



BOARD OF WATER COMMISSIONERS
Regular Meeting Agenda
Tuesday, February 15, 2022 6:15 p.m.

If anyone from the public would like to attend and provide comment in person as opposed to calling in or using Zoom, may do so at the Water Filtration Plant, 1080 Terryville Avenue, Bristol, Connecticut.

WEBSITE: www.zoom.us/join

MEETING ID#: 845 169 6140

PASSWORD: 12345

CALL IN: 1 (929) 205-6099

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Approval of the minutes of the January 18, 2022 Regular Board Meeting
5. Approval of the Department Reports for the Month of January 2022
6. Public Participation
7. Customer Correspondence
8. On-call Engineering RFQ
9. Committee Reports:
 - Budget Committee
10. Investments
11. Activity Report – Weston & Sampson Engineering
12. Superintendent's Report
13. Chairperson's Report
14. Old Business
15. New Business
16. Adjournment

Next Meeting: Tuesday, March 15, 2022 at 6:30 pm

BOARD OF WATER COMMISSIONERS

JANUARY 18, 2022 – REGULAR MEETING

PRESENT by videoconference: Chairperson Dunn, Commissioners Phelan, Suarez, Ferrier and Porrini. Council Liaison Jacqueline Olsen.

STAFF PRESENT by videoconference: Superintendent Robert Longo, Assistant Superintendents Pagliaruli and Bolduc.

1) CALL TO ORDER.

Chairperson Dunn called the meeting of the Board of Water Commissioners held via videoconference to order at 7:30 p.m.

2) PLEDGE OF ALLEGIANCE.

3) MOMENT OF SILENCE.

4) APPROVAL OF THE MINUTES OF THE DECEMBER 21, 2022 REGULAR BOARD MEETING.

On motion of Commissioner Suarez and seconded, it was unanimously voted to approve the December 21, 2022 minutes as presented.

Roll call vote: Chairperson Dunn – Yes
Commissioner Phelan – Yes
Commissioner Suarez – Yes
Commissioner Ferrier – Yes
Commissioner Porrini – Yes

Motion passed.

5) APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF DECEMBER 2021.

On motion of Commissioner Suarez and seconded, it was unanimously voted to approve the December 2021 Department Reports as presented.

Roll call vote: Chairperson Dunn – Yes
Commissioner Phelan – Yes
Commissioner Suarez – Yes
Commissioner Ferrier – Yes
Commissioner Porrini – Yes

Motion passed.

6) PUBLIC PARTICIPATION

None.

7) CUSTOMER CORRESPONDENCE.

None.

8) ON-CALL ENGINEERING RFQ.

No action taken.

9) COMMITTEE REPORTS.

Cell Tower Committee: No report.

10) INVESTMENTS.

No report.

11) TOWN OF PLYMOUTH – REVALUATION NOTICE OF ASSESSMENT FOR 305 POLAND BROOK ROAD

No action taken.

12) ACTIVITY REPORT – WESTON & SAMPSON.

No action taken.

13) SUPERINTENDENT'S REPORT.

No action taken.

14) CHAIRPERSON'S REPORT.

No action taken.

15) OLD BUSINESS.

Commissioner Suarez volunteered to be on the Budget Committee for the Fiscal Year 2022-2023. No action taken.

16) NEW BUSINESS.

None.

17) ADJOURNMENT.

At 8:11 p.m., on motion of Commissioner Suarez and seconded, it was unanimously voted to adjourn.

