BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda

Tuesday, August 20, 2024 6:00 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 July 16, 2024 Regular Board Meeting
5. Approval of the Department Reports for the Month of July 2024
6. Public Participation
7. Customer Correspondence
8. Sewer Main Extension Application: Village St- Cold Springs Phase IV – William DelFino
9. Transfer of $140,219.62 From Regular Wages to Fund Over Expenditures of:
   - $5,144.38 in the Overtime Salaries Account
   - $167.49 in the Life Insurance Account
   - $5,500.00 in the Administrative Fees Account
   - $42,475.41 in the Public Utilities Account
   - $50.80 in the Refuse Account
   - $38,734.29 in the Repairs and Maintenance Account
   - $19,131.40 in the Motor Vehicle Service and Repair Account
   - $16.16 in the Major Repairs Account
   - $28,999.69 in the Liability Insurance Account
10. Transfer of $70,346.31 From Professional Fees and Services to Fund Over Expenditures of:
    - $43,088.49 in the Liability Insurance Account
    - $6,297.55 in the Telephone Account
    - $39.43 in the Advertising Account
    - $2,395.72 in the Laboratory Supplies Account

- $18,525.12 in the Maintenance Supplies and Materials Account

11. Transfer of $172,336.57 From Tipping Fees to Fund Over Expenditures of:
    - $172,336.57 in the Maintenance Supplies and Materials Account

12. Transfer of $42,161.98 From Collect System and Rehab to Fund Over Expenditures of:
    - $42,161.98 in the Maintenance Supplies and Materials Account

13. Transfer of $67,849.77 From the Contingency Account to Fund Over Expenditures of:
    - $26,681.72 in the Maintenance Supplies and Materials Account
    - $22,620.14 in the Program Supplies Account
    - $2,066.71 in the Motor Fuels Account
    - $4,150.64 in the Motor Vehicles Parts Account
    - $587.99 in the Office Supplies Account
    - $25.72 in the Conference and Memberships Account
    - $2,266.85 in the Schooling and Education Account
    - $9,450.00 in the Lien Fees Account

14. Animal Control Building – Lease at 75 Battisto Road, Bristol, CT

15. Committee Reports

16. Investments

17. I & I Study – Smoke Testing

18. Superintendent's Report

19. Old Business

20. New Business

21. Adjournment

Next Meeting: Tuesday, September 17, 2024 6:00 p.m.

BOARD OF SEWER COMMISSION
JULY 16, 2024 – REGULAR MEETING

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

STAFF PRESENT: Superintendent Robert Longo; Sean Hennessey, Director of Sewer; Assistant Superintendents Pagliaruli, Bolduc and Keegan.

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 JUNE 18, 2024 PUBLIC HEARING.

   On motion of Commissioner Cunningham and seconded, it was unanimously voted to approve the June 18, 2024 regular meeting minutes as presented.
   Motion passed.

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

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

6) PUBLIC PARTICIPATION.

   None

7) CUSTOMER CORRESPONDENCE.
   1. 220 Lake Avenue: Mr. O'Keefe requested an adjustment on his sewer consumption charge. He informed the Board that a pipe broke and flooded the house, but none of the water went down the drain.

      On motion of Commissioner Dunn and seconded, it was unanimously voted to adjust the winter quarter consumption to 1,893 cubic feet starting with the July 1, 2024 invoice.
      Motion passed.

   2. 122 George Street: Requested an adjustment on the sewer usage that was based on a high-winter water use, that was caused by a leaking toilet.

On motion of Commissioner Porrini and seconded, it was unanimously voted that no recourse be given to 122 George Street.
Motion passed.

3. 32 Elm Street: Requested all the outstanding sewer penalties and liens be waived.

   On motion of Commissioner Ferrier and seconded, it was unanimously voted that no recourse be given to 32 Elm Street.
   Motion passed.

8) ANIMAL CONTROL BUILDING – LEASE AT 75 BATTISTO ROAD, BRISTOL, CT

No action taken.

