



## BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda

Tuesday, July 18, 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 June 20, 2023 Regular Board Meeting
5. Approval of the Department Reports for the Month of June 2023
6. Public Participation
7. Customer Correspondence
  - 1) 70 Overlook Avenue
8. Committee Reports
9. Superintendent's Report
10. Old Business
11. New Business
12. Adjournment

*Next Meeting: Tuesday, August 15, 2023 at 6:00 pm*

# BOARD OF SEWER 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; Sean Hennessey, Director of Sewer; Assistant Superintendents Pagliaruli and Bolduc.

**1) CALL TO ORDER.**

Chairperson Phelan called the meeting of the Board of Sewer Commissioners to order at 6:04 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.**

None.

**8) COMMITTEE REPORT**

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 Pollution Control Facility in the amount of \$55,964.10.  
Motion passed.

10) SUPERINTENDENT'S REPORT.

No action taken.

11) OLD BUSINESS.

None.

12) NEW BUSINESS.

None.

13) ADJOURNMENT.

At 6:12 p.m., on motion of Commissioner Porrini and seconded, it was unanimously voted to adjourn.

ATTEST: \_\_\_\_\_

Renee M. LaMarre

Water & Sewer Administrative Assistant

## CASH STATEMENT SEWER

### SEWER OPERATING

|                        |    |                     |
|------------------------|----|---------------------|
| BALANCE: JUNE 1, 2023  | \$ | 9,895,782.26        |
| ACCOUNTS RECEIVABLE    | \$ | 523,804.48          |
| SERVICE ACCOUNTS       | \$ | 32,190.99           |
| TRANSFERS IN (OUT)     | \$ | -                   |
| DISBURSEMENTS          | \$ | (746,213.85)        |
| BALANCE: JUNE 30, 2023 | \$ | <u>9,705,563.88</u> |

### SEWER CAP/NR

|                        |    |                     |
|------------------------|----|---------------------|
| BALANCE: JUNE 1, 2023  | \$ | 6,213,895.72        |
| TRANSFERS IN (OUT)     | \$ | -                   |
| DISBURSEMENTS          | \$ | (86,422.56)         |
| BALANCE: JUNE 30, 2023 | \$ | <u>6,127,473.16</u> |

### SEWER PAYROLL

|                        |    |                   |
|------------------------|----|-------------------|
| BALANCE: JUNE 1, 2023  | \$ | 155,666.01        |
| TRANSFERS IN (OUT)     | \$ | 250,129.07        |
| DISBURSEMENTS          | \$ | (249,864.05)      |
| BALANCE: JUNE 30, 2023 | \$ | <u>155,931.03</u> |

### SEWER BILLING

|                                               |    |                   |
|-----------------------------------------------|----|-------------------|
| SEWER BILLS RENDERED JUNE 2023:               | \$ | 478,883.25        |
| SEWER BILLS REMAINING UNPAID AS OF JUNE 2023: | \$ | <u>261,180.98</u> |

