



BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda

Tuesday, July 16, 2024 6:15 p.m.

Meeting will be held at the Bristol Water & Sewer Department, Water Filtration Plant, 1080 Terryville Ave., Bristol, CT. or join via Zoom: Meeting ID:845 169 6140, Passcode: 123456; Dial in: 1-929-205-6099.

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Approval of the minutes of the June 18, 2024 Regular Board Meeting
5. Approval of the Department Reports for the Month of June 2024
6. Public Participation
7. Customer Correspondence
 1. 220 Lake Avenue
 2. 122 George Street
 3. 32 Elm Street
8. Animal Control Building - Lease at 75 Battisto Road, Bristol, CT
9. Committee Reports
10. Investments
11. I & I Study – Smoke Testing
12. Superintendent's Report
13. Old Business
14. New Business
15. Adjournment

Next Meeting: Tuesday, August 20, 2024 6:00 p.m.

BOARD OF SEWER COMMISSION

JUNE 18, 2024 – REGULAR MEETING

PRESENT: Chairperson Phelan; Commissioners Porrini and Cunningham; Council Liaison Jacqueline Olsen.

Absent: Commissioners Dunn and Ferrier.

STAFF PRESENT: Superintendent Robert Longo; Sean Hennessey, Director of Sewer; Assistant Superintendents Bolduc, Keegan 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 APRIL 16, 2024 PUBLIC HEARING

On motion of Commissioner Porrini and seconded, it was unanimously voted to approve the April 16, 2024 Public Hearing minutes as presented.
Motion passed.

5) APPROVAL OF THE MINUTES OF THE APRIL 16, 2024 REGULAR BOARD MEETING

On motion of Commissioner Porrini and seconded, it was unanimously voted to approve the April 16, 2024 regular meeting minutes as presented.
Motion passed.

6) APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF APRIL 2024.

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

7) APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF MAY 2024.

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

8) PUBLIC PARTICIPATION.

None

9) CUSTOMER CORRESPONDENCE.

None

10) COMMITTEE REPORTS.

None.

11) INVESTMENTS.

None.

12) I & I STUDY.

No action taken.

13) SUPERINTENDENT'S REPORT.

No action taken.

14) OLD BUSINESS.

None.

15) NEW BUSINESS.

None.

16) ADJOURNMENT.

At 6:08 p.m., on motion of Commissioner Porrini and seconded, it was unanimously voted to adjourn.

ATTEST: _____

Renee M. LaMarre

Water & Sewer Administrative Assistant

CASH STATEMENT SEWER

SEWER OPERATING

BALANCE: JUNE 1, 2024	\$	10,130,345.22
ACCOUNTS RECEIVABLE	\$	445,429.72
SERVICE ACCOUNTS	\$	23,462.04
TRANSFERS IN (OUT)	\$	-
DISBURSEMENTS	\$	(601,752.40)
BALANCE: JUNE 30, 2024	\$	<u>9,997,484.58</u>

SEWER CAP/NR

BALANCE: JUNE 1, 2024	\$	5,456,135.04
TRANSFERS IN (OUT)	\$	-
DISBURSEMENTS	\$	(61,037.95)
BALANCE: JUNE 30, 2024	\$	<u>5,395,097.09</u>

SEWER PAYROLL

BALANCE: JUNE 1, 2024	\$	156,891.01
TRANSFERS IN (OUT)	\$	132,903.45
DISBURSEMENTS	\$	(128,718.21)
BALANCE: JUNE 30, 2024	\$	<u>161,076.25</u>

SEWER BILLING

SEWER BILLS RENDERED JUNE 2024:	\$	<u>577,003.54</u>
SEWER BILLS REMAINING UNPAID AS OF MAY 31 2024:	\$	<u>292,265.25</u>