ATTEST: _____

Renee M. LaMarre

Water & Sewer Administrative Assistant

DRAFT

BRISTOL WATER DEPARTMENT

JANUARY 2022

WATER BILLING

Water Bills rendered January 2022	<u>\$668,501.47</u>
Water Bills remaining unpaid as of January 2022	<u>\$342,415.34</u>

PRECIPITATION

For the Month	<u>3.04</u> "	Normal	<u>2.92</u> "	Departure from Normal	<u>0.12</u> "
For the Year	<u>3.04</u> "	Normal	<u>2.92</u> "	Departure from Normal	<u>0.12</u> "

RESERVOIR CAPACITY

Total Available Capacity - January 2022	<u>1,161,440,000</u>	Gallons	<u>91%</u>
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PRODUCTION

Monthly Production - January 2022	<u>145,780,180</u>	Gallons
Monthly Production - January 2021	<u>159,340,900</u>	Gallons

CASH STATEMENT

BALANCE: JAN 1, 2022	3,605,757.67
REVENUE:	
ACCOUNTS RECEIVABLE	827,309.47
SERVICE ACCOUNTS	38,635.18
FINES	2,000.00
SEWER ACCOUNTS	686,033.29
LIENS	1,769.90
PENALTIES	3,946.19
REMOVE METER	200.00
CLOSING COSTS	7,050.00
REINSTATE FEES	2,200.00
ASSESSMENTS	740.00
ADMIN FEE/LIENS (WPC)	14,480.00
LAND LEASE	2,388.27
CELL TOWER LEASE	12,103.13
SCRAP METAL SALES	
TIMBER SALES	
TRANSFER FROM GROVE/WOLCOTT	
REIMBURSEMENT FOR DOT PROJECT	
TOTAL REVENUE:	1,598,855.43
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	1,598,855.43
DISBURSEMENTS (VOUCHERS):	730,688.52
TRANSFERS:	
SEWER TRANSFER (CASH OUT)	675,460.07
TRANSFER TO PROCUREMENT ACCOUNT	6,000.00
TRANSFER TO GOALS ENABLING	
ACCOUNT BALANCES:	
SUPER NOW CHECKING ACCOUNT	
BALANCE: JAN 31, 2022	3,792,464.51
GOALS ENABLING FUND	
BALANCE: JAN 31, 2022	5,372,626.86
GROVE/OLD WOLCOTT TANKS	
BALANCE: JAN 31, 2022	2,509.76
CONSTRUCTION ACCOUNT	
BALANCE: JAN 1, 2022	81,318.41
DEPOSIT	4,853.00
DISBURSEMENTS	(9,017.59)
BALANCE: JAN 31, 2022	77,153.82
PAYROLL CASH ACCOUNT	
BALANCE: JAN 1, 2022	170,943.39
DEPOSIT	116,070.93
DISBURSEMENTS	(227,508.97)
BALANCE: JAN 31, 2022	59,505.35