9) COMMITTEE REPORTS.

None.

10) INVESTMENTS.

None.

11) I & I STUDY – SMOKE TESTING.

No action taken.

12) SUPERINTENDENT'S REPORT.

No action taken.

13) OLD BUSINESS.

None.

14) NEW BUSINESS.

None.

15) ADJOURNMENT.

At 7:02 p.m., on motion of Commissioner Dunn and seconded, it was unanimously voted to adjourn.

ATTEST: ______________________________
Renee M. LaMarre
Water & Sewer Administrative Assistant

CASH STATEMENT SEWER

SEWER OPERATING

BALANCE: JULY 1, 2024	$	9,997,484.58
ACCOUNTS RECEIVABLE	$	754,538.90
SERVICE ACCOUNTS	$	65,100.79
TRANSFERS IN (OUT)	$	-
DISBURSEMENTS	$	(380,150.20)
BALANCE: JULY 31, 2024	$	10,436,974.07

SEWER CAP/NR

BALANCE: JULY 1, 2024	$	5,395,097.09
TRANSFERS IN (OUT)	$	-
DISBURSEMENTS	$	(227,906.83)
BALANCE:JULY 31, 2024	$	5,167,190.26

SEWER PAYROLL

BALANCE: JULY 1, 2024	$	161,076.25
TRANSFERS IN (OUT)	$	139,047.33
DISBURSEMENTS	$	(141,304.91)
BALANCE: JULY 31, 2024	$	158,818.67

SEWER BILLING

SEWER BILLS RENDERED JULY 2024:	$	753,897.64
SEWER BILLS REMAINING UNPAID AS OF JULY 31 2024:	$	303,409.32

WPC BUDGET VS. ACTUAL
July-24

Account Description	Project Number	2025 APPROVED BUDGET	ACTUAL JULY 2024 2025	ACTUAL TO DATE 2024 2025	% TO DATE 2024 2025
INTEREST INCOME		10,000.00		0.00	0.00%
SEWER ASSESSMENTS & ADJUSTMENT		10,000.00		0.00	0.00%
ASSESS-INT, LIENS & PENALTIES		650.00		0.00	0.00%
CUSTOMER DUMPING FEES		110,000.00	21,347.85	21,347.85	19.41%
COMMERCIAL SEWER USER FEE		1,850,000.00	234,748.92	234,748.92	12.69%
DOMESTIC SEWER USER FEE		4,785,000.00	472,740.99	472,740.99	9.88%
FACTORY SEWER USER FEE		179,985.00	41,611.24	41,611.24	23.12%
PUBLIC SEWER USER FEE		303,970.00	30,516.86	30,516.86	10.04%
SEWER CONNECTION PERMITS		130,000.00	10,010.00	10,010.00	7.70%
MISCELLANEOUS-OTHER		53,000.00	0.00	0.00	0.00%
MISC REVENUE LIENS		13,500.00	2,000.00	2,000.00	14.81%
SEWER PENALTY FEE		25,235.00	9,680.32	9,680.32	38.36%
				0.00	
		7,471,340.00	822,656.18	822,656.18	11.01%

