BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda

Tuesday, January 17, 2023 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 December 20, 2022 Regular Board Meeting
5. Approval of the Department Reports for the Month of December 2022
6. Public Participation
7. Customer Correspondence
   182 Greene Street; Pro-Karma Investments & Solutions, Ryan Newport, Property Manager
8. On-call Engineering RFQ
9. Superintendent's Report
10. Old Business
11. New Business
12. Adjournment

Next Meeting: Tuesday, February 21, 2023 at 6:00 pm

BOARD OF SEWER COMMISSIONERS
DECEMBER 20, 2022 – REGULAR MEETING

PRESENT: Chairperson Dunn (Arrived at 6:05); Commissioners Phelan, Suarez, Ferrier and Porrini; and Council Liaison Jacqueline Olsen.

STAFF PRESENT: Superintendent Robert Longo; Sean Hennessey, Director of Sewer; Assistant Superintendent Keegan.

1) CALL TO ORDER.

Vice Chairperson Phelan 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 NOVEMBER 15, 2022 REGULAR BOARD MEETING.

On motion of Commissioner Suarez and seconded, it was unanimously voted to approve the November 15, 2022 minutes as presented.
Motion passed.

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

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

6) PUBLIC PARTICIPATION

None

7) CUSTOMER CORRESPONDENCE.

1444 (CHIPOLTE & 1450 (STARBUCKS) FARMINGTON AVENUE – ATTORNEY TIMOTHY FUREY:
It was noted, that Attorney Furey withdrew his correspondence to discuss 1444 & 1450 Farmington. No action taken.

8) ON-CALL ENGINEERING RFQ.

Nothing report.

9) SUPERINTENDENT'S REPORT.

Superintendent Longo requested that one of the Commissioners be appointed to serve on the 2023-2024 Fiscal Year Budget Committee. Commissioner Phelan volunteered.

On motion of Commissioner Suarez and seconded, it was unanimously voted to appoint Commissioner Phelan to serve on the Budget Committee for the 2023-2024 Fiscal Year.
Motion passed.

10) APPROVAL OF THE BOARD OF SEWER COMMISSIONERS 2023 MEETING SCHEDULE.

On motion of Commissioner Phelan and seconded, it was unanimously voted to approve the Board of Sewer Commissioners 2023 Meeting Schedule as presented.
Motion passed.

11) OLD BUSINESS.

None.

12) NEW BUSINESS.

None.

13) ADJOURNMENT.

At 6:09 p.m., on motion of Commissioner Phelan and seconded, it was unanimously voted to adjourn.

ATTEST:______________________________________

Renee M. LaMarre
Water & Sewer Administrative Assistant

CASH STATEMENT SEWER

SEWER OPERATING

BALANCE: DEC 1, 2022	$	6,713,651.78
ACCOUNTS RECEIVABLE	$	512,422.98
SERVICE ACCOUNTS	$	20,899.04
TRANSFERS IN (OUT)	$	(218,571.95)
DISBURSEMENTS	$	(475,191.23)
BALANCE: DEC 31, 2022	$	6,553,210.62

SEWER PAYROLL

BALANCE: DEC 1, 2022	$	150,773.76
TRANSFERS IN (OUT)	$	218,571.97
DISBURSEMENTS	$	(217,883.14)
BALANCE: DEC 31, 2022	$	151,462.59

SEWER BILLING

SEWER BILLS RENDERED DECEMBER 2022:	$	489,346.11
SWER BILLS REMAINING UNPAID AS OF DEC 2022:	$	318,383.64

WPC BUDGET VS. ACTUAL
December-22

Account Description	Project Number	2023 APPROVED BUDGET	ACTUAL JULY 2022 2023	ACTUAL AUGUST 2022 2023	ACTUAL SEPTEMBER 2022 2023	ACTUAL OCTOBER 2022 2023	ACTUAL NOVEMBER 2022 2023	ACTUAL DECEMBER 2022 2023	ACTUAL TO DATE 2022 2023	% TO DATE 2022 2023
INTEREST INCOME		5,000.00	2,220.13	3,390.79	3,796.35	3,988.30	4,616.00		18,011.57	360.23%
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	86.27%
CUSTOMER DUMPING FEES		85,000.00	10.00	8,970.00	10,372.50	9,785.00	15,542.50	13,713.00	58,393.00	68.70%
COMMERCIAL SEWER USER FEE		1,752,000.00	186,527.81	188,727.04	85,897.62	245,492.00	175,340.30	82,082.62	964,067.39	55.03%
DOMESTIC SEWER USER FEE		4,735,000.00	388,571.81	422,322.78	389,796.87	381,859.58	424,122.18	387,941.61	2,394,614.83	50.57%
FACTORY SEWER USER FEE		200,000.00	44,915.99	285.08	2,550.33	45,089.21	290.15	2,501.27	95,632.03	47.82%
PUBLIC SEWER USER FEE		292,500.00	25,891.36	40,727.63	17,592.82	27,865.32	43,050.22	17,314.02	172,441.37	58.95%
SEWER CONNECTION PERMITS		115,000.00	5,160.00	4,730.00	80.00	16,970.00	10,880.00	3,060.00	40,880.00	35.55%
MISCELLANEOUS-OTHER		14,500.00	923.00		2,262.99			565.00	3,750.99	25.87%
BUDGETARY FUND BALANCE UNRESTR		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	11,670.13	41,191.32	91.54%
									0.00	
		7,290,000.00	658,339.19	673,591.43	524,476.96	740,571.94	672,035.32	518,847.65	3,787,862.49	51.96%

