BOARD OF WATER COMMISSIONERS

Regular Meeting Agenda

Tuesday, October 17, 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 September 19, 2023 Regular Board Meeting
5. Approval of the Department Reports for the Month of September 2023
6. Public Participation
7. Customer Correspondence
    1. 342 Woodland Street
    2. 143 Ben Street
8. Committee Reports
9. Investments
10. Superintendent's Report
11. Chairperson's Report
12. Old Business
13. New Business
14. Adjournment

Next Meeting: Tuesday, November 21, 2023 at 6:15 pm

BOARD OF WATER COMMISSIONERS
SEPTEMBER 19, 2023 – REGULAR MEETING

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

PRESENT by videoconference: Commissioner Dunn.

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

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 AUGUST 15, 2023 REGULAR BOARD MEETING.

On motion of Commissioner Porrini and seconded, it was voted to approve the minutes as presented. Commissioner Dunn abstained.
Motion passed.

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

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

6) PUBLIC PARTICIPATION

None.

7) CUSTOMER CORRESPONDENCE.

None.

8) COMMITTEE REPORTS.

Cell Tower Committee: No action taken.

9) SUPERINTENDENT'S REPORT.

No action taken.

10) CHAIRPERSON'S REPORT.

No action taken.

11) OLD BUSINESS.

No action taken.

12) NEW BUSINESS.

None.

13) ADJOURNMENT.

At 7:00 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
SEPTEMBER 2023

WATER BILLING

Water Bills rendered September 2023	$877,349.72
Water Bills remaining unpaid as of September 2023	$309,357.43

PRECIPITATION

For the Month	14.6 "	Normal	4.39 "	Departure from Normal	10.18 "
For the Year	57.15 "	Normal	34.94 "	Departure from Normal	22.21 "

RESERVOIR CAPACITY

Total Available Capacity - September 2023	1,263,540,000	Gallons	98.841%

PRODUCTION

Monthly Production - September 2023	161,864,000	Gallons
Monthly Production - September 2022	158,247,000	Gallons

CASH STATEMENT WATER

BALANCE:SEP 1, 2023	2,451,832.53
REVENUE:	
ACCOUNTS RECEIVABLE	685,354.95
SERVICE ACCOUNTS	1,611.11
FINES	1,000.00
SEWER ACCOUNTS	466,492.44
LIENS	1,925.33
PENALTIES	3,591.14
REMOVE METER	200.00
CLOSING COSTS	3,675.00
REINSTATE FEES	3,250.00
ASSESSMENTS	
ADMIN FEE/LIENS (WPC)	
LAND LEASE	2,412.15
CELL TOWER LEASE	16,588.94
SCRAP METAL SALES	-
TIMBER SALES	
TOTAL REVENUE:	1,186,101.06
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	1,186,101.06
DISBURSEMENTS (VOUCHERS):	739,881.18
TRANSFERS:	
SEWER TRANSFER (BWSD)	466,492.44
TRANSFER TO PROCUREMENT ACCOUNT	5,000.00

ACCOUNT BALANCES:

SUPER NOW CHECKING ACCOUNT	
BALANCE: SEP 30 , 2023	2,426,559.97
GOALS ENABLING FUND	
BALANCE: SEP 30 , 2023	5,507,985.04
CONSTRUCTION ACCOUNT	
BALANCE: SEP 1, 2023	98,994.30
DEPOSIT	27,275.00
DISBURSEMENTS	
BALANCE: SEP 30, 2023	126,269.30
PAYROLL CASH ACCOUNT	
BALANCE: SEP 1, 2023	179,741.54
DEPOSIT	213,851.17
DISBURSEMENTS	(213,932.33)
BALANCE: SEP 30, 2023	179,660.38

