



BOARD OF WATER COMMISSIONERS
Regular Meeting Agenda
Tuesday, December 20, 2022 6:15 p.m.

Meeting will be held at the Bristol Water & Sewer Department, Water Filtration Plant,
1080 Terryville Ave., Bristol, CT.

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Approval of the minutes of the November 15, 2022 Regular Board Meeting
5. Approval of the Department Reports for the Month of November 2022
6. Public Participation
7. Customer Correspondence
 - 1) 98 Chestnut Street
 - 2) 16, 27, and 71 Stellas Way - Trademark Acquisitions LLC
8. Committee Reports
9. On-call Engineering RFQ
10. Investments
11. Superintendent's Report
12. Chairperson's Report
13. Approval of the Board of Water Commissioners 2023 Meeting Schedule
14. Election of Officers
15. Old Business
16. New Business
17. Adjournment

Next Meeting: Tuesday, January 17, 2023 at 6:15 pm

BOARD OF WATER COMMISSIONERS

NOVEMBER 15, 2022 – REGULAR MEETING

PRESENT: Chairperson Dunn; Commissioners Phelan, Suarez, Porrini and Ferrier; and Council Liaison Jacqueline Olsen.

STAFF PRESENT: Superintendent Robert Longo; Assistant Superintendents Pagliaruli, Bolduc, Keegan and Dawn LaBella, Office Manager.

1) CALL TO ORDER.

Chairperson Dunn called the meeting of the Board of Water Commissioners to order at 6:17 p.m.

2) PLEDGE OF ALLEGIANCE.

3) MOMENT OF SILENCE.

4) APPROVAL OF THE MINUTES OF THE OCTOBER 18, 2022 REGULAR BOARD MEETING.

On motion of Commissioner Suarez and seconded, it was unanimously voted to approve the October 18, 2022 minutes as presented.
Motion passed.

5) APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF THE OCTOBER 2022.

On motion of Commissioner Suarez and seconded, it was unanimously voted to approve the October 2022 Department Reports as presented.
Motion passed.

6) PUBLIC PARTICIPATION.

None.

7) CUSTOMER CORRESPONDENCE.

1) 900 Farmington Avenue: Donna Speaks requested that a late fee of \$81.33 be waived.

On motion of Commissioner Suarez and seconded, it was unanimously voted that no recourse be given.
Motion passed.

2) 156 Beths Avenue: Mr. Ribeiro purchased this property on October 8, 2022 and requested an adjustment on his November bill.

On motion of Commissioner Ferrier and seconded, it was unanimously voted that no recourse be given.
Motion passed.

8) ENVIRONMENTAL LEARNING CENTERS.

On motion of Commissioner Suarez and seconded, it was unanimously voted to approve the budget of \$19,000 for the 2023 Water We Drink Education Program.
Motion passed.

9) 2022/2023 CT LOW INCOME HOUSEHOLD WATER/WASTEWATER ASSISTANCE PROGRAM.

On motion of Commissioner Suarez and seconded, it was unanimously voted to accept the 2022/2023 CT Low Income Household Water/Wastewater Assistance Program.
Motion passed.

10) COMMITTEE REPORTS.

No action taken.

11) ON-CALL ENGINEERING RFQ.

None.

12) INVESTMENTS.

None.

13) SUPERINTENDENT'S REPORT.

No action taken.

14) CHAIRPERSON'S REPORT.

No action taken.

15) OLD BUSINESS.

None.

16) NEW BUSINESS.

None.

17) ADJOURNMENT.

At 7:07 p.m., on motion of Commissioner Suarez and seconded, it was unanimously voted to adjourn.

