BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda

Tuesday, October 17, 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 September 19, 2023 Regular Board Meeting
5. Approval of the Department Reports for the Month of September 2023
6. Public Participation
7. Customer Correspondence
8. Committee Reports
9. Superintendent's Report
10. Old Business
11. New Business
12. Adjournment

Next Meeting: Tuesday, November 21, 2023 at 6:00 pm

BOARD OF SEWER COMMISSIONERS
SEPTEMBER 19, 2023 – REGULAR MEETING

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

PRESENT by videoconference: Commissioner Dunn.

STAFF PRESENT: Superintendent Robert Longo; Sean Hennessey, Director of Sewer; Assistant Superintendents Pagliaruli, Bolduc, Keegan and Dawn LaBella, Office Manager.

1) CALL TO ORDER.

Chairperson Phelan called the meeting of the Board of Sewer Commissioners to order at 6:01 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 Ferrier and seconded, it was voted to approve the August 15, 2023 minutes as presented. Commissioner Dunn abstained.
Motion passed.

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

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

6) PUBLIC PARTICIPATION

None.

7) CUSTOMER CORRESPONDENCE.

None.

8) COMMITTEE REPORTS.

None.

9) SUPERINTENDENT'S REPORT.

No action taken.

10) OLD BUSINESS.

None.

11) NEW BUSINESS.

None.

12) ADJOURNMENT.

At 6:05 p.m., on motion of Commissioner Dunn and seconded, it was unanimously voted to adjourn.

ATTEST:____

Renee M. LaMarre
Water & Sewer Administrative Assistant

CASH STATEMENT SEWER

SEWER OPERATING

BALANCE: SEP 1, 2023	$	9,665,010.15
ACCOUNTS RECEIVABLE	$	463,560.44
SERVICE ACCOUNTS	$	3,390.00
TRANSFERS IN (OUT)	$	-
DISBURSEMENTS	$	(619,232.61)
BALANCE: SEP 30, 2023	$	9,512,727.98

SEWER CAP/NR

BALANCE: SEP 1, 2023	$	5,886,559.55
TRANSFERS IN (OUT)	$	-
DISBURSEMENTS	$	(47,122.53)
BALANCE: SEP 30, 2023	$	5,839,437.02

SEWER PAYROLL

BALANCE: SEP 1, 2023	$	156,163.91
TRANSFERS IN (OUT)	$	151,430.73
DISBURSEMENTS	$	(151,561.41)
BALANCE: SEP 30, 2023	$	156,033.23

SEWER BILLING

SEWER BILLS RENDERED SEP 2023:	$	482,266.64
SEWER BILLS REMAINING UNPAID AS OF SEP 2023:	$	278,961.65

WPC BUDGET VS. ACTUAL
September-23

Account Description	Project Number	2024 APPROVED BUDGET	ACTUAL JULY 2023 2024	ACTUAL AUGUST 2023 2024	ACTUAL SEPTEMBER 2022 2023	ACTUAL TO DATE 2023 2024	% TO DATE 2023 2024
INTEREST INCOME		15,000.00				0.00	0.00%
SEWER ASSESSMENTS & ADJUSTMENT		55,000.00				0.00	0.00%
ASSESS-INT, LIENS & PENALTIES		1,000.00				0.00	0.00%
CUSTOMER DUMPING FEES		98,150.00	10.00		10.00	20.00	0.02%
COMMERCIAL SEWER USER FEE		1,766,450.00	170,926.05	165,637.99	76,763.72	413,327.76	23.40%
DOMESTIC SEWER USER FEE		4,775,160.00	399,042.37	422,784.44	386,237.51	1,208,064.32	25.30%
FACTORY SEWER USER FEE		192,975.00	34,066.17	340.07	2,585.28	36,991.52	19.17%
PUBLIC SEWER USER FEE		287,105.00	22,419.44	40,917.08	19,369.60	82,706.12	28.81%
SEWER CONNECTION PERMITS		130,000.00	1,600.00		80.00	1,680.00	1.29%
MISCELLANEOUS-OTHER		16,025.00	103.00	17,210.00		17,313.00	108.04%
MISC REVENUE LIENS		26,885.00	850.00	1,200.00	5,200.00	7,250.00	26.97%
SEWER PENALTY FEE		47,395.00	8,068.58	4,298.24	-26.67	12,340.15	26.04%
						0.00	
		7,411,145.00	637,085.61	652,387.82	490,219.44	1,779,692.87	24.01%