2023 2024 BRISTOL WATER DEPARTMENT BUDGET							
Sep-23							
		APPROVED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	%
		BUDGET	JULY	AUGUST	SEPTEMBER	TO DATE	TO DATE
CLASSIFICATION		**2023 2024**	**2023 2024**	**2023 2024**	**2023 2024**	**2023 2024**	**2023 2024**
SALARIES	$	**2,910,770.00**	$266,870.95	$247,951.99	$198,494.50	$713,317.44	**24.51%**
FRINGE BENEFITS	$	**1,626,455.00**	$158,944.06	$104,685.53	$104,400.23	$368,029.82	**22.63%**
OPERATING SERVICES	$	**2,515,492.00**	$215,336.70	$149,162.46	$218,989.94	$583,489.10	**23.20%**
MATERIALS & SUPPLIES	$	**1,127,245.00**	$74,211.19	$120,862.82	$104,390.72	$299,464.73	**26.57%**
CAPITAL OUTLAY	$	**1,181,141.00**	$17,970.00	$26,986.45	$64,229.57	$109,186.02	**9.24%**
GRAND TOTAL	$	**9,361,103.00**	**$733,332.90**	**$649,649.25**	**$690,504.96**	**$2,073,487.11**	**22.15%**
OPERATING SERVICES							
LIGHT & POWER	$	**410,505.00**		$35,594.68	$38,629.77	$74,224.45	**18.08%**
TELEPHONE	$	**24,240.00**	$2,230.49	$1,608.84	$1,634.70	$5,474.03	**22.58%**
POSTAGE	$	**29,900.00**	$6,000.00	$3,092.63	$6,000.00	$15,092.63	**50.48%**
ADVERTISING	$	**1,000.00**				$0.00	**0.00%**
CLOTHING/UNIFORMS	$	**6,680.00**	$692.04			$692.04	**10.36%**
MAINTENANCE/SERVICE	$	**75,720.00**	$1,733.49	$594.74	$9,764.25	$12,092.48	**15.97%**
LEASE	$	**12,349.00**	$1,412.00	$251.36	$1,271.10	$2,934.46	**23.76%**
CONFERENCE & MEMBERSHIP	$	**30,550.00**	$250.00	$1,434.50	$3,494.11	$5,178.61	**16.95%**
TAXES	$	**605,783.00**	$50,481.92	$50,481.92	$50,481.92	$151,445.76	**25.00%**
PROFESSIONAL SERVICES	$	**264,220.00**	$2,971.78	$4,097.74	$95,283.30	$102,352.82	**38.74%**
LIENS	$	**6,300.00**	$110.00	$255.00	$225.00	$590.00	**9.37%**
MISCELLANEOUS	$	**6,570.00**	$358.07	$464.07	$337.07	$1,159.21	**17.64%**
CONTRACTOR SERVICES	$	**616,600.00**	$41,316.48	$16,914.11	$5,141.65	$63,372.24	**10.28%**
DEBT SERVICES	$	**134,275.00**	$54,002.07	$6,727.07	$6,727.07	$67,456.21	**50.24%**
SEWER USE FEE	$	**10,800.00**				$0.00	**0.00%**
NEW BRITAIN AGREEMENT	$	**280,000.00**	$53,778.36	$27,645.80		$81,424.16	**29.08%**
TOTAL OPERATING SERVICES	$	**2,515,492.00**	**$215,336.70**	**$149,162.46**	**$218,989.94**	**$583,489.10**	**23.20%**
SUPPLIES AND MATERIALS							
MOTOR FUELS	$	**62,857.00**		$6,214.00	$6,266.34	$12,480.34	**19.86%**
OFFICE SUPPLIES	$	**33,285.00**	$1,177.57	$7,493.94	$1,557.91	$10,229.42	**30.73%**
MAINTENANCE SUP & MATERIALS	$	**387,000.00**	$52,041.36	$60,041.46	$34,865.33	$146,948.15	**37.97%**
MV PARTS & SUPPLIES	$	**15,150.00**	$142.13	$1,961.55	$2,941.14	$5,044.82	**33.30%**
MV SERVICE & REPAIRS	$	**44,000.00**	$87.90	$184.37	$9,090.37	$9,362.64	**21.28%**
FUEL OIL	$	**41,250.00**				$0.00	**0.00%**
CHEMICAL TREATMENT	$	**270,000.00**	$5,991.40	$30,196.67	$34,898.80	$71,086.87	**26.33%**
INSURANCE	$	**273,703.00**	$14,770.83	$14,770.83	$14,770.83	$44,312.49	**16.19%**
TOTAL SUPPLIES & MATERAILS	$	**1,127,245.00**	**$74,211.19**	**$120,862.82**	**$104,390.72**	**$299,464.73**	**26.57%**
CAPITAL OUTLAY							
CAPITAL EQUIPMENT	$	**200,000.00**				$0.00	**0.00%**
CAPITAL OUTLAY	$	**585,000.00**		$21,586.45	$61,815.00	$83,401.45	**14.26%**
MISC. UTILITY ASSETS	$	**396,141.00**	$17,970.00	$5,400.00	$2,414.57	$25,784.57	**6.51%**
CAPITAL OUTLAY TOTAL	$	**1,181,141.00**	**$17,970.00**	**$26,986.45**	**$64,229.57**	**$109,186.02**	**9.24%**
GRAND TOTAL	$	**9,361,103.00**	**$733,332.90**	**$649,649.25**	**$690,504.96**	**$2,073,487.11**	**22.15%**

