

BOARD OF SEWER COMMISSIONERS

REGULAR MEETING

TUESDAY, DECEMBER 19, 2023 AT 6:00 PM

CANCELED

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Approval of minutes
 - a. Draft November 21, 2023 Minutes

Documents:

[DRAFT NOVEMBER 21 2023 SEWER MINUTES.PDF](#)

5. Approval of Department Reports
 - a. November Sewer Department Reports

Documents:

[SEWER DEPARTMENT REPORTS FOR NOVEMBER.PDF](#)

6. Public Participation
 7. Customer Correspondence
 - a. 251 Stevens Street
 - b. 32 Conlon St
 - c. 70 Union Street
 8. Committee Reports
 - a. Budget Committee
 9. Superintendent's Report
 10. Proposed Board of Sewer Commission 2024 Meeting Calendar
- Documents:

[PROPOSED BOARD OF SEWER COMMISSIONERS 2024
CALENDAR.PDF](#)

11. Old Business
12. New Business
13. Adjournment

Next Meeting: Tuesday, January 16, 2024 at 6:00 pm

BOARD OF SEWER COMMISSIONERS

NOVEMBER 21, 2023 – REGULAR MEETING

PRESENT: Chairperson Phelan; Commissioners Dunn, Ferrier, Porrini and Cunningham.

STAFF PRESENT: Superintendent Robert Longo; Dawn LaBella, Office Manager.

ABSENT: Council Liaison Jacqueline Olsen.

1) CALL TO ORDER.

Chairperson Phelan called the meeting of the Board of Sewer Commissioners to order at 6:00 p.m.

2) PLEDGE OF ALLEGIANCE.

3) MOMENT OF SILENCE.

4) APPROVAL OF THE MINUTES OF THE OCTOBER 17, 2023 REGULAR BOARD MEETING.

On motion of Commissioner Ferrier and seconded, it was unanimously voted to approve the October 17, 2023 minutes as presented.

Motion passed.

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

On motion of Commissioner Dunn and seconded, it was unanimously voted to approve the October 2023 Department Reports as presented.

Motion passed

6) PUBLIC PARTICIPATION.

None.

7) CUSTOMER CORRESPONDENCE.

None.

8) COMMITTEE REPORTS.

None.

9) AWARD CONTRACT 2P24-008 ENGINEERING SERVICES RELATIVE TO DESIGN OF IMPROVEMENTS FOR THE AERATION & NITRIFICATION SYSTEM FOR \$218,965.00

On motion of Commissioner Dunn and seconded, it was unanimously voted to award Hazen & Sawyer P.C. Contract 2924-008 Engineering Services Relative to Design of Improvements for the Aeration & Nitrification System in the amount of \$218,965.00.

Motion passed.

10) SUPERINTENDENT'S REPORT.

No action taken.

11) OLD BUSINESS.

None.

12) NEW BUSINESS.

None.

13) ADJOURNMENT.

At 6:19 p.m., on motion of Commissioner Ferrier and seconded, it was unanimously voted to adjourn.

ATTEST:_____

Renee M. LaMarre

Water & Sewer Administrative Assistant

CASH STATEMENT SEWER

SEWER OPERATING

BALANCE: NOV 1, 2023	\$	9,663,404.23
ACCOUNTS RECEIVABLE	\$	599,469.81
SERVICE ACCOUNTS	\$	25,019.34
TRANSFERS IN (OUT)	\$	-
DISBURSEMENTS	\$	(572,759.45)
BALANCE: NOV 30, 2023	\$	<u>9,715,133.93</u>

SEWER CAP/NR

BALANCE: NOV 1, 2023	\$	5,882,502.59
TRANSFERS IN (OUT)	\$	-
DISBURSEMENTS	\$	(47,122.55)
BALANCE: NOV 30, 2023	\$	<u>5,835,380.04</u>

SEWER PAYROLL

BALANCE: NOV 1, 2023	\$	161,266.27
TRANSFERS IN (OUT)	\$	228,645.23
DISBURSEMENTS	\$	(226,202.00)
BALANCE: NOV 30, 2023	\$	<u>163,709.50</u>