ATTEST: _____

Renee M. LaMarre

Water & Sewer Administrative Assistant

BRISTOL WATER DEPARTMENT

NOVEMBER 2022

WATER BILLING

Water Bills rendered November 2022	<u>\$823,359.83</u>
Water Bills remaining unpaid as of November 2022	<u>\$322,628.04</u>

PRECIPITATION

For the Month	<u>4.87 "</u>	Normal	<u>3.22 "</u>	Departure from Normal	<u>1.65 "</u>
For the Year	<u>45.97 "</u>	Normal	<u>43.60 "</u>	Departure from Normal	<u>2.37 "</u>

RESERVOIR CAPACITY

Total Available Capacity - November 2022	<u>898,850,000</u>	Gallons	<u>70%</u>
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PRODUCTION

Monthly Production - November 2022	<u>139,467,000</u>	Gallons
Monthly Production - November 2021	<u>141,316,000</u>	Gallons

CASH STATEMENT WATER	
BALANCE: NOV 1, 2022	3,010,115.93
REVENUE:	
ACCOUNTS RECEIVABLE	809,395.59
SERVICE ACCOUNTS	95,364.01
FINES	3,000.00
SEWER ACCOUNTS	659,604.67
LIENS	1,654.03
PENALTIES	4,565.38
REMOVE METER	1,250.00
CLOSING COSTS	5,025.00
REINSTATE FEES	2,275.00
ASSESSMENTS	500.00
ADMIN FEE/LIENS (WPC)	800.00
LAND LEASE	-
CELL TOWER LEASE	20,364.50
SCRAP METAL SALES	
TIMBER SALES	
TOTAL REVENUE:	1,603,798.18
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	1,603,798.18
DISBURSEMENTS (VOUCHERS):	545,540.65
TRANSFERS:	
SEWER TRANSFER (CITY)	6,724.78
SEWER TRANSFER (BWSD)	652,795.70
TRANSFER TO PROCUREMENT ACCOUNT	2,000.00
TRANSFER TO GOALS ENABLING	
<u>ACCOUNT BALANCES:</u>	
SUPER NOW CHECKING ACCOUNT	
BALANCE: NOV 30, 2022	3,406,852.98
GOALS ENABLING FUND	
BALANCE: NOV 30, 2022	5,404,893.60
CONSTRUCTION ACCOUNT	
BALANCE: NOV 1, 2022	78,567.49
DEPOSIT	42,104.50
DISBURSEMENTS	(22,869.00)
BALANCE: NOV 30, 2022	97,802.99
PAYROLL CASH ACCOUNT	
BALANCE: NOV 1, 2022	169,419.46
DEPOSIT	210,783.43
DISBURSEMENTS	(210,725.48)
BALANCE: NOV 30, 2022	169,477.41

