BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda

Tuesday, June 18, 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 April 16, 2024 Public Hearing
5. Approval of the minutes of the April 16, 2024 Regular Board Meeting
6. Approval of the Department Reports for the Month of April 2024
7. Approval of the Department Reports for the Month of May 2024
8. Public Participation
9. Customer Correspondence
10. Committee Reports
11. Investments
12. I & I Study
13. Superintendent's Report
14. Old Business
15. New Business
16. Adjournment

Next Meeting: Tuesday, July 16, 2024 6:00 p.m.

BOARD OF WATER & SEWER COMMISSION
APRIL 16, 2024 – PUBLIC HEARING

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

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

Absent: Commissioners Dunn, Porrini and Cunningham.

Chairperson Phelan opened the public hearing of the Board of Sewer and Board of Water Commission at 5:30 p.m.

Noted that no public in attendance.

Chairperson Phelan closed the public hearing at 6:00 p.m.

ATTEST: ______________________________

Renee M. LaMarre
Water & Sewer Administrative Assistant

BOARD OF SEWER COMMISSION
APRIL 16, 2024 – REGULAR MEETING

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

PRESENT by videoconference: Commissioner Dunn.

Absent: Commissioners Porrini and Cuningham.

STAFF PRESENT: Superintendent Robert Longo; Sean Hennessey, Director of Sewer; Assistant Superintendents Pagliaruli, Bolduc and Dawn LaBella, Office Manager.

1) CALL TO ORDER.

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

2) PLEDGE OF ALLEGIANCE.

3) MOMENT OF SILENCE.

4) APPROVAL OF THE MINUTES OF THE MARCH 19, 2024 REGULAR BOARD MEETING.

On motion of Commissioner Dunn and seconded, it was unanimously voted to approve the March 19, 2024 regular meeting minutes as presented.
Motion passed.

5) APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF MARCH 2024.

On motion of Commissioner Ferrier and seconded, it was unanimously voted to approve the March 2024 Department Reports as presented.
Motion passed.

6) PUBLIC PARTICIPATION.

None

7) CUSTOMER CORRESPONDENCE.

1. 403 West Street: Homeowner requested the Board consider waiving sewer charges that were incurred from the time of the house fire on July 4, 2022 to date. She noted that the property has been vacant since that time with no consumption used.

   On motion of Commissioner Ferrier and seconded, it was unanimously voted not to give any recourse for 403 West Street.

Motion passed.

8) APPROVAL OF THE FISCAL YEAR'S 2024-2025, 2025-2026 AND 2026-2027 RATES AND MISCELLANEOUS CHARGES.

On motion of Commissioner Dunn and seconded, it was unanimously voted to approve the Fiscal Year's 2024-2025, 2025-2026 and 2026-2027 Rates and Miscellaneous Charges as presented.
Motion passed.

9) COMMITTEE REPORTS.

None.

10) INVESTMENTS.

None.

11) I & I STUDY.

No action taken.

12) SUPERINTENDENT'S REPORT.

No action taken.

13) OLD BUSINESS.

None.

14) NEW BUSINESS.

None.

15) ADJOURNMENT.

At 6:35 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: APR 1, 2024	$	9,758,783.27
ACCOUNTS RECEIVABLE	$	671,804.04
SERVICE ACCOUNTS	$	57,645.71
TRANSFERS IN (OUT)	$	-
DISBURSEMENTS	$	(407,522.74)
BALANCE: APR 30, 2024	$	10,080,710.28

SEWER CAP/NR

BALANCE: APR 1, 2024	$	5,565,389.56
TRANSFERS IN (OUT)	$	-
DISBURSEMENTS	$	(51,160.67)
BALANCE:APR 30, 2024	$	5,514,228.89

SEWER PAYROLL

BALANCE: APR 1, 2024	$	156,506.53
TRANSFERS IN (OUT)	$	140,407.43
DISBURSEMENTS	$	(140,264.47)
BALANCE: APR 30, 2024	$	156,649.49

