



BOARD OF SEWER COMMISSIONERS
Regular Meeting Agenda
Tuesday, December 20, 2022 6:00 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
1444 (Chipotle) & 1450 (Starbucks) Farmington Avenue – Attorney Timothy Furey
8. On-call Engineering RFQ
9. Superintendent's Report
10. Approval of the Board of Sewer Commissioners 2023 Meeting Schedule
11. Old Business
12. New Business
13. Adjournment

Next Meeting: Tuesday, January 17, 2023 at 6:00 pm

BOARD OF SEWER COMMISSIONERS

NOVEMBER 15, 2022 – REGULAR MEETING

PRESENT: Chairperson Dunn; Commissioners Phelan, Suarez, Ferrier and Porrini; 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 Sewer Commissioners to order at 6:00 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 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.

1215 Farmington Avenue – Wings Over Bristol – AGRU: Requested not to have to replace their Schier Great Basin grease interceptor.

On motion of Commissioner Phelan and seconded, it was unanimously voted to grant a variance to accept Schier Great Basin grease inceptor. The unit must be maintained; if ownership or business changes, the AGRU will need to be changed according to the requirements in City of Bristol Ordinance.

Motion passed.

8) 2022/2023 CT LOW INCOME HOUSEHOLD WATER/WASTEWATER ASSISTANCE PROGRAM.

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

9) ON-CALL ENGINEERING RFQ.

Nothing report.

10) SUPERINTENDENT'S REPORT.

Nothing report.

11) OLD BUSINESS.

None.

12) NEW BUSINESS.

Superintendent Longo requested the Board allow staff the authority to grant variances on grease interceptors (AGRU) that are already established, that does not comply with current City of Bristol Ordinances.

On motion of Commissioner Suarez and seconded, it was unanimously voted that moving forward the Bristol Water & Sewer Department staff be allowed to grant variances on existing grease interceptors (AGRU) as long as they are maintained. In the event the ownership or business changes, the AGRU will need to change according to the requirements of the City of Bristol Ordinances.

Motion passed.

13) ADJOURNMENT.

At 6:13 p.m., on motion of Commissioner Suarez and seconded, it was unanimously voted to adjourn.

ATTEST: _____

Renee M. LaMarre

Water & Sewer Administrative Assistant

CASH STATEMENT SEWER

SEWER OPERATING

BALANCE: NOV 1, 2022	\$	6,835,485.77
ACCOUNTS RECEIVABLE	\$	629,042.36
SERVICE ACCOUNTS	\$	23,753.34
TRANSFERS IN (OUT)	\$	(137,483.68)
DISBURSEMENTS	\$	(637,146.01)
BALANCE: NOV 30, 2022	\$	<u>6,713,651.78</u>

SEWER PAYROLL

BALANCE: NOV 1, 2022	\$	151,301.60
TRANSFERS IN (OUT)	\$	137,483.68
DISBURSEMENTS	\$	(136,955.84)
BALANCE: NOV 30, 2022	\$	<u>151,829.44</u>

SEWER BILLING

SEWER BILLS RENDERED NOVEMBER 2022:	\$	<u>643,347.99</u>
SWER BILLS REMAINING UNPAID AS OF NOV 2022:	\$	<u>325,881.73</u>

