BOARD OF WATER COMMISSIONERS

Regular Meeting Agenda

Tuesday, January 18, 2022 6:15 p.m.

If anyone from the public would like to attend and provide comment in person as opposed to calling in or using Zoom, may do so at the Water Filtration Plant, 1080 Terryville Avenue, Bristol, Connecticut.

WEBSITE: www.zoom.us/join
MEETING ID#: 845 169 6140
PASSWORD: 12345
CALL 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 21, 2021 Regular Board Meeting
5. Approval of the Department Reports for the Month of December 2021
6. Public Participation
7. Customer Correspondence
8. On-call Engineering RFQ
9. Committee Reports:

    Cell Tower Committee

10. Investments
11. Town of Plymouth – Revaluation Notice of Assessment for 305 Poland Brook Road
12. Activity Report – Weston & Sampson Engineering
13. Superintendent's Report
14. Chairperson's Report
15. Old Business
16. New Business
17. Adjournment

Next Meeting: Tuesday, February 15, 2022 at 6:30 pm

BRISTOL WATER DEPARTMENT
DECEMBER 2021

WATER BILLING

Water Bills rendered December 2021	$810,828.13
Water Bills remaining unpaid as of December 2021	$366,707.82

PRECIPITATION

For the Month	2.28 "	Normal	3.43 "	Departure from Normal	-1.15 "
For the Year	57.64 "	Normal	44.23 "	Departure from Normal	13.41 "

RESERVOIR CAPACITY

Total Available Capacity - December 2021	1,167,240,000	Gallons	91%

PRODUCTION

Monthly Production - December 2021	146,513,500	Gallons
Monthly Production - December 2020	141,501,280	Gallons

CASH STATEMENT

BALANCE:DEC 1, 2021	3,561,263.22
REVENUE:	
ACCOUNTS RECEIVABLE	675,713.71
SERVICE ACCOUNTS	22,310.40
FINES	
SEWER ACCOUNTS	533,364.35
LIENS	603.64
PENALTIES	4,161.16
REMOVE METER	250.00
CLOSING COSTS	6,525.00
REINSTATE FEES	1,750.00
ASSESSMENTS	967.20
ADMIN FEE/LIENS (WPC)	400.00
LAND LEASE	2,388.27
CELL TOWER LEASE	19,855.52
SCRAP METAL SALES	
TIMBER SALES	
TRANSFER FROM GROVE/WOLCOTT	
REIMBURSEMENT FOR DOT PROJECT	
TOTAL REVENUE:	1,268,289.25
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	1,268,289.25
DISBURSEMENTS (VOUCHERS):	658,136.20
TRANSFERS:	
SEWER TRANSFER (CASH OUT)	563,658.60
TRANSFER TO PROCUREMENT ACCOUNT	2,000.00
TRANSFER TO GOALS ENABLING	

ACCOUNT BALANCES:

SUPER NOW CHECKING ACCOUNT	
BALANCE: DEC 31 , 2021	3,605,757.67
GOALS ENABLING FUND	
BALANCE: DEC 31 , 2021	5,372,398.72
GROVE/OLD WOLCOTT TANKS	
BALANCE: DEC 31, 2021	2,509.70
CONSTRUCTION ACCOUNT	
BALANCE: DEC 1, 2021	93,431.23
DEPOSIT	6,250.18
DISBURSEMENTS	(18,363.00)
BALANCE: DEC 31, 2021	81,318.41
PAYROLL CASH ACCOUNT	
BALANCE: DEC 1, 2021	154,258.78
DEPOSIT	288,696.81
DISBURSEMENTS	(272,012.20)
BALANCE: DEC 31, 2021	170,943.39