2022 2023 BRISTOL WATER DEPARTMENT BUDGET											
Nov-22											
	APPROVED BUDGET	EXPENDED JULY 2022 2023	EXPENDED AUGUST 2022 2023	EXPENDED SEPTEMBER 2022 2023	EXPENDED OCTOBER 2022 2023	EXPENDED NOVEMBER 2022 2023	EXPENDED TO DATE 2022 2023	% TO DATE 2022 2023			
CLASSIFICATION	2022 2023	2022 2023	2022 2023	2022 2023	2022 2023	2022 2023	2022 2023	2022 2023			
SALARIES	\$ 2,885,636.00	\$283,154.42	\$161,300.20	\$206,823.61	\$182,845.53	\$174,341.68	\$1,008,465.44	34.95%			
FRINGE BENEFITS	\$ 1,652,144.00	\$159,879.25	\$130,108.16	\$98,692.24	\$113,023.74	\$100,636.20	\$602,339.59	36.46%			
OPERATING SERVICES	\$ 2,744,602.00	\$134,335.37	\$191,427.29	\$230,032.36	\$131,459.41	\$118,752.79	\$806,007.22	29.37%			
MATERIALS & SUPPLIES	\$ 1,026,585.00	\$30,289.12	\$72,676.35	\$106,973.16	\$134,287.88	\$97,932.80	\$442,159.31	43.07%			
CAPITAL OUTLAY	\$ 1,466,516.00	\$0.00	\$140,693.20	\$14,000.00	\$16,888.23	\$17,133.44	\$188,714.87	12.87%			
GRAND TOTAL	\$ 9,775,483.00	\$607,658.16	\$696,205.20	\$656,521.37	\$578,504.79	\$508,796.91	\$3,047,686.43	31.18%			
OPERATING SERVICES											
LIGHT & POWER	\$ 410,505.00		\$32,411.27	\$42,294.94	\$36,285.56	\$35,283.04	\$146,274.81	35.63%			
TELEPHONE	\$ 17,380.00	\$1,603.66	\$1,501.34	\$2,069.61	\$1,842.64	\$1,232.72	\$8,249.97	47.47%			
POSTAGE	\$ 49,000.00	\$3,000.00	\$2,880.80	\$3,506.48	\$3,039.78	\$3,288.09	\$15,715.15	32.07%			
ADVERTISING	\$ 1,000.00			\$40.00			\$40.00	4.00%			
CLOTHING/UNIFORMS	\$ 6,680.00	\$79.98		\$180.00	\$444.78	\$864.58	\$1,569.34	23.49%			
MAINTENANCE/SERVICE	\$ 55,015.00		\$5,221.67	\$37,231.57	\$7,196.95	\$3,572.82	\$53,223.01	96.74%			
LEASE	\$ 15,473.00	\$1,319.61		\$1,271.10	\$2,440.20		\$5,030.91	32.51%			
CONFERENCE & MEMBERSHIP	\$ 30,550.00	\$294.50	\$2,329.60	\$1,275.72	\$74.00	\$316.00	\$4,141.82	13.56%			
TAXES	\$ 615,494.00	\$51,291.17	\$51,291.17	\$51,291.17	\$51,291.17	\$51,291.17	\$256,455.85	41.67%			
PROFESSIONAL SERVICES	\$ 290,200.00	\$14,673.80	\$11,375.05	\$17,451.72	\$14,403.40	\$11,354.80	\$69,258.77	23.87%			
LIENS	\$ 6,300.00			\$595.00	\$170.00	\$270.00	\$1,035.00	16.43%			
MISCELLANEOUS	\$ 6,570.00	\$164.99	\$537.83	\$139.94	\$967.54	\$457.58	\$2,267.88	34.52%			
CONTRACTOR SERVICES	\$ 559,600.00	\$12,612.31	\$35,754.89	\$34,321.15	\$7,570.24	\$9,212.83	\$99,471.42	17.78%			
DEBT SERVICES	\$ 345,035.00	\$3,218.32	\$3,206.84	\$4,778.87	\$3,181.15	\$1,609.16	\$15,994.34	4.64%			
SEWER USE FEE	\$ 10,800.00				\$2,700.00		\$2,700.00	25.00%			
NEW BRITAIN AGREEMENT	\$ 325,000.00	\$46,077.03	\$44,916.83	\$33,585.09			\$124,578.95	38.33%			
TOTAL OPERATING SERVICES	\$ 2,744,602.00	\$134,335.37	\$191,427.29	\$230,032.36	\$131,459.41	\$118,752.79	\$806,007.22	29.37%			
SUPPLIES AND MATERIALS											
MOTOR FUELS	\$ 56,079.00		\$6,230.48			\$4,851.28	\$11,081.76	19.76%			
OFFICE SUPPLIES	\$ 27,240.00	\$894.94	\$883.95	\$4,969.11	\$3,223.02	\$2,114.63	\$12,085.65	44.37%			
MAINTENANCE SUP & MATERIALS	\$ 374,000.00	\$15,145.15	\$20,664.88	\$47,429.32	\$41,917.87	\$17,357.93	\$142,515.15	38.11%			
MV PARTS & SUPPLIES	\$ 15,150.00	\$178.20	\$351.72	\$4,366.61	\$394.99	\$5,047.92	\$10,339.44	68.25%			
MV SERVICE & REPAIRS	\$ 44,000.00		\$1,387.41	\$1,642.81	\$1,919.18	\$6,144.12	\$11,093.52	25.21%			
FUEL OIL	\$ 41,250.00						\$0.00	0.00%			
CHEMICAL TREATMENT	\$ 195,163.00		\$29,087.08	\$34,494.48	\$29,244.04	\$33,269.71	\$126,095.31	64.61%			
INSURANCE	\$ 273,703.00	\$14,070.83	\$14,070.83	\$14,070.83	\$57,588.78	\$29,147.21	\$128,948.48	47.11%			
TOTAL SUPPLIES & MATERAILS	\$ 1,026,585.00	\$30,289.12	\$72,676.35	\$106,973.16	\$134,287.88	\$97,932.80	\$442,159.31	43.07%			
CAPITAL OUTLAY											
CAPITAL EQUIPMENT	\$ 166,000.00						\$0.00	0.00%			
CAPITAL OUTLAY	\$ 893,611.00		\$78,054.00				\$78,054.00	8.73%			
MISC. UTILITY ASSETS	\$ 406,905.00		\$62,639.20	\$14,000.00	\$16,888.23	\$17,133.44	\$110,660.87	27.20%			
CAPITAL OUTLAY TOTAL	\$ 1,466,516.00	\$0.00	\$140,693.20	\$14,000.00	\$16,888.23	\$17,133.44	\$188,714.87	12.87%			
GRAND TOTAL	\$ 9,775,483.00	\$607,658.16	\$696,205.20	\$656,521.37	\$578,504.79	\$508,796.91	\$3,047,686.43	31.18%			