	2025 APPROVED BUDGET	ACTUAL JULY 2024 2025	ACTUAL TO DATE 2024 2025	% TO DATE 2024 2025
REGULAR WAGES-WPC	1,890,750.00	114,983.40	114,983.40	6.08%
OVERTIME WAGES & SALARIES	57,725.00	9,286.03	9,286.03	16.09%
OTHER WAGES	25,365.00	1,276.74	1,276.74	5.03%
WORKERS' COMP SALARY	0.00		0.00	
LIFE INSURANCE	2,825.00	185.81	185.81	6.58%
WORKERS COMPENSATION INS	114,000.00	31,600.00	31,600.00	27.72%
DISABILITY INSURANCE	550.00		0.00	0.00%
F.I.C.A. & MEDICARE	150,999.00	9,501.16	9,501.16	6.29%
(OPEB) RETIREMENT BENEFITS	59,090.00		0.00	0.00%
CLOTHING ALLOWANCE	3,500.00	317.96	317.96	9.08%
PROFESSIONAL FEES & SERVICES	160,000.00	916.65	916.65	0.57%
ADMINISTRATIVE FEES	70,000.00	14,250.00	14,250.00	20.36%
PUBLIC UTILITIES	654,000.00	27,025.61	27,025.61	4.13%
WATER & SEWER CHARGES	13,400.00	5,060.45	5,060.45	37.76%
TIPPING FEES	1,215,000.00		0.00	0.00%
REFUSE	500.00	3,225.77	3,225.77	645.15%
REPAIRS & MAINTENANCE	115,000.00		0.00	0.00%
COLLECT SYSTEM MAIN & REHAB	150,000.00		0.00	0.00%
MOTOR VEHICLE SERVICE & REPAIR	20,000.00	926.93	926.93	4.63%
MAJOR REPAIRS	130,000.00		0.00	0.00%
RENTS & LEASES	5,000.00		0.00	0.00%
LIABILITY INSURANCE	95,000.00		0.00	0.00%
TELEPHONE	2,800.00		0.00	0.00%
POSTAGE	25,000.00		0.00	0.00%
TRAVEL REIMBURSEMENT	100.00		0.00	0.00%
PRINTING & BINDING	300.00		0.00	0.00%
ADVERTISING	500.00	1,828.56	1,828.56	365.71%
LABORATORY SUPPLIES	17,000.00		0.00	0.00%
MAINT SUPPLIES & MATERIALS	800,000.00	56,235.52	56,235.52	7.03%
PROGRAM SUPPLIES	71,500.00	470.37	470.37	0.66%
NATURAL GAS	33,000.00		0.00	0.00%
GENERATOR FUEL	9,000.00		0.00	0.00%
MOTOR FUELS	32,000.00	1,963.47	1,963.47	6.14%
MOTOR VEHICLE PARTS	5,000.00		0.00	0.00%

WPC BUDGET VS. ACTUAL
July-24

Account Description	**Project Number**	**2025 APPROVED BUDGET**	**ACTUAL JULY 2024 2025**	**ACTUAL TO DATE 2024 2025**	**% TO DATE 2024 2025**
TIRES		3,500.00		0.00	0.00%
OFFICE SUPPLIES		3,000.00	572.41	572.41	19.08%
CAPITAL OUTLAY		830,000.00		0.00	0.00%
CONFERENCES & MEMBERSHIPS		2,500.00		0.00	0.00%
SCHOOLING & EDUCATION		6,000.00		0.00	0.00%
LIEN FEES		7,500.00	495.00	495.00	6.60%
CONTINGENCY		130,000.00		0.00	0.00%
MISCELLANEOUS		11,000.00		0.00	0.00%
REFUNDS OF SEWER USE FEES		2,500.00		0.00	0.00%
		6,924,904.00	280,121.84	280,121.84	4.05%
CWF PRINCIPAL		406,541.00	33,569.06	33,569.06	8.26%
DEBT SERVICE PRINCIPAL		144,500.00	138,500.00	138,500.00	95.85%
INTEREST EXPENSE		174,268.00	31,282.69	31,282.69	17.95%
TRANSFER OUT INTERNAL SERVICE		622,739.00	43,116.21	43,116.21	6.92%
CNR ANNUAL CONTRIBUTION		650,000.00		0.00	0.00%
		1,998,048.00	246,467.96	246,467.96	12.34%
		8,922,952.00	**526,589.80**	**526,589.80**	5.90%
CARRYOVERS FROM PREVIOUS BUDGET YR					
BUILDING HEATERS	24003		4,665.71		
SECONDARY CLARIFIER UNIT	22038		91,362.65		

SEWER MAIN EXTENSION APPLICATION

DATE: June 21, 2024

I ______________________ do hereby guarantee to the Board of Sewer Commissioners the cost of

installing approximately 910 feet of 8" main on Village Street.