	2023 APPROVED BUDGET	ACTUAL JULY 2022 2023	ACTUAL AUGUST 2022 2023	ACTUAL SEPTEMBER 2022 2023	ACTUAL OCTOBER 2022 2023	ACTUAL NOVEMBER 2022 2023	ACTUAL DECEMBER 2022 2023	ACTUAL TO DATE 2022 2023	% TO DATE 2022 2023
REGULAR WAGES-WPC	1,743,505.00	97,210.40	121,436.91	122,879.93	126,765.64	121,016.90	191,893.47	781,203.25	44.81%
OVERTIME WAGES & SALARIES	53,675.00	2,486.57	1,659.29	4,328.44	4,271.55	5,033.31	7,068.23	24,847.39	46.29%
OTHER WAGES	21,200.00	1,548.79	1,839.89	2,047.29	1,829.83	1,829.83	2,735.03	11,830.66	55.81%
PUBLIC WORKS PLOWING	0.00						416.55	416.55	0.00%
WORKERS' COMP SALARY	0.00							0.00	0.00%
LIFE INSURANCE	2,825.00	217.50	208.50	217.50	226.50	208.50	217.50	1,296.00	45.88%
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	7,247.27	8,870.06	9,246.79	9,389.33			34,753.45	24.98%
PROFESSIONAL FEES & SERVICES	150,000.00	27,500.75	3,805.12	2,974.70	2,295.64	494.85	1,350.00	38,421.06	25.61%
ADMINISTRATIVE FEES	76,000.00		110.00		14,250.00		800.00	15,160.00	19.95%
PUBLIC UTILITIES	690,050.00		50,413.95	51,161.80	52,962.71	39,666.32	59,386.36	253,591.14	36.75%
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	94,557.18	443,283.54	36.51%
REFUSE	670.00		34.40	12.40		44.00	5.60	96.40	14.39%
REPAIRS & MAINTENANCE	64,000.00	925.53	6,698.61	8,050.14	5,680.04	23,303.10	8,300.78	52,958.20	82.75%
COLLECT SYSTEM MAIN & REHAB	120,000.00			9,916.25	7,569.00		1,190.48	18,675.73	15.56%
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	33,648.99	86,621.42	57.75%
RENTS & LEASES	4,580.00		10.00			2,101.52	401.90	2,513.42	54.88%

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LIABILITY INSURANCE		88,000.00							0.00	0.00%
TELEPHONE		2,600.00	178.16	167.06	167.06	167.06	167.13	167.06	1,013.53	38.98%
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	1,140.39	8,422.03	56.15%
MAINT SUPPLIES & MATERIALS		675,000.00	33,642.64	59,837.90	44,888.44	52,725.26	51,328.34	4,926.95	247,349.53	36.64%
PROGRAM SUPPLIES		63,000.00	929.70	2,855.56	2,228.09	4,701.75	2,356.83	14,696.10	27,768.03	44.08%
NATURAL GAS		33,000.00			1,201.43	2,569.87		5,517.01	9,288.31	28.15%
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	2,062.90	9,351.83	32.81%
MOTOR VEHICLE PARTS		4,500.00	162.22	298.19	34.22	352.48	200.49	989.73	2,037.33	45.27%
TIRES		6,000.00							0.00	0.00%
OFFICE SUPPLIES		2,500.00	397.47	264.53	371.39	213.33	545.12	18.53	1,810.37	72.41%
CAPITAL OUTLAY		183,190.00							0.00	0.00%
CONFERENCES & MEMBERSHIPS		630.00			150.00	120.00		87.00	357.00	56.67%
SCHOOLING & EDUCATION		3,000.00	2,243.25		50.00	120.00		268.00	2,681.25	89.38%
LIEN FEES		4,500.00			1,175.00		2,270.00	355.00	3,800.00	84.44%
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%
CLARIFIER DRIVE REPLACEMENT	22038	84,800.00						84,800.00	84,800.00	100.00%
PRESSROOM BOOSTER PUMP	23003	5,000.00			1,521.54				1,521.54	30.43%
REPLACMENT LAB SPECTROPHOTOMETER	23005	5,500.00			5,387.80				5,387.80	97.96%
		5,913,145.00	177,782.76	350,653.97	355,438.75	381,871.36	401,923.80	517,000.74	2,184,671.38	36.95%
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	69,845.30	34,854.97	34,794.79	36,794.79	33,130.16	30,642.52	240,062.53	50.14%
TRANSFER OUT SELF INS W/C		0.00							0.00	
		1,384,855.00	180,285.90	89,435.57	89,375.39	99,274.14	87,710.76	30,642.52	576,724.28	41.65%
		7,298,000.00	**358,068.66**	**440,089.54**	**444,814.14**	**481,145.50**	**489,634.56**	**547,643.26**	**2,761,395.66**	37.84%

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BAR SCREEN ASSEMBLY	22013	400,000.00		7,626.56			97,000.00		104,626.56	26.16%
CARRYOVERS FROM PREVIOUS BUDGET YR										
REHAB THICKENED SLUDGE TANK	20C11			1,000.00	172,060.64		152,171.19	68,460.74	393,692.57	
SEWER COLLECTION SYSTEM REHAB	20C10		7,987.50			86,340.74			94,328.24	
HEADWORKS ROOF REPLACEMENT	22011				97,994.00				97,994.00	
REPLACEMENT CCTV GROUT TRUCK	22008				76,282.45				76,282.45	
ASSET MANAGEMENT	22016				909.24				909.24	
MANHOLE REHAB	18C06				12,969.32	4,236.69			17,206.01	
MANHOLE REHAB	20C09					17,907.57			17,907.57	