CITY OF BRISTOL WATER DEPARTMENT					
CAPITAL OUTLAY BUDGET YEAR 2023-24					
CAPITAL EQUIPMENT	**BUDGET REQUEST 2023-2024**	**EXPENDED JULY 2023**	**EXPENDED AUG 2023**	**EXPENDED SEPT 2023**	**EXPENDED TO-DATE**
FORD F550 4WD W/ UTILITY BODY (REPLACE TRUCK 6)	$110,000.00				$0.00
REPLACE WATERSHED VEHICLE	$90,000.00				$0.00
					$0.00
TOTAL CAPITAL EQUIPMENT	**$200,000.00**		**$0.00**	**$0.00**	**$0.00**
UTILITY ASSETS					
DISTRIBUTION SECTION					
(2) Demo Saws	$1,200.00				$0.00
(2) Pipe Locators	$5,000.00				$0.00
Signage	$3,000.00				$0.00
Mueller Power Operator	$5,000.00		$5,400.00		$5,400.00
(3) Pin Locators	$6,000.00				$0.00
(1) Jumping Jack Compressor	$4,500.00				$0.00
Insertion Valves	$40,000.00				$0.00
Regulator Repairs	$20,000.00				$0.00
(2) Automatic Flushers	$20,000.00				$0.00
					$0.00
TOTAL UTILITY ASSETS DISTRIBUTION SECTION	**$104,700.00**	**$0.00**	**$5,400.00**	**$0.00**	**$5,400.00**
METER SHOP SECTION					
5/8" Meters 650@149	$96,850.00	$4,470.00			$4,470.00
Transmitters 500 @135.00	$67,500.00	$13,500.00		$962.27	$14,462.27
1 1/2" T-10 METER (10)	$7,335.00				$0.00
1" T-10 METER (10)	$3,427.00				$0.00
2" T-10 METER (10)	$9,405.00				$0.00
3" NEPTUNE TR/FLO COMPUND UME	$2,564.00				$0.00
3" NEPTUNE HP TURBINE UME	$1,283.00			$1,452.30	$1,452.30
3/4" T-10 METER(20)	$4,935.00				$0.00
R900 Belt Clip Transceiver	$13,333.00				$0.00
Schonstedt Model GA-52Cx (2)	$2,109.00				$0.00
					$0.00
TOTAL UTILITY ASSETS METER SHOP SECTION	**$208,741.00**	$17,970.00	**$0.00**	**$2,414.57**	**$20,384.57**
WATER TREATMENT PLANT SECTION					
LMI Chemical Feed Pump	$10,000.00				$0.00
PLC and Analyzer Equipment	$15,000.00				$0.00
Chemical Feed Maintenance Parts	$10,000.00				$0.00
Peristaltic Chemical Feed Pump	$10,000.00				$0.00
Turbidity Meter	$10,000.00				$0.00
Flow Meter	$12,000.00				$0.00
Chlorine Analyzer	$8,000.00				$0.00

CITY OF BRISTOL WATER DEPARTMENT					
CAPITAL OUTLAY BUDGET YEAR 2023-24					
TOTAL UTILITY ASSETS WATER TREATMENT PLANT	**$75,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
WATERSHED SECTION					
					$0.00
Game Cameras	$1,500.00				$0.00
Chainsaw Chain Breaker and Spinner	$1,200.00				$0.00
					$0.00
					$0.00
TOTAL UTILITY ASSETS WATERSHED SECTION	**$2,700.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
OFFICE SECTION					
Conference Table and Chairs	$5,000.00				$0.00
TOTAL UTILITY ASSETS OFFICE SECTION	**$5,000.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
TOTAL UTILITY ASSETS	**$396,141.00**	**$17,970.00**	**$5,400.00**	**$2,414.57**	**$25,784.57**
	BUDGET REQUEST 2023-24	**EXPENDED JULY 2023**	**EXPENDED AUG 2022**	**EXPENDED SEPT 2022**	**EXPENDED TO-DATE**
CAPITAL IMPROVEMENTS					
WATER MAIN REPLACEMENTS	$350,000.00				$0.00
HYDRANT REPLACEMENTS	$100,000.00		$21,586.45	$61,815.00	$83,401.45
REPLACE STEEL DOORS IN WATERSHED GARAGE	$60,000.00				$0.00
UPGRADES TO FIRE ALARM SYSTEM	$75,000.00				$0.00
					$0.00
					$0.00
TOTAL CAPITAL IMPROVEMENTS	**$585,000.00**	**$0.00**	**$21,586.45**	**$61,815.00**	**$83,401.45**
TOTAL CAPITAL OUTLAY	**$1,181,141.00**	**$17,970.00**	**$26,986.45**	**$64,229.57**	**$109,186.02**
SCADA IN PROGRESS	$483,065.31				0
CARRY OVER FROM 2022-2023					
CAMERA PROJECT FP				92,010.09	92010.09

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	295	27	20	6	4
JULY 03	414	337	33	20	5	3
AUGUST 01	370	264	31	23	8	7
SEPTEMBER 02	429	317	31	26	9	5
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	853	$137,998.85
EFT (Check)	267	$56,430.26
Online Bank Direct	319	$42,908.32
PayPal	78	$11,741.34
PayPal Credit	2	$328.78
Venmo	8	$1,137.96
Total	1527	$250,545.51

Monthly Invoice Summary

Invoice Count
No records to display.

Paperless Statistics

Invoice Type	Paperless
Water	6844

Auto-Pay Statistics

Invoice Type	AutoPay
Water	3085

Customer Registration Statistics

Customer Count	Registered Count	Registered %
22277	10311	46.29

Pay By Text Registration Statistics

Customer Count	Registered Count	Registered %
4293	3378	78.69