

BOARD OF WATER COMMISSIONERS

SPECIAL MEETING AGENDA

THURSDAY, DECEMBER 28, 2023, IMMEDIATELY FOLLOWING THE
BOARD OF SEWER COMMISSIONERS SPECIAL MEETING AT 8:30 A.M.

1. Call to Order
2. To review, edit, and approve the minutes of the November 21, 2023 Regular Board Meeting

Documents:

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

3. To review, edit, and approve the Department Reports for the Month of November 2023

Documents:

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

4. Committee Reports

a. To Discuss The Budget Committee And Appoint Members As Necessary.

5. To review, edit, and approve the Board of Water Commissioners 2024 Meeting Schedule

Documents:

[PROPOSED BOARD OF WATER COMMISSIONER 2024 MEETING
CALENDAR.PDF](#)

6. To Adjourn.

JOIN ZOOM MEETING

MEETING ID: 845 169 6140

PASSCODE: 123456

1 (929) 205-6099 US (NEW YORK)

Next Meeting: Tuesday, January 16, 2024 at 6:15 a.m.

BOARD OF WATER 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 Water Commissioners to order
At 6:24 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 Cunningham 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 Ferrier and seconded, it was unanimously voted to approve the October 2023 Department Reports as presented.
Motion passed

6) PUBLIC PARTICIPATION

None.

7) ENVIRONMENTAL LEARNING CENTER: THE WATER WE DRINK PROGRAM

On motion of Commissioner Dunn and seconded, it was unanimously voted to accept Environmental Learning Center proposal for The Water We Drink Program not to exceed the amount of \$20,000.00
Motion passed.

8) CUSTOMER CORRESPONDENCE.

None.

9) COMMITTEE REPORTS.

None.

10) INVESTMENTS

None.

11) SUPERINTENDENT'S REPORT.

No action taken.

12) CHAIRPERSON'S REPORT.

No action taken.

13) OLD BUSINESS.

No action taken.

14) NEW BUSINESS.

No action taken.

15) ADJOURNMENT.

At 7:16 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

NOVEMBER 2023

WATER BILLING

Water Bills rendered November 2023	<u>\$643,394.62</u>
Water Bills remaining unpaid as of November 2023	<u>\$295,353.13</u>

PRECIPITATION

For the Month	<u>2.45 "</u>	Normal	<u>4.08 "</u>	Departure from Normal	<u>-1.63 "</u>
For the Year	<u>63.64 "</u>	Normal	<u>43.54 "</u>	Departure from Normal	<u>20.10 "</u>

RESERVOIR CAPACITY

Total Available Capacity - November 2023	<u>1,195,300,000</u>	Gallons	<u>94%</u>
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PRODUCTION

Monthly Production - November 2023	<u>149,824,000</u>	Gallons
Monthly Production - November 2022	<u>139,467,000</u>	Gallons

CASH STATEMENT WATER	
BALANCE:NOV 1 2023	3,108,720.43
REVENUE:	
ACCOUNTS RECEIVABLE	701,079.12
SERVICE ACCOUNTS	45,223.49
FINES	1,000.00
SEWER ACCOUNTS	624,489.15
LIENS	377.75
PENALTIES	3,551.55
REMOVE METER	1,000.00
CLOSING COSTS	3,825.00
REINSTATE FEES	5,625.00
ASSESSMENTS	
ADMIN FEE/LIENS (WPC)	370.00
LAND LEASE	
CELL TOWER LEASE	16,736.05
SCRAP METAL SALES	726.00
TIMBER SALES	
TOTAL REVENUE:	1,404,003.11
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	1,404,003.11
DISBURSEMENTS (VOUCHERS):	869,317.66
TRANSFERS:	
SEWER TRANSFER (BWSD)	624,489.15
TRANSFER TO PROCUREMENT ACCOUNT	5,000.00
ACCOUNT BALANCES:	
SUPER NOW CHECKING ACCOUNT	
BALANCE: NOV 30 , 2023	3,013,916.73
GOALS ENABLING FUND	
BALANCE: NOV 30 , 2023	5,531,155.09
CONSTRUCTION ACCOUNT	
BALANCE: NOV 1, 2023	115,389.07
DEPOSIT	10,041.50
DISBURSEMENTS	(19,460.00)
BALANCE: NOV 30, 2023	105,970.57
PAYROLL CASH ACCOUNT	
BALANCE: NOV 1, 2023	187,197.24
DEPOSIT	356,870.96
DISBURSEMENTS	(350,676.54)
BALANCE: NOV 30, 2023	193,391.66