**CITY OF BRISTOL WATER DEPARTMENT
CAPITAL OUTLAY BUDGET YEAR 2022-23**

	BUDGET REQUEST 2022-23	EXPENDED JULY 2022	EXPENDED AUG 2022	EXPENDED SEPT 2022	EXPENDED OCT 2022	EXPENDED NOV 2022	EXPENDED TO- DATE
							\$0.00
							\$0.00
Effluent Ultrasonic Flow Meters							
TOTAL UTILITY ASSETS WATER TREATMENT PLANT	\$110,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WATERSHED SECTION							
							\$0.00
Enclosed Equipment Trailer	\$27,000.00						\$0.00
							\$0.00
							\$0.00
							\$0.00
TOTAL UTILITY ASSETS WATERSHED SECTION	\$27,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OFFICE SECTION							
Drive Through Renovations	\$60,000.00		\$25,379.20				\$25,379.20
TOTAL UTILITY ASSETS OFFICE SECTION	\$60,000.00	\$0.00	\$25,379.20	\$0.00	\$0.00	\$0.00	\$25,379.20
TOTAL UTILITY ASSETS	\$406,905.00	\$0.00	\$62,639.20	\$14,000.00	\$16,888.23	\$17,133.44	\$110,660.87
CAPITAL IMPROVEMENTS							
Water Main Replacements	\$250,000.00						\$0.00
Boiler At 119 Riverside	\$38,611.00						\$0.00
Hydrants	\$85,000.00						\$0.00
Well Redevelopment	\$45,000.00						\$0.00
Reservoir Improvements	\$150,000.00						\$0.00
Upgrades to Barlow St Pump Station	\$75,000.00						\$0.00
Roof Replacement-Well Sites & Pump Stations	\$80,000.00		\$78,054.00				\$78,054.00
Upgrades to Fire Alarm System	\$50,000.00						\$0.00
Flocculation and Sedimentation Equipment	\$120,000.00						\$0.00
							\$0.00
							\$0.00
TOTAL CAPITAL IMPROVEMENTS	\$893,611.00	\$0.00 #	\$78,054.00	\$0.00	\$0.00	\$0.00	\$78,054.00
TOTAL CAPITAL OUTLAY	\$1,466,516.00	\$0.00	\$140,693.20	\$14,000.00	\$16,888.23	\$17,133.44	\$188,714.87
SCADA IN PROGRESS			44,681.48	86,799.75	52,234.05	35,993.12	219,708.40

2022 SHUT-OFFS BREAKDOWN Still off to date for non-pay: (45)

MONTH/ DISTRICT	TERMINATION LETTERS SENT	DOOR HANGERS DELIVERED	# ACCTS. OUTSTANDING @ START OF SHUT-OFF DAY	# ACCTS. ACTUALLY SHUT-OFF THROUGHOUT SHUT-OFF DAY	# ACCTS. STILL OFF @ END OF SHUT-OFF DAY	# ACCTS. THAT REMAINED OFF @ END OF MONTH
JANUARY 03	386	283	27	17	9	4
FEBRUARY 01	319	233	31	19	5	2
MARCH 02	328	300	46	33	14	9
APRIL 03	464	303	35	25	10	4
MAY 01	290	224	24	17	6	3
JUNE 02	342	247	28	24	8	3
JULY 03	396	275	31	23	9	3
AUGUST 01	327	244	30	21	2	1
SEPTEMBER 02	370	265	23	19	8	3
OCTOBER 03	387	289	27	20	9	4
NOVEMBER 01	419	294	33	19	8	1
DECEMBER 02	421	278				