WPC BUDGET VS. ACTUAL
November-22

Account Description	Project Number	2023 APPROVED	ACTUAL JULY 2022 2023	ACTUAL AUGUST 2022 2023	ACTUAL SEPTEMBER 2022 2023	ACTUAL OCTOBER 2022 2023	ACTUAL NOVEMBER 2022 2023	ACTUAL TO DATE 2022 2023	% TO DATE 2022 2023
INTEREST INCOME		5,000.00						0.00	0.00%
SEWER ASSESSMENTS & ADJUSTMENT		20,000.00					1,982.72	1,982.72	9.91%
ASSESS-INT, LIENS & PENALTIES		1,000.00		62.71	400.00	400.00	862.71	862.71	86.27%
CUSTOMER DUMPING FEES		85,000.00	10.00	8,970.00	10,372.50	9,785.00	15,542.50	44,680.00	52.56%
COMMERCIAL SEWER USER FEE		1,752,000.00	186,527.81	188,727.04	85,897.62	245,492.00	175,340.30	881,984.77	50.34%
DOMESTIC SEWER USER FEE		4,735,000.00	388,571.81	422,322.78	389,796.87	381,859.58	424,122.18	2,006,673.22	42.38%
FACTORY SEWER USER FEE		200,000.00	44,915.99	285.08	2,550.33	45,089.21	290.15	93,130.76	46.57%
PUBLIC SEWER USER FEE		292,500.00	23,191.36	40,727.63	17,592.82	27,865.32	43,050.22	152,427.35	52.11%
SEWER CONNECTION PERMITS		115,000.00	5,160.00	4,730.00	80.00	16,970.00	10,880.00	37,820.00	32.89%
MISCELLANEOUS-OTHER		14,500.00	923.00		2,262.99			3,185.99	21.97%
BUDGETARY FUND BALANCE UNRESTR		0.00						0.00	0.00%
MISC REVENUE LIENS		25,000.00						0.00	0.00%
SEWER PENALTY FEE		45,000.00	4,119.09	4,375.40	11,727.48	9,122.53	176.69	29,521.19	65.60%
		7,290,000.00	653,419.06	670,200.64	520,680.61	736,583.64	671,384.76	3,252,268.71	44.61%
REGULAR WAGES-WPC		1,743,505.00	60,795.10	121,436.91	122,879.93	126,765.64	121,016.90	552,894.48	31.71%
OVERTIME WAGES & SALARIES		53,675.00	1,380.58	1,659.29	4,328.44	4,271.55	5,033.31	16,673.17	31.06%
OTHER WAGES		21,200.00	892.59	1,839.89	2,047.29	1,829.83	1,829.83	8,439.43	39.81%
WORKERS' COMP SALARY		0.00						0.00	
LIFE INSURANCE		2,825.00	217.50	208.50	217.50	226.50	208.50	1,078.50	38.18%
WORKERS COMPENSATION INS		97,000.00						0.00	0.00%
DISABILITY INSURANCE		550.00						0.00	0.00%
F.I.C.A. & MEDICARE		139,105.00	4,494.09	8,870.06	9,246.79	9,389.33		32,000.27	23.00%
PROFESSIONAL FEES & SERVICES		150,000.00	27,500.75	3,805.12	2,974.70	2,295.64	494.85	37,071.06	24.71%
ADMINISTRATIVE FEES		76,000.00		110.00		14,250.00		14,360.00	18.89%
PUBLIC UTILITIES		690,050.00		50,413.95	51,161.80	52,962.71	39,666.32	194,204.78	28.14%
WATER & SEWER CHARGES		12,250.00				3,812.76		3,812.76	31.12%
TIPPING FEES		1,214,115.00		88,628.20	83,538.30	80,605.06	95,954.80	348,726.36	28.72%
REFUSE		670.00		34.40	12.40		44.00	90.80	13.55%
REPAIRS & MAINTENANCE		64,000.00	925.53	6,658.60	8,010.13	5,640.03	23,263.09	44,497.38	69.53%
COLLECT SYSTEM MAIN & REHAB		120,000.00			9,916.25	7,569.00		17,485.25	14.57%
MOTOR VEHICLE SERVICE & REPAIR		17,000.00					2,976.82	2,976.82	17.51%
MAJOR REPAIRS		150,000.00				3,449.08	49,523.35	52,972.43	35.31%

