BOARD OF WATER COMMISSIONERS

Regular Meeting Agenda

Tuesday, September 17, 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 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. BTC Ingraham
8. Committee Reports
9. Investments
10. Superintendent's Report
11. Chairperson's Report
12. Old Business
13. New Business
14. Adjournment

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

BOARD OF WATER COMMISSION
AUGUST 20, 2024 – REGULAR MEETING

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

STAFF PRESENT: 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 6:21 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 Porrini 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.
   1. 85 Illinois Avenue: Requested to have the $175.00 Reinstatement Fee reimbursed.

      On motion of Commissioner Ferrier and seconded, it was unanimously voted that no recourse be given to 85 Illinois Avenue.
      Motion passed.

   2. 31 Dallas Avenue: Requested to have the $175.00 Reinstatement Fee reimbursed.

      On motion of Commissioner Dunn and seconded, it was unanimously voted that no recourse

be given to 31 Dallas Avenue.
Motion passed.

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

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

9) TIMBER SALE.

On motion of Commissioner Ferrier and seconded, it was unanimously voted to award the 2024-2025 Timber Sale to Gutchess Lumber Co., Inc. for $26,197.00.
Motion passed.

10) TRANSFER OF $90,879.89 FROM CAPITAL EQUIPMENT TO FUND OVER EXPENDITURES OF:

- $2,916.07 IN THE ADVERTISING ACCOUNT
- $4,298.83 IN THE CLOTHING ALLOWANCE ACCOUNT
- $77,013.82 IN THE PROFESSIONAL SERVICE ACCOUNT
- $3,951.17 IN THE MISCELLANEOUS ACCOUNT
- $2,700.00 IN THE SEWER USE FEE ACCOUNT

On motion of Commissioner Dunn and seconded, it was unanimously voted to approve the transfer of $90,879.89 from Capital Equipment to fund over expenditures as presented.
Motion passed.

11) TRANSFER OF $484,988.14 FROM CAPITAL OUTLAY TO FUND OVER EXPENDITURES OF:

- $6,214.12 IN THE MOTOR FUELS ACCOUNT
- $428,021.44 IN THE MAINTENANCE SUPPLIES & MATERIALS ACCOUNT
- $7,763.29 IN THE MOTOR VEHICLE PARTS & SUPPLIES ACCOUNT
- $1,603.07 IN THE FUEL OIL ACCOUNT
- $41,386.22 IN THE CHEMICAL TREATMENT ACCOUNT

On motion of Commissioner Ferrier and seconded, it was unanimously voted to approve the transfer of $484,988.14 from Capital Outlay to fund over expenditures as presented.
Motion passed.

12) COMMITTEE REPORTS.

None

13) INVESTMENTS.

None.

14) SUPERINTENDENTS REPORT.

None.

15) CHAIRPERSONS REPORT.

No action taken.

16) OLD BUSINESS.

None.

17) NEW BUSINESS.

None.

18) ADJOURNMENT.

At 6:50 p.m., on motion of Commissioner Dunn and seconded, it was unanimously voted to adjourn.

ATTEST: ______________________________

Renee M. LaMarre
Water & Sewer Administrative Assistant

BRISTOL WATER DEPARTMENT
AUGUST 2024

WATER BILLING

Water Bills rendered August 2024	$949,262.72
Water Bills remaining unpaid as of August 2024	$365,428.66

PRECIPITATION

For the Month	9.72 "	Normal	4.21 "	Departure from Normal	5.51 "
For the Year	50.98 "	Normal	30.55 "	Departure from Normal	20.43 "

RESERVOIR CAPACITY

Total Available Capacity - August 2024	1,192,560,000	Gallons	93.29%

PRODUCTION

Monthly Production - August 2024	174,678,000	Gallons
Monthly Production - August 2023	173,935,000	Gallons

