



BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda

Tuesday, February 20, 2024 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 January 23, 2024 Special Board Meeting
5. Approval of the Department Reports for the Month of January 2024
6. Public Participation
7. Customer Correspondence
 - a. 176 Old Orchard Road
 - b. 100 Oakland Street
8. Committee Reports:
 - a. Budget Committee
9. Investments
10. I & I Study
11. Superintendent's Report
12. Old Business
13. New Business
14. Adjournment

Next Meeting: Tuesday, March 19, 2024 6:00 p.m.

BOARD OF SEWER COMMISSIONERS

JANUARY 23, 2024 – SPECIAL MEETING

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

PRESENT by videoconference: Chairperson Cunningham and Commissioner Dunn (arrived at 8:40 a.m.)

STAFF PRESENT: Superintendent Longo

ABSENT: Commissioner Porrini

1) CALL TO ORDER.

Chairperson Phelan called the meeting of the Board of Sewer Commission to order at 8:34 a.m.

2) TO REVIEW, EDIT, AND APPROVE THE MINUTES OF THE DECEMBER 28, 2023 SPECIAL BOARD MEETING.

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

3) TO REVIEW, EDIT, AND APPROVE THE DEPARTMENT REPORTS FOR THE MONTH OF THE DECEMBER 2023.

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

4) COMMITTEE REPORTS.

a. To discuss the Budget Committee and take any action as necessary.

No action taken.

Commissioner Dunn arrived at 8:40 am.

5) TO DISCUSS MEMORIAL BOULEVARD MAIN AND TAKE ANY ACTION AS NECESSARY

Superintendent Longo informed the Board about the sewer surcharge backup issue with the two 24" mains on Memorial Boulevard. The backup caused the Bristol Arts & Innovation Magnet to close. The Department came up with a temporary solution so the school would not be impacted if this should happen again. He also informed them of a study that was conducted in 2000 for the same issue, but is unaware if anything has been corrected, since no information can be found that repairs have been made. He noted that the Department will further study the report and come up with a long-term goal to fix the issue. Commissioner Cunningham asked to keep this item on the Agenda for monthly

updates. Superintendent noted it will be left on the Agenda as the I and I Study. No action taken.

6) ADJOURNMENT.

At 8:57 a.m., on motion of Commissioner Dunn and seconded, it was unanimously voted to adjourn.

ATTEST: _____

Renee M. LaMarre

Water & Sewer Administrative Assistant

DRAFT

CASH STATEMENT SEWER

SEWER OPERATING

BALANCE: JAN 1, 2024	\$	9,706,571.33
ACCOUNTS RECEIVABLE	\$	693,708.01
SERVICE ACCOUNTS	\$	56,960.99
TRANSFERS IN (OUT)	\$	-
DISBURSEMENTS	\$	(485,816.58)
BALANCE: JAN 31, 2024	\$	<u>9,971,423.75</u>

SEWER CAP/NR

BALANCE: JAN 1, 2024	\$	5,791,733.29
TRANSFERS IN (OUT)	\$	-
DISBURSEMENTS	\$	(91,375.38)
BALANCE: JAN 31, 2024	\$	<u>5,700,357.91</u>

SEWER PAYROLL

BALANCE: JAN 1, 2024	\$	161,359.42
TRANSFERS IN (OUT)	\$	169,528.34
DISBURSEMENTS	\$	(174,375.85)
BALANCE: JAN 31, 2024	\$	<u>156,511.91</u>

