



BOARD OF WATER COMMISSIONERS
Regular Meeting Agenda
Tuesday, June 20, 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 May 16, 2023 Regular Board Meeting
5. Approval of the Department Reports for the Month of May 2023
6. Public Participation
7. Customer Correspondence
 1. 75-77 Broad Place – Cokel Properties LLC
8. Committee Reports
9. CCTV Camera Bid
10. Safe Yield & Margin of Safety Analysis – Hazen & Sawyer
11. Investments
12. Superintendent's Report
13. Chairperson's Report
14. Old Business
15. New Business
16. Adjournment

Next Meeting: Tuesday, July 18, 2023 at 6:15 pm

BOARD OF WATER COMMISSIONERS

MAY 16, 2023 – REGULAR MEETING

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

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

ABSENT: Commissioner Dunn.

1) CALL TO ORDER.

Chairperson Phelan called the meeting of the Board of Water Commissioners to order at 6:50 p.m.

2) PLEDGE OF ALLEGIANCE.

3) MOMENT OF SILENCE.

4) APPROVAL OF THE MINUTES OF THE APRIL 18, 2023 REGULAR BOARD MEETING.

On motion of Commissioner Porrini and seconded, it was unanimously voted to approve the April 18, 2023 minutes as presented.

Motion passed.

5) APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF APRIL 2023.

On motion of Commissioner Ferrier and seconded, it was unanimously voted to approve the April 2023 Department Reports as presented.

Motion passed

6) PUBLIC PARTICIPATION

None

7) CUSTOMER CORRESPONDENCE.

1. LW Realty – General Bill Invoice #14984

Office Manager requested to have Frozen Meter charge removed since they have been at that location for a long time and suggested the meter was old and should have been replaced.

On motion of Commissioner Porrini and seconded, it was unanimously voted that no recourse be given since the meter was frozen.

Motion passed

8) NEW BRITAIN WATER.

No action taken.

9) COMMITTEE REPORTS

No action taken.

10) INVESTMENTS.

None.

11) SUPERINTENDENT'S REPORT.

No action taken.

12) CHAIRPERSONS REPORT.

No action taken.

13) OLD BUSINESS.

None.

14) NEW BUSINESS.

None.

15) ADJOURNMENT.

At 7:19 p.m., on motion of Commissioner Ferrier and seconded, it was unanimously voted to adjourn.

ATTEST:_____

Renee M. LaMarre

Water & Sewer Administrative Assistant

BRISTOL WATER DEPARTMENT
MAY 2023

WATER BILLING

Water Bills rendered May 2023	<u>\$566,002.11</u>
Water Bills remaining unpaid as of May 2023	<u>\$219,459.33</u>

PRECIPITATION

For the Month	<u>4.91</u>	Normal	<u>3.79 "</u>	Departure from Normal	<u>1.12 "</u>
For the Year	<u>22.44 "</u>	Normal	<u>17.89 "</u>	Departure from Normal	<u>4.55 "</u>

RESERVOIR CAPACITY

Total Available Capacity - May 2023	<u>1,252,540,000</u>	Gallons	<u>97.98%</u>
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PRODUCTION

Monthly Production - May 2023	<u>178,977,140</u>	Gallons
Monthly Production - May 2022	<u>167,078,320</u>	Gallons

CASH STATEMENT WATER	
BALANCE:MAY 1, 2023	2,795,328.70
REVENUE:	
ACCOUNTS RECEIVABLE	681,763.73
SERVICE ACCOUNTS	16,382.19
FINES	1,000.00
SEWER ACCOUNTS	700,875.85
LIENS	1,350.00
PENALTIES	4,425.24
REMOVE METER	100.00
CLOSING COSTS	6,225.00
REINSTATE FEES	2,875.00
ASSESSMENTS	
ADMIN FEE/LIENS (WPC)	15,420.00
LAND LEASE	2,412.15
CELL TOWER LEASE	12,525.98
SCRAP METAL SALES	
TIMBER SALES	19,126.12
TOTAL REVENUE:	1,464,481.26
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	1,464,481.26
DISBURSEMENTS (VOUCHERS):	553,446.25
TRANSFERS:	
SEWER TRANSFER (BWSD)	699,162.27
TRANSFER TO PROCUREMENT ACCOUNT	2,000.00
TRANSFER TO GOALS ENABLING	
<u>ACCOUNT BALANCES:</u>	
SUPER NOW CHECKING ACCOUNT	
BALANCE: MAY 31 , 2023	3,005,201.44
GOALS ENABLING FUND	
BALANCE: MAY 31 , 2023	5,463,374.14
CONSTRUCTION ACCOUNT	
BALANCE: MAY 1, 2023	129,999.19
DEPOSIT	45,405.00
DISBURSEMENTS	(55,975.89)
BALANCE: MAY 31, 2023	119,428.30
PAYROLL CASH ACCOUNT	
BALANCE: MAY 1, 2023	176,572.18
DEPOSIT	207,501.34
DISBURSEMENTS	(206,563.86)
BALANCE: MAY 31, 2023	177,509.66

