BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda

Tuesday, February 18, 2025 6:00 p.m.

Meeting will be held at the Bristol Water & Sewer Department, Water Filtration Plant, 1080 Terryville Ave., Bristol, CT. or join via Zoom: Meeting ID:845 169 6140, Passcode: 123456; Dial in: 1-929-205-6099.

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Approval of the minutes of the December 17, 2024 Regular Board Meeting
5. Approval of the Department Reports for the Month of December 2024
6. Approval of the Department Reports for the Month of January 2025
7. Public Participation
8. Customer Correspondence
   A. 37 Chestnut St.
   B. 102 Norwood Rd.
9. Review 4B.4 Appeals to Sewer Usage Billing Associated with Extremely High Meter Readings
10. Committee Reports
    A. Budget Committee
11. Investments
12. I & I Study
13. Superintendent's Report
14. Old Business
15. New Business
16. Adjournment

Next Meeting: Tuesday, March 18, 2024 6:00 p.m.

BOARD OF SEWER COMMISSION
DECEMBER 17, 2024 – REGULAR MEETING

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

STAFF PRESENT: Superintendent Longo, Assistant Superintendents Bolduc and Keegan.

1) **CALL TO ORDER.**

Chairperson Phelan called the meeting of the Board of Sewer Commission to order at 6:00 p.m.

2) **PLEDGE OF ALLEGIANCE.**

3) **MOMENT OF SILENCE.**

4) **APPROVAL OF THE MINUTES OF THE NOVEMBER 19, 2024 REGULAR MEETING.**

On motion of Commissioner Dunn and seconded, it was unanimously voted to approve the November 19, 2024 regular meeting minutes as presented.
Motion passed.

5) **APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF NOVEMBER 2024.**

On motion of Commissioner Dunn and seconded, it was unanimously voted to approve the November 2024 Department Reports as presented.
Motion passed.

6) **PUBLIC PARTICIPATION.**

None.

7) **CUSTOMER CORRESPONDENCE.**

None.

8) **REVIEW 4B.4 APPEALS TO SEWER USAGE BILLING ASSOCIATED WITH EXTREMELY HIGH METER READINGS.**

On motion of Commissioner Dunn and seconded, unanimously voted to table 4B.4 Appeals to Sewer Usage Billing Associated with Extremely High Meter Readings to the January 2025 meeting.
Motion passed.

9) **COMMITTEE REPORTS.**

None.

10) **INVESTMENTS.**

None.

11) I & I STUDY

No action taken.

12) SUPERINTENDENTS REPORT.

No action taken.

13) APPROVAL OF THE BOARD OF SEWER COMMISSION 2025 MEETING SCHEDULE

On motion of Commissioner Dunn and seconded, it was unanimously voted to approve the Board of Sewer Commission 2025 Meeting Schedule as presented.

Motion passed.

14) OLD BUSINESS.

None.

15) NEW BUSINESS.

None

16) ADJOURNMENT.

At 6:20 p.m., on motion of Commissioner Dunn and seconded, it was unanimously voted to adjourn.

ATTEST: ______________________________________

Renee M. LaMarre
Water & Sewer Administrative Assistant

CASH STATEMENT SEWER

SEWER OPERATING

BALANCE: DEC 1, 2024	$	10,909,396.46
ACCOUNTS RECEIVABLE	$	686,813.52
SERVICE ACCOUNTS	$	50,773.48
TRANSFERS IN (OUT)	$	-
DISBURSEMENTS	$	(396,158.80)
BALANCE: DEC 31, 2024	$	11,250,824.66

SEWER CAP/NR

BALANCE: DEC 1, 2024	$	4,879,424.99
TRANSFERS IN (OUT)	$	-
DISBURSEMENTS	$	(8,487.63)
BALANCE:DEC 31, 2024	$	4,870,937.36

SEWER PAYROLL

BALANCE: DEC 1, 2024	$	157,277.20
TRANSFERS IN (OUT)	$	149,135.93
DISBURSEMENTS	$	(149,505.99)
BALANCE: DEC 31, 2024	$	156,907.14

