BOARD OF WATER COMMISSIONERS

Regular Meeting Agenda

Tuesday, January 17, 2023 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 December 20, 2022 Regular Board Meeting
5. Approval of the Department Reports for the Month of December 2022
6. Public Participation
7. Customer Correspondence
8. Committee Reports
9. On-call Engineering RFQ
10. Investments
11. Superintendent's Report
12. Chairperson's Report
13. Old Business
14. New Business
15. Adjournment

Next Meeting: Tuesday, February 21, 2023 at 6:15 pm

BOARD OF WATER COMMISSIONERS
DECEMBER 20, 2022 – REGULAR MEETING

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

STAFF PRESENT: Superintendent Robert Longo; Assistant Superintendent Keegan.

1) CALL TO ORDER.

Chairperson Dunn called the meeting of the Board of Water Commissioners to order at 6:16 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 THE 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.

1) 98 Chestnut Street: Mr. Garces requested a reimbursement for a $1,000.00 fine that was imposed for removing the meter to plug an emergency leak.

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

2) 16, 27 and 71 Stellas Way – Trademark Acquisitions LLC: Mr. Trioiano Jr. requested to have three water tampering's waived and refunded.

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

Motion Passed.

8) COMMITTEE REPORTS.

No action taken.

9) ON-CALL ENGINEERING RFQ.

None.

10) INVESTMENTS.

No action taken.

11) SUPERINTENDENT'S REPORT.

Superintendent Longo noted that Commissioner Phelan was appointed to serve on the 2023-2024 Fiscal Year Sewer Budget Committee; she will also serve on the 2023-2024 Fiscal Year Water Budget Committee. No action taken

12) CHAIRPERSON'S REPORT.

No action taken.

13) APPROVAL OF THE BOARD OF WATER COMMISSIONERS 2023 MEETING SCHEDULE.

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

14) ELECTION OF OFFICERS

Commissioner Ferrier nominated Commissioner Phelan as Chairperson. Commissioner Suarez nominated Commissioner Dunn as Chairperson.

On motion of Commissioner Ferrier and seconded, it was unanimously voted to appoint Commissioner Phelan as Chairperson for the year of 2023.
Motion passed.

On motion of Commissioner Porrini and seconded, it was unanimously voted to appoint Commissioner Dunn as Vice Chairperson for the year of 2023.
Motion passed.

15) OLD BUSINESS.

None.

16) NEW BUSINESS.

None.

17) ADJOURNMENT.

At 7:28 p.m., on motion of Commissioner Phelan and seconded, it was unanimously voted to adjourn.

ATTEST:____

Renee M. LaMarre
Water & Sewer Administrative Assistant

BRISTOL WATER DEPARTMENT
DECEMBER 2022

WATER BILLING

Water Bills rendered December 2022	$689,212.19
Water Bills remaining unpaid as of December 2022	$263,420.26

PRECIPITATION

For the Month	4.84 "	Normal	4.39 "	Departure from Normal	0.45 "
For the Year	50.81 "	Normal	47.99 "	Departure from Normal	2.82 "

RESERVOIR CAPACITY

Total Available Capacity - December 2022	1,187,610,000	Gallons	92.901%

PRODUCTION

Monthly Production - December 2022	142,945,200	Gallons
Monthly Production - December 2021	146,513,500	Gallons

CASH STATEMENT WATER

BALANCE:DEC 1, 2022	3,420,196.98
REVENUE:	
ACCOUNTS RECEIVABLE	700,433.40
SERVICE ACCOUNTS	75,954.25
FINES	
SEWER ACCOUNTS	528,501.99
LIENS	636.34
PENALTIES	4,284.52
REMOVE METER	
CLOSING COSTS	
REINSTATE FEES	
ASSESSMENTS	
ADMIN FEE/LIENS (WPC)	
LAND LEASE	-
CELL TOWER LEASE	4,507.82
SCRAP METAL SALES	
TIMBER SALES	
TOTAL REVENUE:	1,314,318.32
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	1,314,318.32
DISBURSEMENTS (VOUCHERS):	978,784.86
TRANSFERS:	
SEWER TRANSFER (CITY)	164.61
SEWER TRANSFER (BWSD)	528,501.99
TRANSFER TO PROCUREMENT ACCOUNT	5,000.00
TRANSFER TO GOALS ENABLING	