2023 2024 BRISTOL WATER DEPARTMENT BUDGET											
Nov-23											
	APPROVED BUDGET 2023 2024	EXPENDED JULY 2023 2024	EXPENDED AUGUST 2023 2024	EXPENDED SEPTEMBER 2023 2024	EXPENDED OCTOBER 2023 2024	EXPENDED NOVEMBER 2023 2024	EXPENDED TO DATE 2023 2024	% TO DATE 2023 2024			
CLASSIFICATION	2023 2024	2023 2024	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	\$177,391.54	\$295,079.09	\$1,185,788.07	40.74%			
FRINGE BENEFITS	\$ 1,626,455.00	\$158,944.06	\$104,685.53	\$104,400.23	\$100,108.99	\$107,229.62	\$575,368.43	35.38%			
OPERATING SERVICES	\$ 2,515,492.00	\$215,336.70	\$149,162.46	\$218,989.94	\$130,265.46	\$217,279.81	\$931,034.37	37.01%			
MATERIALS & SUPPLIES	\$ 1,127,245.00	\$74,211.19	\$120,862.82	\$104,390.72	\$62,124.98	\$158,350.40	\$519,940.11	46.12%			
CAPITAL OUTLAY	\$ 1,181,141.00	\$17,970.00	\$26,986.45	\$64,229.57	\$3,729.57	\$52,969.00	\$165,884.59	14.04%			
GRAND TOTAL	\$ 9,361,103.00	\$733,332.90	\$649,649.25	\$690,504.96	\$473,620.54	\$830,907.92	\$3,378,015.57	36.09%			
OPERATING SERVICES											
LIGHT & POWER	\$ 410,505.00		\$35,594.68	\$38,629.77	\$32,517.52	\$57,446.24	\$164,188.21	40.00%			
TELEPHONE	\$ 24,240.00	\$2,230.49	\$1,608.84	\$1,634.70	\$2,050.59	\$1,551.14	\$9,075.76	37.44%			
POSTAGE	\$ 29,900.00	\$6,000.00	\$3,092.63	\$6,000.00	\$6,000.00	\$3,000.00	\$24,092.63	80.58%			
ADVERTISING	\$ 1,000.00					\$1,153.43	\$1,153.43	115.34%			
CLOTHING/UNIFORMS	\$ 6,680.00	\$692.04			\$685.43	\$3,810.37	\$5,187.84	77.66%			
MAINTENANCE/SERVICE	\$ 75,720.00	\$1,733.49	\$594.74	\$9,764.25	\$1,435.78	\$2,757.42	\$16,285.68	21.51%			
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	\$1,327.00	\$9,235.61	30.23%			
TAXES	\$ 605,783.00	\$50,481.92	\$50,481.92	\$50,481.92	\$50,481.92	\$50,481.92	\$252,409.60	41.67%			
PROFESSIONAL SERVICES	\$ 264,220.00	\$2,971.78	\$4,097.74	\$95,283.30	\$14,630.91	\$26,834.61	\$143,818.34	54.43%			
LIENS	\$ 6,300.00	\$110.00	\$255.00	\$225.00		\$105.00	\$695.00	11.03%			
MISCELLANEOUS	\$ 6,570.00	\$358.07	\$464.07	\$337.07	\$749.07	\$502.41	\$2,410.69	36.69%			
CONTRACTOR SERVICES	\$ 616,600.00	\$41,316.48	\$16,914.11	\$5,141.65	\$2,837.56	\$61,583.20	\$127,793.00	20.73%			
DEBT SERVICES	\$ 134,275.00	\$54,002.07	\$6,727.07	\$6,727.07	\$6,727.07	\$6,727.07	\$80,910.35	60.26%			
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	\$217,279.81	\$931,034.37	37.01%			
SUPPLIES AND MATERIALS											
MOTOR FUELS	\$ 62,857.00		\$6,214.00	\$6,266.34		\$5,722.24	\$18,202.58	28.96%			
OFFICE SUPPLIES	\$ 33,285.00	\$1,177.57	\$7,493.94	\$1,557.91	\$1,446.38	\$1,098.34	\$12,774.14	38.38%			
MAINTENANCE SUP & MATERIALS	\$ 387,000.00	\$52,041.36	\$60,041.46	\$34,865.33	\$21,650.68	\$118,410.79	\$287,009.62	74.16%			
MV PARTS & SUPPLIES	\$ 15,150.00	\$142.13	\$1,961.55	\$2,941.14	\$5,185.36	\$2,093.85	\$12,324.03	81.35%			
MV SERVICE & REPAIRS	\$ 44,000.00	\$87.90	\$184.37	\$9,090.37	\$6,652.03	\$2,725.36	\$18,740.03	42.59%			
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	\$28,299.82	\$126,577.22	46.88%			
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	\$158,350.40	\$519,940.11	46.12%			
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	\$3,729.57	\$52,969.00	\$82,483.14	20.82%			
CAPITAL OUTLAY TOTAL	\$ 1,181,141.00	\$17,970.00	\$26,986.45	\$64,229.57	\$3,729.57	\$52,969.00	\$165,884.59	14.04%			
GRAND TOTAL	\$ 9,361,103.00	\$733,332.90	\$649,649.25	\$690,504.96	\$473,620.54	\$830,907.92	\$3,378,015.57	36.09%			