To cover lot(s) # 20-32 & 63-68 (Phase IV, Cold Springs Subdivision).

__________ feet of __________ main on ______________________________.

To cover lot(s) # ______________________________.

__________ feet of __________ main on ______________________________.

I hereby waive all claims for a hearing on this extension. I understand that I will be obligated to make a deposit with the Bristol Water & Sewer Department "BWSD" in the full amount of the estimated cost of this extension plus the estimated cost of all service laterals before work can be started . I also understand that after the work is completed and the actual cost of the extension and service laterals has been determined, this cost will be compared with the original deposit. BWSD will refund the difference to me if the cost is less than the deposit or if the cost is more than the deposit, I will be billed the difference.

All trench work is to be done by the applicant (excavation, backfilling, and street surfacing) in accordance with OSHA standards. All water main and service(s) must comply with the BWSD specifications.

SEWER MAIN ESTIMATE: All sewer costs by developer

SERVICE CONNECTION ESTIMATE: 19 Lots @ $1,250 per lot

OTHER: N/A

TOTAL ESTIMATE: $23,750.00

Estimated by: ______________________________

Signature of Applicant: William Delfini

D/B/A: Industrial Builders + Realty

Address of applicant: 785 Middle Street Bristol, CT 06010

Approved for
Bristol Water & Sewer Department: ______________________ Date: __________

TRANSFER OF $140,219.62 FROM REGULAR WAGES TO FUND OVER EXPENDITURES OF

- $5,144.38 in the Overtime Salaries Account
- $167.49 in the Life Insurance Account
- $5,500.00 in the Administrative Fees Account
- $42,475.41 in the Public Utilities Account
- $50.80 in the Refuse Account
- $38,734.29 in the Repairs and Maintenance Account
- $19,131.40 in the Motor Vehicle Service and Repair Account
- $16.16 in the Major Repairs Account
- $28,999.69 in the Liability Insurance Account

TRANSFER OF $70,346.31 FROM PROFESSIONAL FEES AND SERVICES TO FUND OVER EXPENDITURES OF

- $43,088.49 in the Liability Insurance Account
- $6,297.55 in the Telephone Account
- $39.43 in the Advertising Account
- $2,395.72 in the Laboratory Supplies Account
- $18,525.12 in the Maintenance Supplies and Materials Account

TRANSFER OF $172,336.57 FROM TIPPING FEES TO FUND OVER EXPENDITURES OF

- $172,336.57 in the Maintenance Supplies and Materials Account

TRANSFER OF $42,161.98 FROM COLLECT SYSTEM AND REHAB TO FUND OVER EXPENDITURES OF

- $42,161.98 in the Maintenance Supplies and Materials Account

TRANSFER OF $67,849.77 FROM THE CONTINGENCY ACCOUNT TO FUND OVER EXPENDITURES OF

- $26,681.72 in the Maintenance Supplies and Materials Account
- $22,620.14 in the Program Supplies Account
- $2,066.71 in the Motor Fuels Account
- $4,150.64 in the Motor Vehicle Parts Account
- $587.99 in the Office Supplies Account
- $25.72 in the Conference and Memberships Account
- $2,266.85 in the Schooling and Education Account
- $9,450.00 in the Lien Fees Account