WPC BUDGET VS. ACTUAL
November-22

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RENTS & LEASES		4,580.00		10.00			2,101.52	2,111.52	46.10%
LIABILITY INSURANCE		88,000.00						0.00	0.00%
TELEPHONE		2,600.00	178.16	167.06	167.06	167.06	167.13	846.47	32.56%
POSTAGE		100.00						0.00	0.00%
TRAVEL REIMBURSEMENT		100.00						0.00	0.00%
PRINTING & BINDING		250.00						0.00	0.00%
ADVERTISING		500.00						0.00	0.00%
LABORATORY SUPPLIES		15,000.00	3,092.51	1,258.49	1,269.09	897.63	763.92	7,281.64	48.54%
MAINT SUPPLIES & MATERIALS		675,000.00	33,642.64	59,837.90	44,888.44	52,725.26	51,328.34	242,422.58	35.91%
PROGRAM SUPPLIES		63,000.00	929.70	2,855.56	2,228.09	4,701.75	2,356.83	13,071.93	20.75%
NATURAL GAS		33,000.00			1,201.43	2,569.87		3,771.30	11.43%
GENERATOR FUEL		8,000.00				6,625.04		6,625.04	82.81%
MOTOR FUELS		28,500.00		2,257.31	2,621.15	271.80	2,138.67	7,288.93	25.58%
MOTOR VEHICLE PARTS		4,500.00	162.22	298.19	34.22	352.48	200.49	1,047.60	23.28%
TIRES		6,000.00						0.00	0.00%
OFFICE SUPPLIES		2,500.00	397.47	264.53	371.39	213.33	545.12	1,791.84	71.67%
CAPITAL OUTLAY		267,990.00						0.00	0.00%
CONFERENCES & MEMBERSHIPS		630.00			150.00	120.00		270.00	42.86%
SCHOOLING & EDUCATION		3,000.00	2,243.25		50.00	120.00		2,413.25	80.44%
LIEN FEES		4,500.00			1,175.00		2,270.00	3,445.00	76.56%
CONTINGENCY		130,000.00						0.00	0.00%
MISCELLANEOUS		10,450.00						0.00	0.00%
REFUNDS OF SEWER USE FEES		2,500.00						0.00	0.00%
PRESSROOM BOOSTER PUMP	23003	5,000.00			1,521.54			1,521.54	30.43%
REPLACEMENT LAB SPECTROPHOTOMETER	23005	5,500.00			5,387.80			5,387.80	97.96%
		5,913,145.00	136,852.09	350,613.96	355,398.74	381,831.35	401,883.79	1,629,464.21	27.56%
TRANSFER TO GENERAL FUND		3,000.00						0.00	0.00%
TRANS OUT CWF		610,225.00	54,580.60	54,580.60	54,580.60	54,580.60	54,580.60	272,903.00	44.72%
TRANSFER OUT DEBT SERVICE		156,500.00	55,860.00			7,898.75		63,758.75	40.74%
TRANSFER OUT CAPITAL PROJCTS		136,390.00						0.00	0.00%
TRANSFER OUT INTERNAL SERVICE		478,740.00	37,345.30	34,854.97	34,794.79	36,794.79	33,130.16	176,920.01	36.96%
TRANSFER OUT SELF INS W/C		0.00						0.00	
		1,384,855.00	147,785.90	89,435.57	89,375.39	99,274.14	87,710.76	513,581.76	37.09%

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November-22

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BAR SCREEN ASSEMBLY	22013	7,298,000.00	284,637.99	440,049.53	444,774.13	481,105.49	489,594.55	2,143,045.97	29.36%
		400,000.00		7,626.56			97,000.00	104,626.56	26.16%

CARRYOVERS FROM PREVIOUS BUDGET YR

REHAB THICKENED SLUDGE TANK	20C11				172,060.64		152,171.19	325,231.83	
SEWER COLLECTION SYSTEM REHAB	20C10			1,000.00				94,328.24	
HEADWORKS ROOF REPLACEMENT	22011		7,987.50			86,340.74		97,994.00	
REPLACEMENT CCTV GROUT TRUCK	22008				97,994.00			76,282.45	
ASSET MANAGEMENT	22016				76,282.45			909.24	
MANHOLE REHAB	18C06				909.24			17,206.01	
MANHOLE REHAB	20C09				12,969.32	4,236.69		17,907.57	



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

To: Town & City Clerk

From: Board of Sewer 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	6:00 PM – Filtration Plant, 1080 Terryville Avenue
FEBRUARY	Tuesday, 02/21/23	6:00 PM – Filtration Plant, 1080 Terryville Avenue
MARCH	Tuesday, 03/21/23	6:00 PM – Filtration Plant, 1080 Terryville Avenue
APRIL	Tuesday, 04/18/23	6:00 PM – Filtration Plant, 1080 Terryville Avenue
MAY	Tuesday, 05/16/23	6:00 PM – Filtration Plant, 1080 Terryville Avenue
JUNE	Tuesday, 06/20/23	6:00 PM – Filtration Plant, 1080 Terryville Avenue
JULY	Tuesday, 07/18/23	6:00 PM – Filtration Plant, 1080 Terryville Avenue
AUGUST	Tuesday, 08/15/23	6:00 PM – Filtration Plant, 1080 Terryville Avenue
SEPTEMBER	Tuesday, 09/19/23	6:00 PM – Filtration Plant, 1080 Terryville Avenue
OCTOBER	Tuesday, 10/17/23	6:00 PM – Filtration Plant, 1080 Terryville Avenue
NOVEMBER	Tuesday, 11/21/23	6:00 PM – Filtration Plant, 1080 Terryville Avenue
DECEMBER	Tuesday, 12/19/23	6:00 PM – Filtration Plant, 1080 Terryville Avenue
JANUARY 2024	Tuesday, 01/16/24	6:00 PM – Filtration Plant, 1080 Terryville Avenue

Yours very truly,

(Signature) Chairman

(Signature) Secretary

(Date)



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

To: Chairpersons/Secretaries for Boards, Commissions and Committees in Bristol

From: Town & City Clerk

Date: November 30, 2022

We are forwarding a blank copy of the 2023 meeting schedule for your board. Freedom of Information requires boards to send the calendar back to the Town Clerk's office **no later than January 31, 2023**. If your calendar requires approval, do so at your December or January meeting. Make certain to reserve the meeting room space with the Public Works Department in order to ensure availability. Lastly, include the name of a contact person, telephone number, mailing address, and e-mail address for your board, in the event we have questions about your calendar or meetings.

