



SEWER ACT POLICY

Authority

Town Charter, Article 16

Article 16 governs sewer funding, construction, operations and maintenance and provides for the establishment of the Sewer Maintenance Fund (SMF) and the Sewer Improvement Fund (SIF).

Policy

All actions of the BET shall comply with Article 16. When appropriating funds for sewer operations, the BET must decide how to raise and repay said funds. Each year, in the budget, there shall be a separate accounting of the SIF and the SMF.

Section 236 – Definitions – shall be adhered to in the performance of work in the SMF and the SIF. To clarify the differences between maintenance and improvements, the following definitions are used:

Definitions

Sewer Maintenance Fund (SMF):

Maintenance is defined as the keeping of property in operable condition.

Maintenance costs include outlay for (a) labor and supplies, (b) the replacement of any part that constitutes less than a retirement unit: and (c) major overhauls of the items that may involve elements of the first two classes.

Items falling under (a) or (b) are always regarded as operating costs, chargeable to current expenses directly or through the medium of a maintenance reserve. Costs under (c) are similarly treated unless they include the replacement of a retirement unit, the outlay for which is normally capitalized. The restoration of a capital asset to its full productive capacity, or a contribution thereto, after damage, accident or prolonged use, without increase in the asset's previously estimated service life or productive capacity. The term includes maintenance primarily "preventative" in character, and capitalized extraordinary repairs.

Sewer Improvement Fund (SIF):

Improvement is defined as an expenditure intended to benefit future periods, in contrast to a revenue expenditure, which benefits a current period, or is an addition to a capital asset.

The term is generally restricted to expenditures that add fixed asset units or that have the effect of increasing capacity, efficiency, life span, or economy of operation of an existing fixed asset, hence any expenditure benefiting a future period. Extraordinary repairs that occur infrequently, involve relatively large amounts of money, and tend to increase the economic usefulness of the asset in the future because of either greater efficiency or longer life or both: they are represented by major overhauls, complete reconditioning, major replacement or betterment.

Procedures

The attached charts show the proper allocation of charges and appropriations to the SMF and SIF.

Attachment A

**Town of Greenwich, Department of Public Works
Sewer Collection System Major Components
Funding Source List of Examples**

PUMP STATIONS

<u>Item</u>	<u>Description</u>	<u>Funding Source</u>
1.	Pumps – Submersible Units	SMF
	a. Components	
	b. Replacement Parts	
2.	Pumps – Dry Well Units	SMF
	a. Pump Components	
	b. Shafting	
	c. Motors	
	d. Replacement Parts	
3.	Piping, Valves and Appurtenances	SMF
	a. Components	
	b. Replacement Parts	
4.	Electric Power	SMF
	a. Components	
	b. Replacement Parts	
	c. Switch Gear Normal/Emergency Power Supply	
	d. Wiring and Conduits	
	e. Building Lighting	
	f. Electronic Sensing Flow Control	
	g. Communication/Alarms	
5.	Pneumatic Systems	SMF
	a. Air Compressors and Tanks	
	b. Bubblers	
	c. Floats	
	d. Flow Control Systems	
	e. Components/Replacement Parts	
6.	Flow Metering	SMF
	a. Incoming	
	b. Outgoing	
	c. Replacement Parts	
	d. Service Contracts	

- | | | |
|-----|--|-----|
| 7. | Pump Station Building and Grounds | SMF |
| | a. Roofs, Leaders, Gutters | |
| | b. Doors, Windows | |
| | c. Ventilating Systems/ Hearing Systems | |
| | d. Structural | |
| | e. Safety and OSHA Regulation Compliance | |
| | f. Painting | |
| | g. Site Maintenance, Landscaping, Snow Plowing | |
| 8. | New Pump Stations | SIF |
| 9. | Additions to the Pump Station Structure | SIF |
| 10. | Piping, Valving and Components that Increase
Both Pumping and Flow Capacity | SIF |
| 11. | Major Improvements defined as work that includes:
at a minimum, four items that are normally funded with
SMF's (i.e., a major improvement would be work that
included items 1,3,4 and 5 above as one project. | SIF |

Attachment B

Town of Greenwich, Department of Public Works Sewer Collection System Major Components Funding Source List of Examples

Collection Systems

<u>Item</u>	<u>Description</u>	<u>Funding Source</u>
1.	<u>Force Mains</u>	
a.	Point repairs to existing piping	SMF
b.	Valves	SMF
c.	Components	SMF
d.	Spare Parts	SMF
e.	Inspection – By in-house or contract force	SMF
	(1) External	
	(2) Internal	
f.	New Force Mains	SIF
g.	Reconstruction of force mains designed to meet present and future hydraulic capacities	SIF
h.	Replacement of existing force mains as a minimum from manhole to manhole	SIF
i.	Reconstruction of valves, chambers and components for force mains designed to meet increased hydraulic capacities	SIF
2.	<u>Gravity Systems</u>	
a.	I/I program – Investigation/Analysis by either contract or in-house forces	SMF
b.	I/I work that uses lining methods as the predominant method to repair or rehabilitate the sewer line	SMF or SIF
c.	All preventative maintenance work to include the typical cleaning and maintenance of the sewer line	SMF
	(1) Equipment	
	(2) Personnel	
d.	Repairs to manholes, frames, covers, chimneys and Wye or Tee Branches	SMF
e.	Point repairs to collection system piping	SMF
f.	Repairs to existing valves, chambers, siphons and other collecting system components	SMF
g.	Extending sewer to new service areas	SIF
h.	Repairing, replacing, or upgrading smaller existing service areas to replace a failed pipe or to relieve surcharging due to hydraulic overloading (a service area is defined as an area that involves a minimum of five manholes)	SIF
i.	Reconstruction of major sewer interceptors	SIF
j.	Reconstruction of tunnels, chambers, entryways	SIF
k.	Construction of new tunnels, chambers, entryways	SIF

Attachment C

**Town of Greenwich, Department of Public Works
Sewer Collection System Major Components
Funding Source List of Examples**

Grass Island Waste Water Treatment Plant

<u>Item</u>	<u>Description</u>	<u>Funding Source</u>
1.	Repairing existing tanks and structures	SMF
2.	Replacing/repairing existing equipment	SMF
3.	All supplies and chemicals	SMF
4.	Purchasing portable pumps, generators, and misc. items	SMF
5.	Upgrade to process additional flow	SIF
6.	Upgrade equipment (new technology)	SIF

Attachment D

**Town of Greenwich, Department of Public Works
Sewer Collection System Major Components
Funding Source List of Examples**

Town Wide Sewer System

<u>Item</u>	<u>Description</u>	<u>Funding Source</u>
1.	Town cited for violations by either the State DEP or the Federal EPA.	SMF or SIF (depending on violation)