



2020 Sewer Budget Narrative

Sewer Superintendent
 Jeff Backman

10-24-2019

20.4326.52.000 Office Allenstown

20.4326.56.000 Office Plant

20.4326.57.000 Office Hauled Waste

Appropriated in 2019	\$100.00
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Appropriated in 2020	\$100.00
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This line covers irregular office items that don't fall in any other budget line.

20.4326.52.100 Commission Stipend Allenstown

20.4326.56.100 Commission Stipend Plant

20.4326.57.100 Commission Stipend Hauled Waste

Appropriated in 2019	\$4,500.00
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Appropriated in 2020	\$4,500.00
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Salary or allowance for the public service provided by the Sewer Commission.

20.4326.52.110 Full-Time Saleries Allenstown

20.4326.56.110 Full-Time Saleries Plant

20.4326.57.110 Full-Time Saleries Hauled Waste

Appropriated in 2019	\$398,713.00
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Appropriated in 2020	\$415,103.00
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This line covers the cost of wages for all full time employees. Recent years showed an overall decrease in Allenstown and Hauled Waste salaries. Approximately 5% of the total salaries expended is exclusive to Allenstown, 10% is exclusive to HW, and 85% of full-time salaries is expended on the PLANT salaries line.

20.4326.52.120 Part-Time Saleries Allenstown

20.4326.56.120 Part-Time Saleries Plant

20.4326.57.120 Part-Time Saleries Hauled Waste

Appropriated in 2019	\$1,000.00
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Appropriated in 2020	\$1,000.00
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This line covers the cost of part time employees including the minute’s clerk.

20.4326.52.210 Health Insurance Allenstown

20.4326.56.210 Health Insurance Plant

20.4326.57.210 Health Insurance Hauled Waste

Appropriated in 2019	\$133,079.00
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Appropriated in 2020	\$101,231.00
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This is the employers cost of the health insurance premiums for those employees who elect this benefit. Only full time employees are eligible. The cost share of the premiums is 80% employer and 20% employee. The 2020 rates have not been provided to the Sewer Department by the Town at this time. Additionally health insurance has been estimated based on the same cost share as payroll. Allenstown 5%, Plant 85%, and HW 10%.

20.4326.52.211 Dental Insurance Allenstown

20.4326.56.211 Dental Insurance Plant

20.4326.57.211 Dental Insurance Hauled Waste

Appropriated in 2019	\$9,801.00
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Appropriated in 2020	\$8,671.00
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This is the employer’s cost of the dental insurance premiums for those employees who elect this benefit. The cost share for the premiums at present is 80% employer and 20% employee. Estimated based on the same cost share as payroll. Allenstown 5%, Plant 85%, and HW 10%.

20.4326.52.212 Health Reimbursement Allenstown

20.4326.56.212 Health Reimbursement Plant

20.4326.57.212 Health Reimbursement Hauled Waste

Appropriated in 2019	\$12,500.00
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Appropriated in 2020	\$12,500.00
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The HRA Subsidizes the cost of health insurance plans, by covering a portion of the deductible. \$500 for single, and \$2,500 for two person and family plans.

20.4326.52.215 Life/STD/LTD Insurance Allenstown

20.4326.56.215 Life/STD/LTD Insurance Plant

20.4326.57.215 Life/STD/LTD Insurance Hauled Waste

Appropriated in 2019	\$6,794.00
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Appropriated in 2020	\$6,794.00
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Cost of Life, short term disability insurance, and long term disability insurance for full time employees.

20.4326.52.220 Social Security Allenstown

20.4326.56.220 Social Security Plant

20.4326.57.220 Social Security Hauled Waste

Appropriated in 2019	\$24,720.00
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Appropriated in 2020	\$25,737.00
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The employer's cost of the Social Security tax for those employees who are in the Social Security system. Estimated based on the same cost share as payroll. Allenstown 5%, Plant 85%, and HW 10%.

20.4326.52.225 Medicare Allenstown

20.4326.56.225 Medicare Plant

20.4326.57.225 Medicare Hauled Waste

Appropriated in 2019	\$5,781.00
Appropriated in 2020	\$6,019.00

The employer's cost of the Medicare tax for all employees. Estimated based on the same cost share as payroll. Allenstown 5%, Plant 85%, and HW 10%.

