



BOARD OF WATER COMMISSIONERS

Regular Meeting Agenda

Tuesday, November 21, 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 October 17, 2023 Regular Board Meeting
5. Approval of the Department Reports for the Month of October 2023
6. Public Participation
7. Environmental Learning Center: The Water We Drink Program
8. Customer Correspondence
9. Committee Reports
10. Investments
11. Superintendent's Report
12. Chairperson's Report
13. Old Business
14. New Business
15. Adjournment

Next Meeting: Tuesday, December 19, 2023 at 6:15 pm

BOARD OF WATER COMMISSIONERS

OCTOBER 17, 2023 – REGULAR MEETING

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

Absent: Commissioner Dunn.

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

1) CALL TO ORDER.

Chairperson Phelan called the meeting of the Board of Water Commissioners to order
At 6:22 p.m.

2) PLEDGE OF ALLEGIANCE.

3) MOMENT OF SILENCE.

4) APPROVAL OF THE MINUTES OF THE SEPTEMBER 19, 2023 REGULAR BOARD MEETING.

On motion of Commissioner Porrini and seconded, it was unanimously voted to approve the September 19, 2023 minutes as presented.
Motion passed.

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

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

6) PUBLIC PARTICIPATION.

None.

7) CUSTOMER CORRESPONDENCE.

1. 342 Woodland Street – Requesting relief on the penalties of \$43.46.

On motion of Commissioner Ferrier and seconded, it was unanimously voted that no recourse be given on the penalties for 342 Woodland Street.
Motion passed unanimously.

2. 143 Ben Street – Requesting a waiver on the \$3.00 late fee.

On motion of Commissioner Porrini and seconded, it was unanimously voted that no recourse be given on the late fees for 143 Ben Street.

Motion passed unanimously.

8) COMMITTEE REPORTS.

No action taken.

9) INVESTMENTS.

None.

10) SUPERINTENDENT'S REPORT.

No action taken.

11) CHAIRPERSON'S REPORT.

No action taken.

12) OLD BUSINESS.

None.

13) NEW BUSINESS.

None.

14) ADJOURNMENT.

At 7:19 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

OCTOBER 2023

WATER BILLING

Water Bills rendered October 2023	<u>\$754,889.79</u>
Water Bills remaining unpaid as of October 2023	<u>\$265,288.13</u>

PRECIPITATION

For the Month	<u>4.04</u> "	Normal	<u>4.52</u> "	Departure from Normal	<u>-0.48</u> "
For the Year	<u>61.19</u> "	Normal	<u>39.46</u> "	Departure from Normal	<u>21.73</u> "

RESERVOIR CAPACITY

Total Available Capacity - October 2023	<u>1,243,260,000</u>	Gallons	<u>97.254%</u>
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PRODUCTION

Monthly Production - October 2023	<u>162,199,000</u>	Gallons
Monthly Production - October 2022	<u>147,990,000</u>	Gallons

CASH STATEMENT WATER	
BALANCE:OCT 2023	2,433,286.84
REVENUE:	
ACCOUNTS RECEIVABLE	944,969.34
SERVICE ACCOUNTS	123,421.93
FINES	
SEWER ACCOUNTS	832,167.10
LIENS	1,037.73
PENALTIES	4,836.17
REMOVE METER	1,500.00
CLOSING COSTS	6,525.00
REINSTATE FEES	2,750.00
ASSESSMENTS	
ADMIN FEE/LIENS (WPC)	58,180.00
LAND LEASE	6,834.59
CELL TOWER LEASE	16,650.63
SCRAP METAL SALES	-
TIMBER SALES	
TOTAL REVENUE:	1,998,872.49
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	1,998,872.49
DISBURSEMENTS (VOUCHERS):	485,998.86
TRANSFERS:	
SEWER TRANSFER (BWSD)	832,167.10
TRANSFER TO PROCUREMENT ACCOUNT	
<u>ACCOUNT BALANCES:</u>	
SUPER NOW CHECKING ACCOUNT	
BALANCE: OCT 31 , 2023	3,113,993.37
GOALS ENABLING FUND	
BALANCE: OCT 31 , 2023	5,519,747.63
CONSTRUCTION ACCOUNT	
BALANCE: OCT 1, 2023	126,269.30
DEPOSIT	29,366.80
DISBURSEMENTS	(40,247.03)
BALANCE: OCT 31, 2023	115,389.07
PAYROLL CASH ACCOUNT	
BALANCE: OCT 1, 2023	179,660.38
DEPOSIT	225,030.96
DISBURSEMENTS	(217,494.10)
BALANCE: OCT 31, 2023	187,197.24