BEFORE RECEIVING A TERMINATION LETTER, THE CUSTOMER HAS RECEIVED THEIR ORIGINAL BILL PLUS A SECOND AND THIRD NOTICE.
 Example: Invoiced 8/1, 2nd Notice 9/1, 3rd Notice 10/1. THE TERMINATION LETTER IS SENT APPROX. 1 WEEK AFTER 3RD NOTICE. DOOR HANGERS FOLLOW
 IN 1-2 WEEKS WITH SHUT-OFF DAY 1 WEEK LATER.



What are you looking for?

Current Monthly Summary ★

Current Month Payment Summary

Payment Type	Number Of Transactions	Total Paid	Invoice Count
Credit/Debit Card	864	\$143,350.46	No records to display.
EFT (Check)	328	\$78,783.53	
Online Bank Direct	351	\$57,495.06	
PayPal	73	\$11,655.01	
PayPal Credit	4	\$721.81	
Venmo	8	\$970.60	
Total	1628	\$292,976.47	

Monthly Invoice Summary

Paperless Statistics

Invoice Type	Paperless
Water	6361

Auto-Pay Statistics

Invoice Type	AutoPay
Water	2667

Customer Registration Statistics

Customer Count	Registered Count	Registered %	Customer Count	Registered Count	Registered %
21913	9871	45.05	3830	3001	78.36

Pay By Text Registration Statistics



City of Bristol
Office of Town and City Clerk
111 North Main Street
Bristol, Connecticut 06010

To: Town & City Clerk

From: Board of Water Commissioners
(Name of Board or Commission)

Contact Person: Robert J. Longo, Superintendent Telephone Number: 860-582-7431

Address: 119 Riverside Ave., Bristol, CT 06010 E-mail Address: robertlongo@bristolct.gov

In compliance with Section 1-225 of the Connecticut General Statutes the following is a listing of dates of the regular meetings of the Bristol Board of Sewer Commissioners.
(Name of Board or Commission)

MONTH	DATE/DATES	TIME & PLACE OF MEETING
JANUARY 2023	Tuesday, 01/17/23	6:15 PM – Filtration Plant, 1080 Terryville Avenue
FEBRUARY	Tuesday, 02/21/23	6:15 PM – Filtration Plant, 1080 Terryville Avenue
MARCH	Tuesday, 03/21/23	6:15 PM – Filtration Plant, 1080 Terryville Avenue
APRIL	Tuesday, 04/18/23	6:15 PM – Filtration Plant, 1080 Terryville Avenue
MAY	Tuesday, 05/16/23	6:15 PM – Filtration Plant, 1080 Terryville Avenue
JUNE	Tuesday, 06/20/23	6:15 PM – Filtration Plant, 1080 Terryville Avenue
JULY	Tuesday, 07/18/23	6:15 PM – Filtration Plant, 1080 Terryville Avenue
AUGUST	Tuesday, 08/15/23	6:15 PM – Filtration Plant, 1080 Terryville Avenue
SEPTEMBER	Tuesday, 09/19/23	6:15 PM – Filtration Plant, 1080 Terryville Avenue
OCTOBER	Tuesday, 10/17/23	6:15 PM – Filtration Plant, 1080 Terryville Avenue
NOVEMBER	Tuesday, 11/21/23	6:15 PM – Filtration Plant, 1080 Terryville Avenue
DECEMBER	Tuesday, 12/19/23	6:15 PM – Filtration Plant, 1080 Terryville Avenue
JANUARY 2024	Tuesday, 01/16/24	6:15 PM – Filtration Plant, 1080 Terryville Avenue

Yours very truly,

(Signature) Chairman

(Signature) Secretary

(Date)