20.4326.52.230 NHRS Allenstown

20.4326.56.230 NHRS Plant

20.4326.57.230 NHRS Hauled Waste

Appropriated in 2019	\$44,951.00
Appropriated in 2020	\$46,367.00

The employer's cost for retirement contributions for all full time employees. The current employer rate is 11.17 %. Estimated based on the same cost share as payroll. Allenstown 5%, Plant 85%, and HW 10%.

20.4326.52.250 Unemployment Allenstown

20.4326.56.250 Unemployment Plant

20.4326.57.250 Unemployment Hauled Waste

Appropriated in 2019	\$1,292.00
Appropriated in 2020	\$1,292.00

Cost for unemployment Insurance.

20.4326.52.260 Workers' Comp Allenstown

20.4326.56.260 Workers' Comp Plant

20.4326.57.260 Workers' Comp Hauled Waste

Appropriated in 2019	\$7,300.00
Appropriated in 2020	\$4,695.00

The cost of workers compensation insurance through Primex for all employees. Estimated based on the same cost share as payroll. Allenstown 5%, Plant 85%, and HW 10%. 2018 invoiced at \$6,636.28 & 2019 invoiced at \$4,346.24. 2020's budget estimate includes an 8% increase over 2019 per Town Hall.

20.4326.52.301 IT Services Allenstown

20.4326.56.301 IT Services Plant

20.4326.57.301 IT Services Hauled Waste

Appropriated in 2019	\$20,500.00
Appropriated in 2020	\$25,500.00

This covers the cost of access to the Town's computer network. Additionally, included is the maintenance and backup of the sewer department's internal server, server software, and hardware systems. Managed email, cyber security management, and offsite back-ups is also included.

20.4326.52.302 Bank Fees Allenstown

20.4326.56.302 Bank Fees Plant

20.4326.57.302 Bank Fees Hauled Waste

Appropriated in 2019	\$550.00
Appropriated in 2020	\$0.00

Covers all charges and fees made by the bank.

20.4326.52.310 Financial Services/HR Allenstown

20.4326.56.310 Financial Services/HR Plant

20.4326.57.310 Financial Services/HR Hauled Waste

Appropriated in 2019	\$8,001.00
Appropriated in 2020	\$11,700.00

This line covers the cost of financial and HR services through the Town per the 2016 memorandum of agreement. It also covers any financial and HR services provided through consultants.

20.4326.52.311 HRA/FSA Fees Allenstown

20.4326.56.311 HRA/FSA Fees Plant

20.4326.57.311 HRA/FSA Fees Hauled Waste

Appropriated in 2019	\$917.00
Appropriated in 2020	\$927.00

These fees relate to the administration of the HRA & FSA plans. Health Trust manages the Health Reimbursement and Flexible Spending Accounts through Benefits Strategies.

20.4326.52.320 Training/Tuition Allenstown

20.4326.56.320 Training/Tuition Plant

20.4326.57.320 Training/Tuition Hauled Waste

Appropriated in 2019	\$3,500.00
Appropriated in 2020	\$3,000.00

Owning and operating wastewater treatment facilities (WWTF) and collection systems represents a significant lifelong investment for any community. Protecting this investment requires that wastewater treatment plant operators be fully trained and certified to properly do their jobs.

20.4326.52.330 Audit Allenstown

20.4326.56.330 Audit Plant

20.4326.57.330 Audit Hauled Waste

Appropriated in 2019	\$4,500.00
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Appropriated in 2020	\$4,450.00
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This line is for the cost of the annual audit.

20.4326.52.331 Legal Allenstown

20.4326.56.331 Legal Plant

20.4326.57.331 Legal Hauled Waste

Appropriated in 2019	\$28,500.00
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Appropriated in 2020	\$18,500.00
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This line covers the cost of legal services by Town & Sewer Department Counsel, DTC law firm & Drescher Dokmo law firm.

20.4326.52.332 Contractors -lab Allenstown

20.4326.56.332 Contractors-lab Plant

20.4326.57.332 Contractors-lab Hauled Waste

Appropriated in 2019	\$21,500.00
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Appropriated in 2020	\$17,500.00
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This line pays for the required laboratory analysis to operation under our National Pollutant Discharge Elimination System.

20.4326.52.341 Computer Equipment/Software Allenstown

20.4326.56.341 Computer Equipment/Software Plant

20.4326.57.341 Computer Equipment/Software Hauled Waste

Appropriated in 2019	\$24,000.00
Appropriated in 2020	\$16,000.00

Industrial automation is a key component in the operation and maintenance of the WWTP. The major components in industrial automation are programmable logic controllers, panel views, software, and PC's. This line covers the cost of replacement, and support agreements for industrial automation, and employee work stations.