2022 2023 BRISTOL WATER DEPARTMENT BUDGET				
May-23				
	APPROVED	EXPENDED	EXPENDED	%
	BUDGET	MAY	TO DATE	TO DATE
CLASSIFICATION	2022 2023	2022 2023	2022 2023	2022 2023
SALARIES	\$ 2,885,636.00	\$ 183,972.36	\$2,317,663.53	80.32%
FRINGE BENEFITS	\$ 1,652,144.00	\$ 111,592.03	\$1,329,502.93	80.47%
OPERATING SERVICES	\$ 2,744,602.00	\$145,556.73	\$2,615,119.12	95.28%
MATERIALS & SUPPLIES	\$ 1,026,585.00	\$101,786.13	\$1,100,139.75	107.16%
CAPITAL OUTLAY	\$ 1,466,516.00	\$5,081.37	\$482,351.80	32.89%
GRAND TOTAL	\$ 9,775,483.00	\$547,988.62	\$7,844,777.13	80.25%
OPERATING SERVICES				
LIGHT & POWER	\$ 410,505.00	\$ 33,982.46	\$330,865.73	80.60%
TELEPHONE	\$ 17,380.00	\$ 1,620.87	\$19,651.00	113.07%
POSTAGE	\$ 49,000.00	\$ 6,095.68	\$43,759.20	89.30%
ADVERTISING	\$ 1,000.00		\$1,016.62	101.66%
CLOTHING/UNIFORMS	\$ 6,680.00	\$ 6,085.03	\$11,701.46	175.17%
MAINTENANCE/SERVICE	\$ 55,015.00	\$ 5,037.60	\$73,532.69	133.66%
LEASE	\$ 15,473.00		\$12,356.73	79.86%
CONFERENCE & MEMBERSHIP	\$ 30,550.00	\$ 3,449.06	\$18,581.59	60.82%
TAXES	\$ 615,494.00		\$512,911.70	83.33%
PROFESSIONAL SERVICES	\$ 290,200.00	\$ 17,757.35	\$292,298.17	100.72%
LIENS	\$ 6,300.00	\$ 70.00	\$2,040.00	32.38%
MISCELLANEOUS	\$ 6,570.00	\$ (382.51)	\$4,057.02	61.75%
CONTRACTOR SERVICES	\$ 559,600.00	\$ 8,717.46	\$639,802.73	114.33%
DEBT SERVICES	\$ 345,035.00	\$ 6,727.08	\$331,032.88	95.94%
SEWER USE FEE	\$ 10,800.00	\$ 2,700.00	\$8,100.00	75.00%
NEW BRITAIN AGREEMENT	\$ 325,000.00	\$ 53,696.65	\$313,411.60	96.43%
TOTAL OPERATING SERVICES	\$ 2,744,602.00	\$145,556.73	\$2,615,119.12	95.28%
SUPPLIES AND MATERIALS				
MOTOR FUELS	\$ 56,079.00	\$ 5,666.10	\$54,873.82	97.85%
OFFICE SUPPLIES	\$ 27,240.00	\$ 2,040.90	\$35,383.72	129.90%
MAINTENANCE SUP & MATERIALS	\$ 374,000.00	\$ 54,169.82	\$438,870.57	117.35%
MV PARTS & SUPPLIES	\$ 15,150.00	\$ 908.87	\$21,974.94	145.05%
MV SERVICE & REPAIRS	\$ 44,000.00	\$ 10,838.95	\$45,949.90	104.43%
FUEL OIL	\$ 41,250.00	\$ 1,048.14	\$64,046.51	155.26%
CHEMICAL TREATMENT	\$ 195,163.00	\$ 25,273.12	\$229,530.94	117.61%
INSURANCE	\$ 273,703.00	\$ 1,840.23	\$209,509.35	76.55%
TOTAL SUPPLIES & MATERAILS	\$ 1,026,585.00	\$101,786.13	\$1,100,139.75	107.16%
CAPITAL OUTLAY				
CAPITAL EQUIPMENT	\$ 166,000.00		\$79,256.00	47.74%
CAPITAL OUTLAY	\$ 893,611.00		\$163,258.80	18.27%
MISC. UTILITY ASSETS	\$ 406,905.00	\$ 5,081.37	\$239,837.00	58.94%
CAPITAL OUTLAY TOTAL	\$ 1,466,516.00	\$5,081.37	\$482,351.80	32.89%
GRAND TOTAL	\$ 9,775,483.00	\$547,988.62	\$7,844,777.13	80.25%