SEWER BILLING

SEWER BILLS RENDERED APR 2024:	$	624,594.29
SEWER BILLS REMAINING UNPAID AS OF APR 30 2024:	$	241,669.34

WPC BUDGET VS. ACTUAL
April-24

Account Description	Project Number	2024 APPROVED BUDGET	ACTUAL APRIL 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		147.39	14.74%
CUSTOMER DUMPING FEES		98,150.00	15,857.50	139,320.36	141.95%
COMMERCIAL SEWER USER FEE		1,766,450.00	173,566.28	1,443,525.11	81.72%
DOMESTIC SEWER USER FEE		4,775,160.00	395,677.11	4,004,181.53	83.85%
FACTORY SEWER USER FEE		192,975.00	34,395.79	154,900.00	80.27%
PUBLIC SEWER USER FEE		287,105.00	25,368.52	278,332.88	96.94%
SEWER CONNECTION PERMITS		130,000.00	18,300.00	62,370.00	47.98%
MISCELLANEOUS-OTHER		16,025.00		17,313.00	108.04%
MISC REVENUE LIENS		26,885.00	3,507.30	85,020.27	316.24%
SEWER PENALTY FEE		47,395.00	425.56	42,219.95	89.08%
				0.00	
		7,411,145.00	667,098.06	6,227,330.49	84.03%

	2024 APPROVED BUDGET	ACTUAL APRIL 2023 2024	ACTUAL TO DATE 2023 2024	% TO DATE 2023 2024
REGULAR WAGES-WPC	1,840,178.00	126,457.82	1,283,696.13	69.76%
OVERTIME WAGES & SALARIES	56,762.00	3,254.35	49,817.89	87.77%
OTHER WAGES	22,420.00	1,195.51	16,666.19	74.34%
WORKERS' COMP SALARY	0.00		0.00	
LIFE INSURANCE	2,825.00	196.74	2,577.15	91.23%
WORKERS COMPENSATION INS	114,000.00		114,000.00	100.00%
DISABILITY INSURANCE	550.00		0.00	0.00%
F.I.C.A. & MEDICARE	146,829.00		85,858.93	58.48%
(OPEB) RETIREMENT BENEFITS	59,090.00		59,090.00	100.00%
CLOTHING ALLOWANCE	3,780.00		2,396.38	63.40%
PROFESSIONAL FEES & SERVICES	146,935.00	4,000.00	44,000.78	29.95%
ADMINISTRATIVE FEES	80,000.00	14,250.00	85,500.00	106.88%
PUBLIC UTILITIES	740,000.00	31,089.58	606,164.01	81.91%
WATER & SEWER CHARGES	14,000.00	3,141.36	10,870.68	77.65%
TIPPING FEES	1,197,580.00	69,305.82	807,897.98	67.46%
REFUSE	500.00	102.00	511.20	102.24%
REPAIRS & MAINTENANCE	75,000.00	1,726.14	109,448.64	145.93%
COLLECT SYSTEM MAIN & REHAB	115,000.00		72,838.02	63.34%
MOTOR VEHICLE SERVICE & REPAIR	15,000.00	2,175.07	34,131.40	227.54%
MAJOR REPAIRS	150,000.00	6,988.78	95,102.89	63.40%
RENTS & LEASES	4,000.00		3,559.60	88.99%
LIABILITY INSURANCE	89,310.00		161,398.18	180.72%
TELEPHONE	2,600.00	3,027.30	7,885.90	303.30%
POSTAGE	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	84.17	84.17	16.83%
LABORATORY SUPPLIES	16,000.00	985.38	16,371.24	102.32%
MAINT SUPPLIES & MATERIALS	750,000.00	81,702.34	765,959.92	102.13%
PROGRAM SUPPLIES	66,220.00	189.15	20,457.14	30.89%
NATURAL GAS	33,000.00	2,912.69	23,439.74	71.03%