SEWER BILLING

SEWER BILLS RENDERED DEC 2024:	$	486,946.00
SEWER BILLS REMAINING UNPAID AS OF DEC 31 2024:	$	305,303.71

2024 2025 WPC BUDGET

Dec-24

CLASSIFICATION	APPROVED BUDGET 2024 2025	EXPENDED JULY 2024 2025	EXPENDED AUGUST 2024 2025	EXPENDED SEPTEMBER 2024 2025	EXPENDED OCTOBER 2024 2025	EXPENDED NOVEMBER 2024 2025	EXPENDED DECEMBER 2024 2025	EXPENDED TO DATE 2024 2025	% TO DATE 2024 2025
SALARIES	$ **1,973,840.00**	$125,546.17	$128,093.79	$144,390.09	$214,203.99	$136,727.59	$138,858.82	$887,820.45	**44.98%**
FRINGE BENEFITS	$ **776,563.00**	$52,803.18	$45,438.33	$49,345.73	$54,365.36	$49,764.97	$49,972.15	$301,689.72	**38.85%**
OPERATING SERVICES	$ **4,110,409.00**	$227,946.52	$345,682.45	$208,144.06	$233,194.00	$258,756.96	$163,877.23	$1,437,601.22	**34.97%**
MATERIALS & SUPPLIES	$ **1,232,140.00**	$42,956.12	$139,190.92	$89,703.76	$63,101.90	$85,593.00	$43,204.66	$463,750.36	**37.64%**
CAPITAL OUTLAY	$ **830,000.00**	$0.00	$0.00	$0.00	$134,188.12	$0.00	$0.00	$134,188.12	**16.17%**
GRAND TOTAL	$ **8,922,952.00**	**$449,251.99**	**$658,405.49**	**$491,583.64**	**$699,053.37**	**$530,842.52**	**$395,912.86**	**$3,225,049.87**	**36.14%**
OPERATING SERVICES									
PUBLIC UTILITIES	$ **654,000.00**	$1,414.11	$112,540.24	$98,655.23	$34,044.48	$98,614.27	$65,746.09	$411,014.42	**62.85%**
NATURAL GAS	$ **33,000.00**		$1,295.61	$1,247.25	$1,202.19	$1,420.76	$2,347.71	$7,513.52	**22.77%**
WATER AND SEWER CHARGES	$ **13,400.00**	$5,060.45			$5,276.48			$10,336.93	**77.14%**
TIPPING FEES	$ **1,215,000.00**		$191,076.63	$92,505.36	$106,668.86	$101,448.75	$82,219.55	$573,919.15	**47.24%**
REFUSE	$ **500.00**			$63.40		$20.40		$83.80	**16.76%**
TELEPHONE	$ **2,800.00**		$1,050.15	$512.30	$405.43	$1,092.91	$689.01	$3,749.80	**133.92%**
POSTAGE	$ **25,000.00**				$350.00			$350.00	**1.40%**
ADVERTISING	$ **500.00**	$118.56						$118.56	**23.71%**
PRINTING/BINDING	$ **300.00**							$0.00	**0.00%**
TRAVEL REIMBURSEMENT	$ **100.00**							$0.00	**0.00%**
CLOTHING/UNIFORMS	$ **3,500.00**		$444.02	$170.15	$550.15		$180.00	$1,344.32	**38.41%**
REPAIRS AND MAINTENANCE	$ **115,000.00**	$2,340.00	$3,687.83	$1,627.23	$3,466.42	$6,161.10	$596.90	$17,879.48	**15.55%**
COLLECT SYSTEM MAIN AND REHAB	$ **150,000.00**		$6,530.02		$29,509.00			$36,039.02	**24.03%**
MAJOR REPAIRS	$ **130,000.00**		$6,512.00		$4,686.00	$17,528.00		$28,726.00	**22.10%**
RENTS AND LEASES	$ **5,000.00**				$169.27	$237.34	$169.27	$575.88	**11.52%**
ADMIN FEES	$ **70,000.00**	$14,250.00			$14,250.00			$28,500.00	**40.71%**
PROFESSIONAL FEES	$ **160,000.00**	$916.65	$6,816.05	$3,162.44	$21,161.15	$20,417.35	$7,200.00	$59,673.64	**37.30%**
LIENS	$ **7,500.00**	$495.00	$1,005.00	$160.00	$1,545.00		$705.00	$3,910.00	**52.13%**
MISCELLANEOUS	$ **11,000.00**						$4,023.70	$4,023.70	**36.58%**
CNR ANNUAL CONTRIBUTION	$ **650,000.00**							$0.00	**0.00%**
CWF PRINCIPAL	$ **406,541.00**	$33,569.06						$33,569.06	**8.26%**
DEBT SERVICE PRINCIPAL	$ **144,500.00**	$138,500.00						$138,500.00	**95.85%**
INTEREST EXPENSE	$ **174,268.00**	$31,282.69	$10,021.75	$9,965.70	$9,909.57	$11,452.08		$72,631.79	**41.68%**
CONTINGENCY	$ **130,000.00**		$4,583.15					$4,583.15	**3.53%**
CONFERENCES AND MEMBERSHIPS	$ **2,500.00**							$0.00	**0.00%**
SCHOOLING AND EDUCATION	$ **6,000.00**		$120.00	$75.00		$364.00		$559.00	**9.32%**
TOTAL OPERATING SERVICES	$ **4,110,409.00**	**$227,946.52**	**$345,682.45**	**$208,144.06**	**$233,194.00**	**$258,756.96**	**$163,877.23**	**$1,437,601.22**	**34.97%**
SUPPLIES AND MATERIALS									
WORKERS COMP INS	$ **114,000.00**	$31,600.00						$31,600.00	**27.72%**
DISABILITY INS	$ **550.00**							$0.00	**0.00%**
OPEB RETIREMENT BENEFITS	$ **59,090.00**							$0.00	**0.00%**
MOTOR FUELS	$ **32,000.00**		$1,606.38	$2,319.08	$1,647.80	$2,547.55	$2,028.94	$10,149.75	**31.72%**
OFFICE SUPPLIES	$ **3,000.00**	$572.41	$122.50	$226.73		$182.96	$27.43	$1,132.03	**37.73%**
MAINTENANCE SUP & MATERIALS	$ **800,000.00**	$10,204.78	$129,666.38	$80,338.37	$55,959.25	$82,810.08	$29,482.79	$388,461.65	**48.56%**
MV PARTS & SUPPLIES	$ **5,000.00**		$104.02		$334.79	$45.24	$303.46	$787.51	**15.75%**
MV SERVICE & REPAIRS	$ **20,000.00**	$578.93		$5,522.32	$2,585.55			$8,686.80	**43.43%**
GENERATOR FUEL	$ **9,000.00**		$4,714.44					$4,714.44	**52.38%**
LABORATORY SUPPLIES	$ **17,000.00**		$1,617.23	$1,182.72	$2,574.51	$7.17	$11,336.50	$16,718.13	**98.34%**
PROGRAM SUPPLIES	$ **71,500.00**		$1,359.97	$114.54			$25.54	$1,500.05	**2.10%**
TIRES	$ **3,500.00**							$0.00	**0.00%**
REFUNDS OF SEWER USE FEES	$ **2,500.00**							$0.00	**0.00%**
LIABILITY INSURANCE	$ **95,000.00**							$0.00	**0.00%**
TOTAL SUPPLIES & MATERAILS	$ **1,232,140.00**	$ **42,956.12**	$ **139,190.92**	$ **89,703.76**	$ **63,101.90**	$ **85,593.00**	$ **43,204.66**	$ **463,750.36**	**37.64%**
CAPITAL OUTLAY									
CAPITAL OUTLAY	$ **830,000.00**				$134,188.12			$134,188.12	**16.17%**
CAPITAL OUTLAY TOTAL	$ **830,000.00**	**$0.00**	**$0.00**	**$0.00**	**$134,188.12**	**$0.00**	**$0.00**	**$134,188.12**	**16.17%**
GRAND TOTAL	$ **8,922,952.00**	**$449,251.99**	**$658,405.49**	**$491,583.64**	**$699,053.37**	**$530,842.52**	**$395,912.86**	**$3,225,049.87**	**36.14%**