WPC BUDGET VS. ACTUAL
June-24

Account Description	Project Number	2024 APPROVED BUDGET	ACTUAL TO DATE 2023 2024	% TO DATE 2023 2024	BUDGET ADJUSTMENTS 2023 2024	ADJUSTED BUDGET 2023 2024	ADJ % TO DATE 2023 2024
INTEREST INCOME		15,000.00	0.00	0.00%		15,000.00	0.00%
SEWER ASSESSMENTS & ADJUSTMENT		55,000.00	0.00	0.00%		55,000.00	0.00%
ASSESS-INT, LIENS & PENALTIES		1,000.00	218.45	21.85%		1,000.00	21.85%
CUSTOMER DUMPING FEES		98,150.00	184,741.52	188.22%		98,150.00	188.22%
COMMERCIAL SEWER USER FEE		1,766,450.00	1,663,378.77	94.17%		1,766,450.00	94.17%
DOMESTIC SEWER USER FEE		4,775,160.00	4,703,026.78	98.49%		4,775,160.00	98.49%
FACTORY SEWER USER FEE		192,975.00	157,464.23	81.60%		192,975.00	81.60%
PUBLIC SEWER USER FEE		287,105.00	442,297.33	154.05%		287,105.00	154.05%
SEWER CONNECTION PERMITS		130,000.00	62,930.00	48.41%		130,000.00	48.41%
MISCELLANEOUS-OTHER		16,025.00	17,313.00	108.04%		16,025.00	108.04%
MISC REVENUE LIENS		26,885.00	89,670.27	333.53%		26,885.00	
SEWER PENALTY FEE		47,395.00	50,869.71	107.33%		47,395.00	100.00%
		7,411,145.00	7,371,910.06	99.47%		7,411,145.00	99.47%

Account Description	Project Number	2024 APPROVED BUDGET	ACTUAL TO DATE 2023 2024	% TO DATE 2023 2024	BUDGET ADJUSTMENTS 2023 2024	ADJUSTED BUDGET 2023 2024	ADJ % TO DATE 2023 2024
REGULAR WAGES-WPC		1,840,178.00	1,608,788.99	87.43%	(140,219.62)	1,699,958.38	94.64%
OVERTIME WAGES & SALARIES		56,762.00	61,906.38	109.06%	5,144.38	61,906.38	100.00%
OTHER WAGES		22,420.00	18,655.58	83.21%		22,420.00	83.21%
WORKERS' COMP SALARY		0.00	0.00			0.00	0.00%
LIFE INSURANCE		2,825.00	2,992.49	105.93%	167.49	2,992.49	100.00%
WORKERS COMPENSATION INS		114,000.00	114,000.00	100.00%		114,000.00	100.00%
DISABILITY INSURANCE		550.00	0.00	0.00%		550.00	0.00%
F.I.C.A. & MEDICARE		146,829.00	129,612.71	88.27%		146,829.00	88.27%
(OPEB) RETIREMENT BENEFITS		59,090.00	59,090.00	100.00%		59,090.00	100.00%
CLOTHING ALLOWANCE		3,780.00	3,258.81	86.21%		3,780.00	86.21%
PROFESSIONAL FEES & SERVICES		146,935.00	76,588.69	52.12%	(70,346.31)	76,588.69	100.00%
ADMINISTRATIVE FEES		80,000.00	85,500.00	106.88%	5,500.00	85,500.00	100.00%
PUBLIC UTILITIES		740,000.00	782,475.41	105.74%	42,475.41	782,475.41	100.00%
WATER & SEWER CHARGES		14,000.00	12,974.60	92.68%		14,000.00	92.68%
TIPPING FEES		1,197,580.00	1,025,243.43	85.61%	(172,336.57)	1,025,243.43	100.00%
REFUSE		500.00	550.80	110.16%	50.80	550.80	100.00%
REPAIRS & MAINTENANCE		75,000.00	113,734.29	151.65%	38,734.29	113,734.29	100.00%
COLLECT SYSTEM MAIN & REHAB		115,000.00	72,838.02	63.34%	(42,161.98)	72,838.02	100.00%
MOTOR VEHICLE SERVICE & REPAIR		15,000.00	34,131.40	227.54%	19,131.40	34,131.40	100.00%