**WPC BUDGET VS. ACTUAL**

June-23

|                                |                   | 2023<br>APPROVED | ACTUAL<br>JUNE | ACTUAL<br>TO DATE | %<br>TO DATE |
|--------------------------------|-------------------|------------------|----------------|-------------------|--------------|
| Account Description            | Project<br>Number | BUDGET           | 2022 2023      | 2022 2023         | 2022 2023    |
| INTEREST INCOME                |                   | 5,000.00         |                | 33,462.70         | 669.25%      |
| SEWER ASSESSMENTS & ADJUSTMENT |                   | 20,000.00        |                | 2,367.77          | 11.84%       |
| ASSESS-INT, LIENS & PENALTIES  |                   | 1,000.00         |                | 862.71            | 86.27%       |
| CUSTOMER DUMPING FEES          |                   | 85,000.00        | 17,773.55      | 108,519.70        | 127.67%      |
| COMMERCIAL SEWER USER FEE      |                   | 1,752,000.00     | 17,044.00      | 1,786,624.83      | 101.98%      |
| DOMESTIC SEWER USER FEE        |                   | 4,735,000.00     | 388,777.12     | 4,778,869.13      | 100.93%      |
| FACTORY SEWER USER FEE         |                   | 200,000.00       | 2,294.37       | 170,306.21        | 85.15%       |
| PUBLIC SEWER USER FEE          |                   | 292,500.00       | 20,637.07      | 341,986.83        | 116.92%      |
| SEWER CONNECTION PERMITS       |                   | 115,000.00       | 17,130.00      | 79,340.00         | 68.99%       |
| MISCELLANEOUS-OTHER            |                   | 14,500.00        |                | 5,574.99          | 38.45%       |
| BUDGETARY FUND BALANCE UNRESTR |                   | 0.00             |                | 0.00              |              |
| F.O.G. PERMITS                 |                   | 0.00             |                | 800.00            | 100.00%      |
| MISC REVENUE LIENS             |                   | 25,000.00        | 3,593.02       | 14,193.02         | 56.77%       |
| SEWER PENALTY FEE              |                   | 45,000.00        | -49.37         | 52,788.19         | 117.31%      |
|                                |                   |                  |                | 0.00              |              |
|                                |                   | 7,290,000.00     | 467,199.76     | 7,375,696.08      | 101.18%      |

|                                |  | 2023<br>APPROVED<br>BUDGET | ACTUAL<br>JUNE<br>2022 2023 | ACTUAL<br>TO DATE<br>2022 2023 | %<br>TO DATE<br>2022 2023 |
|--------------------------------|--|----------------------------|-----------------------------|--------------------------------|---------------------------|
| REGULAR WAGES-WPC              |  | 1,743,505.00               | 224,619.78                  | 1,594,880.41                   | 91.48%                    |
| OVERTIME WAGES & SALARIES      |  | 53,675.00                  | 4,629.65                    | 47,968.72                      | 89.37%                    |
| OTHER WAGES                    |  | 21,200.00                  | 3,073.29                    | 24,064.78                      | 113.51%                   |
| PUBLIC WORKS PLOWING           |  | 0.00                       |                             | 2,103.59                       | 0.00%                     |
| WORKERS' COMP SALARY           |  | 0.00                       |                             | 0.00                           | 0.00%                     |
| LIFE INSURANCE                 |  | 2,825.00                   | 199.74                      | 2,538.24                       | 89.85%                    |
| 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                 | 16,912.85                   | 119,454.62                     | 85.87%                    |
| CLOTHING ALLOWANCE             |  | 0.00                       | 720.00                      | 3,124.83                       | 100.00%                   |
| PROFESSIONAL FEES & SERVICES   |  | 150,000.00                 | 30,259.46                   | 74,766.47                      | 49.84%                    |
| ADMINISTRATIVE FEES            |  | 76,000.00                  | 390.00                      | 45,330.00                      | 59.64%                    |
| PUBLIC UTILITIES               |  | 690,050.00                 | 56,598.97                   | 555,241.94                     | 80.46%                    |
| WATER & SEWER CHARGES          |  | 12,250.00                  |                             | 12,657.91                      | 103.33%                   |
| TIPPING FEES                   |  | 1,214,115.00               | 111,527.09                  | 935,575.45                     | 77.06%                    |
| REFUSE                         |  | 670.00                     |                             | 227.80                         | 34.00%                    |
| REPAIRS & MAINTENANCE          |  | 64,000.00                  | 10,358.49                   | 103,077.94                     | 161.06%                   |
| COLLECT SYSTEM MAIN & REHAB    |  | 120,000.00                 |                             | 141,149.13                     | 117.62%                   |
| MOTOR VEHICLE SERVICE & REPAIR |  | 17,000.00                  | 18.01                       | 16,506.13                      | 97.09%                    |
| MAJOR REPAIRS                  |  | 150,000.00                 | 9,590.00                    | 113,351.22                     | 75.57%                    |
| RENTS & LEASES                 |  | 4,580.00                   | 3,802.00                    | 7,325.35                       | 159.94%                   |
| LIABILITY INSURANCE            |  | 88,000.00                  |                             | 14,730.48                      | 16.74%                    |
| TELEPHONE                      |  | 2,600.00                   | 550.02                      | 2,685.86                       | 103.30%                   |
| POSTAGE                        |  | 100.00                     |                             | 13.46                          | 13.46%                    |