2024-2025 WPC CAPITAL OUTLAY		BUDGET REQUEST 2024-2025	EXPENDED JULY 2024	EXPENDED AUG 2024	EXPENDED SEPT 2024	EXPENDED OCT 2024	EXPENDED NOV 2024	EXPENDED DEC 2024	EXPENDED TO-DATE
REBUILD/REPLACE GRIT GEAR BOXES AND PUMPS		$75,000.00							$0.00
REPLACE SECOND SECONDARY DRIVE		$110,000.00				$99,460.00			$99,460.00
PLANT AND STATION EQIPMENT PARTS		$65,000.00							$0.00
VAC TRUCK		$580,000.00							$0.00
									$0.00
									$0.00
		$830,000.00	**$0.00**	**$0.00**	**$0.00**	**$99,460.00**	**$0.00**	**$0.00**	**$99,460.00**
CARRY OVER FROM 2023-2024	**Project**								
BUILDING HEATERS	24003		4,665.71						**4,665.71**
SECONDARY CLARIFIER UNIT	22038		91,362.65						**91,362.65**
AERATION TANKS REHAB	24006			$47,644.28	$40,502.72	$34,728.12	$7,259.49	$29,078.48	**159,213.09**

CASH STATEMENT SEWER

SEWER OPERATING

BALANCE: JAN 1, 2025	$	11,250,204.12
ACCOUNTS RECEIVABLE	$	710,554.69
SERVICE ACCOUNTS	$	46,409.75
TRANSFERS IN (OUT)	$	-
DISBURSEMENTS	$	(543,758.83)
BALANCE: JAN 31, 2025	$	11,463,409.73

SEWER CAP/NR

BALANCE: JAN 1, 2025	$	4,870,937.36
TRANSFERS IN (OUT)	$	-
DISBURSEMENTS	$	(149,005.70)
BALANCE:JAN 31, 2025	$	4,721,931.66

SEWER PAYROLL

BALANCE: JAN 1, 2025	$	156,907.14
TRANSFERS IN (OUT)	$	145,481.36
DISBURSEMENTS	$	(145,486.88)
BALANCE: JAN 31, 2025	$	156,901.62

