BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda

Tuesday, September 17, 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 August 20, 2024 Regular Board Meeting
5. Approval of the Department Reports for the Month of August 2024
6. Public Participation
7. Customer Correspondence
    1. 91-95 Park St.
    2. 160 Lexington St.
    3. 92 Indiana St.
8. Committee Reports
9. Investments
10. I & I Study
11. Superintendent's Report
12. Old Business
13. New Business
14. Adjournment

Next Meeting: Tuesday, October 15, 2024 6:00 p.m.

BOARD OF SEWER COMMISSION
AUGUST 20, 2024 – REGULAR MEETING

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

STAFF PRESENT: Sean Hennessey, Director of Sewer; Assistant Superintendents Pagliaruli, 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 JULY 16, 2024 REGULAR MEETING.

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

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

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

6) PUBLIC PARTICIPATION.

None.

7) CUSTOMER CORRESPONDENCE.

None.

8) SEWER MAIN EXTENSION APPLICATION: VILLAGE ST.-COLD SPRINGS PHASE IV – WILLIAM DELFINO.

On motion of Commissioner Dunn and seconded, it was unanimously voted to approve the Sewer Main Extension for Village St. to Cold Springs Phase IV.
Motion passed.

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 VEHICLES SERVICE AND REPAIR ACCOUNT
- $16.16 IN THE MAJOR REPAIRS ACCOUNT
- $28,999.69 IN THE LIABILITY INSURANCE ACCOUNT

On motion of Commissioner Porrini and seconded, it was unanimously voted to approve the transfer of $140,219.62 from Regular Wages to fund over expenditures as presented.
Motion passed.

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

On motion of Commissioner Ferrier and seconded, it was unanimously voted to approve the transfer of $70,346.31 from Professional Fees and Services to fund over expenditures as presented.
Motion passed.

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

- $172,336.57 IN THE MAINTENANCE SUPPLIES AND MATERIALS ACCOUNT

On motion of Commissioner Dunn and seconded, it was unanimously voted to approve the transfer of $172,336.57 from Tipping Fees to fund over expenditures as presented.
Motion passed.

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

On motion of Commissioner Dunn and seconded, it was unanimously voted to approve the transfer of $42,161.98 from Collect System and Rehab to fund over expenditures as presented.
Motion passed.

13) TRANSFER OF $67,849.77 FROM 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

On motion of Commissioner Ferrier and seconded, it was unanimously voted to approve the transfer of $67,849.77 from Contingency Account to fund over expenditures as presented. Motion passed.

14) ANIMAL CONTROL BUILDING – LEASE AT 75 BATTISTO ROAD, BRISTOL, CT 06010.

No action taken.

15) COMMITTEE REPORTS.

None

16) INVESTMENTS.

None.

17) I&I STUDY.

No action taken.

18) SUPERINTENDENTS REPORT.

No action taken.

19) CHAIRPERSONS REPORT.

None.

20) OLD BUSINESS.

None.

21) NEW BUSINESS.

None.

22) ADJOURNMENT.

At 6:20 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: AUG 1, 2024	$	10,436,813.99
ACCOUNTS RECEIVABLE	$	706,166.19
SERVICE ACCOUNTS	$	25,882.50
TRANSFERS IN (OUT)	$	-
DISBURSEMENTS	$	(688,265.38)
BALANCE: AUG 31, 2024	$	10,480,597.30

SEWER CAP/NR

BALANCE: AUG 1, 2024	$	5,191,745.30
TRANSFERS IN (OUT)	$	-
DISBURSEMENTS	$	(91,291.03)
BALANCE:AUG 31, 2024	$	5,100,454.27

SEWER PAYROLL

BALANCE: AUG 1, 2024	$	158,818.67
TRANSFERS IN (OUT)	$	137,279.20
DISBURSEMENTS	$	(139,478.38)
BALANCE: AUG 31, 2024	$	156,619.49