2021, 2022 BRISTOL WATER DEPARTMENT BUDGET												
Jan-22												
	APPROVED BUDGET	EXPENDED JULY	EXPENDED AUGUST	EXPENDED SEPTEMBER	EXPENDED OCTOBER	EXPENDED NOVEMBER	EXPENDED DECEMBER	EXPENDED JANUARY	EXPENDED TO DATE			% TO DATE
CLASSIFICATION	2021 2022	2021 2022	2021 2022	2021 2022	2021 2022	2021 2022	2021 2022	2021 2022	2021 2022			2021 2022
SALARIES	\$ 2,767,942.00	\$290,296.51	\$193,902.02	\$277,397.76	\$216,953.08	\$204,608.75	\$236,893.35	\$195,445.32	\$1,615,496.79			58.36%
FRINGE BENEFITS	\$ 1,487,381.00	\$147,361.53	\$113,683.86	\$117,834.68	\$113,520.46	\$112,941.85	\$114,437.16	\$118,915.25	\$838,694.79			56.39%
OPERATING SERVICES	\$ 2,714,572.00	\$666,688.08	\$133,752.11	\$142,208.23	\$100,718.88	\$61,249.38	\$123,856.84	\$79,021.96	\$1,307,495.48			48.17%
MATERIALS & SUPPLIES	\$ 993,148.00	\$63,148.00	\$178,843.47	\$103,305.01	\$80,272.59	\$69,802.17	\$86,805.84	\$74,580.69	\$657,033.93			66.16%
CAPITAL OUTLAY	\$ 1,219,378.00	\$0.00	\$31,767.86	\$1,425.00	\$11,650.00	\$28,247.32	\$4,124.85	\$40,938.26	\$118,153.29			9.69%
GRAND TOTAL	\$ 9,182,421.00	\$1,167,770.28	\$651,949.32	\$642,170.68	\$523,115.01	\$476,849.47	\$566,118.04	\$508,901.48	\$4,536,874.28			49.41%
OPERATING SERVICES												
LIGHT & POWER	\$ 406,394.00	\$242.03	\$43,915.19	\$24,050.26	\$50,902.53	\$460.49	\$29,746.94	\$42,254.58	\$191,572.02			47.14%
TELEPHONE	\$ 16,900.00	\$1,582.25	\$1,500.16	\$1,432.18	\$1,396.59	\$1,487.37	\$1,487.52	\$1,358.65	\$10,244.72			60.62%
POSTAGE	\$ 49,041.00	\$2,500.00	\$7,500.00	\$5,500.00	\$2,876.88	\$3,000.00	\$3,000.00	\$3,169.73	\$27,546.61			56.17%
ADVERTISING	\$ 2,000.00			\$312.00					\$312.00			15.60%
MAINTENANCE/SERVICE	\$ 42,025.00	\$4,937.88	\$474.81	\$4,096.24	\$1,160.49	\$13,695.27	\$2,666.14	\$380.41	\$27,411.24			65.23%
LEASE	\$ 16,027.00	\$1,346.61			\$1,346.61		\$1,271.10	\$1,346.61	\$5,310.93			33.14%
CONFERENCE & MEMBERSHIP	\$ 30,270.00	\$368.00	\$1,113.00	\$69.00	\$4,451.86	\$463.00	\$150.00	\$3,176.61	\$9,791.47			32.35%
TAXES	\$ 606,940.00	\$292,246.88							\$292,246.88			48.15%
PROFESSIONAL SERVICES	\$ 241,575.00	\$19,374.35	\$22,292.75	\$11,648.42	\$12,201.45	\$15,144.78	\$8,107.09	\$16,259.10	\$105,027.94			43.48%
LIENS	\$ 6,300.00								\$0.00			0.00%
MISCELLANEOUS	\$ 6,570.00	\$337.00	\$445.87		\$233.57	\$305.43		\$445.36	\$3,238.16			49.29%