2021 2022 BRISTOL WATER DEPARTMENT BUDGET

Dec-21

CLASSIFICATION	APPROVED BUDGET 2021 2022	EXPENDED JULY 2021 2022	EXPENDED AUGUST 2021 2022	EXPENDED SEPTEMBER 2021 2022	EXPENDED OCTOBER 2021 2022	EXPENDED NOVEMBER 2021 2022	EXPENDED DECEMBER 2021 2022	EXPENDED TO DATE 2021 2022	% TO DATE 2021 2022
SALARIES	$ **2,767,942.00**	$290,296.51	$193,902.02	$277,397.76	$216,953.08	$204,608.75	$236,893.35	$1,420,051.47	**51.30%**
FRINGE BENEFITS	$ **1,487,381.00**	$147,361.53	$113,683.86	$117,834.68	$113,520.46	$112,941.85	$114,437.16	$719,779.54	**48.39%**
OPERATING SERVICES	$ **2,714,572.00**	$666,688.08	$133,752.11	$142,208.23	$100,718.88	$61,249.38	$123,856.84	$1,228,473.52	**45.25%**
MATERIALS & SUPPLIES	$ **993,148.00**	$63,424.16	$178,843.47	$103,305.01	$80,272.59	$69,802.17	$86,805.84	$582,453.24	**58.65%**
CAPITAL OUTLAY	$ **1,219,378.00**	$0.00	$31,767.86	$1,425.00	$11,650.00	$28,247.32	$4,124.85	$77,215.03	**6.33%**
GRAND TOTAL	$ **9,182,421.00**	**$1,167,770.28**	**$651,949.32**	**$642,170.68**	**$523,115.01**	**$476,849.47**	**$566,118.04**	**$4,027,972.80**	**43.87%**
OPERATING SERVICES									
LIGHT & POWER	$ **406,394.00**	$242.03	$43,915.19	$24,050.26	$50,902.53	$460.49	$29,746.94	$149,317.44	**36.74%**
TELEPHONE	$ **16,900.00**	$1,582.25	$1,500.16	$1,432.18	$1,396.59	$1,487.37	$1,487.52	$8,886.07	**52.58%**
POSTAGE	$ **49,041.00**	$2,500.00	$7,500.00	$5,500.00	$2,876.88	$3,000.00	$3,000.00	$24,376.88	**49.71%**
ADVERTISING	$ **2,000.00**			$312.00				$312.00	**15.60%**
MAINTENANCE/SERVICE	$ **42,025.00**	$4,937.88	$474.81	$4,096.24	$1,160.49	$13,695.27	$2,666.14	$27,030.83	**64.32%**
LEASE	$ **16,027.00**	$1,346.61			$1,346.61		$1,271.10	$3,964.32	**24.74%**
CONFERENCE & MEMBERSHIP	$ **30,270.00**	$368.00	$1,113.00	$69.00	$4,451.86	$463.00	$150.00	$6,614.86	**21.85%**
TAXES	$ **606,940.00**	$292,246.88						$292,246.88	**48.15%**
PROFESSIONAL SERVICES	$ **241,575.00**	$19,374.35	$22,292.75	$11,648.42	$12,201.45	$15,144.78	$8,107.09	$88,768.84	**36.75%**
LIENS	$ **6,300.00**							$0.00	**0.00%**
MISCELLANEOUS	$ **6,570.00**	$337.00	$445.87		$233.57	$305.43	$1,470.93	$2,792.80	**42.51%**
CONTRACTOR SERVICES	$ **565,160.00**	$290.92	$13,418.39	$46,023.33	$16,721.82	$19,950.77	$69,230.04	$165,635.27	**29.31%**
DEBT SERVICES	$ **389,570.00**	$303,537.08	$6,727.08	$6,727.08	$6,727.08	$6,727.08	$6,727.08	$337,172.48	**86.55%**
SEWER USE FEE	$ **10,800.00**				$2,700.00			$2,700.00	**25.00%**
NEW BRITAIN AGREEMENT	$ **325,000.00**	$39,925.08	$36,364.86	$42,349.72		$15.19		$118,654.85	**36.51%**
TOTAL OPERATING SERVICES	$ **2,714,572.00**	**$666,688.08**	**$133,752.11**	**$142,208.23**	**$100,718.88**	**$61,249.38**	**$123,856.84**	**$1,228,473.52**	**45.25%**
SUPPLIES AND MATERIALS									
MOTOR FUELS	$ **41,065.00**		$3,112.24		$3,062.89	$2,648.65	$3,033.68	$11,857.46	**28.87%**
OFFICE SUPPLIES	$ **27,240.00**	$98.85	$1,830.23	$796.33	$1,273.26	$1,460.74	$1,925.80	$7,385.21	**27.11%**
MAINTENANCE SUP & MATERIALS	$ **357,000.00**	$11,843.59	$66,927.39	$53,959.67	$30,559.93	$27,577.76	$44,932.84	$235,801.18	**66.05%**
MV PARTS & SUPPLIES	$ **15,150.00**		$290.15	$574.55	$459.34	$2,670.10	$431.20	$4,425.34	**29.21%**
MV SERVICE & REPAIRS	$ **44,000.00**		$6,270.39	$6,624.65	$2,069.39	$600.90	$5,573.17	$21,138.50	**48.04%**
FUEL OIL	$ **31,607.00**				$75.69	$634.53	$2,653.79	$3,364.01	**10.64%**
CHEMICAL TREATMENT	$ **195,163.00**	$9,595.50	$35,873.55	$4,936.25	$15,733.85	$19,282.91	$13,328.78	$98,750.84	**50.60%**
INSURANCE	$ **281,923.00**	$41,886.22	$64,539.52	$36,413.56	$27,038.24	$14,926.58	$14,926.58	$199,730.70	**70.85%**
TOTAL SUPPLIES & MATERAILS	$ 993,148.00	**$63,424.16**	**$178,843.47**	**$103,305.01**	**$80,272.59**	**$69,802.17**	**$86,805.84**	**$582,453.24**	58.65%
CAPITAL OUTLAY									
CAPITAL EQUIPMENT	$ -							$0.00	**#DIV/0!**
CAPITAL OUTLAY	$ **851,000.00**					$2,472.53		$2,472.53	**0.29%**
MISC. UTILITY ASSETS	$ **368,378.00**		$31,767.86	$1,425.00	$11,650.00	$25,774.79	$4,124.85	$74,742.50	**20.29%**
CAPITAL OUTLAY TOTAL	$ 1,219,378.00	**$0.00**	**$31,767.86**	**$1,425.00**	**$11,650.00**	**$28,247.32**	**$4,124.85**	**$77,215.03**	6.33%
GRAND TOTAL	$ 9,182,421.00	**$1,167,770.28**	**$651,949.32**	**$642,170.68**	**$523,115.01**	**$476,849.47**	**$566,118.04**	**$4,027,972.80**	43.87%