Account Description	2,023.00 APPROVED BUDGET	ACTUAL JULY 2023 2024	ACTUAL AUGUST 2022 2023	ACTUAL SEPTEMBER 2022 2023	ACTUAL TO DATE 2022 2023	% TO DATE 2022 2023
REGULAR WAGES-WPC	1,840,178.00	149,569.76	132,147.25	134,220.19	415,937.20	22.60%
OVERTIME WAGES & SALARIES	56,762.00	4,318.53	1,650.83	4,836.78	10,806.14	19.04%
OTHER WAGES	22,420.00	1,927.96	1,868.64	2,005.55	5,802.15	25.88%
WORKERS' COMP SALARY	0.00				0.00	
LIFE INSURANCE	2,825.00	199.74	262.32	387.48	849.54	30.07%
WORKERS COMPENSATION INS	114,000.00				0.00	0.00%
DISABILITY INSURANCE	550.00				0.00	0.00%
F.I.C.A. & MEDICARE	146,829.00	11,196.24	9,823.02	10,235.85	31,255.11	21.29%
(OPEB) RETIREMENT BENEFITS	59,090.00				0.00	0.00%
CLOTHING ALLOWANCE	3,780.00	679.03	174.42		853.45	22.58%
PROFESSIONAL FEES & SERVICES	146,935.00	1,876.45	5,829.20	3,736.69	11,442.34	7.79%
ADMINISTRATIVE FEES	80,000.00				0.00	0.00%
PUBLIC UTILITIES	740,000.00		135,595.43	63,207.57	198,803.00	26.87%
WATER & SEWER CHARGES	14,000.00	1,596.54			1,596.54	11.40%
TIPPING FEES	1,197,580.00		105,557.14	110,034.82	215,591.96	18.00%

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REFUSE		500.00		102.60	102.60	205.20	41.04%
REPAIRS & MAINTENANCE		75,000.00	3,145.01	12,852.59	9,785.84	25,783.44	34.38%
COLLECT SYSTEM MAIN & REHAB		115,000.00		61,682.11	7,580.00	69,262.11	60.23%
MOTOR VEHICLE SERVICE & REPAIR		15,000.00	6,633.67			6,633.67	44.22%
MAJOR REPAIRS		150,000.00		238.53		238.53	0.16%
RENTS & LEASES		4,000.00	280.88	150.86	1,429.96	1,861.70	46.54%
LIABILITY INSURANCE		89,310.00		67,604.07	1,198.22	68,802.29	77.04%
TELEPHONE		2,600.00	1,076.84	587.90	562.10	2,226.84	85.65%
POSTAGE		24,500.00				0.00	0.00%
TRAVEL REIMBURSEMENT		100.00				0.00	0.00%
PRINTING & BINDING		300.00				0.00	0.00%
ADVERTISING		500.00				0.00	0.00%
LABORATORY SUPPLIES		16,000.00	2,122.03	1,147.04	3,371.39	6,640.46	41.50%
MAINT SUPPLIES & MATERIALS		750,000.00	21,073.53	168,647.35	95,996.74	285,717.62	38.10%
PROGRAM SUPPLIES		66,220.00	795.29	9,454.33	2,704.66	12,954.28	19.56%
NATURAL GAS		33,000.00	0.00	1,007.21	1,006.31	2,013.52	6.10%
MOTOR FUELS		32,220.00	50.00	2,348.50	2,379.06	4,777.56	14.83%
MOTOR VEHICLE PARTS		3,800.00		98.37	167.26	265.63	6.99%
TIRES		6,500.00				0.00	0.00%
OFFICE SUPPLIES		3,000.00	24.01	1,156.96	286.26	1,467.23	48.91%
RENOVATE OPERATIONS INTERIOR	24001	100,000.00	5,000.27	13,730.47	58,217.86	76,948.60	76.95%
SPARE SECONDARY DRIVE	24002	100,000.00				0.00	0.00%
BUILDING HEATERS	24003	10,000.00				0.00	0.00%
PUMPING STATION TREET REMOVAL	24004	10,000.00				0.00	0.00%
PAINT WOOSTER COURT DRY-CAN PUMPING STATION	24005	10,000.00				0.00	0.00%
MAJOR REPAIRS TO EQUIPMENT					20,444.49	20,444.49	
CONFERENCES & MEMBERSHIPS		1,000.00				0.00	0.00%
SCHOOLING & EDUCATION		3,000.00		1,211.00	150.00	1,361.00	45.37%
LIEN FEES		4,500.00	1,000.00	2,365.00	1,755.00	5,120.00	113.78%
CONTINGENCY		130,000.00		10,203.65	835.94	11,039.59	8.49%
MISCELLANEOUS		11,000.00				0.00	0.00%
REFUNDS OF SEWER USE FEES		2,500.00				0.00	0.00%
		6,194,499.00	212,565.78	747,496.79	536,638.62	1,496,701.19	24.16%

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TRANS OUT CWF		541,165.00	47,122.56	47,122.56	47,122.56	141,367.68	26.12%
TRANSFER OUT DEBT SERVICE		166,500.00	139,400.00			139,400.00	83.72%
TRANSFER OUT INTERNAL SERVICE		508,979.00	67,425.98	34,426.21	34,425.75	136,277.94	26.77%
		1,216,644.00	253,948.54	81,548.77	81,548.31	417,045.62	34.28%
		7,411,143.00	**466,514.32**	**829,045.56**	**618,186.93**	**1,913,746.81**	25.82%
CARRYOVERS FROM PREVIOUS BUDGET YR							
BAR SCREEN ASSEMBLY				1,568.50			
ATS BROAD ST PUMP STATION					1,885.00		
SECURITY CAMERAS					46,150.88		