SEWER BILLING

SEWER BILLS RENDERED JAN 2024:	\$	632,912.64
SEWER BILLS REMAINING UNPAID AS OF JAN 31 2024:	\$	<u>234,887.95</u>

WPC BUDGET VS. ACTUAL
January-24

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 DECEMBER 2023 2024	ACTUAL JANUARY 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%
ASSES-INT, LIENS & PENALTIES		1,000.00								147.39	14.74%
CUSTOMER DUMPING FEES		98,150.00	10.00		10.00	48,078.00	17,019.50	127.39	20.00	102,213.00	104.14%
COMMERCIAL SEWER USER FEE		1,766,450.00	170,926.05	165,637.99	76,763.72	201,086.57	168,446.36	81,261.63	37,085.50	1,043,484.07	59.07%
DOMESTIC SEWER USER FEE		4,775,160.00	399,042.37	422,784.44	386,237.51	389,523.78	421,750.17	384,647.36	400,224.23	2,804,209.86	58.72%
FACTORY SEWER USER FEE		192,975.00	34,066.17	340.07	2,585.28	42,578.40	585.03	2,493.03	35,531.42	118,179.40	61.24%
PUBLIC SEWER USER FEE		287,105.00	22,419.44	40,917.08	19,369.60	31,448.47	42,361.59	16,914.63	23,773.54	197,204.35	68.68%
SEWER CONNECTION PERMITS		130,000.00	1,600.00		80.00	21,590.00	10,050.00	4,390.00	5,740.00	43,450.00	33.42%
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	2,100.00	24,040.15	77,462.97	288.13%
SEWER PENALTY FEE		47,395.00	8,068.58	4,298.24	-26.67	8,297.96	-50.30	8,758.07	4,023.20	33,369.08	70.41%
		7,411,145.00	637,085.61	652,387.82	490,219.44	785,526.00	661,312.35	500,702.11	709,799.79	4,437,033.12	59.87%
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 DECEMBER 2023 2024	ACTUAL JANUARY 2023 2024	ACTUAL TO DATE 2023 2024	% TO DATE 2023 2024
REGULAR WAGES-WPC		1,840,178.00	149,569.76	132,147.25	134,220.19	137,874.48	201,735.25	134,174.52	142,986.18	1,032,707.63	56.12%
OVERTIME WAGES & SALARIES		56,762.00	4,318.53	1,650.83	4,836.78	5,426.91	8,455.43	4,597.16	13,023.48	42,309.12	74.54%
OTHER WAGES		22,420.00	1,927.96	1,868.64	2,005.55	1,916.38	2,916.16	1,726.11	1,943.41	14,304.21	63.80%
WORKERS' COMP SALARY		0.00								0.00	
LIFE INSURANCE		2,825.00	199.74	262.32	387.48	284.18	251.39	262.99	251.39	1,899.49	67.24%
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	13,012.90	10,194.30	11,430.02	76,432.60	52.08%
(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	180.00	335.59	1,649.01	43.62%
PROFESSIONAL FEES & SERVICES		146,935.00	1,876.45	5,829.20		57,000.00	1,034.57	6,989.95	1,160.00	24,970.29	16.99%
ADMINISTRATIVE FEES		80,000.00							14,250.00	71,250.00	89.06%
PUBLIC UTILITIES		740,000.00		135,595.43	63,207.57	42,436.85	72,052.18	62,420.41	35,810.51	411,522.95	55.61%
WATER & SEWER CHARGES		14,000.00	1,596.54			1,841.19			4,291.59	7,729.32	55.21%
TIPPING FEES		1,197,580.00		105,557.14	110,034.82	98,396.45	113,172.59	89,021.95	55,843.78	572,026.73	47.77%
REFUSE		500.00		102.60	102.60		45.00	112.80		363.00	72.60%
REPAIRS & MAINTENANCE		75,000.00	3,145.01	12,852.59	9,785.84	10,821.66	26,804.07	23,056.40	9,393.53	95,859.10	127.81%
COLLECT SYSTEM MAIN & REHAB		115,000.00		61,682.11	7,580.00					72,838.02	63.34%
MOTOR VEHICLE SERVICE & REPAIR		15,000.00	6,633.67						6,956.81	23,598.49	157.32%
MAJOR REPAIRS		150,000.00		238.53			34,898.04	13,639.93	14,652.73	63,429.23	42.29%
RENTS & LEASES		4,000.00	280.88	150.86	1,429.96		4,467.34	5,540.67		3,559.60	88.99%
LIABILITY INSURANCE		89,310.00		67,604.07	1,198.22	953.99		743.91		68,802.29	77.04%
TELEPHONE		2,600.00	1,076.84	587.90	562.10	235.95	421.01	404.69	145.98	3,434.47	132.10%
POSTAGE		24,500.00							24,500.00	24,500.00	100.00%
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	683.55	702.58	12,213.99	76.34%
MAINT SUPPLIES & MATERIALS		750,000.00	21,073.53	168,647.35	95,996.74	118,471.16	43,688.93	20,479.68	42,004.35	510,361.74	68.05%
PROGRAM SUPPLIES		66,220.00	795.29	9,454.33	2,704.66	972.99	2,234.59	1,149.13	591.84	17,902.83	27.04%
NATURAL GAS		33,000.00	0.00	1,007.21	1,006.31	1,083.90	1,266.83	2,913.67	4,259.69	11,537.61	34.96%

[illegible]