SEWER BILLING

SEWER BILLS RENDERED JAN 2025:	$	749,667.88
SEWER BILLS REMAINING UNPAID AS OF JAN 31 2025:	$	317,582.92

2024 2025 WPC BUDGET

Jan-25

CLASSIFICATION	APPROVED BUDGET 2024 2025	EXPENDED JULY 2024 2025	EXPENDED AUGUST 2024 2025	EXPENDED SEPTEMBER 2024 2025	EXPENDED OCTOBER 2024 2025	EXPENDED NOVEMBER 2024 2025	EXPENDED DECEMBER 2024 2025	EXPENDED JANUARY 2024 2025	EXPENDED TO DATE 2024 2025	% TO DATE 2024 2025
SALARIES	$ 1,973,840.00	$125,546.17	$128,093.79	$144,390.09	$214,203.99	$136,727.59	$138,858.82	$135,593.44	$1,023,413.89	51.85%
FRINGE BENEFITS	$ 776,563.00	$52,803.18	$45,438.33	$49,345.73	$54,365.36	$49,764.97	$49,972.15	$48,480.05	$350,169.77	45.09%
OPERATING SERVICES	$ 4,110,409.00	$227,946.52	$345,682.45	$208,144.06	$233,194.00	$258,756.96	$163,877.23	$279,233.03	$1,716,834.25	41.77%
MATERIALS & SUPPLIES	$ 1,232,140.00	$42,956.12	$139,190.92	$89,703.76	$63,101.90	$85,593.00	$43,204.66	$177,732.85	$641,483.21	52.06%
CAPITAL OUTLAY	$ 830,000.00	$0.00	$0.00	$0.00	$134,188.12	$0.00	$0.00	$0.00	$134,188.12	16.17%
GRAND TOTAL	$ 8,922,952.00	$449,251.99	$658,405.49	$491,583.64	$699,053.37	$530,842.52	$395,912.86	$641,039.37	$3,866,089.24	43.33%
OPERATING SERVICES										
PUBLIC UTILITIES	$ 654,000.00	$1,414.11	$112,540.24	$98,655.23	$34,044.48	$98,614.27	$65,746.09	$81,634.95	$492,649.37	75.33%
NATURAL GAS	$ 33,000.00		$1,295.61	$1,247.25	$1,202.19	$1,420.76	$2,347.71	$3,725.48	$11,239.00	34.06%
WATER AND SEWER CHARGES	$ 13,400.00	$5,060.45			$5,276.48			$1,913.80	$12,250.73	91.42%
TIPPING FEES	$ 1,215,000.00		$191,076.63	$92,505.36	$106,668.86	$101,448.75	$82,219.55	$85,119.04	$659,038.19	54.24%
REFUSE	$ 500.00			$63.40		$20.40			$83.80	16.76%
TELEPHONE	$ 2,800.00		$1,050.15	$512.30	$405.43	$1,092.91	$689.01	$348.85	$4,098.65	146.38%
POSTAGE	$ 25,000.00				$350.00				$350.00	1.40%
ADVERTISING	$ 500.00	$118.56							$118.56	23.71%
PRINTING/BINDING	$ 300.00								$0.00	0.00%
TRAVEL REIMBURSEMENT	$ 100.00								$0.00	0.00%
CLOTHING/UNIFORMS	$ 3,500.00		$444.02	$170.15	$550.15		$180.00		$1,344.32	38.41%
REPAIRS AND MAINTENANCE	$ 115,000.00	$2,340.00	$3,687.83	$1,627.23	$3,466.42	$6,161.10	$596.90	$24,381.43	$42,260.91	36.75%
COLLECT SYSTEM MAIN AND REHAB	$ 150,000.00		$6,530.02		$29,509.00				$36,039.02	24.03%
MAJOR REPAIRS	$ 130,000.00		$6,512.00		$4,686.00	$17,528.00		$26,121.00	$54,847.00	42.19%
RENTS AND LEASES	$ 5,000.00				$169.27	$237.34	$169.27	$169.28	$745.16	14.90%
ADMIN FEES	$ 70,000.00	$14,250.00			$14,250.00				$28,500.00	40.71%