WPC BUDGET VS. ACTUAL

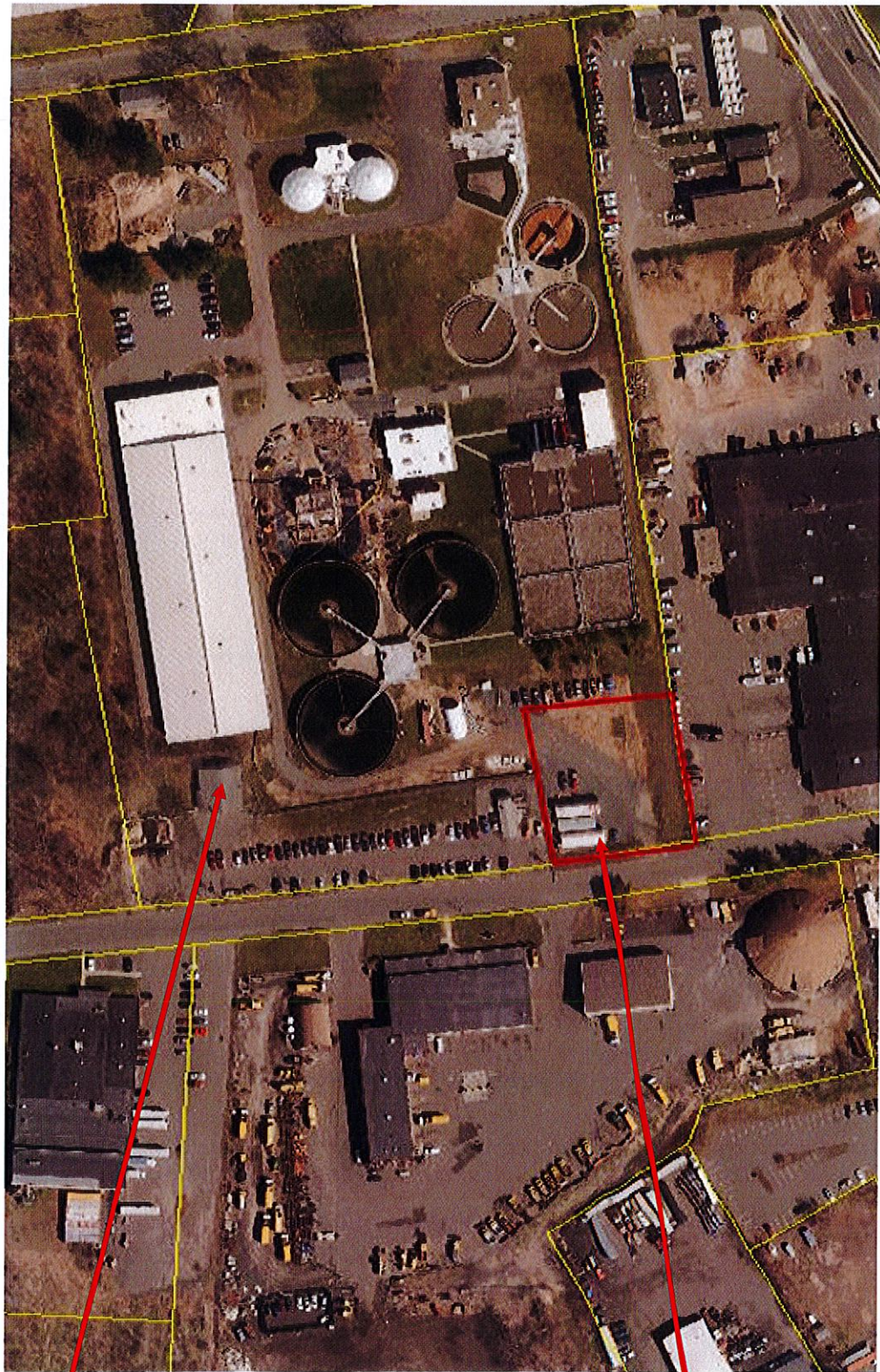
June-24

	2024 APPROVED	ACTUAL JUNE	ACTUAL TO DATE	% TO DATE
Project				
Account Description	BUDGET	2023 2024	2023 2024	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		218.45	21.85%
CUSTOMER DUMPING FEES	98,150.00	22,538.66	184,741.52	188.22%
COMMERCIAL SEWER USER FEE	1,766,450.00	70,314.55	1,663,378.77	94.17%
DOMESTIC SEWER USER FEE	4,775,160.00	277,026.03	4,703,026.78	98.49%
FACTORY SEWER USER FEE	192,975.00	2,197.64	157,464.23	81.60%
PUBLIC SEWER USER FEE	287,105.00	122,510.73	442,297.33	154.05%
SEWER CONNECTION PERMITS	130,000.00	400.00	62,930.00	48.41%
MISCELLANEOUS-OTHER	16,025.00		17,313.00	108.04%
MISC REVENUE LIENS	26,885.00	3,700.00	89,670.27	333.53%
SEWER PENALTY FEE	47,395.00	-48.09	50,869.71	107.33%
			0.00	
	7,411,145.00	498,639.52	7,371,910.06	99.47%
	2024 APPROVED BUDGET	ACTUAL JUNE 2023 2024	ACTUAL TO DATE 2023 2024	% TO DATE 2023 2024
REGULAR WAGES-WPC	1,840,178.00	117,927.26	1,608,788.99	87.43%
OVERTIME WAGES & SALARIES	56,762.00	5,312.23	61,906.38	109.06%
OTHER WAGES	22,420.00	748.37	18,655.58	83.21%
WORKERS' COMP SALARY	0.00		0.00	
LIFE INSURANCE	2,825.00	207.67	2,992.49	105.93%
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	8,915.59	129,612.71	88.27%
(OPEB) RETIREMENT BENEFITS	59,090.00		59,090.00	100.00%
CLOTHING ALLOWANCE	3,780.00	713.43	3,258.81	86.21%
PROFESSIONAL FEES & SERVICES	146,935.00	31,403.88	76,588.69	52.12%
ADMINISTRATIVE FEES	80,000.00		85,500.00	106.88%
PUBLIC UTILITIES	740,000.00	94,531.51	782,475.41	105.74%
WATER & SEWER CHARGES	14,000.00		12,974.60	92.68%
TIPPING FEES	1,197,580.00	110,677.38	1,025,243.43	85.61%
REFUSE	500.00		550.80	110.16%
REPAIRS & MAINTENANCE	75,000.00	2,755.41	113,734.29	151.65%
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	54,913.27	150,016.16	100.01%
RENTS & LEASES	4,000.00		3,559.60	88.99%
LIABILITY INSURANCE	89,310.00		161,398.18	180.72%
TELEPHONE	2,600.00	509.23	8,897.55	342.21%
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	455.26	539.43	107.89%
LABORATORY SUPPLIES	16,000.00	464.56	18,395.72	114.97%
MAINT SUPPLIES & MATERIALS	750,000.00	112,810.60	1,009,705.39	134.63%
PROGRAM SUPPLIES	66,220.00	67,772.58	88,840.14	134.16%
