Changes					
1. Additional Personal	594,151	-	-	594,151	8.55
2. Overtime	20,000	-	-	20,000	-
3. Legal Fees	-	100,000	-	100,000	-
4. Training & Conferences	-	1,500	-	1,500	-
5. Advertising	-	25,000	-	25,000	-
6. Computers	-	4,000	-	4,000	-
7. Uniforms	-	12,750	-	12,750	-
8. Safety Equipment	-	1,500	-	1,500	-
9. Vehicles	-	-	300,000	300,000	-
FY 2023 Proposed Budget	\$674,603	\$1,768,381	\$300,000	\$3,945,923	8.55

- CWMP Program – Additional Personnel** - This request is for additional personnel necessary to manage the Town's Comprehensive Wastewater Management Plan (CWMP), which is consistent with DPWs staffing plan.
- Legal Fees** - Many aspects of this plan will require legal assistance, including title work, land acquisition, establishing policy, contracting, assessments, etc. Town staff has been determined that the most efficient and effective way to expeditiously complete the legal work necessary to implement the program is to establish an on-call contract with an outside legal firm. In the Winter of 2022, the Town issued a request for quotes to competitively procure an outside legal firm. The Town has contracted with Petrini & Associates, P.C. to provide these services.
- Vehicles** - This request will fund vehicles necessary for CWMP personnel to manage construction activities. This request will fund the purchase of six new vehicles. Without vehicles, personnel will not be able to oversee construction activities.
- Communications and Outreach** - This request will fund various necessary communication and outreach expenses for keeping the public informed relative to CWMP implementation. This funding will be used for items such as mailings to residents, preparation of CWMP brochures, preparation of guidance materials, etc.

Special Revenue Fund Factors Affecting FTE's

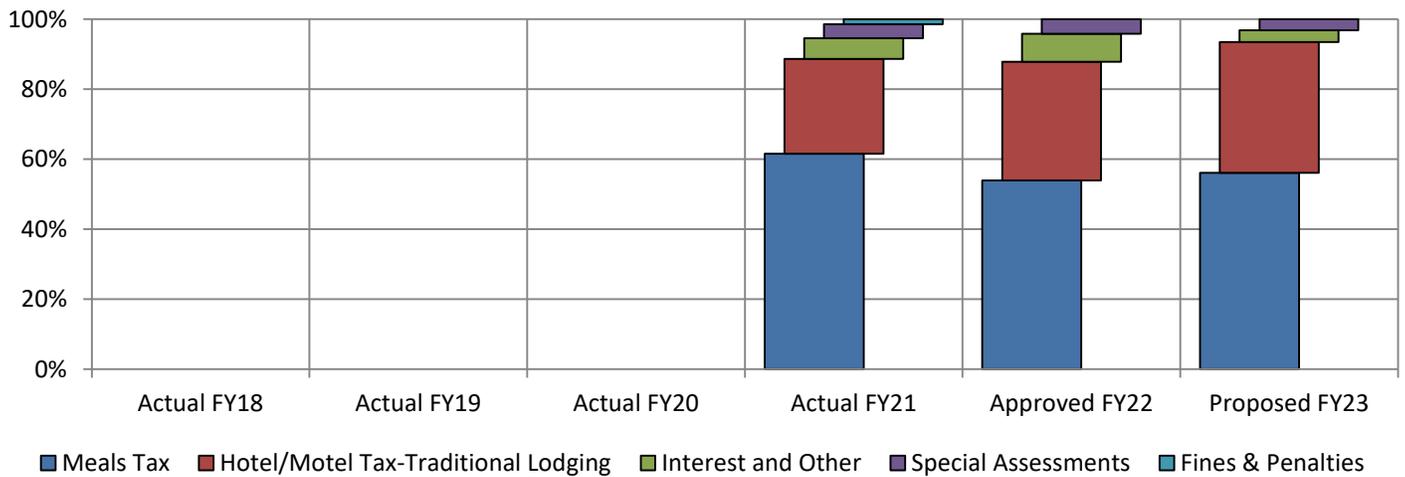
Full Time Employee History



FY 2023 is a continuation of increased staffing levels to support the CWMP as per the Department of Public Works staffing plan. FY 2022 was the first year of this implementation process.

