



BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda

Tuesday, June 20, 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 May 16, 2023 Regular Board Meeting
5. Approval of the Department Reports for the Month of May 2023
6. Public Participation
7. Customer Correspondence
8. Committee Reports
9. CCTV Camera Bid
10. Superintendent's Report
11. Old Business
12. New Business
13. Adjournment

Next Meeting: Tuesday, July 18, 2023 at 6:00 pm

BOARD OF SEWER 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 Sewer Commissioners to order at 6:00 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 Ferrier 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 Porrini 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. 40 Melinda Lane –Requested the sewer usage fee charge \$55.13 be waived since no Certificate of Occupancy was issued and the property is vacant.

On motion of Commissioner Porrini and seconded, it was unanimously voted that no recourse be given per Department Policies.

Motion passed.

8) NEW BRITAIN WATER

City of New Britain Water & Sewer requested a waiver on to obtain a sewer only service account. They proposed to install a 1 ½" sewer pipeline and connect it to the City of Bristol's sewer line. A discussion ensued, to the cost savings on their budget and the benefits for New Britain customers.

On motion of Commissioner Ferrier and seconded, it was unanimously voted to deny the exemption request to the City of New Britain Water & Sewer.

Roll Call Vote: Chairperson Phelan – Yes
 Commissioner Ferrier – Yes
 Commissioner Porrini – Yes
 Commissioner Cunningham – Yes

Motion passed.

9) SUPERINTENDENT'S REPORT.

No action taken.

10) OLD BUSINESS.

None.

11) NEW BUSINESS.

None.

12) ADJOURNMENT.

At 6:50 p.m., on motion of Commissioner Ferrier and seconded, it was unanimously voted to adjourn.

ATTEST:_____

Renee M. LaMarre
Water & Sewer Administrative Assistant

CASH STATEMENT SEWER

SEWER OPERATING

BALANCE: MAY 1, 2023	\$	9,660,521.98
ACCOUNTS RECEIVABLE	\$	696,026.81
SERVICE ACCOUNTS	\$	20,294.59
TRANSFERS IN (OUT)	\$	-
DISBURSEMENTS	\$	(481,016.12)
BALANCE: MAY 31, 2023	\$	<u>9,895,827.26</u>

SEWER CAP/NR

BALANCE: MAY 1, 2023	\$	6,264,044.78
TRANSFERS IN (OUT)	\$	-
DISBURSEMENTS	\$	(50,149.06)
BALANCE: MAY 31, 2023	\$	<u>6,213,895.72</u>

SEWER PAYROLL

BALANCE: MAY 1, 2023	\$	155,493.97
TRANSFERS IN (OUT)	\$	134,594.77
DISBURSEMENTS	\$	(134,422.73)
BALANCE: MAY 31, 2023	\$	<u>155,666.01</u>

SEWER BILLING

SEWER BILLS RENDERED MAY 2023:	\$	614,430.38
SEWER BILLS REMAINING UNPAID AS OF MAY 2023:	\$	<u>286,807.70</u>

WPC BUDGET VS. ACTUAL
May-23

		2023 APPROVED	ACTUAL MAY	ACTUAL TO DATE	% TO DATE
Account Description	Project Number	BUDGET	2022 2023	2022 2023	2022 2023
INTEREST INCOME		5,000.00	15,451.13	33,462.70	669.25%
SEWER ASSESSMENTS & ADJUSTMENT		20,000.00	-1,982.72	2,367.77	11.84%
ASSESS-INT, LIENS & PENALTIES		1,000.00		862.71	86.27%
CUSTOMER DUMPING FEES		85,000.00	10,758.15	90,746.15	106.76%
COMMERCIAL SEWER USER FEE		1,752,000.00	175,433.90	1,769,580.83	101.00%
DOMESTIC SEWER USER FEE		4,735,000.00	424,307.77	4,390,092.01	92.72%
FACTORY SEWER USER FEE		200,000.00	247.68	168,011.84	84.01%
PUBLIC SEWER USER FEE		292,500.00	43,116.48	321,349.76	109.86%
SEWER CONNECTION PERMITS		115,000.00	80.00	62,210.00	54.10%
MISCELLANEOUS-OTHER		14,500.00	1,708.00	5,574.99	38.45%
BUDGETARY FUND BALANCE UNRESTR		0.00		0.00	
F.O.G. PERMITS		0.00		12,100.00	100.00%
MISC REVENUE LIENS		25,000.00	1,300.00	10,600.00	42.40%
SEWER PENALTY FEE		45,000.00	-1,655.72	37,205.16	82.68%
				0.00	
		7,290,000.00	668,764.67	6,904,163.92	94.71%