PROFESSIONAL FEES	$ 160,000.00	$916.65	$6,816.05	$3,162.44	$21,161.15	$20,417.35	$7,200.00	$5,763.60	$65,437.24	40.90%
LIENS	$ 7,500.00	$495.00	$1,005.00	$160.00	$1,545.00		$705.00	$515.00	$4,425.00	59.00%
MISCELLANEOUS	$ 11,000.00						$4,023.70		$4,023.70	36.58%
CNR ANNUAL CONTRIBUTION	$ 650,000.00								$0.00	0.00%
CWF PRINCIPAL	$ 406,541.00	$33,569.06							$33,569.06	8.26%
DEBT SERVICE PRINCIPAL	$ 144,500.00	$138,500.00							$138,500.00	95.85%
INTEREST EXPENSE	$ 174,268.00	$31,282.69	$10,021.75	$9,965.70	$9,909.57	$11,452.08		$45,225.60	$117,857.39	67.63%
CONTINGENCY	$ 130,000.00		$4,583.15					$4,089.00	$8,672.15	6.67%
CONFERENCES AND MEMBERSHIPS	$ 2,500.00								$0.00	0.00%
SCHOOLING AND EDUCATION	$ 6,000.00		$120.00	$75.00		$364.00		$226.00	$785.00	13.08%
TOTAL OPERATING SERVICES	$ 4,110,409.00	$227,946.52	$345,682.45	$208,144.06	$233,194.00	$258,756.96	$163,877.23	$279,233.03	$1,716,834.25	41.77%
SUPPLIES AND MATERIALS										
WORKERS COMP INS	$ 114,000.00	$31,600.00							$31,600.00	27.72%
DISABILITY INS	$ 550.00								$0.00	0.00%
OPEB RETIREMENT BENEFITS	$ 59,090.00								$0.00	0.00%
MOTOR FUELS	$ 32,000.00		$1,606.38	$2,319.08	$1,647.80	$2,547.55	$2,028.94	$2,135.33	$12,285.08	38.39%
OFFICE SUPPLIES	$ 3,000.00	$572.41	$122.50	$226.73		$182.96	$27.43	$112.65	$1,244.68	41.49%
MAINTENANCE SUP & MATERIALS	$ 800,000.00	$10,204.78	$129,666.38	$80,338.37	$55,959.25	$82,810.08	$29,482.79	$50,157.09	$438,618.74	54.83%
MV PARTS & SUPPLIES	$ 5,000.00		$104.02		$334.79	$45.24	$303.46	-$36.00	$751.51	15.03%
MV SERVICE & REPAIRS	$ 20,000.00	$578.93		$5,522.32	$2,585.55			$5,527.61	$14,214.41	71.07%
GENERATOR FUEL	$ 9,000.00		$4,714.44					$183.84	$4,898.28	54.43%
LABORATORY SUPPLIES	$ 17,000.00		$1,617.23	$1,182.72	$2,574.51	$7.17	$11,336.50	$11,047.52	$27,765.65	163.33%
PROGRAM SUPPLIES	$ 71,500.00		$1,359.97	$114.54			$25.54		$1,500.05	2.10%
TIRES	$ 3,500.00								$0.00	0.00%
REFUNDS OF SEWER USE FEES	$ 2,500.00								$0.00	0.00%
LIABILITY INSURANCE	$ 95,000.00							$108,604.81	$108,604.81	114.32%
TOTAL SUPPLIES & MATERAILS	$ 1,232,140.00	$ 42,956.12	$ 139,190.92	$ 89,703.76	$ 63,101.90	$ 85,593.00	$ 43,204.66	$ 177,732.85	$ 641,483.21	52.06%
CAPITAL OUTLAY										
CAPITAL OUTLAY	$ 830,000.00				$134,188.12				$134,188.12	16.17%
CAPITAL OUTLAY TOTAL	$ 830,000.00	$0.00	$0.00	$0.00	$134,188.12	$0.00	$0.00	$0.00	$134,188.12	16.17%
GRAND TOTAL	$ 8,922,952.00	$449,251.99	$658,405.49	$491,583.64	$699,053.37	$530,842.52	$395,912.86	$641,039.37	$3,866,089.24	43.33%