CONTRACTOR SERVICES	\$ 565,160.00	\$290.92	\$13,418.39	\$46,023.33	\$16,721.82	\$19,950.77	\$69,230.04	\$6,466.91	\$172,102.18			30.45%
DEBT SERVICES	\$ 389,570.00	\$303,537.08	\$6,727.08	\$6,727.08	\$6,727.08	\$6,727.08	\$6,727.08		\$337,172.48			86.55%
SEWER USE FEE	\$ 10,800.00				\$2,700.00				\$5,400.00			50.00%
NEW BRITAIN AGREEMENT	\$ 325,000.00	\$39,925.08	\$36,364.86	\$42,349.72		\$15.19			\$120,118.85			36.96%
TOTAL OPERATING SERVICES	\$ 2,714,572.00	\$666,688.08	\$133,752.11	\$142,208.23	\$100,718.88	\$61,249.38	\$123,856.84	\$79,021.96	\$1,307,495.48			48.17%
SUPPLIES AND MATERIALS												
MOTOR FUELS	\$ 41,065.00		\$3,112.24		\$3,062.89	\$2,648.65	\$3,033.68		\$11,857.46			28.87%
OFFICE SUPPLIES	\$ 27,240.00	\$98.85	\$1,830.23	\$796.33	\$1,273.26	\$1,460.74	\$1,925.80	\$655.11	\$8,040.32			29.52%
MAINTENANCE SUP & MATERIALS	\$ 357,000.00	\$11,843.59	\$66,927.39	\$53,959.67	\$30,559.93	\$27,577.76	\$44,932.84	\$35,575.02	\$271,376.20			76.02%
MV PARTS & SUPPLIES	\$ 15,150.00		\$290.15	\$574.55	\$459.34	\$2,670.10	\$431.20	\$1,281.66	\$5,707.00			37.67%
MV SERVICE & REPAIRS	\$ 44,000.00		\$6,270.39	\$6,624.65	\$2,069.39	\$600.90	\$5,573.17	\$9,696.00	\$30,834.50			70.08%
FUEL OIL	\$ 31,607.00				\$75.69	\$634.53	\$2,653.79	\$8,353.48	\$11,717.49			37.07%
CHEMICAL TREATMENT	\$ 195,163.00	\$9,595.50	\$35,873.55	\$4,936.25	\$15,733.85	\$19,282.91	\$13,328.78	\$17,338.56	\$116,089.40			59.48%
INSURANCE	\$ 281,923.00	\$41,886.22	\$64,539.52	\$36,413.56	\$27,038.24	\$14,926.58	\$14,926.58	\$1,680.86	\$201,411.56			71.44%
TOTAL SUPPLIES & MATERAILS	\$ 993,148.00	\$63,424.16	\$178,843.47	\$103,305.01	\$80,272.59	\$69,802.17	\$86,805.84	\$74,580.69	\$657,033.93			66.16%
CAPITAL OUTLAY												
CAPITAL EQUIPMENT	\$ -								\$0.00			#DIV/0!
CAPITAL OUTLAY	\$ 851,000.00					\$2,472.53		\$33,128.14	\$35,600.67			4.18%
MISC. UTILITY ASSETS	\$ 368,378.00		\$31,767.86	\$1,425.00	\$11,650.00	\$25,774.79	\$4,124.85	\$7,810.12	\$82,552.62			22.41%
CAPITAL OUTLAY TOTAL	\$ 1,219,378.00	\$0.00	\$31,767.86	\$1,425.00	\$11,650.00	\$28,247.32	\$4,124.85	\$40,938.26	\$118,153.29			9.69%
GRAND TOTAL	\$ 9,182,421.00	\$1,167,770.28	\$651,949.32	\$642,170.68	\$523,115.01	\$476,849.47	\$566,118.04	\$508,901.48	\$4,536,874.28			49.41%