NATURAL GAS	33,000.00	1,277.85	26,972.58	81.74%
MOTOR FUELS	32,220.00	1,903.48	34,286.71	106.41%
MOTOR VEHICLE PARTS	3,800.00	27.98	7,950.64	209.23%

WPC BUDGET VS. ACTUAL

June-24

Account Description	Project Number	2024 APPROVED	ACTUAL JUNE	ACTUAL TO DATE	% TO DATE
		BUDGET	2023 2024	2023 2024	2023 2024
TIRES		6,500.00	2,505.00	2,505.00	38.54%
OFFICE SUPPLIES		3,000.00	216.57	3,587.99	119.60%
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				0.00	
CONFERENCES & MEMBERSHIPS		1,000.00		1,025.72	102.57%
SCHOOLING & EDUCATION		3,000.00	589.00	5,266.85	175.56%
LIEN FEES		4,500.00	290.00	13,950.00	310.00%
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	616,928.11	5,923,008.44	95.62%
TRANS OUT CWF		541,165.00	43,646.74	541,140.03	100.00%
TRANSFER OUT DEBT SERVICE		166,500.00		191,157.50	114.81%
TRANSFER OUT INTERNAL SERVICE		508,979.00	31,863.56	447,384.95	87.90%
		1,216,644.00	75,510.30	1,179,682.48	96.96%
		7,411,143.00	692,438.41	7,102,690.92	95.84%
AERATION TANKS	24006	1,500,000.00	17,391.21	76,882.94	5.13%
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	



Existing Dog Pound

Approximate Area of Leased Land

EDWARD C. KRAWIECKI, JR.
CORPORATION COUNSEL

THOMAS W. CONLIN
ASSISTANT CORPORATION COUNSEL

JEFFREY R. STEEG
ASSISTANT CORPORATION COUNSEL

SCOTT MATNEY
ASSISTANT CORPORATION COUNSEL

NOELLE T. BATES
LEGAL ADMINISTRATOR

MARIA THEAM
LEGAL ADMINISTRATIVE ASSISTANT



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July 10, 2024

D'Amato Associates, LLC
400 Middle Street
Bristol, CT 06010

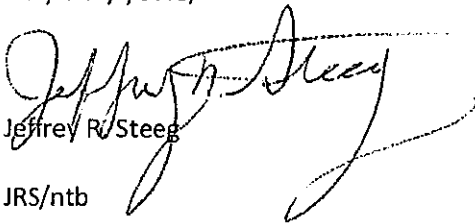
Re: Lease at 75 Battisto Road, Bristol, CT

Dear Sir/Madam:

Please be advised at its July 9, 2024 meeting, the Bristol City Council voted to give D'Amato Associates, LLC one (1) year written notice of its intention to terminate the lease of a portion of property located at 75 Battisto Road, Assessor's Map 3, Lot 31.

This action was in accordance with paragraph 3 of said lease entitled, "Termination. This Lease may be terminated at any time by either party giving to the other one (1) year written notice." Please consider this as written notice accordingly.

Very truly yours,


Jeffrey R. Steeg

JRS/ntb

cc: Mayor Jeffrey Caggiano
Edward C. Krawiecki, Jr.
James Ziogas, Esq.