CASH STATEMENT WATER

BALANCE:AUG 1 2024	2,910,845.72
REVENUE:	
ACCOUNTS RECEIVABLE	864,795.13
SERVICE ACCOUNTS	10,589.09
FINES	3,000.00
SEWER ACCOUNTS	732,048.69
LIENS	590.23
PENALTIES	4,479.65
REMOVE METER	700.00
CLOSING COSTS	7,625.00
REINSTATE FEES	9,500.00
ASSESSMENTS	1,612.50
ADMIN FEE/LIENS (WPC)	360.00
LAND LEASE	2,436.27
CELL TOWER LEASE	16,999.92
SCRAP METAL SALES	
TIMBER SALES	
STATE BOND TRANSFERS	164,832.60
TOTAL REVENUE:	1,819,569.08
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	1,819,569.08
DISBURSEMENTS (VOUCHERS):	1,415,315.32
TRANSFERS:	
SEWER TRANSFER (BWSD)	732,048.69
TRANSFER TO PROCUREMENT ACCOUNT	

<u>ACCOUNT BALANCES:</u>

SUPER NOW CHECKING ACCOUNT	
BALANCE: AUG 31 , 2024	2,583,050.79
GOALS ENABLING FUND	
BALANCE: AUG 31 , 2024	5,636,826.17
CONSTRUCTION ACCOUNT	
BALANCE: AUG 1, 2024	110,137.15
DEPOSIT	3,300.00
DISBURSEMENTS	(6,770.00)
BALANCE: AUG 31, 2024	106,667.15
PAYROLL CASH ACCOUNT	
BALANCE: AUG 1, 2024	194,483.98
DEPOSIT	246,909.40
DISBURSEMENTS	(251,326.61)
BALANCE: AUG 31, 2024	190,066.77