CITY OF BRISTOL WATER DEPARTMENT CAPITAL OUTLAY BUDGET YEAR 2021-22								
CAPITAL EQUIPMENT	**BUDGET REQUEST 2021-22**	**EXPENDED JULY 2021**	**EXPENDED AUG 2021**	**EXPENDED SEPT 2021**	**EXPENDED OCT 2021**	**EXPENDED NOV 2021**	**EXPENDED DEC 2021**	**EXPENDED TO-DATE**
								$0.00
	$0.00							$0.00
	$0.00							$0.00
								$0.00
								$0.00
TOTAL CAPITAL EQUIPMENT	**$0.00**		**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
UTILITY ASSETS								
DISTRIBUTION SECTION								
(1) Chop Saw	$970.00							$0.00
(1) Road Saw	$2,060.00							$0.00
Signage	$2,000.00							$0.00
Mueller Power Operator	$3,800.00							$0.00
(2) Pin Locators	$1,970.00							$0.00
3" Trash Pump	$1,350.00			$1,425.00				$1,425.00
2" Pump	$562.00							$0.00
(2) Linestops	$20,214.00							$0.00
Regulator Repairs	$15,000.00							$0.00
(2) Flushing Stations	$8,800.00							$0.00
TOTAL UTILITY ASSETS DISTRIBUTION SECTION	**$56,726.00**	**$0.00**	**$0.00**	**$1,425.00**	**$0.00**	**$0.00**	**$0.00**	**$1,425.00**
METER SHOP SECTION								
5/8" Meters 650@110.60	$71,890.00		$18,640.00		$11,650.00			$30,290.00
Transmitters 200 @102	$20,400.00		$10,200.00			$20,400.00		$30,600.00
1 1/2" T-10 METER (5)	$2,977.00							$0.00
1" T-10 METER (10)	$2,806.00		$1,229.92					$1,229.92
2" T-10 METER (5)	$3,720.00		$1,697.94			$1,374.95	$4,124.85	$7,197.74
3/4" T-10 METER(20)	$4,020.00							$0.00
CE Handheld Reader(2)	$19,999.00							$0.00
Schonstedt Model GA-52Cx (2)	$1,840.00							$0.00
6" Protechtus (2)	$36,000.00							$0.00
6" DETECTOR CHECK (2)	$7,000.00							$0.00
4" Proread						$3,999.84		$3,999.84
TOTAL UTILITY ASSETS METER SHOP SECTION	**$170,652.00**	$0.00	**$31,767.86**	**$0.00**	**$11,650.00**	**$25,774.79**	**$4,124.85**	**$73,317.50**
WATER TREATMENT PLANT SECTION								
Rebuild High Service Pump	$35,000.00							$0.00
Rebuild Hill St Pump	$35,000.00							$0.00
LMI Chemical Feed Pumps	$10,000.00							$0.00
(2)Peristaltic Chemical Feed Pumps	$10,000.00							$0.00
Effluent Ultrasonic Flow Meters	$35,000.00							$0.00
								$0.00