WPC BUDGET VS. ACTUAL
April-24

Account Description	Project Number	2024 APPROVED BUDGET	ACTUAL APRIL 2023 2024	ACTUAL TO DATE 2023 2024	% TO DATE 2023 2024
MOTOR FUELS		32,220.00	9,228.52	30,488.12	94.62%
MOTOR VEHICLE PARTS		3,800.00	1,273.72	7,832.54	206.12%
TIRES		6,500.00		0.00	0.00%
OFFICE SUPPLIES		3,000.00	280.91	3,261.42	108.71%
RENOVATE OPERATIONS INTERIOR	24001	100,000.00		87,861.60	87.86%
SPARE SECONDARY DRIVE	24002	100,000.00		7,232.35	7.23%
BUILDING HEATERS	24003	10,000.00		0.00	0.00%
PUMPING STATION TREET REMOVAL	24004	10,000.00		0.00	0.00%
PAINT WOOSTER COURT DRY-CAN PUMPING STATI(	24005	10,000.00		0.00	0.00%
MAJOR REPAIRS TO EQUIPMENT				54,913.27	
CONFERENCES & MEMBERSHIPS		1,000.00	22.00	1,025.72	102.57%
SCHOOLING & EDUCATION		3,000.00	99.00	4,404.00	146.80%
LIEN FEES		4,500.00	785.00	13,455.00	299.00%
CONTINGENCY		130,000.00		62,150.23	47.81%
MISCELLANEOUS		11,000.00		2,025.00	18.41%
REFUNDS OF SEWER USE FEES		2,500.00		0.00	0.00%
		6,194,499.00	364,473.35	4,778,873.41	77.15%
TRANS OUT CWF		541,165.00	43,646.75	453,846.55	83.86%
TRANSFER OUT DEBT SERVICE		166,500.00	1,598.75	191,157.50	114.81%
TRANSFER OUT INTERNAL SERVICE		508,979.00	33,741.19	385,715.11	75.78%
		1,216,644.00	78,986.69	1,030,719.16	84.72%
		7,411,143.00	**443,460.04**	**5,809,592.57**	78.39%
AERATION TANKS	24006	**1,500,000.00**	**5,915.17**	45,044.61	3.00%
CARRYOVERS FROM PREVIOUS BUDGET YR					
BAR SCREEN ASSEMBLY				16,045.55	
ATS BROAD ST PUMP STATION				33,388.24	
SECURITY CAMERAS				57,343.70	
REHAB THICKENED SLUDGE TANK				36,026.37	
REPLACE ROOFTOP HEAT AND AC				55,800.00	
PUMP HOUSE ROOF REPLACEMENT				25,517.00	
REPLACEMENT PICKUP TRUCK				38,178.50	

CASH STATEMENT SEWER

SEWER OPERATING

BALANCE: MAY 1, 2024	$	10,080,710.36
ACCOUNTS RECEIVABLE	$	606,552.94
SERVICE ACCOUNTS	$	36,322.18
TRANSFERS IN (OUT)	$	-
DISBURSEMENTS	$	(593,240.26)
BALANCE: MAY 31, 2024	$	10,130,345.22

SEWER CAP/NR

BALANCE: MAY 1, 2024	$	5,514,228.86
TRANSFERS IN (OUT)	$	-
DISBURSEMENTS	$	(58,093.86)
BALANCE:MAY 31, 2024	$	5,456,135.00

SEWER PAYROLL

BALANCE: MAY 1, 2024	$	156,649.49
TRANSFERS IN (OUT)	$	230,801.90
DISBURSEMENTS	$	(230,560.38)
BALANCE: MAY 31, 2024	$	156,891.01

SEWER BILLING

SEWER BILLS RENDERED MAY 2024:	$	610,393.16
SEWER BILLS REMAINING UNPAID AS OF MAY 31 2024:	$	256,627.94

WPC BUDGET VS. ACTUAL
May-24

Account Description	Project Number	2024 APPROVED BUDGET	ACTUAL MAY 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	71.06	218.45	21.85%
CUSTOMER DUMPING FEES		98,150.00	22,882.50	162,202.86	165.26%
COMMERCIAL SEWER USER FEE		1,766,450.00	149,539.11	1,593,064.22	90.18%
DOMESTIC SEWER USER FEE		4,775,160.00	421,819.22	4,426,000.75	92.69%
FACTORY SEWER USER FEE		192,975.00	366.59	155,266.59	80.46%
PUBLIC SEWER USER FEE		287,105.00	41,453.72	319,786.60	111.38%
SEWER CONNECTION PERMITS		130,000.00	160.00	62,530.00	48.10%
MISCELLANEOUS-OTHER		16,025.00		17,313.00	108.04%
MISC REVENUE LIENS		26,885.00	950.00	85,970.27	319.77%
SEWER PENALTY FEE		47,395.00	8,697.85	50,917.80	107.43%
				0.00	
		7,411,145.00	645,940.05	6,873,270.54	92.74%