20.4326.52.342 Payroll Processing Allenstown

20.4326.56.342 Payroll Processing Plant

20.4326.57.342 Payroll Processing Hauled Waste

Appropriated in 2019	\$4,188.00
Appropriated in 2020	\$4,188.00

Fees associated with processing payroll. Currently Check Mate Payroll is the vendor used. There are per employee and per check fees associated with processing payroll.

20.4326.52.350 Dig Safe Allenstown

20.4326.56.350 Dig Safe Plant

20.4326.57.350 Dig Safe Hauled Waste

Appropriated in 2019	\$160.00
Appropriated in 2020	\$160.00

Used for digsafe notification system.

20.4326.52.390 Engineering Allenstown

20.4326.56.390 Engineering Plant

20.4326.57.390 Engineering Hauled Waste

Appropriated in 2019	\$51,250.00
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Appropriated in 2020	\$45,250.00
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This line is used for professional engineering services. Current projects in engineering are asset management, headworks loading study, and revision of the 2006 inter-municipal agreement with Pembroke.

20.4326.52.412 Water Allenstown

20.4326.56.412 Water Plant

20.4326.57.412 Water Hauled Waste

Appropriated in 2019	\$8,500.00
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Appropriated in 2020	\$7,500.00
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This includes drinking water, domestic use water, and potable water required for plant processes. Additionally, the Water works charges fees for private hydrants. The hydrant fee is expended from the water account.

Repair/20.4326.52.421 Sludge Disposal Allenstown

20.4326.56.421 Sludge Disposal Plant

20.4326.57.421 Sludge Disposal Hauled Waste

Appropriated in 2019	\$431,460.00
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Appropriated in 2020	\$437,264.00
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Cost to dispose of dewatered sludge and screenings.

Repair/20.4326.52.430 Repair/Maint. Allentown

20.4326.56.430 Repair/Maint. Plant

20.4326.57.430 Repair/Maint. Hauled Waste

Appropriated in 2019	\$110,000.00
Appropriated in 2020	\$107,000.00

This line is used for the repair and maintenance of the WWTP and collection system infrastructure. The WWTP and most of the collection system was installed in 1975. There have been significant upgrades to the equipment at the facility in the last four decades. Some of the equipment at the WWTP is still original. Repair and maintenance is a critical function at the WWTP to provide the public with pollution control. Water pollution control equipment is expensive. The cost to rebuild a blower alone is approximately \$30K.

20.4326.52.432 Vehicle Maint. Allentown

20.4326.56.432 Vehicle Maint. Plant

20.4326.57.432 Vehicle Maint. Hauled Waste

Appropriated in 2019	\$2,750.00
Appropriated in 2020	\$2,850.00

This line covers the cost of repairs to the Sewer Departments mobile fleet.

20.4326.52.435 Building Maint. Allentown

20.4326.56.435 Building Maint. Plant

20.4326.57.435 Building Maint. Hauled Waste

Appropriated in 2019	\$17,000.00
Appropriated in 2020	\$28,500.00

This line is used to pay for repairs and maintenance made to any of the nine buildings at the WWTP and in the collection system.

20.4326.52.442 Lease/Rental Equipment Allenstown

20.4326.56.442 Lease/Rental Equipment Plant

20.4326.57.442 Lease/Rental Equipment Hauled Waste

Appropriated in 2019	\$5,120.00
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Appropriated in 2020	\$3,500.00
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This line is used for lease of copier, hauler restroom, and any special tool rentals.

20.4326.52.450 Construction-Reconstruction Allenstown

20.4326.56.450 Construction-Reconstruction Plant

20.4326.57.450 Construction-Reconstruction Hauled Waste

Appropriated in 2019	\$30,000.00
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Appropriated in 2020	\$25,000.00
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Any new or replacement of infrastructure and or mechanical equipment.

20.4326.52.451 Contractors Allenstown

20.4326.56.451 Contractors Plant

20.4326.57.451 Contractors Hauled Waste

Appropriated in 2019	\$107,600.00
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Appropriated in 2020	\$176,000.00
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The contractor’s line covers the cost of special services, for the operation and maintenance of the WWTP. Examples of expenditures would be service of the back-up generators, air compressors, paving, manhole & sewer system rehabilitation, HVAC, and electrical services. The Allenstown contractors line was increased for additional sewer rehabilitation in 2020.