SEWER BILLING

SEWER BILLS RENDERED NOV 2023:	\$	631,534.37
SEWER BILLS REMAINING UNPAID AS OF NOV 2023:	\$	<u>269,345.25</u>

WPC BUDGET VS. ACTUAL
November-23

Account Description	Project Number	2024 APPROVED BUDGET	ACTUAL JULY 2023 2024	ACTUAL AUGUST 2023 2024	ACTUAL SEPTEMBER 2023 2024	ACTUAL OCTOBER 2023 2024	ACTUAL NOVEMBER 2023 2024	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	48,078.00	17,019.50	65,117.50	66.34%
COMMERCIAL SEWER USER FEE		1,766,450.00	170,926.05	165,637.99	76,763.72	201,086.57	168,446.36	782,860.69	44.32%
DOMESTIC SEWER USER FEE		4,775,160.00	399,042.37	422,784.44	386,237.51	389,523.78	421,750.17	2,019,338.27	42.29%
FACTORY SEWER USER FEE		197,975.00	34,066.17	340.07	2,585.28	42,578.40	585.03	80,154.95	41.54%
PUBLIC SEWER USER FEE		287,105.00	22,419.44	40,917.08	19,369.60	31,448.47	42,361.59	156,516.18	54.52%
SEWER CONNECTION PERMITS		130,000.00	1,600.00		80.00	21,590.00	10,050.00	33,320.00	25.63%
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	42,922.82	1,150.00	51,322.82	190.90%
SEWER PENALTY FEE		47,395.00	8,068.58	4,298.24	-26.67	8,297.96	-50.30	20,587.81	43.44%
		7,411,145.00	637,085.61	652,387.82	490,219.44	785,526.00	661,312.35	3,226,531.22	43.54%
REGULAR WAGES-WPC		1,840,178.00	149,569.76	132,147.25	134,220.19	137,874.48	201,735.25	755,546.93	41.06%
OVERTIME WAGES & SALARIES		56,762.00	4,318.53	1,650.83	4,836.78	5,426.91	8,455.43	24,688.48	43.49%
OTHER WAGES		22,420.00	1,927.96	1,868.64	2,005.55	1,916.38	2,916.16	10,634.69	47.43%
WORKERS' COMP SALARY		0.00						0.00	
LIFE INSURANCE		2,825.00	199.74	262.32	387.48	284.18	251.39	1,385.11	49.03%
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	10,540.27		41,795.38	28.47%
(OPEB) RETIREMENT BENEFITS		59,090.00						0.00	0.00%
CLOTHING ALLOWANCE		3,780.00	679.03	174.42	3,736.69	4,343.43	279.97	1,133.42	29.98%
PROFESSIONAL FEES & SERVICES		146,935.00	1,876.45	5,829.20		57,000.00	1,034.57	16,820.34	11.45%
ADMINISTRATIVE FEES		80,000.00				42,436.85	72,052.18	57,000.00	71.25%
PUBLIC UTIL		740,000.00	1,596.54	135,595.43	63,207.57	1,841.19		313,292.03	42.34%
WATER & ST		14,000.00		105,557.14	110,034.82	98,396.45	113,172.59	427,161.00	35.67%
TIPPING FEES		1,197,580.00		102.60	102.60		45.00	250.20	50.04%
REFUSE		500.00							
REPAIRS & MAINTENANCE		75,000.00	3,145.01	12,852.59	9,785.84	10,821.66	26,804.07	63,409.17	84.55%
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	238.53			4,467.34	11,101.01	74.01%
MAJOR REPAIRS		150,000.00					34,898.04	35,136.57	23.42%
RENTS & LEASES		4,000.00	280.88	150.86	1,429.96	953.99		2,815.69	70.39%
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	235.95	421.01	2,883.80	110.92%