2024-2025 WPC CAPITAL OUTLAY		BUDGET REQUEST 2024-2025	EXPENDED JULY 2024	EXPENDED AUG 2024	EXPENDED SEPT 2024	EXPENDED OCT 2024	EXPENDED NOV 2024	EXPENDED DEC 2024	EXPENDED JAN 2025	EXPENDED TO-DATE
REBUILD/REPLACE GRIT GEAR BOXES AND PUMPS		$75,000.00								$0.00
REPLACE SECOND SECONDARY DRIVE		$110,000.00				$99,460.00				$99,460.00
PLANT AND STATION EQIPMENT PARTS		$65,000.00								$0.00
VAC TRUCK		$580,000.00								$0.00
										$0.00
										$0.00
		$830,000.00	**$0.00**	**$0.00**	**$0.00**	**$99,460.00**	**$0.00**	**$0.00**	**$0.00**	**$99,460.00**
CARRY OVER FROM 2023-2024	**Project**									
BUILDING HEATERS	24003		4,665.71							**4,665.71**
REPLACE ATS BROAD ST	20010								$19,048.00	**19,048.00**
SECONDARY CLARIFIER UNIT	22038		91,362.65							**91,362.65**
AERATION TANKS REHAB	24006			$47,644.28	$40,502.72	$34,728.12	$7,259.49	$29,078.48		**159,213.09**