CITY OF BRISTOL WATER DEPARTMENT				
CAPITAL OUTLAY BUDGET YEAR 2022-23				
	BUDGET REQUEST	EXPENDED APR	EXPENDED MAY	EXPENDED TO-
	2022-23	2023	2023	DATE
<u>CAPITAL EQUIPMENT</u>				
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			\$79,256.00
				\$0.00
				\$0.00
TOTAL CAPITAL EQUIPMENT	\$166,000.00	\$0.00	\$0.00	\$79,256.00
<u>UTILITY ASSETS</u>				
<u>DISTRIBUTION SECTION</u>				
(1) Chop Saw	\$1,000.00			\$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
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	\$7,619.00
<u>METER SHOP SECTION</u>				
5/8" Meters 650@132	\$85,800.00	\$8,940.00	\$1,093.44	\$48,504.28
Transmitters 200 @107.5	\$21,500.00			\$72,900.00
1 1/2" T-10 METER (5)	\$3,442.00			\$4,400.82
1" T-10 METER (10)	\$3,202.00			\$0.00
2" T-10 METER (5)	\$4,380.00		\$2,027.92	\$9,380.08
3/4" T-10 METER(20)	\$4,560.00	\$3,041.87		\$3,041.87
R900 Belt Clip Tranceiver	\$13,400.00			\$0.00
Schonstedt Model GA-52Cx (2)	\$2,109.00		\$1,960.37	\$3,015.00
6" DETECTOR CHECK (2)	\$6,418.00			\$0.00
				\$0.00
				\$0.00
TOTAL UTILITY ASSETS METER SHOP SECTION	\$144,811.00	\$11,981.87	\$5,081.73	\$141,242.05
<u>WATER TREATMENT PLANT SECTION</u>				
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	EXPENDED APR	EXPENDED MAY	EXPENDED TO-
	2022-23	2023	2023	DATE
Effluent Ultrasonic Flow Meters				\$0.00
				\$0.00
TOTAL UTILITY ASSETS WATER TREATMENT PLANT	\$110,000.00	\$0.00	\$0.00	\$0.00
<u>WATERSHED SECTION</u>				
				\$0.00
Enclosed Equipment Trailer	\$27,000.00			\$16,552.90
				\$0.00
				\$0.00
				\$0.00
TOTAL UTILITY ASSETS WATERSHED SECTION	\$27,000.00	\$0.00	\$0.00	\$16,552.90
<u>OFFICE SECTION</u>				
Drive Through Renovations	\$60,000.00			\$74,423.41
TOTAL UTILITY ASSETS OFFICE SECTION	\$60,000.00	\$0.00	\$0.00	\$74,423.41
TOTAL UTILITY ASSETS	\$406,905.00	\$11,981.87	\$5,081.73	\$239,837.36
	BUDGET REQUEST	EXPENDED APR	EXPENDED MAY	EXPENDED TO-
	2022-23	2023	2023	DATE
<u>CAPITAL IMPROVEMENTS</u>				
Water Main Replacements	\$250,000.00			\$0.00
Boiler At 119 Riverside	\$38,611.00			\$19,305.60
Hydrants	\$85,000.00			\$65,899.20
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
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	\$0.00	\$163,258.80
TOTAL CAPITAL OUTLAY	\$1,466,516.00	\$11,981.87	\$5,081.73	\$482,352.16
	To Date			
SCADA IN PROGRESS	\$483,065.31	0.00	6,400.00	250,177.57
SEDARU		196,141.64		196,141.64

2023 SHUT-OFFS BREAKDOWN

Still off to date for non-pay: (42)

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	435	376	28	19	11	6
FEBRUARY 01	347	245	27	15	4	1
MARCH 02	406	271	22	15	4	2
APRIL 03	361	277	29	18	6	4
MAY 01	367	252	36	22	7	2
JUNE 02	417					
JULY 03						
AUGUST 01						
SEPTEMBER 02						
OCTOBER 03						
NOVEMBER 01						
DECEMBER 02						

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	850	\$132,674.68
EFT (Check)	301	\$58,415.64
Online Bank Direct	359	\$48,444.20
PayPal	75	\$10,428.21
PayPal Credit	3	\$368.02
Venmo	7	\$781.59
Total	1595	\$251,112.34

Monthly Invoice Summary

Invoice Count
No records to display.

Paperless Statistics

Invoice Type	Paperless
Water	6885

Auto-Pay Statistics

Invoice Type	AutoPay
Water	2943

Customer Registration Statistics

Customer Count	Registered Count	Registered %
22171	10302	46.47

Pay By Text Registration Statistics

Customer Count	Registered Count	Registered %
4139	3257	78.69

City of Bristol, CT

Bid Number:		2C23-050											
Title:		Camera Installations											
Bid Opened:		2023-03-09											
Installation of cameras at Water Treatment Facility				American Total Protection		Marmoth Security		Serionics Corp		Security 101 New England		Collins Electric Co	
Installation of cameras at Water Pollution Control Facility				113,404.61				118,634.00		131,200.00		133,579.00	
Installation of cameras at Water Department Administration				55,964.10				70,234.00		75,500.00		75,321.00	
				1,608.00				3,551.00		4,775.00		5,151.00	
Total Amount:				170,976.71		191,583.61		192,419.00		211,475.00		214,051.00	