**WPC BUDGET VS. ACTUAL**
**June-23**

| Account Description               | Project<br>Number | 2023<br>APPROVED    | ACTUAL<br>JUNE    | ACTUAL<br>TO DATE   | %<br>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           | 1,406.31          | 16,236.35           | 108.24%       |
| MAINT SUPPLIES & MATERIALS        |                   | 675,000.00          | 169,728.69        | 742,994.16          | 110.07%       |
| PROGRAM SUPPLIES                  |                   | 63,000.00           | 2,536.73          | 54,212.97           | 86.05%        |
| NATURAL GAS                       |                   | 33,000.00           | 41,108.58         | 69,215.01           | 209.74%       |
| GENERATOR FUEL                    |                   | 0.00                |                   | 8,389.81            | 100.00%       |
| MOTOR FUELS                       |                   | 28,500.00           | 3,391.42          | 27,713.34           | 97.24%        |
| MOTOR VEHICLE PARTS               |                   | 4,500.00            |                   | 3,488.13            | 77.51%        |
| TIRES                             |                   | 6,000.00            |                   | 2,755.80            | 45.93%        |
| OFFICE SUPPLIES                   |                   | 2,500.00            | 356.66            | 5,565.03            | 222.60%       |
| CONFERENCES & MEMBERSHIPS         |                   | 630.00              | 1,300.00          | 1,657.00            | 263.02%       |
| SCHOOLING & EDUCATION             |                   | 3,000.00            | 2,249.50          | 5,470.75            | 182.36%       |
| LIEN FEES                         |                   | 4,500.00            | 1,105.00          | 6,845.00            | 152.11%       |
| CONTINGENCY                       |                   | 130,000.00          | 16,549.77         | 36,527.67           | 28.10%        |
| 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            | 2,836.53          | 4,358.07            | 87.16%        |
| 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        | 712,982.01        | 4,849,754.69        | 82.13%        |
| TRANSFER TO GENERAL FUND          |                   | 3,000.00            |                   | 0.00                | 0.00%         |
| TRANS OUT CWF                     |                   | 610,225.00          | 47,122.56         | 610,218.91          | 100.00%       |
| 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          | 30,372.81         | 427,027.94          | 89.20%        |
| TRANSFER OUT SELF INS W/C         |                   | 0.00                |                   | 0.00                |               |
|                                   |                   | 1,384,855.00        | 77,495.37         | 1,193,746.85        | 86.20%        |
|                                   |                   | <b>7,290,000.00</b> | <b>790,477.38</b> | <b>6,043,501.54</b> | <b>82.90%</b> |
| BAR SCREEN ASSEMBLY               | 22013             | 400,000.00          | 38,800.00         | 400,994.59          | 100.25%       |

**WPC BUDGET VS. ACTUAL**

June-23

|                                    |                   | 2023<br>APPROVED | ACTUAL<br>JUNE | ACTUAL<br>TO DATE | %<br>TO DATE |
|------------------------------------|-------------------|------------------|----------------|-------------------|--------------|
| Account Description                | Project<br>Number | BUDGET           | 2022 2023      | 2022 2023         | 2022 2023    |
| CARRYOVERS FROM PREVIOUS BUDGET YR |                   |                  |                |                   |              |
| REHAB THICKENED SLUDGE TANK        | 20C11             |                  | 500.00         | 396,192.57        |              |
| 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         |              |