2023 2024 BRISTOL WATER DEPARTMENT BUDGET									
Oct-23									
	APPROVED BUDGET 2023 2024	EXPENDED JULY 2023 2024	EXPENDED AUGUST 2023 2024	EXPENDED SEPTEMBER 2023 2024	EXPENDED OCTOBER 2023 2024	EXPENDED TO DATE 2023 2024	% TO DATE 2023 2024		
CLASSIFICATION									
SALARIES	\$ 2,910,770.00	\$266,870.95	\$247,951.99	\$198,494.50	\$177,391.54	\$890,708.98	30.60%		
FRINGE BENEFITS	\$ 1,626,455.00	\$158,944.06	\$104,685.53	\$104,400.23	\$100,108.99	\$468,138.81	28.78%		
OPERATING SERVICES	\$ 2,515,492.00	\$215,336.70	\$149,162.46	\$218,989.94	\$130,265.46	\$713,754.56	28.37%		
MATERIALS & SUPPLIES	\$ 1,127,245.00	\$74,211.19	\$120,862.82	\$104,390.72	\$62,124.98	\$361,589.71	32.08%		
CAPITAL OUTLAY	\$ 1,181,141.00	\$17,970.00	\$26,986.45	\$64,229.57	\$3,729.57	\$112,915.59	9.56%		
GRAND TOTAL	\$ 9,361,103.00	\$733,332.90	\$649,649.25	\$690,504.96	\$473,620.54	\$2,547,107.65	27.21%		
OPERATING SERVICES									
LIGHT & POWER	\$ 410,505.00		\$35,594.68	\$38,629.77	\$32,517.52	\$106,741.97	26.00%		
TELEPHONE	\$ 24,240.00	\$2,230.49	\$1,608.84	\$1,634.70	\$2,050.59	\$7,524.62	31.04%		
POSTAGE	\$ 29,900.00	\$6,000.00	\$3,092.63	\$6,000.00	\$6,000.00	\$21,092.63	70.54%		
ADVERTISING	\$ 1,000.00					\$0.00	0.00%		
CLOTHING/UNIFORMS	\$ 6,680.00	\$692.04			\$685.43	\$1,377.47	20.62%		
MAINTENANCE/SERVICE	\$ 75,720.00	\$1,733.49	\$594.74	\$9,764.25	\$1,435.78	\$13,528.26	17.87%		
LEASE	\$ 12,349.00	\$1,412.00	\$251.36	\$1,271.10	\$1,319.61	\$4,254.07	34.45%		
CONFERENCE & MEMBERSHIP	\$ 30,550.00	\$250.00	\$1,434.50	\$3,494.11	\$2,730.00	\$7,908.61	25.89%		
TAXES	\$ 605,783.00	\$50,481.92	\$50,481.92	\$50,481.92	\$50,481.92	\$201,927.68	33.33%		
PROFESSIONAL SERVICES	\$ 264,220.00	\$2,971.78	\$4,097.74	\$95,283.30	\$14,630.91	\$116,983.73	44.28%		
LIENS	\$ 6,300.00	\$110.00	\$255.00	\$225.00		\$590.00	9.37%		
MISCELLANEOUS	\$ 6,570.00	\$358.07	\$464.07	\$337.07	\$749.07	\$1,908.28	29.05%		
CONTRACTOR SERVICES	\$ 616,600.00	\$41,316.48	\$16,914.11	\$5,141.65	\$2,837.56	\$66,209.80	10.74%		
DEBT SERVICES	\$ 134,275.00	\$54,002.07	\$6,727.07	\$6,727.07	\$6,727.07	\$74,183.28	55.25%		
SEWER USE FEE	\$ 10,800.00				\$8,100.00	\$8,100.00	75.00%		
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	\$130,265.46	\$713,754.56	28.37%		
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	\$1,446.38	\$11,675.80	35.08%		
MAINTENANCE SUP & MATERIALS	\$ 387,000.00	\$52,041.36	\$60,041.46	\$34,865.33	\$21,650.68	\$168,598.83	43.57%		
MV PARTS & SUPPLIES	\$ 15,150.00	\$142.13	\$1,961.55	\$2,941.14	\$5,185.36	\$10,230.18	67.53%		
MV SERVICE & REPAIRS	\$ 44,000.00	\$87.90	\$184.37	\$9,090.37	\$6,652.03	\$16,014.67	36.40%		
FUEL OIL	\$ 41,250.00					\$0.00	0.00%		
CHEMICAL TREATMENT	\$ 270,000.00	\$5,991.40	\$30,196.67	\$34,898.80	\$27,190.53	\$98,277.40	36.40%		
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	\$62,124.98	\$361,589.71	32.08%		
CAPITAL OUTLAY									
CAPITAL EQUIPMENT	\$ 200,000.00					\$0.00	0.00%		
CAPITAL OUTLAY	\$ 585,000.00		\$21,586.45	\$61,815.00	\$3,729.57	\$83,401.45	14.26%		
MISC. UTILITY ASSETS	\$ 396,141.00	\$17,970.00	\$5,400.00	\$2,414.57		\$29,514.14	7.45%		
CAPITAL OUTLAY TOTAL	\$ 1,181,141.00	\$17,970.00	\$26,986.45	\$64,229.57	\$3,729.57	\$112,915.59	9.56%		
GRAND TOTAL	\$ 9,361,103.00	\$733,332.90	\$649,649.25	\$690,504.96	\$473,620.54	\$2,547,107.65	27.21%		