SEWER BILLING

SEWER BILLS RENDERED AUG 2024:	$	712,645.03
SEWER BILLS REMAINING UNPAID AS OF AUG 31 2024:	$	316,244.11

2024 2025 WPC BUDGET						
Aug-24						
		APPROVED BUDGET 2024 2025	EXPENDED JULY 2024 2025	EXPENDED AUGUST 2024 2025	EXPENDED TO DATE 2024 2025	% TO DATE 2024 2025
CLASSIFICATION						
SALARIES	$	1,973,840.00	$125,546.17	$128,093.79	$253,639.96	12.85%
FRINGE BENEFITS	$	776,563.00	$52,803.18	$45,438.33	$98,241.51	12.65%
OPERATING SERVICES	$	4,110,409.00	$227,946.52	$345,682.45	$573,628.97	13.96%
MATERIALS & SUPPLIES	$	1,232,140.00	$42,956.12	$139,190.92	$182,147.04	14.78%
CAPITAL OUTLAY	$	830,000.00	$0.00	$0.00	$0.00	0.00%
GRAND TOTAL	$	8,922,952.00	$449,251.99	$658,405.49	$1,107,657.48	12.41%
OPERATING SERVICES						
PUBLIC UTILITIES	$	654,000.00	$1,414.11	$112,540.24	$113,954.35	17.42%
NATURAL GAS	$	33,000.00		$1,295.61	$1,295.61	3.93%
WATER AND SEWER CHARGES	$	13,400.00	$5,060.45		$5,060.45	37.76%
TIPPING FEES	$	1,215,000.00		$191,076.63	$191,076.63	15.73%
REFUSE	$	500.00			$0.00	0.00%
TELEPHONE	$	2,800.00		$1,050.15	$1,050.15	37.51%
POSTAGE	$	25,000.00			$0.00	0.00%
ADVERTISING	$	500.00	$118.56		$118.56	23.71%
PRINTING/BINDING	$	300.00			$0.00	0.00%
TRAVEL REIMBURSEMENT	$	100.00			$0.00	0.00%
CLOTHING/UNIFORMS	$	3,500.00		$444.02	$444.02	12.69%
REPAIRS AND MAINTENANCE	$	115,000.00	$2,340.00	$3,687.83	$6,027.83	5.24%
COLLECT SYSTEM MAIN AND REHAB	$	150,000.00		$6,530.02	$6,530.02	4.35%
MAJOR REPAIRS	$	130,000.00		$6,512.00	$6,512.00	5.01%
RENTS AND LEASES	$	5,000.00			$0.00	0.00%
ADMIN FEES	$	70,000.00	$14,250.00		$14,250.00	20.36%
PROFESSIONAL FEES	$	160,000.00	$916.65	$6,816.05	$7,732.70	4.83%
LIENS	$	7,500.00	$495.00	$1,005.00	$1,500.00	20.00%
MISCELLANEOUS	$	11,000.00			$0.00	0.00%
CNR ANNUAL CONTRIBUTION	$	650,000.00			$0.00	0.00%
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	$10,021.75	$41,304.44	23.70%
CONTINGENCY	$	130,000.00		$4,583.15	$4,583.15	3.53%
CONFERENCES AND MEMBERSHIPS	$	2,500.00			$0.00	0.00%
SCHOOLING AND EDUCATION	$	6,000.00		$120.00	$120.00	2.00%
TOTAL OPERATING SERVICES	$	4,110,409.00	$227,946.52	$345,682.45	$573,628.97	13.96%
SUPPLIES AND MATERIALS						
WORKERS COMP INS	$	114,000.00	$31,600.00		$31,600.00	27.72%
DISABILITY INS	$	550.00			$0.00	0.00%
OPEB RETIREMENT BENEFITS	$	59,090.00			$0.00	0.00%
MOTOR FUELS	$	32,000.00		$1,606.38	$1,606.38	5.02%
OFFICE SUPPLIES	$	3,000.00	$572.41	$122.50	$694.91	23.16%
MAINTENANCE SUP & MATERIALS	$	800,000.00	$10,204.78	$129,666.38	$139,871.16	17.48%
MV PARTS & SUPPLIES	$	5,000.00		$104.02	$104.02	2.08%
MV SERVICE & REPAIRS	$	20,000.00	$578.93		$578.93	2.89%
GENERATOR FUEL	$	9,000.00		$4,714.44	$4,714.44	52.38%
LABORATORY SUPPLIES	$	17,000.00		$1,617.23	$1,617.23	9.51%
PROGRAM SUPPLIES	$	71,500.00		$1,359.97	$1,359.97	1.90%
TIRES	$	3,500.00			$0.00	0.00%
REFUNDS OF SEWER USE FEES	$	2,500.00			$0.00	0.00%
LIABILITY INSURANCE	$	95,000.00			$0.00	0.00%
TOTAL SUPPLIES & MATERAILS	$	1,232,140.00	$ 42,956.12	$ 139,190.92	$ 182,147.04	14.78%
CAPITAL OUTLAY						
CAPITAL OUTLAY	$	830,000.00			$0.00	0.00%
CAPITAL OUTLAY TOTAL	$	830,000.00	$0.00	$0.00	$0.00	0.00%
GRAND TOTAL	$	8,922,952.00	$449,251.99	$658,405.49	$1,107,657.48	12.41%

2024-2025 WPC CAPITAL OUTLAY		BUDGET REQUEST 2024-2025	EXPENDED JULY 2024	EXPENDED AUG 2024	EXPENDED TO-DATE
REBUILD/REPLACE GRIT GEAR BOXES AND PUMPS		$75,000.00			$0.00
REPLACE SECOND SECONDARY DRIVE		$110,000.00			$0.00
PLANT AND STATION EQIPMENT PARTS		$65,000.00			$0.00
VAC TRUCK		$580,000.00			$0.00
					$0.00
					$0.00
		$830,000.00	**$0.00**	**$0.00**	**$0.00**
CARRY OVER FROM 2023-2024	**Project**				
BUILDING HEATERS	24003		4,665.71		**4,665.71**
SECONDARY CLARIFIER UNIT	22038		91,362.65		**91,362.65**
AERATION TANKS REHAB	24006			$47,644.28	**47,644.28**