		2023 APPROVED BUDGET	ACTUAL MAY 2022 2023	ACTUAL TO DATE 2022 2023	% TO DATE 2022 2023
REGULAR WAGES-WPC		1,743,505.00	122,544.97	1,370,260.63	78.59%
OVERTIME WAGES & SALARIES		53,675.00	1,066.61	43,339.07	80.74%
OTHER WAGES		21,200.00	1,914.10	20,991.49	99.02%
PUBLIC WORKS PLOWING		0.00		2,103.59	0.00%
WORKERS' COMP SALARY		0.00		0.00	0.00%
LIFE INSURANCE		2,825.00	226.50	2,338.50	82.78%
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	9,060.09	102,541.77	73.72%
CLOTHING ALLOWANCE		0.00	476.51	2,404.83	100.00%
PROFESSIONAL FEES & SERVICES		150,000.00	148.00	44,507.01	29.67%
ADMINISTRATIVE FEES		76,000.00	15,420.00	44,940.00	59.13%
PUBLIC UTILITIES		690,050.00	56,743.13	498,642.97	72.26%
WATER & SEWER CHARGES		12,250.00		12,657.91	103.33%
TIPPING FEES		1,214,115.00	89,043.78	824,048.36	67.87%
REFUSE		670.00	45.60	227.80	34.00%
REPAIRS & MAINTENANCE		64,000.00	5,548.83	92,719.45	144.87%
COLLECT SYSTEM MAIN & REHAB		120,000.00		141,149.13	117.62%
MOTOR VEHICLE SERVICE & REPAIR		17,000.00	1,145.00	16,488.12	96.99%
MAJOR REPAIRS		150,000.00	12,724.00	103,761.22	69.17%
RENTS & LEASES		4,580.00		3,523.35	76.93%
LIABILITY INSURANCE		88,000.00		14,730.48	16.74%
TELEPHONE		2,600.00	547.17	2,135.84	82.15%
POSTAGE		100.00	13.46	13.46	13.46%

WPC BUDGET VS. ACTUAL
May-23

Account Description	Project Number	2023 APPROVED	ACTUAL MAY	ACTUAL TO DATE	% TO DATE
		BUDGET	2022 2023	2022 2023	2022 2023
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	438.44	14,830.04	98.87%
MAINT SUPPLIES & MATERIALS		675,000.00	99,854.61	573,265.47	84.93%
PROGRAM SUPPLIES		63,000.00	3,567.07	51,676.24	82.03%
NATURAL GAS		33,000.00	4,464.80	28,106.43	85.17%
GENERATOR FUEL		0.00		8,389.81	100.00%
MOTOR FUELS		28,500.00	2,273.05	24,321.92	85.34%
MOTOR VEHICLE PARTS		4,500.00	349.10	3,488.13	77.51%
TIRES		6,000.00		2,755.80	45.93%
OFFICE SUPPLIES		2,500.00	47.26	5,208.37	208.33%
CONFERENCES & MEMBERSHIPS		630.00		357.00	56.67%
SCHOOLING & EDUCATION		3,000.00	390.00	3,221.25	107.38%
LIEN FEES		4,500.00	80.00	5,740.00	127.56%
CONTINGENCY		130,000.00	19,977.90	19,977.90	15.37%
MISCELLANEOUS		10,450.00		0.00	0.00%
REFUNDS OF SEWER USE FEES		2,500.00		0.00	0.00%
REPLACEMENT CCTV GROUT TRUCK	22008	45,000.00		45,000.00	100.00%
REPLACEMENT IVY DR PUMP	23001	15,000.00		0.00	0.00%
BOOSTER PUMP FOR PLANT WATER	23002	10,000.00		0.00	0.00%
PRESSROOM BOOSTER PUMP	23003	5,000.00		1,521.54	30.43%
REPLACEMENT PICKUP FOR SEWER	23004	40,000.00		0.00	0.00%
REPLACEMENT LAB SPECTROPHOTOMETER	23005	5,500.00		5,387.80	97.96%
REPLACEMENT BACKHOE	23006	150,000.00		147,350.00	98.23%
COMPUTER MAINT MGMT SOFTWARE	23007	7,990.00		0.00	0.00%
		5,905,145.00	448,109.98	4,136,772.68	70.05%
TRANSFER TO GENERAL FUND		3,000.00		0.00	0.00%
TRANS OUT CWF		610,225.00	47,122.56	563,096.35	92.28%
TRANSFER OUT DEBT SERVICE		156,500.00		156,500.00	100.00%
TRANSFER OUT CAPITAL PROJCTS		136,390.00		0.00	0.00%
TRANSFER OUT INTERNAL SERVICE		478,740.00	30,959.42	396,655.13	82.85%
TRANSFER OUT SELF INS W/C		0.00		0.00	
		1,384,855.00	78,081.98	1,116,251.48	80.60%
		7,290,000.00	526,191.96	5,253,024.16	72.06%
BAR SCREEN ASSEMBLY	22013	400,000.00	3,026.50	362,194.59	90.55%

WPC BUDGET VS. ACTUAL
May-23

		2023 APPROVED	ACTUAL MAY	ACTUAL TO DATE	% TO DATE
Account Description	Project Number	BUDGET	2022 2023	2022 2023	2022 2023

CARRYOVERS FROM PREVIOUS BUDGET YR

REHAB THICKENED SLUDGE TANK	20C11			395,692.57	
SEWER COLLECTION SYSTEM REHAB	20C10			94,589.80	
MINOR ST PS GENERATOR	21006			43,621.00	
HEADWORKS ROOF REPLACEMENT	22011			97,994.00	
REPLACEMENT CCTV GROUT TRUCK	22008			31,282.45	
ASSET MANAGEMENT	22016			909.24	
MANHOLE REHAB	18C06			17,562.53	
MANHOLE REHAB	20C09			19,414.49	
CAMERAS & SOFTWARE	22009			24,027.61	
CLARIFIER DRIVE REPLACEMENT	22038			84,800.00	

City of Bristol, CT
Bid Tabulation Results

Bid Number:	2C23-050		American Total Protection	Wannoth Security	Sertronics Corp	Security 101 New England	Collins Electric Co
	Title:	Camera Installations					
Bid Opened:		2023-03-09					
	Installation of cameras at Water Treatment Facility		113,404.61		118,634.00	131,200.00	133,579.00
	Installation of cameras at Water Pollution Control Facility		55,964.10		70,234.00	75,500.00	75,321.00
	Installation of cameras at Water Department Administration		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