CITY OF BRISTOL WATER DEPARTMENT								
CAPITAL OUTLAY BUDGET YEAR 2021-22								
TAL UTILITY ASSETS WATER TREATMENT PLANT	**$125,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
WATERSHED SECTION								
Gravely 260z Zero Turn Mower	$12,000.00							$0.00
								$0.00
								$0.00
								$0.00
								$0.00
TOTAL UTILITY ASSETS WATERSHED SECTION	**$12,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
OFFICE SECTION								
REPLACE 2 WINDOWS - ENTRY AREA	**$4,000.00**							$0.00
TOTAL UTILITY ASSETS OFFICE SECTION	**$4,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
TOTAL UTILITY ASSETS	**$368,378.00**	**$0.00**	**$31,767.86**	**$1,425.00**	**$11,650.00**	**$25,774.79**	**$4,124.85**	**$74,742.50**
	BUDGET REQUEST 2021-22	**EXPENDED JULY 2021**	**EXPENDED AUG 2021**	**EXPENDED SEPT 2021**	**EXPENDED OCT 2021**	**EXPENDED NOV 2021**	**EXPENDED DEC 2021**	**EXPENDED TO-DATE**
CAPITAL IMPROVEMENTS								
Water Main Replacements	$200,000.00							$0.00
Water Main Replacement - Orchard St	$75,000.00							$0.00
Hydrants	$90,000.00							$0.00
Well Redevelopment	$35,000.00							$0.00
Reservoir Improvements	$125,000.00							$0.00
Eyewash Station Replacement & Repiping Well Sites	$100,000.00							$0.00
Roof Replacement-Well Sites & Pump Stations	$120,000.00							$0.00
16" and 12" Valve Replacement	$25,000.00							$0.00
Camera Installation at Filter Plant	$75,000.00							$0.00
Sacrificial Cathodic Protection System-Back Wash Tan	$6,000.00							$0.00
SCADA						$2,472.53		$2,472.53
TOTAL CAPITAL IMPROVEMENTS	**$851,000.00**	**$0.00 #**	**$0.00**	**$0.00**	**$0.00**	**$2,472.53**	**$0.00**	**$2,472.53**
TOTAL CAPITAL OUTLAY	**$1,219,378.00**	**$0.00**	**$31,767.86**	**$1,425.00**	**$11,650.00**	**$28,247.32**	**$4,124.85**	**$77,215.03**

2021 SHUT-OFFS BREAKDOWN **Still off to date for non-pay: (87)**

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	467	342	26	11	6	6
FEBRUARY 01	335	272	36	21	10	5
MARCH 02	325	222	16	12	2	1
APRIL 03	351	249	27	16	4	0
MAY 01	284	234	19	13	4	1
JUNE 02	325	249	36	23	9	5
JULY 03	388	279	24	12	6	4
AUGUST 01	310	290	31	15	5	4
SEPTEMBER 02	339	246	25	15	7	2
OCTOBER 03	381	349	39	24	8	5
NOVEMBER 01	443	325	28	16	9	4
DECEMBER 02	483	307	26	14	7	2

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	773	$116,933.43
EFT (Check)	269	$49,573.07
Online Bank Direct	347	$46,000.47
PayPal	66	$8,908.82
PayPal Credit	4	$471.09
Venmo	5	$989.63
Total	1464	$222,876.51

Monthly Invoice Summary

Invoice Count

No records to display.

