BOARD OF WATER COMMISSIONERS

Regular Meeting Agenda

Tuesday, July 18, 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 June 20, 2023 Regular Board Meeting
5. Approval of the Department Reports for the Month of June 2023
6. Public Participation
7. Customer Correspondence
8. Committee Reports
9. Investments
10. Superintendent's Report
11. Chairperson's Report
12. Old Business
13. New Business
14. Adjournment

Next Meeting: Tuesday, August 15, 2023 at 6:15 pm

BOARD OF WATER COMMISSIONERS
JUNE 20, 2023 – REGULAR MEETING

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

STAFF PRESENT: Superintendent Robert Longo; Assistant Superintendents Pagliaruli and Bolduc.

1) CALL TO ORDER.

   Chairperson Phelan called the meeting of the Board of Water Commissioners to order at 6:15 p.m.

2) PLEDGE OF ALLEGIANCE.

3) MOMENT OF SILENCE.

4) APPROVAL OF THE MINUTES OF THE MAY 16, 2023 REGULAR BOARD MEETING.

   On motion of Commissioner Ferrier and seconded, it was unanimously voted to approve the May 16, 2023 minutes as presented.
   Motion passed.

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

   On motion of Commissioner Dunn and seconded, it was unanimously voted to approve the May 2023 Department Reports as presented.
   Motion passed

6) PUBLIC PARTICIPATION

   None.

7) CUSTOMER CORRESPONDENCE.

   1. 75-77 Broad Place – Cokel Properties LLC: Mr. Eric Carrier requested the Board considering waiving the $1,000.00 tampering fine.

   On motion of Commissioner Dunn and seconded, it was unanimously voted that 75-77 Board Place be denied
   Motion passed.

8) COMMITTEE REPORTS.

   None.

9) CCTV

On motion of Commissioner Dunn and seconded, it was unanimously voted to award the bid to American Total Protection for the camera installation at the Water Treatment Facility and Water Department Administrative Building for a total of $115,012.61.
Motion passed.

10) SAFE YIELD & MARGIN OF SAFETY ANALYSIS – HAZEN & SAWYER

On motion of Commissioner Ferrier and seconded, it was unanimously voted to approve the Safe Yield & Margin of Safety Analysis to Hazen & Sawyer in the amount of $48,724.00.
Motion passed.

11) SUPERINTENDENT'S REPORT.

No action taken.

12) CHAIRPERSON'S REPORT.

No action taken.

13) OLD BUSINESS.

None.

14) NEW BUSINESS.

None.

15) ADJOURNMENT.

At 7:07 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
JUNE 2023

WATER BILLING

Water Bills rendered June 2023	$746,397.30
Water Bills remaining unpaid as of June 2023	$214,096.75

PRECIPITATION

For the Month	2.55 "	Normal	4.28 "	Departure from Normal	-1.73 "
For the Year	24.99 "	Normal	22.17 "	Departure from Normal	2.82 "

RESERVOIR CAPACITY

Total Available Capacity - June 2023	1,195,400,000	Gallons	93.510%

PRODUCTION

Monthly Production - June 2023	190,137,200	Gallons
Monthly Production - June 2022	179,110,794	Gallons

CASH STATEMENT WATER	
BALANCE:JUNE 1, 2023	3,005,201.44
REVENUE:	
ACCOUNTS RECEIVABLE	590,607.04
SERVICE ACCOUNTS	3,862.91
FINES	5,000.00
SEWER ACCOUNTS	555,995.47
LIENS	1,639.62
PENALTIES	5,800.68
REMOVE METER	200.00
CLOSING COSTS	6,000.00
REINSTATE FEES	2,500.00
ASSESSMENTS	
ADMIN FEE/LIENS (WPC)	15,220.00
LAND LEASE	2,412.15
CELL TOWER LEASE	16,588.94
SCRAP METAL SALES	193.00
TIMBER SALES	
TOTAL REVENUE:	1,206,019.81
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	1,206,019.81
DISBURSEMENTS (VOUCHERS):	950,936.58
TRANSFERS:	
SEWER TRANSFER (BWSD)	555,995.47
TRANSFER TO PROCUREMENT ACCOUNT	15,000.00
TRANSFER TO GOALS ENABLING	
<u>ACCOUNT BALANCES:</u>	
SUPER NOW CHECKING ACCOUNT	
BALANCE: JUNE 30 , 2023	2,689,289.20
GOALS ENABLING FUND	
BALANCE: JUNE 30 , 2023	5,474,061.40
CONSTRUCTION ACCOUNT	
BALANCE: JUNE 1, 2023	119,428.30
DEPOSIT	620.00
DISBURSEMENTS	(30,274.37)
BALANCE: JUNE 30, 2023	89,773.93
PAYROLL CASH ACCOUNT	
BALANCE: JUNE 1, 2023	177,509.66
DEPOSIT	367,338.58
DISBURSEMENTS	(360,912.00)
BALANCE: JUNE 30, 2023	183,936.24