ACCOUNT BALANCES:

SUPER NOW CHECKING ACCOUNT	
BALANCE: DEC 31 , 2022	3,222,063.84
GOALS ENABLING FUND	
BALANCE: DEC 31 , 2022	5,413,908.67
CONSTRUCTION ACCOUNT	
BALANCE: DEC 1, 2022	97,802.99
DEPOSIT	4,877.00
DISBURSEMENTS	(32,112.80)
BALANCE: DEC 31, 2022	70,567.19
PAYROLL CASH ACCOUNT	
BALANCE: DEC 1, 2022	169,477.41
DEPOSIT	353,428.62
DISBURSEMENTS	(330,005.85)
BALANCE: DEC 31, 2022	192,900.18

2022 2023 BRISTOL WATER DEPARTMENT BUDGET

Dec-22

CLASSIFICATION		APPROVED BUDGET 2022 2023	EXPENDED JULY 2022 2023	EXPENDED AUGUST 2022 2023	EXPENDED SEPTEMBER 2022 2023	EXPENDED OCTOBER 2022 2023	EXPENDED NOVEMBER 2022 2023	EXPENDED DECEMBER 2022 2023	EXPENDED TO DATE 2022 2023	% TO DATE 2022 2023
SALARIES	$	**2,885,636.00**	$283,154.42	$161,300.20	$206,823.61	$182,845.53	$174,341.68	$293,379.31	$1,301,844.75	**45.11%**
FRINGE BENEFITS	$	**1,652,144.00**	$159,879.25	$130,108.16	$98,692.24	$113,023.74	$100,636.20	$108,105.26	$710,444.85	**43.00%**
OPERATING SERVICES	$	**2,744,602.00**	$134,335.37	$191,427.29	$230,032.36	$131,459.41	$118,752.79	$458,257.82	$1,264,265.04	**46.06%**
MATERIALS & SUPPLIES	$	**1,026,585.00**	$30,289.12	$72,676.35	$106,973.16	$134,287.88	$97,932.80	$99,645.49	$541,804.80	**52.78%**
CAPITAL OUTLAY	$	**1,466,516.00**	$0.00	$140,693.20	$14,000.00	$16,888.23	$17,133.44	$13,049.78	$201,764.65	**13.76%**
GRAND TOTAL	$	**9,775,483.00**	**$607,658.16**	**$696,205.20**	**$656,521.37**	**$578,504.79**	**$508,796.91**	**$972,437.66**	**$4,020,124.09**	**41.12%**
OPERATING SERVICES										
LIGHT & POWER	$	**410,505.00**		$32,411.27	$42,294.94	$36,285.56	$35,283.04	$28,054.84	$174,329.65	**42.47%**
TELEPHONE	$	**17,380.00**	$1,603.66	$1,501.34	$2,069.61	$1,842.64	$1,232.72	$1,987.91	$10,237.88	**58.91%**
POSTAGE	$	**49,000.00**	$3,000.00	$2,880.80	$3,506.48	$3,039.78	$3,288.09	$3,000.00	$18,715.15	**38.19%**
ADVERTISING	$	**1,000.00**			$40.00				$40.00	**4.00%**
CLOTHING/UNIFORMS	$	**6,680.00**	$79.98		$180.00	$444.78	$864.58	$899.72	$2,469.06	**36.96%**
MAINTENANCE/SERVICE	$	**55,015.00**		$5,221.67	$37,231.57	$7,196.95	$3,572.82	$6,313.13	$59,536.14	**108.22%**
LEASE	$	**15,473.00**	$1,319.61		$1,271.10	$2,440.20		$1,271.10	$6,302.01	**40.73%**