20.4326.52.520 Liability Insurance Allenstown

20.4326.56.520 Liability Insurance Plant

20.4326.57.520 Liability Insurance Hauled Waste

Appropriated in 2019	\$25,200.00
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Appropriated in 2020	\$20,054.00
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Invoice for 2018 was \$22,586.00 and the invoice in 2019 was \$18,742.00. 2020 budget includes an increase of 7% from 2019 invoice per contract with Primex.

20.4326.52.530 Telephone/Internet Allenstown

20.4326.56.530 Telephone/Internet Plant

20.4326.57.530 Telephone/Internet Hauled Waste

Appropriated in 2019	\$8,000.00
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Appropriated in 2020	\$8,000.00
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This line covers the cost of high speed internet and telephone service, for the plant and pump-station. Additionally, the plant and pump station have back-up alarm communication over copper wire telephone lines.

20.4326.52.532 Alarms Allenstown

20.4326.56.532 Alarms Plant

20.4326.57.532 Alarms Hauled Waste

Appropriated in 2019	\$2,250.00
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Appropriated in 2020	\$2,250.00
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This line is used to pay for NPDES required plant notification system, and burglary notification system.

20.4326.52.540 Advertising Allenstown

20.4326.56.540 Advertising Plant

20.4326.57.540 Advertising Hauled Waste

Appropriated in 2019	\$1,550.00
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Appropriated in 2020	\$650.00
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This line is used for legal advertising, employment recruiting, hauler solicitation, and mailers.

20.4326.52.560 Dues & Subscriptions Allenstown

20.4326.56.560 Dues & Subscriptions Plant

20.4326.57.560 Dues & Subscriptions Hauled Waste

Appropriated in 2019	\$650.00
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Appropriated in 2020	\$400.00
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This line is used for subscriptions to professional, technical, and trade organizations.

20.4326.52.605 Office Supplies Allenstown

20.4326.56.605 Office Supplies Plant

20.4326.57.605 Office Supplies Hauled Waste

Appropriated in 2019	\$5,000.00
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Appropriated in 2020	\$4,000.00
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This line covers the cost of office supplies.

20.4326.52.609 Supplies - Lab Allenstown

20.4326.56.609 Supplies - Lab Plant

20.4326.57.609 Supplies - Hauled Waste

Appropriated in 2019	\$9,000.00
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Appropriated in 2020	\$8,500.00
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This line is used for consumables for the various analytical probes and sensors required to operate the WWTP. This line also is used for purchasing of laboratory apparatus and reagents for analytical procedures.

20.4326.52.610 General Supplies Allenstown

20.4326.56.610 General Supplies Plant

20.4326.57.610 General Supplies Hauled Waste

Appropriated in 2019	\$55,000.00
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Appropriated in 2020	\$45,500.00
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General supplies used in operation and maintenance of WWTP including personal protective equipment.

20.4326.52.611 Postage Allenstown

20.4326.56.611 Postage Plant

20.4326.57.611 Postage Hauled Waste

Appropriated in 2019	\$2,550.00
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Appropriated in 2020	\$2,600.00
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Postage through the US Postal Service.

20.4326.52.612 Freight Allenstown

20.4326.56.612 Freight Plant

20.4326.57.612 Freight Hauled Waste

Appropriated in 2019	\$17,750.00
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Appropriated in 2020	\$21,750.00
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This line is used for the cost for shipping and receiving commodities or products.

20.4326.52.621 Natural Gas Allenstown

20.4326.56.621 Natural Gas Plant

20.4326.57.621 Natural Gas Hauled Waste

Appropriated in 2019	\$22,600.00
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Appropriated in 2020	\$22,000.00
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This line covers the cost of natural gas to heat buildings.

20.4326.52.622 Electric Allenstown

20.4326.56.622 Electric Plant

20.4326.57.622 Electric Hauled Waste

Appropriated in 2019	\$163,000.00
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Appropriated in 2020	\$172,000.00
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This line is used to pay for electricity at the WWTP, pump stations, and flow monitoring station at Suncook Pond.

20.4326.52.626 Gasoline Allenstown

20.4326.56.626 Gasoline Plant

20.4326.57.626 Gasoline Hauled Waste

Appropriated in 2019	\$1,400.00
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Appropriated in 2020	\$1,100.00
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This line is used for fueling mobile fleet and powering small engines.