Please remember to forward **your hard copy agendas for posting to the Town Clerk's office** at least 24 hours prior to the meeting. There is an exception for regular meetings with a remote (Zoom) component. Regular meetings with a remote (Zoom) component must be filed 48 hours prior to the meeting. In addition, if you have a web page on the City's website, **you must post** all special meeting agendas to the website at least 24 hours prior to the meeting and all **regular remote (Zoom)** component meetings 48 hours prior to the meeting. This is required under the Freedom of Information laws.

In order to keep our files updated, contact the Town Clerk whenever a board member changes address, resigns, fails to attend the required number of meetings, or has passed away. Remind the members that **State law requires when a board member resigns to submit their resignation in writing to the Town Clerk for it to be effective.**

Also enclosed are copies of the procedures for special meetings and attendance at meetings. These have been included to provide easy reference for you throughout the year. Review these guidelines to make certain your board or commission is in compliance.

Lastly, it is the responsibility of the secretary or chair to review the attendance records of members to ensure compliance with the City ordinance. As a courtesy, the secretary or chair should inform a member when they have reached their next-to-last absence. Once a member has violated the attendance requirement they are considered resigned. The secretary or chair must inform the Town Clerk's office in writing as soon as possible when this occurs.

Please make every effort to comply with these requirements. If you have any questions, feel free to contact our office directly. We thank you for your cooperation.



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

DATE: November 30, 2022
TO: All Boards, Commissions & Committees
FROM: Town & City Clerk

ATTENDANCE AT MEETINGS

Please remind the members of your board about Bristol Code of Ordinances Sec. 2-9 which addresses attendance at meetings. It states that any member who fails to attend three (3) consecutive regularly scheduled meetings *or* 60% of regularly scheduled meetings in a year shall be deemed to have resigned from such board, commission or committee. The definition of "in a year" is any 12 month period in a member's term. In other words, it is a **rolling** calendar year.

Please be aware, the member is **automatically off** the board when they violate attendance. For this reason, it is necessary **for the Secretary or Chair** of each board to track attendance and **remind any member** who is on their next-to-last absence. It will avoid the potential problem of having the member participate or vote at a meeting when they are no longer a member. If the Chairperson allows a member in violation of attendance to participate at a meeting, it may invalidate an action taken by that board.

Once a member has violated the attendance requirement and is deemed resigned, the Secretary or Chairperson must notify the Town Clerk. This notification should include a list of the meeting dates which the member did not attend or the attendance sheet, and a copy of the board minutes if they are not already on file in the Town Clerk's office. This will allow the Town Clerk's office to update the listing of board members.

If you have any questions, please contact our office directly.



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

To: Bristol Boards, Commissions & Committees

From: Town & City Clerk

We have compiled the following guidelines as an easy reference when a special meeting is required by your board. The law addressing special meetings is contained in Connecticut General Statutes Sec. 1-225. If at any time you need clarification, please contact the Town Clerk so that your board or commission will comply with FOI.

SPECIAL MEETINGS

1. Any regular meeting date that is changed **less than 30 days** before it is to take place must be considered a special meeting. The 30 day period refers to the meeting dates listed on **the annual calendar which was filed with the Town Clerk's office.**
2. The notice and agenda of a special meeting must be sent to the Town Clerk's office for posting **and you should post it to your web page**, if available, **within 24 hours** before it occurs. This 24 hour period does not include weekends, legal holidays, or days on which the Town Clerk's office is closed.
3. The notice and agenda of a special meeting must include the time, date, place, and the business to be transacted. The business transacted must be **specific and detailed**. No broad items such as "Unfinished Business" or "New Business" can be considered.
4. The notice and agenda of the special meeting shall be delivered to the usual place of abode of each member of the board or commission. It is also recommended that all members be contacted by telephone or e-mail to ensure they are aware of the special meeting.
5. Only in cases of emergency may a special meeting be held without complying with the 24 hour notice. In that event, a copy of the minutes of such emergency meeting adequately setting forth the nature of the emergency and the proceedings occurring at such meeting shall be filed with the Town Clerk no later than 72 hours (excluding weekends and holidays) following the holding of such meeting.