CONFERENCE & MEMBERSHIP	$	**30,550.00**	$294.50	$2,329.60	$1,275.72	-$74.00	$316.00	$324.00	$4,465.82	**14.62%**
TAXES	$	**615,494.00**	$51,291.17	$51,291.17	$51,291.17	$51,291.17	$51,291.17	$51,291.17	$307,747.02	**50.00%**
PROFESSIONAL SERVICES	$	**290,200.00**	$14,673.80	$11,375.05	$17,451.72	$14,403.40	$11,354.80	$36,340.84	$105,599.61	**36.39%**
LIENS	$	**6,300.00**			$595.00	$170.00	$270.00	$205.00	$1,240.00	**19.68%**
MISCELLANEOUS	$	**6,570.00**	$164.99	$537.83	$139.94	$967.54	$457.58	$304.93	$2,572.81	**39.16%**
CONTRACTOR SERVICES	$	**559,600.00**	$12,612.31	$35,754.89	$34,321.15	$7,570.24	$9,212.83	$326,701.78	$426,173.20	**76.16%**
DEBT SERVICES	$	**345,035.00**	$3,218.32	$3,206.84	$4,778.87	$3,181.15	$1,609.16	$1,563.40	$17,557.74	**5.09%**
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**	**$458,257.82**	**$1,264,265.04**	**46.06%**
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	$12,653.23	$24,738.88	**90.82%**
MAINTENANCE SUP & MATERIALS	$	**374,000.00**	$15,145.15	$20,664.88	$47,429.32	$41,917.87	$17,357.93	$33,624.09	$176,139.24	**47.10%**
MV PARTS & SUPPLIES	$	**15,150.00**	$178.20	$351.72	$4,366.61	$394.99	$5,047.92	$651.62	$10,991.06	**72.55%**
MV SERVICE & REPAIRS	$	**44,000.00**		$1,387.41	$1,642.81	$1,919.18	$6,144.12	$223.96	$11,317.48	**25.72%**
FUEL OIL	$	**41,250.00**						$5,904.82	$5,904.82	**14.31%**
CHEMICAL TREATMENT	$	**195,163.00**		$29,087.08	$34,494.48	$29,244.04	$33,269.71	$17,440.56	$143,535.87	**73.55%**
INSURANCE	$	**273,703.00**	$14,070.83	$14,070.83	$14,070.83	$57,588.78	$29,147.21	$29,147.21	$158,095.69	**57.76%**
TOTAL SUPPLIES & MATERAILS	$	**1,026,585.00**	**$30,289.12**	**$72,676.35**	**$106,973.16**	**$134,287.88**	**$97,932.80**	**$99,645.49**	**$541,804.80**	**52.78%**
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	$13,049.78	$123,710.65	**30.40%**
CAPITAL OUTLAY TOTAL	$	**1,466,516.00**	**$0.00**	**$140,693.20**	**$14,000.00**	**$16,888.23**	**$17,133.44**	**$13,049.78**	**$201,764.65**	**13.76%**
GRAND TOTAL	$	**9,775,483.00**	**$607,658.16**	**$696,205.20**	**$656,521.37**	**$578,504.79**	**$508,796.91**	**$972,437.66**	**$4,020,124.09**	**41.12%**