WPC BUDGET VS. ACTUAL

November-23

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POSTAGE		24,500.00							
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	642.83	3,544.57	10,827.86	67.67%
MAINT SUPPLIES & MATERIALS		750,000.00	21,073.53	168,647.35	95,996.74	118,471.16	43,688.93	447,877.71	59.72%
PROGRAM SUPPLIES		66,220.00	795.29	9,454.33	2,704.66	972.99	2,234.59	16,161.86	24.41%
NATURAL GAS		33,000.00	0.00	1,007.21	1,006.31	1,083.90	1,266.83	4,364.25	13.23%
MOTOR FUELS		32,220.00	50.00	2,348.50	2,379.06	50.00	2,805.06	7,632.62	23.69%
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	20.72	526.40	2,014.35	67.15%
RENOVATE OPERATIONS INTERIOR	24001	100,000.00	5,000.27	13,730.47	58,217.86	10,913.00		87,861.60	87.86%
SPARE SECONDARY DRIVE	24002	100,000.00						0.00	0.00%
BUILDING HEATERS	24003	10,000.00						4,598.29	45.98%
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	34,468.78		54,913.27	
CONFERENCES & MEMBERSHIPS		1,000.00						0.00	0.00%
SCHOOLING & EDUCATION		3,000.00		1,211.00	150.00	120.00	626.00	2,107.00	70.23%
LIEN FEES		4,500.00	1,000.00	2,365.00	1,755.00	1,240.00	1,125.00	7,485.00	166.33%
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	540,055.12	522,350.38	2,563,704.98	41.39%
TRANS OUT CWF		541,165.00	47,122.56	47,122.56	47,122.56	47,122.56	47,122.56	235,612.80	43.54%
TRANSFER OUT DEBT SERVICE		166,500.00	139,400.00			7,748.75		147,148.75	88.38%
TRANSFER OUT INTERNAL SERVICE		508,979.00	67,425.98	34,426.21	34,425.75	36,052.56	34,632.68	206,963.18	40.66%
		1,216,644.00	253,948.54	81,548.77	81,548.31	90,923.87	81,755.24	589,724.73	48.47%
		7,411,143.00	466,514.32	829,045.56	618,186.93	630,978.99	604,105.62	3,153,429.71	42.55%

CARRYOVERS FROM PREVIOUS BUDGET YR

BAR SCREEN ASSEMBLY	613.00
ATS BROAD ST PUMP STATION	1,885.00
SECURITY CAMERAS	46,150.88
REHAB THICKENED SLUDGE TANK	36,026.37



City of Bristol
Office of Town and City Clerk
111 North Main Street
Bristol, Connecticut 06010

To: Town & City Clerk

From: Board of Sewer Commissioners
(Name of Board or Commission)

Contact Person: Robert J. Longo, Superintendent Telephone Number: 860-582-7431

Address: 119 Riverside Ave., Bristol, CT 06010 E-mail Address: robertlongo@bristolct.gov

In compliance with Section 1-225 of the Connecticut General Statutes the following is a listing of dates of the regular meetings of the Bristol Board of Sewer Commissioners.
(Name of Board or Commission)

MONTH	DATE/DATES	TIME & PLACE OF MEETING
JANUARY 2024	Tuesday, 01/16/24	6:00 PM – Filtration Plant, 1080 Terryville Avenue
FEBRUARY	Tuesday, 02/20/24	6:00 PM – Filtration Plant, 1080 Terryville Avenue
MARCH	Tuesday, 03/19/24	6:00 PM – Filtration Plant, 1080 Terryville Avenue
APRIL	Tuesday, 04/16/24	6:00 PM – Filtration Plant, 1080 Terryville Avenue
MAY	Tuesday, 05/21/24	6:00 PM – Filtration Plant, 1080 Terryville Avenue
JUNE	Tuesday, 06/18/24	6:00 PM – Filtration Plant, 1080 Terryville Avenue
JULY	Tuesday, 07/16/24	6:00 PM – Filtration Plant, 1080 Terryville Avenue
AUGUST	Tuesday, 08/20/24	6:00 PM – Filtration Plant, 1080 Terryville Avenue
SEPTEMBER	Tuesday, 09/17/24	6:00 PM – Filtration Plant, 1080 Terryville Avenue
OCTOBER	Tuesday, 10/15/24	6:00 PM – Filtration Plant, 1080 Terryville Avenue
NOVEMBER	Tuesday, 11/19/24	6:00 PM – Filtration Plant, 1080 Terryville Avenue
DECEMBER	Tuesday, 12/17/24	6:00 PM – Filtration Plant, 1080 Terryville Avenue
JANUARY 2025	Tuesday, 01/21/25	6:00 PM – Filtration Plant, 1080 Terryville Avenue

Yours very truly,

(Signature) Chairman

(Signature) Secretary

(Date)