**CITY OF BRISTOL WATER DEPARTMENT
CAPITAL OUTLAY BUDGET YEAR 2023-24**

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		\$3,729.57	\$3,729.57
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

TOTAL UTILITY ASSETS WATER TREATMENT PLANT

\$75,000.00	\$0.00	\$0.00	\$0.00	\$3,729.57	\$3,729.57
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WATERSHED SECTION

				\$0.00
Game Cameras		\$1,500.00		\$0.00
Chainsaw Chain Breaker and Spinner		\$1,200.00		\$0.00

TOTAL UTILITY ASSETS WATERSHED SECTION

\$2,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

OFFICE SECTION

Conference Table and Chairs	\$5,000.00				\$0.00
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TOTAL UTILITY ASSETS OFFICE SECTION

[illegible]

TOTAL UTILITY ASSETS

\$396,141.00	\$17,970.00	\$5,400.00	\$2,414.57	\$3,729.57	\$29,514.14
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CAPITAL IMPROVEMENTS

BUDGET REQUEST	EXPENDED JULY	EXPENDED AUG	EXPENDED SEPT	EXPENDED OCT	EXPENDED TO- DATE
2023-24	2023	2023	2023	2023	

WATER MAIN REPLACEMENTS
HYDRANT REPLACEMENTS
REPLACE STEEL DOORS IN WATERSHED GARAGE
UPGRADES TO FIRE ALARM SYSTEM

\$350,000.00					\$0.00
\$100,000.00					\$0.00
\$60,000.00		\$21,586.45		\$61,815.00	\$83,401.45
\$75,000.00					\$0.00
					\$0.00

TOTAL CAPITAL IMPROVEMENTS
TOTAL CAPITAL OUTLAY

\$585,000.00	\$0.00	\$21,586.45	\$61,815.00	\$0.00	\$83,401.45
\$1,181,141.00	\$17,970.00	\$26,986.45	\$64,229.57	\$3,729.57	\$112,915.59

SCADA IN PROGRESS

\$483,065.31						0
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CARRY OVER FROM 2022-2023
CAMERA PROJECT FP

				92.010.09		92010.09

2023 SHUT-OFFS BREAKDOWN

Still off to date for non-pay: (34)

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	459	360	30	21	10	4
NOVEMBER 01	524	360				
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	1282	\$205,239.44
EFT (Check)	387	\$61,208.30
Online Bank Direct	383	\$54,185.09
PayPal	102	\$16,747.10
PayPal Credit	3	\$293.28
Venmo	12	\$1,559.40
Total	2169	\$339,232.61

Monthly Invoice Summary

Invoice Count
No records to display.

Paperless Statistics

Invoice Type	Paperless
Water	6848

Auto-Pay Statistics

Invoice Type	AutoPay
Water	3146

Customer Registration Statistics

Customer Count	Registered Count	Registered %	Customer Count	Registered Count	Registered %
22277	10359	46.50	4336	3410	78.64

Pay By Text Registration Statistics

From: Robert Longo
Sent: Thursday, November 9, 2023 11:22 AM
To: Kirsten Tomlinson; Dawn Labella; Renee LaMarre
Subject: RE: Request to Present to Board re Funding for The Water We Drink

Kirsten,
We will add you to the agenda.
Thanks,

Robert J. Longo, Superintendent



Bristol Water and Sewer Department

119 Riverside Avenue
Bristol, CT 06010

860-582-7431
860-585-1287 Fax

Follow us at:



From: Kirsten Tomlinson [mailto:ktomlinson@elcct.org]
Sent: Thursday, November 9, 2023 11:16 AM
To: Robert Longo <RobertLongo@bristolct.gov>
Subject: Request to Present to Board re Funding for The Water We Drink

Hi Rob,

I just wanted to touch base to see if we can present to the Board again this year regarding funding for The Water We Drink programs for the schools in Bristol. I am available to attend this months meeting if it is not too late to put us on the agenda or next month meeting if that works better.

If you have any questions please let me know.

Kirsten Tomlinson
Director of Education

P: 860-583-1234 ext. 105

F: 860-585-8886

501 Wolcott Rd., Bristol, CT 06010

www.elcct.org

<https://www.facebook.com/ELCCT.ORG/>



Environmental Learning Centers of Connecticut, Inc.

HARRY C. BARNES MEMORIAL NATURE CENTER
INDIAN ROCK NATURE PRESERVE

EDUCATE PROTECT RESPECT COLLABORATE