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 DEC 2022	EXPENDED TO-DATE
CAPITAL EQUIPMENT								
2023 CHEVY 2500	$36,000.00							$0.00
CHEVY 3500 4WD FLATBED W/ PLOW AND LIFT GATE	$65,000.00							$0.00
NEW SUV	$65,000.00							$0.00
								$0.00
								$0.00
TOTAL CAPITAL EQUIPMENT	**$166,000.00**		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
UTILITY ASSETS								
DISTRIBUTION SECTION								
(1) Chop Saw	$1,000.00						$1,069.00	$1,069.00
(1) Honda Generator	$1,130.00							$0.00
Signage	$2,500.00							$0.00
Mueller Power Operator	$4,000.00							$0.00
(3) Pin Locators	$1,900.00							$0.00
3" Wacker Mud Sucker Pump	$1,915.00							$0.00
Jumping Jack Compactor	$2,649.00			$6,550.00				$6,550.00
Insertion Valves	$28,000.00							$0.00
Regulator Repairs	$15,000.00							$0.00
Automatic Flushing Stations	$7,000.00							$0.00
TOTAL UTILITY ASSETS DISTRIBUTION SECTION	**$65,094.00**	**$0.00**	**$0.00**	**$6,550.00**	**$0.00**	**$0.00**	**$1,069.00**	**$7,619.00**
METER SHOP SECTION								
5/8" Meters 650@132	$85,800.00		$10,260.00	$7,450.00	$2,333.60	$933.44	$7,450.00	$28,427.04
Transmitters 200 @107.5	$21,500.00		$27,000.00		$13,500.00	$16,200.00		$56,700.00
1 1/2" T-10 METER (5)	$3,442.00							$0.00
1" T-10 METER (10)	$3,202.00							$0.00
2" T-10 METER (5)	$4,380.00						$4,530.78	$4,530.78
3/4" T-10 METER(20)	$4,560.00							$0.00
R900 Belt Clip Tranceiver	$13,400.00							$0.00
Schonstedt Model GA-52Cx (2)	$2,109.00				$1,054.63			$1,054.63
6" DETECTOR CHECK (2)	$6,418.00							$0.00
								$0.00
								$0.00
TOTAL UTILITY ASSETS METER SHOP SECTION	**$144,811.00**	$0.00	**$37,260.00**	**$7,450.00**	**$16,888.23**	**$17,133.44**	**$11,980.78**	**$90,712.45**
WATER TREATMENT PLANT SECTION								
Rebuild High Service Pump	$45,000.00							$0.00
Rebuild Hill St Pump	$45,000.00							$0.00
LMI Chemical Feed Pumps	$10,000.00							$0.00
(2)Peristaltic Chemical Feed Pumps	$10,000.00							$0.00

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 DEC 2022	EXPENDED TO-DATE
Effluent Ultrasonic Flow Meters								$0.00
								$0.00
TOTAL UTILITY ASSETS WATER TREATMENT PLANT	$110,000.00	$0.00	$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	$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	$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	$13,049.78	$123,710.65

	BUDGET REQUEST 2022-23	EXPENDED JULY 2022	EXPENDED AUG 2022	EXPENDED SEPT 2022	EXPENDED OCT 2022	EXPENDED NOV 2022	EXPENDED DEC 2022	EXPENDED TO-DATE
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	$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	$13,049.78	$201,764.65
	To Date							
SCADA IN PROGRESS	$468,124.99		44,681.48	86,799.75	52,234.05	35,993.12	15,528.85	235,237.25

2022 SHUT-OFFS BREAKDOWN   Still off to date for non-pay: (51)

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	29	24	7	4

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
Credit/Debit Card	758	$121,430.66
EFT (Check)	217	$36,489.13
Online Bank Direct	257	$40,627.60
PayPal	67	$9,492.05
PayPal Credit	3	$474.24
Venmo	8	$1,103.65
Total	1310	$209,617.33

Monthly Invoice Summary

Invoice Count

No records to display.

Paperless Statistics

Invoice Type	Paperless
Water	6447

Auto-Pay Statistics

Invoice Type	AutoPay
Water	2696

Customer Registration Statistics

Customer Count	Registered Count	Registered %
21964	9945	45.28

Pay By Text Registration Statistics

Customer Count	Registered Count	Registere
3877	3036	78.31