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

[illegible]

CITY OF BRISTOL WATER DEPARTMENT CAPITAL OUTLAY BUDGET YEAR 2023-24									
<u>WATER TREATMENT PLANT SECTION</u>									
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	\$0.00	\$3,729.57	\$0.00	\$0.00	\$3,729.57
<u>WATERSHED SECTION</u>									
Game Cameras	\$1,500.00								\$0.00
Chainsaw Chain Breaker and Spinner	\$1,200.00								\$0.00
									\$0.00
TOTAL UTILITY ASSETS WATERSHED SECTION	\$2,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<u>OFFICE SECTION</u>									
Conference Table and Chairs	\$5,000.00							\$4,644.00	\$4,644.00
TOTAL UTILITY ASSETS OFFICE SECTION	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,644.00		\$4,644.00
TOTAL UTILITY ASSETS	\$396,141.00	\$17,970.00	\$5,400.00	\$2,414.57	\$3,729.57	\$52,969.00			\$82,483.14
<u>CAPITAL IMPROVEMENTS</u>									
BUDGET REQUEST 2023-24		EXPENDED JULY 2023	EXPENDED AUG 2023	EXPENDED SEPT 2023	EXPENDED OCT 2023	EXPENDED NOV 2023	EXPENDED TO-DATE		
WATER MAIN REPLACEMENTS	\$350,000.00							\$0.00	\$0.00
HYDRANT REPLACEMENTS	\$100,000.00		\$21,586.45	\$61,815.00				\$83,401.45	\$83,401.45
REPLACE STEEL DOORS IN WATERSHED GARAGE	\$60,000.00							\$0.00	\$0.00
UPGRADES TO FIRE ALARM SYSTEM	\$75,000.00							\$0.00	\$0.00
TOTAL CAPITAL IMPROVEMENTS	\$585,000.00	\$0.00	\$21,586.45	\$61,815.00	\$0.00	\$0.00		\$83,401.45	\$83,401.45
TOTAL CAPITAL OUTLAY	\$1,181,141.00	\$17,970.00	\$26,986.45	\$64,229.57	\$3,729.57	\$52,969.00		\$165,884.59	\$165,884.59
<u>SCADA IN PROGRESS</u>									
	\$483,065.31							5242.05	5242.05
CARRY OVER FROM 2022-2023									
CAMERA PROJECT FP				92,010.09					92010.09

2023 SHUT-OFFS BREAKDOWN

Still off to date for non-pay: (32)

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	60	43	13	6
DECEMBER 02	442	290				

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	986	\$151,484.17
EFT (Check)	343	\$77,381.28
Online Bank Direct	349	\$50,837.18
PayPal	96	\$14,426.41
PayPal Credit	3	\$532.02
Venmo	11	\$1,433.50
Total	1788	\$296,094.56

Paperless Statistics

Invoice Type	Paperless
Water	6843

Auto-Pay Statistics

Invoice Type	AutoPay
Water	3190

Monthly Invoice Summary

Invoice Count
No records to display.

Customer Registration Statistics

Customer Count	Registered Count	Registered %
22283	10407	46.70

Pay By Text Registration Statistics

Customer Count	Registered Count	Registered %
4369	3431	78.53



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

To: Town & City Clerk

From: Board of Water 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 Water Commissioners.

(Name of Board or Commission)

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

Yours very truly,

(Signature) Chairman

(Signature) Secretary

(Date)