MAJOR REPAIRS		150,000.00	150,016.16	100.01%	16.16	150,016.16	100.00%
RENTS & LEASES		4,000.00	3,559.60	88.99%		4,000.00	88.99%
LIABILITY INSURANCE		89,310.00	161,398.18	180.72%	72,088.18	161,398.18	100.00%
TELEPHONE		2,600.00	8,897.55	342.21%	6,297.55	8,897.55	100.00%
POSTAGE		24,500.00	24,500.00	100.00%		24,500.00	100.00%
TRAVEL REIMBURSEMENT		100.00	0.00	0.00%		100.00	0.00%
PRINTING & BINDING		300.00	0.00	0.00%		300.00	0.00%
ADVERTISING		500.00	539.43	107.89%	39.43	539.43	100.00%
LABORATORY SUPPLIES		16,000.00	18,395.72	114.97%	2,395.72	18,395.72	100.00%
MAINT SUPPLIES & MATERIALS		750,000.00	1,009,705.39	134.63%	259,705.39	1,009,705.39	100.00%
PROGRAM SUPPLIES		66,220.00	88,840.14	134.16%	22,620.14	88,840.14	100.00%
NATURAL GAS		33,000.00	26,972.58	81.74%		33,000.00	81.74%
MOTOR FUELS		32,220.00	34,286.71	106.41%	2,066.71	34,286.71	100.00%
MOTOR VEHICLE PARTS		3,800.00	7,950.64	209.23%	4,150.64	7,950.64	100.00%
TIRES		6,500.00	2,505.00	38.54%		6,500.00	38.54%
OFFICE SUPPLIES		3,000.00	3,587.99	119.60%	587.99	3,587.99	100.00%
RENOVATE OPERATIONS INTERIOR	24001	100,000.00	87,861.60	87.86%		100,000.00	87.86%
SPARE SECONDARY DRIVE	24002	100,000.00	7,232.35	7.23%		100,000.00	7.23%
BUILDING HEATERS	24003	10,000.00	0.00	0.00%		10,000.00	0.00%
PUMPING STATION TREET REMOVAL	24004	10,000.00	0.00	0.00%		10,000.00	0.00%
PAINT WOOSTER COURT DRY-CAN PUMPING STATI	24005	10,000.00	0.00	0.00%		10,000.00	0.00%
CONFERENCES & MEMBERSHIPS		1,000.00	1,025.72	102.57%	25.72	1,025.72	100.00%
SCHOOLING & EDUCATION		3,000.00	5,266.85	175.56%	2,266.85	5,266.85	100.00%
LIEN FEES		4,500.00	13,950.00	310.00%	9,450.00	13,950.00	100.00%
CONTINGENCY		130,000.00	62,150.23	47.81%	(67,849.77)	62,150.23	100.00%
MISCELLANEOUS		11,000.00	2,025.00	18.41%		11,000.00	18.41%

WPC BUDGET VS. ACTUAL
June-24

Account Description	Project Number	2024 APPROVED BUDGET	ACTUAL TO DATE 2023 2024	% TO DATE 2023 2024	BUDGET ADJUSTMENTS 2023 2024	ADJUSTED BUDGET 2023 2024	ADJ % TO DATE 2023 2024
REFUNDS OF SEWER USE FEES		2,500.00	0.00	0.00%		2,500.00	0.00%
		6,194,499.00	5,923,008.44	95.62%	0.00	6,194,499.00	95.62%
TRANS OUT CWF		541,165.00	541,140.03	100.00%		541,165.00	100.00%
TRANSFER OUT DEBT SERVICE		166,500.00	191,157.50	114.81%		166,500.00	114.81%
TRANSFER OUT INTERNAL SERVICE		508,979.00	447,384.95	87.90%		508,979.00	87.90%
		1,216,644.00	1,179,682.48	96.96%		1,216,644.00	96.96%
		7,411,143.00	**7,102,690.92**	95.84%		7,411,143.00	95.84%
AERATION TANKS	24006	**1,500,000.00**	76,882.94	5.13%		1,500,000.00	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
LAWN MOWER	2,883.00
COMP MAINT MGMT SOFTWARE	4,991.00