	2024 APPROVED BUDGET	ACTUAL MAY 2023 2024	ACTUAL TO DATE 2023 2024	% TO DATE 2023 2024
REGULAR WAGES-WPC	1,840,178.00	207,165.60	1,490,861.73	81.02%
OVERTIME WAGES & SALARIES	56,762.00	6,776.26	56,594.15	99.70%
OTHER WAGES	22,420.00	1,241.02	17,907.21	79.87%
WORKERS' COMP SALARY	0.00		0.00	
LIFE INSURANCE	2,825.00	207.67	2,784.82	98.58%
WORKERS COMPENSATION INS	114,000.00		114,000.00	100.00%
DISABILITY INSURANCE	550.00		0.00	0.00%
F.I.C.A. & MEDICARE	146,829.00	15,619.02	101,477.95	69.11%
(OPEB) RETIREMENT BENEFITS	59,090.00		59,090.00	100.00%
CLOTHING ALLOWANCE	3,780.00	149.00	2,545.38	67.34%
PROFESSIONAL FEES & SERVICES	146,935.00	1,184.03	45,184.81	30.75%
ADMINISTRATIVE FEES	80,000.00		85,500.00	106.88%
PUBLIC UTILITIES	740,000.00	81,779.89	687,943.90	92.97%
WATER & SEWER CHARGES	14,000.00	2,103.92	12,974.60	92.68%
TIPPING FEES	1,197,580.00	106,668.07	914,566.05	76.37%
REFUSE	500.00	39.60	550.80	110.16%
REPAIRS & MAINTENANCE	75,000.00	1,530.24	110,978.88	147.97%
COLLECT SYSTEM MAIN & REHAB	115,000.00		72,838.02	63.34%
MOTOR VEHICLE SERVICE & REPAIR	15,000.00		34,131.40	227.54%
MAJOR REPAIRS	150,000.00		95,102.89	63.40%
RENTS & LEASES	4,000.00		3,559.60	88.99%
LIABILITY INSURANCE	89,310.00		161,398.18	180.72%
TELEPHONE	2,600.00	502.42	8,388.32	322.63%
POSTAGE	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		84.17	16.83%
LABORATORY SUPPLIES	16,000.00	1,559.92	17,931.16	112.07%
MAINT SUPPLIES & MATERIALS	750,000.00	130,934.87	896,894.79	119.59%
PROGRAM SUPPLIES	66,220.00	610.42	21,067.56	31.81%
NATURAL GAS	33,000.00	2,254.99	25,694.73	77.86%

WPC BUDGET VS. ACTUAL
May-24

Account Description	Project Number	2024 APPROVED BUDGET	ACTUAL MAY 2023 2024	ACTUAL TO DATE 2023 2024	% TO DATE 2023 2024
MOTOR FUELS		32,220.00	1,895.11	32,383.23	100.51%
MOTOR VEHICLE PARTS		3,800.00	90.12	7,922.66	208.49%
TIRES		6,500.00		0.00	0.00%
OFFICE SUPPLIES		3,000.00	110.00	3,371.42	112.38%
RENOVATE OPERATIONS INTERIOR	24001	100,000.00		87,861.60	87.86%
SPARE SECONDARY DRIVE	24002	100,000.00		7,232.35	7.23%
BUILDING HEATERS	24003	10,000.00		0.00	0.00%
PUMPING STATION TREET REMOVAL	24004	10,000.00		0.00	0.00%
PAINT WOOSTER COURT DRY-CAN PUMPING STATI(	24005	10,000.00		0.00	0.00%
MAJOR REPAIRS TO EQUIPMENT				54,913.27	
CONFERENCES & MEMBERSHIPS		1,000.00		1,025.72	102.57%
SCHOOLING & EDUCATION		3,000.00	273.85	4,677.85	155.93%
LIEN FEES		4,500.00	205.00	13,660.00	303.56%
CONTINGENCY		130,000.00		62,150.23	47.81%
MISCELLANEOUS		11,000.00		2,025.00	18.41%
REFUNDS OF SEWER USE FEES		2,500.00		0.00	0.00%
		6,194,499.00	562,901.02	5,341,774.43	86.23%
TRANS OUT CWF		541,165.00	43,646.74	497,493.29	91.93%
TRANSFER OUT DEBT SERVICE		166,500.00		191,157.50	114.81%
TRANSFER OUT INTERNAL SERVICE		508,979.00	29,806.28	415,521.39	81.64%
		1,216,644.00	73,453.02	1,104,172.18	90.76%
		7,411,143.00	**636,354.04**	**6,445,946.61**	86.98%
AERATION TANKS	24006	**1,500,000.00**	14,447.12	59,491.73	3.97%
CARRYOVERS FROM PREVIOUS BUDGET YR					
BAR SCREEN ASSEMBLY				16,045.55	
ATS BROAD ST PUMP STATION				33,388.24	
SECURITY CAMERAS				57,343.70	
REHAB THICKENED SLUDGE TANK				36,026.37	
REPLACE ROOFTOP HEAT AND AC				55,800.00	
PUMP HOUSE ROOF REPLACEMENT				25,517.00	
REPLACEMENT PICKUP TRUCK				38,178.50	