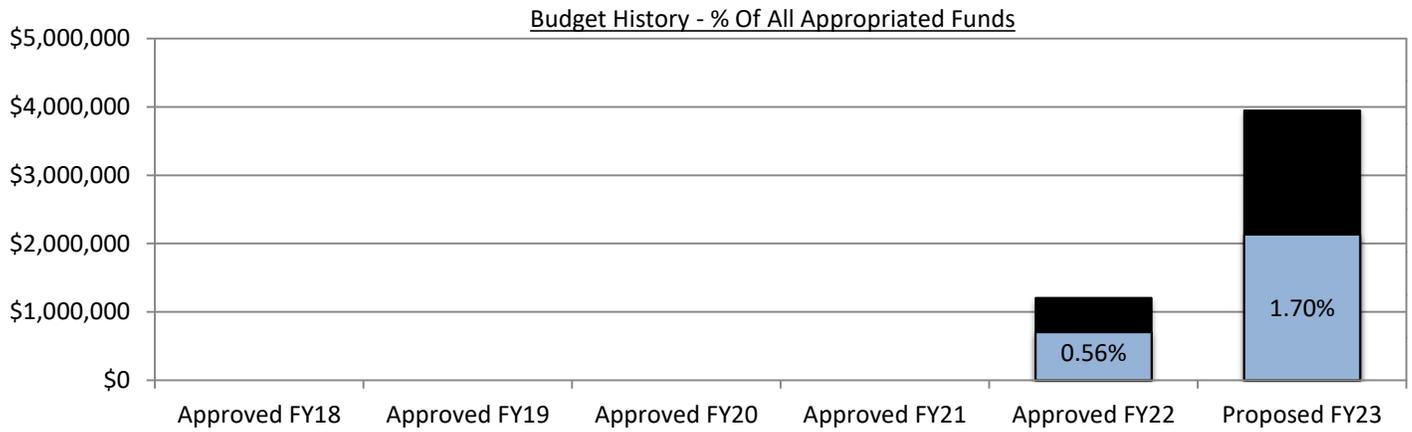
Special Revenue Fund Factors Affecting Revenues

Total Revenue Sources Historical and Budgeted

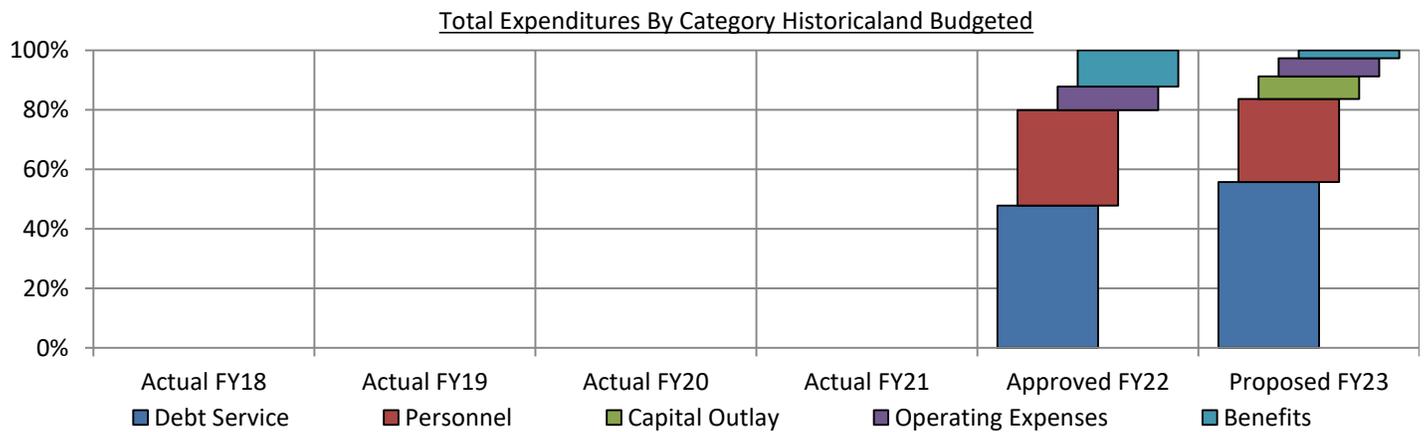


Currently the Sewer Construction & Private Way Improvement Fund is support by meals and hotel/motel taxes. Meals taxes contributes 56% and hotel/motel 37% of total sources of funding for special revenue fund.

Special Revenue Fund Budget Factors Affecting Expenses



The Sewer Construction & Private Way Improvement Fund FY 2023 budget represents 1.70% of all appropriated funds.



Debt service cost accounts for 56%, personnel and benefits represent 44%, and capital outlay 8% of the total proposed FY2023 budget.

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