2022 2023 BRISTOL WATER DEPARTMENT BUDGET				
Jun-23				
CLASSIFICATION	APPROVED BUDGET 2022 2023	EXPENDED JUNE 2022 2023	EXPENDED TO DATE 2022 2023	% TO DATE 2022 2023
SALARIES	$ **2,885,636.00**	$ 364,052.13	$2,681,715.66	**92.93%**
FRINGE BENEFITS	$ **1,652,144.00**	$ 90,361.73	$1,419,864.66	**85.94%**
OPERATING SERVICES	$ **2,744,602.00**	$240,496.71	$2,855,615.83	**104.04%**
MATERIALS & SUPPLIES	$ **1,026,585.00**	$200,221.66	$1,299,212.41	**126.56%**
CAPITAL OUTLAY	$ **1,466,516.00**	$19,253.90	$501,605.70	**34.20%**
GRAND TOTAL	$ **9,775,483.00**	**$914,386.13**	**$8,758,014.26**	**89.59%**
OPERATING SERVICES				
LIGHT & POWER	$ **410,505.00**	$ 61,588.93	$392,454.66	**95.60%**
TELEPHONE	$ **17,380.00**	$ 4,199.07	$23,850.07	**137.23%**
POSTAGE	$ **49,000.00**	$ -	$43,759.20	**89.30%**
ADVERTISING	$ **1,000.00**	$ -	$1,016.62	**101.66%**
CLOTHING/UNIFORMS	$ **6,680.00**	$ 1,495.86	$13,197.32	**197.56%**
MAINTENANCE/SERVICE	$ **55,015.00**	$ 2,497.96	$76,030.65	**138.20%**
LEASE	$ **15,473.00**	$ 1,271.10	$13,627.83	**88.07%**
CONFERENCE & MEMBERSHIP	$ **30,550.00**	$ 7,709.94	$26,291.53	**86.06%**
TAXES	$ **615,494.00**		$512,911.70	**83.33%**
PROFESSIONAL SERVICES	$ **290,200.00**	$ 5,289.00	$297,587.17	**102.55%**
LIENS	$ **6,300.00**	$ 315.00	$2,355.00	**37.38%**
MISCELLANEOUS	$ **6,570.00**	$ 502.41	$4,559.43	**69.40%**
CONTRACTOR SERVICES	$ **559,600.00**	$ 121,102.66	$760,905.39	**135.97%**
DEBT SERVICES	$ **345,035.00**	$ 6,727.08	$337,759.96	**97.89%**
SEWER USE FEE	$ **10,800.00**		$8,100.00	**75.00%**
NEW BRITAIN AGREEMENT	$ **325,000.00**	$ 27,797.70	$341,209.30	**104.99%**
TOTAL OPERATING SERVICES	$ **2,744,602.00**	**$240,496.71**	**$2,855,615.83**	**104.04%**
SUPPLIES AND MATERIALS				
MOTOR FUELS	$ **56,079.00**	$ 5,971.13	$60,844.95	**108.50%**
OFFICE SUPPLIES	$ **27,240.00**	$ 2,019.71	$37,403.43	**137.31%**
MAINTENANCE SUP & MATERIALS	$ **374,000.00**	$ 65,271.37	$502,992.94	**134.49%**
MV PARTS & SUPPLIES	$ **15,150.00**	$ 478.55	$22,453.49	**148.21%**
MV SERVICE & REPAIRS	$ **44,000.00**	$ 4,837.29	$50,787.19	**115.43%**
FUEL OIL	$ **41,250.00**	$ 970.61	$65,017.12	**157.62%**
CHEMICAL TREATMENT	$ **195,163.00**	$ 36,248.00	$265,778.94	**136.18%**
INSURANCE	$ **273,703.00**	$ 84,425.00	$293,934.35	**107.39%**
TOTAL SUPPLIES & MATERAILS	$ **1,026,585.00**	**$200,221.66**	**$1,299,212.41**	**126.56%**
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**	$ 19,253.90	$259,090.90	**63.67%**
CAPITAL OUTLAY TOTAL	$ **1,466,516.00**	**$19,253.90**	**$501,605.70**	**34.20%**
GRAND TOTAL	$ **9,775,483.00**	**$914,386.13**	**$8,758,014.26**	**89.59%**