Paperless Statistics

Invoice Type	Paperless
Water	5035

Auto-Pay Statistics

Invoice Type	AutoPay
Water	2053

Customer Registration Statistics

Customer Count	Registered Count	Registered %
21273	8964	42.14

Pay By Text Registration Statistics

Customer Count	Registered Count	Registered %
3223	2490	77.26

Plymouth

Town Hall
80 Main Street
Terryville, CT 06786-5107

THIS IS NOT A BILL

December 29, 2021

Revaluation Notice of Assessment Change Issued Pursuant to the Connecticut General Statute 12-55

T8 P4209*************AUTO**ALL FOR AADC 060 CITY OF BRISTOL - WATER COMPANY PO BOX 58 BRISTOL, CT 06011-0058	Property Type: Residential Unique ID: 00071300 Property Location: 305 POLAND BROOK RD Map/Block/Lot: 015-006-002

Total Prior Assessment	**Total New Assessment**
October 1, 2020	**October 1, 2021**
2,604,210	**2,776,480**

Assessed value is based on 70% of the Market Value

Dear Property Owner,

The Town Assessor, in consultation with eQuality Valuation Services, LLC, has completed a State mandated Revaluation of all property for the October 1, 2021 Grand List. This notice includes your existing assessment based on the last revaluation done in October 1, 2016 and your new proposed revalued assessment based on the October 1, 2021 market value. Assessments are based on 70% of the market value. This notice does not reflect exemptions and credits for which you may qualify, such as elderly, veterans, blind, local exemptions, abatements or foundation adjustments; these will be applied by the Assessor's Office and will be reflected in your July 2022 tax bill. This assessment may be multiplied by the mill rate to be announced in the spring of 2022 to calculate your July 2022 tax bill. Do not use the current mill rate as it will result in an inaccurate calculation.

For your convenience, your current assessment and property field card information is available for your review on the website below. Property owners who would like to have their new assessment reviewed with a representative of eQuality Valuation Services, you may either book an appointment for a phone hearing or fill out a hearing form online for review by the company. There will be no in person hearings. Hearings are by appointment only and can be made online or by phone. Please book your appointment within 5 days of receipt of this letter. The Assessor's Office is not able to schedule appointments. Supportive documentation may be uploaded via the online form or you may drop it off at the Town Hall within 7 days of your scheduled hearing.

THE ASSESSORS'S OFFICE WILL NOT ANSWER QUESTIONS OR SCHEDULE APPOINTMENTS FOR THE NEW ASSESSMENTS

Property Record Card and Forms:	Plymouth.eQualityCama.com	R LAMARRE
Appointment Phone:	888-615-1372	JAN - 5 2022
Online Identification Code:	V8X0J3JR	
Go online or schedule before:	January 8	
Hearings are available:	January 3 - January 10	

Hearing result notices will be mailed in January 2022. If you wish to further challenge your October 1, 2021 real estate assessment, you may file an appeal with the Board of Assessment Appeals by submitting a written request due in the Assessor's Office no later than noon on Friday, February 18th. These forms will be available at the end of January 2022 from the Assessor's Office.

Appointments can only be made through the phone number or website listed above.

eQuality Valuation Services, L.L.C.

712 Brook Street Suite 103, Rocky Hill, CT 06067
Tel: 860.513.1473

WESTON & SAMPSON ACTIVITY REPORT
CITY OF BRISTOL WATER DEPARTMENT
For the meeting on January 11, 2022

On-Call Engineering Services (2070524):

1. Weston & Sampson assisted the City of Bristol with the following task(s):
   a. Modification of the Significant Industrial Users General Permit (SIU GP) for sewer compatible wastewaters – Weston & Sampson helped operations staff setup the NetDMR online reporting system. CT DEEP requested paper copies to report flow and water quality data for the trailing 12-month period while the permit application is under review. At the request of Bristol Water Department, Weston & Sampson revised the permit application to include an increase in the maximum daily discharge from the Water Treatment Plant when quarterly maintenance of the flocculation and sedimentation basins occurs.

2. Fuel Storage Tank Removal and Replacement Project (Project # ENG21-0974)
   a. The temporary heating oil system and temporary diesel storage system designs have been completed, and preliminary permanent fuel storage tank layout has been completed. Wetlands permitting and Water Company Lands permitting has been completed (John Z to confirm). Permanent fuel system design is ongoing.