20.4326.52.636 Diesel Allenstown

20.4326.56.636 Diesel Plant

20.4326.57.636 Diesel Hauled Waste

Appropriated in 2019	\$4,440.00
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Appropriated in 2020	\$4,340.00
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Fuel for back-up generator power. An additional generator is expected to be installed at Suncook Pond in 2019. Also, diesel is used for fueling the loader, telehandler, and utility vehicle.

20.4326.52.650 Polymer Allenstown

20.4326.56.650 Polymer Plant

20.4326.57.650 Polymer Hauled Waste

Appropriated in 2019	\$112,000.00
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Appropriated in 2020	\$115,000.00
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Chemical used in de-watering sludge and settling sludge in the secondary clarifiers. Price increase per supplier.

20.4326.52.651 Odor Control Allenstown

20.4326.56.651 Odor Control Plant

20.4326.57.651 Odor Control Hauled Waste

Appropriated in 2019	\$500.00
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Appropriated in 2020	\$0.00
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This line is used to purchase chemicals for treating odors.

20.4326.52.652 Sodium Hypochlorite Allenstown

20.4326.56.652 Sodium Hypochlorite Plant

20.4326.57.652 Sodium Hypochlorite Hauled Waste

Appropriated in 2019	\$18,000.00
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Appropriated in 2020	\$18,000.00
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Sodium Hypochlorite is used to disinfect wastewater before it is discharged to the Merimack River.

20.4326.52.653 Polyaluminium Chloride Allenstown

20.4326.56.653 Polyaluminium Chloride Plant

20.4326.57.653 Polyaluminium Chloride Hauled Waste

Appropriated in 2019	\$30,000.00
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Appropriated in 2020	\$30,000.00
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Used to chemically remove phosphorus from wastewater, and is used to increase polymer flocculation.

20.4326.52.655 Magnetite Allenstown

20.4326.56.655 Magnetite Plant

20.4326.57.655 Magnetite Hauled Waste

Appropriated in 2019	\$22,500.00
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Appropriated in 2020	\$36,000.00
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Magnetite is used to increase solids capacity at the WWTP.

20.4326.52.656 Sodium Bisulfite Allenstown

20.4326.56.656 Sodium Bisulfite Plant

20.4326.57.656 Sodium Bisulfite Hauled Waste

Appropriated in 2019	\$2,000.00
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Appropriated in 2020	\$2,000.00
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The WWTP has a maximum daily average limit of 1.00 parts per million total chlorine residual in its effluent. Sodium bisulfite is used to neutralize total chlorine residuals above 1.00 parts per million.

20.4326.52.658 Process Chemical Allenstown

20.4326.56.658 Process Chemicals Chloride Plant

20.4326.57.658 Process Chemicals Hauled Waste

Appropriated in 2019	\$500.00
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Appropriated in 2020	\$500.00
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Chemicals used in treating sewage that do not fall in any other chemical line.

20.4326.52.690 Uniforms Allenstown

20.4326.56.690 Uniforms Plant

20.4326.57.690 Uniforms Hauled Waste

Appropriated in 2019	\$9,000.00
Appropriated in 2020	\$12,000.00

This line covers the cost of the uniform service.

20.4326.52.741 Purchase of Machinery Allenstown

20.4326.56.741 Purchase of Machinery Plant

20.4326.57.741 Purchase of Machinery Hauled Waste

Appropriated in 2019	\$222,000.00
Appropriated in 2020	\$197,000.00

Used to purchase new equipment to process sewage and septage.

20.4326.52.743 Furniture & Fixtures

20.4326.56.743 Furniture & Fixtures

20.4326.57.743 Furniture & Fixtures

Appropriated in 2019	\$0.00
Appropriated in 2020	\$2,100.00

Furniture and fixtures are larger items of movable equipment that are used to furnish an office. Examples are bookcases, chairs, desks, filing cabinets, and tables.

20.4326.52.800 Admin Misc. Allentown

20.4326.56.800 Admin Misc. Plant

20.4326.57.800 Admin Misc. Hauled Waste

Appropriated in 2019	\$15,150.00
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Appropriated in 2020	\$4,650.00
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This line is used for scanning and shredding of archives, electronic storage of archives, drug testing and pre-employment screening. The decrease in 2020 is due to the Sewer Commission completing a scanning project and preserving all archived documents.

<u>Total Appropriated 2019</u>	\$2,280,567.00
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<u>Total Dept. Requested 2020</u>	\$2,299,192.00
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<u>Total Default 2020</u>	\$2,258,241.00
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