CITY OF BRISTOL WATER DEPARTMENT CAPITAL OUTLAY BUDGET YEAR 2022-23			
	BUDGET REQUEST 2022-23	**EXPENDED JUNE 2023**	**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		$79,256.00
			$0.00
			$0.00
TOTAL CAPITAL EQUIPMENT	**$166,000.00**	**$0.00**	**$79,256.00**
UTILITY ASSETS			
DISTRIBUTION SECTION			
(1) Chop Saw	$1,000.00		$1,069.00
(1) Honda Generator	$1,130.00		$1,149.00
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**	**$8,768.00**
METER SHOP SECTION			
5/8" Meters 650@132	$85,800.00	$9,172.30	$57,676.58
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	$4,785.60	$14,165.68
3/4" T-10 METER(20)	$4,560.00		$3,041.87
R900 Belt Clip Tranceiver	$13,400.00		$0.00
Schonstedt Model GA-52Cx (2)	$2,109.00		$3,015.00
6" DETECTOR CHECK (2)	$6,418.00	$5,296.00	$5,296.00
			$0.00
			$0.00
TOTAL UTILITY ASSETS METER SHOP SECTION	**$144,811.00**	**$19,253.90**	**$160,495.95**
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 JUNE 2023**	**EXPENDED TO-DATE**
Effluent Ultrasonic Flow Meters			$0.00
			$0.00
TOTAL UTILITY ASSETS WATER TREATMENT PLANT	**$110,000.00**	**$0.00**	**$0.00**
WATERSHED SECTION			
			$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**	**$16,552.90**
OFFICE SECTION			
Drive Through Renovations	**$60,000.00**		$74,423.41
TOTAL UTILITY ASSETS OFFICE SECTION	**$60,000.00**	**$0.00**	**$74,423.41**
TOTAL UTILITY ASSETS	**$406,905.00**	**$19,253.90**	**$260,240.26**
	BUDGET REQUEST 2022-23	**EXPENDED JUNE 2023**	**EXPENDED TO-DATE**
CAPITAL IMPROVEMENTS			
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**	**$163,258.80**
TOTAL CAPITAL OUTLAY	**$1,466,516.00**	**$19,253.90**	**$502,755.06**
	To Date		
SCADA IN PROGRESS	$483,065.31		250,177.57
SEDARU			196,141.64

2023 SHUT-OFFS BREAKDOWN   Still off to date for non-pay: (39)

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	295	27	20	6	4
JULY 03	414					
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	797	$122,953.24
EFT (Check)	242	$46,007.61
Online Bank Direct	281	$40,651.97
PayPal	68	$10,310.76
PayPal Credit	3	$531.91
Venmo	9	$1,596.39
Total	1400	$222,051.88

Monthly Invoice Summary

Invoice Count

No records to display.

Paperless Statistics

Invoice Type	Paperless
Water	6889

Auto-Pay Statistics

Invoice Type	AutoPay
Water	2975

Customer Registration Statistics

Customer Count	Registered Count	Registered %
22209	10358	46.64

Pay By Text Registration Statistics

Customer Count	Registered Count	Registered %
4179	3291	78.75