**CITY OF BRISTOL WATER DEPARTMENT
CAPITAL OUTLAY BUDGET YEAR 2021-22**

	BUDGET REQUEST 2021-22	EXPENDED JULY 2021	EXPENDED AUG 2021	EXPENDED SEPT 2021	EXPENDED OCT 2021	EXPENDED NOV 2021	EXPENDED DEC 2021	EXPENDED JAN 2022	EXPENDED TO- DATE
CAPITAL EQUIPMENT									
	\$0.00								\$0.00
	\$0.00								\$0.00
									\$0.00
									\$0.00
									\$0.00
TOTAL CAPITAL EQUIPMENT	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
UTILITY ASSETS									
DISTRIBUTION SECTION									
(1) Chop Saw	\$970.00								\$0.00
(1) Road Saw	\$2,060.00								\$0.00
Signage	\$2,000.00								\$0.00
Mueller Power Operator	\$3,800.00								\$0.00
(2) Pin Locators	\$1,970.00								\$0.00
3" Trash Pump	\$1,350.00			\$1,425.00					\$0.00
2" Pump	\$562.00								\$1,425.00
(2) Linestops	\$20,214.00								\$0.00
Regulator Repairs	\$15,000.00								\$0.00
(2) Flushing Stations	\$8,800.00								\$0.00
TOTAL UTILITY ASSETS DISTRIBUTION SECTION	\$56,726.00	\$0.00	\$0.00	\$1,425.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,425.00
METER SHOP SECTION									
5/8" Meters 650@110.60	\$71,890.00		\$18,640.00						\$34,950.00
Transmitters 200 @102	\$20,400.00		\$10,200.00		\$11,650.00	\$20,400.00		\$4,660.00	\$30,600.00
1 1/2" T-10 METER (5)	\$2,977.00							\$610.02	\$610.02
1" T-10 METER (10)	\$2,806.00		\$1,229.92					\$610.02	\$1,839.94
2" T-10 METER (5)	\$3,720.00		\$1,697.94			\$1,374.95	\$4,124.85	\$1,320.06	\$8,517.80
3/4" T-10 METER(20)	\$4,020.00							\$610.02	\$610.02
CE Handheld Reader(2)	\$19,999.00								\$0.00
Schonstedt Model GA-52Cx (2)	\$1,840.00								\$0.00
6" Protectitus (2)	\$36,000.00								\$0.00
6" DETECTOR CHECK (2)	\$7,000.00								\$0.00
4" Proroad						\$3,999.84			\$3,999.84
TOTAL UTILITY ASSETS METER SHOP SECTION	\$170,652.00	\$0.00	\$31,767.86	\$0.00	\$11,650.00	\$25,774.79	\$4,124.85	\$7,810.12	\$81,127.62
WATER TREATMENT PLANT SECTION									
Rebuild High Service Pump	\$35,000.00								\$0.00
Rebuild Hill St Pump	\$35,000.00								\$0.00
LMI Chemical Feed Pumps	\$10,000.00								\$0.00
(2)Peristaltic Chemical Feed Pumps	\$10,000.00								\$0.00
Effluent Ultrasonic Flow Meters	\$35,000.00								\$0.00

[illegible]

2022 SHUT-OFFS BREAKDOWN

Still off to date for non-pay: (83)

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	386	283	27	17	9	4
FEBRUARY 01						
MARCH 02						
APRIL 03						
MAY 01						
JUNE 02						
JULY 03						
AUGUST 01						
SEPTEMBER 02						
OCTOBER 03						
NOVEMBER 01						
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	612	\$87,026.88
EFT (Check)	218	\$43,602.36
Online Bank Direct	225	\$32,573.45
PayPal	43	\$6,375.97
PayPal Credit	2	\$492.89
Venmo	6	\$631.56
Total	1106	\$170,703.11

Monthly Invoice Summary

Invoice Count
No records to display.

Paperless Statistics

Invoice Type	Paperless
Water	5154

Auto-Pay Statistics

Invoice Type	AutoPay
Water	2104

Customer Registration Statistics

Customer Count	Registered Count	Registered %
21325	9055	42.46

Pay By Text Registration Statistics

Customer Count	Registered Count	Registered %
3273	2530	77.30

WESTON & SAMPSON ACTIVITY REPORT
CITY OF BRISTOL WATER DEPARTMENT
For the meeting on February 15, 2022

On-Call Engineering Services (2070524):

1. Weston & Sampson assisted the City of Bristol with the following task(s):
 - a. Estimated correction factors for the Palmer-Bowlus flume, which is used to measure and record discharge flow rates and total discharge volumes to the sewer from sludge blowdown and floc/sed basin cleaning/maintenance activities. Drafted cover letter to CT DPH on behalf of Bristol Water Department explaining the discrepancy between recorded entries on current and prior year's reports and actual flow rates generated at the plant. The measurement devices have since been calibrated and are registering more accurate flow rates/totals.
2. Fuel Storage Tank Removal and Replacement Project (Project # ENG21-0974)
 - a. The permanent tank and appurtenance package has been reviewed and finalized for purchasing and shop drawings for review are understood to be forthcoming. Day tank, piping, and pumping system design for the final system is ongoing, and installation of the temporary generator diesel tank is in progress. The environmental team will review UST closure with DEEP and conduct the environmental investigation once the temporary generator diesel system has been installed.