2024 2025 BRISTOL WATER DEPARTMENT BUDGET						
Aug-24						
		APPROVED	EXPENDED	EXPENDED	EXPENDED	%
		BUDGET	JULY	AUGUST	TO DATE	TO DATE
CLASSIFICATION		2024 2025	2024 2025	2024 2025	2024 2025	2024 2025
SALARIES	$	**2,976,773.70**	$311,930.10	$223,475.61	$535,405.71	**17.99%**
FRINGE BENEFITS	$	**1,628,704.00**	$22,091.14	$207,103.81	$229,194.95	**14.07%**
OPERATING SERVICES	$	**2,830,250.00**	$169,775.56	$303,715.82	$473,491.38	**16.73%**
MATERIALS & SUPPLIES	$	**1,242,158.00**	$102,337.78	$99,053.09	$201,390.87	**16.21%**
CAPITAL OUTLAY	$	**2,561,014.00**	$0.00	$145,751.20	$145,751.20	**5.69%**
GRAND TOTAL	$	**11,238,899.70**	**$606,134.58**	**$979,099.53**	**$1,585,234.11**	**14.10%**
OPERATING SERVICES						
LIGHT & POWER	$	**574,558.00**	$3,518.66	$48,752.32	$52,270.98	**9.10%**
TELEPHONE	$	**24,240.00**	$1,523.09	$908.71	$2,431.80	**10.03%**
POSTAGE	$	**30,300.00**		$4,000.00	$4,000.00	**13.20%**
ADVERTISING	$	**1,000.00**			$0.00	**0.00%**
CLOTHING/UNIFORMS	$	**6,700.00**	$460.29		$460.29	**6.87%**
MAINTENANCE/SERVICE	$	**78,470.00**	$718.42	$3,249.66	$3,968.08	**5.06%**
LEASE	$	**16,509.00**	$1,319.61		$1,319.61	**7.99%**
CONFERENCE & MEMBERSHIP	$	**34,950.00**		$1,050.20	$1,050.20	**3.00%**
TAXES	$	**605,783.00**	$46,761.98	$46,761.98	$93,523.96	**15.44%**
PROFESSIONAL SERVICES	$	**289,220.00**	$47,969.21	$36,359.06	$84,328.27	**29.16%**
LIENS	$	**4,300.00**	$415.00	$335.00	$750.00	**17.44%**
MISCELLANEOUS	$	**6,570.00**		$357.15	$357.15	**5.44%**
CONTRACTOR SERVICES	$	**621,600.00**	$6,268.69	$59,087.99	$65,356.68	**10.51%**
DEBT SERVICES	$	**133,250.00**	$6,727.08	$54,352.08	$61,079.16	**45.84%**
SEWER USE FEE	$	**10,800.00**	$2,700.00		$2,700.00	**25.00%**
NEW BRITAIN AGREEMENT	$	**392,000.00**	$51,393.53	$48,501.67	$99,895.20	**25.48%**
TOTAL OPERATING SERVICES	$	**2,830,250.00**	**$169,775.56**	**$303,715.82**	**$473,491.38**	**16.73%**
SUPPLIES AND MATERIALS						
MOTOR FUELS	$	**62,857.00**	$5,161.95	$6,900.70	$12,062.65	**19.19%**
OFFICE SUPPLIES	$	**33,285.00**	$9,726.25	$1,358.21	$11,084.46	**33.30%**
MAINTENANCE SUP & MATERIALS	$	**484,000.00**	$38,351.47	$26,412.36	$64,763.83	**13.38%**
MV PARTS & SUPPLIES	$	**15,150.00**	$364.57	$1,162.45	$1,527.02	**10.08%**
MV SERVICE & REPAIRS	$	**44,000.00**	$357.77	$2,688.60	$3,046.37	**6.92%**
FUEL OIL	$	**44,963.00**		$620.14	$620.14	**1.38%**
CHEMICAL TREATMENT	$	**284,200.00**	$37,333.69	$48,868.55	$86,202.24	**30.33%**
INSURANCE	$	**273,703.00**	$11,042.08	$11,042.08	$22,084.16	**8.07%**
TOTAL SUPPLIES & MATERAILS	$	**1,242,158.00**	**$102,337.78**	**$99,053.09**	**$201,390.87**	**16.21%**
CAPITAL OUTLAY						
CAPITAL EQUIPMENT	$	**300,000.00**		$0.00	$0.00	**0.00%**
CAPITAL OUTLAY	$	**1,734,750.00**		$53,081.90	$53,081.90	**3.06%**
MISC. UTILITY ASSETS	$	**526,264.00**		$92,669.30	$92,669.30	**17.61%**
CAPITAL OUTLAY TOTAL	$	**2,561,014.00**	**$0.00**	**$145,751.20**	**$145,751.20**	**5.69%**
GRAND TOTAL	$	**11,238,899.70**	**$606,134.58**	**$979,099.53**	**$1,585,234.11**	**14.10%**

CITY OF BRISTOL WATER DEPARTMENT				
CAPITAL OUTLAY BUDGET YEAR 2024-25				
CAPITAL EQUIPMENT	**BUDGET REQUEST 2024-2025**	**EXPENDED JULY 2024**	**EXPENDED AUG 2024**	**EXPENDED TO-DATE**
10 WHEEL DUMP TRUCK	$300,000.00			$0.00
				$0.00
				$0.00
TOTAL CAPITAL EQUIPMENT	**$300,000.00**		**$0.00**	**$0.00**
UTILITY ASSETS				
DISTRIBUTION SECTION				
(3) Demo Saws	$3,000.00			$0.00
(2) Pipe Locators	$7,130.00			$0.00
Signage	$3,000.00			$0.00
Mueller Power Operator	$5,400.00		$10,325.00	$10,325.00
(3) Pin Locators	$2,964.00			$0.00
Tri Pod and Blower	$4,000.00			$0.00
Regulator Pit Main	$30,000.00			$0.00
Road Saw	$4,000.00			$0.00
Plate Compactor	$5,000.00			$0.00
Portable Generators	$6,000.00			$0.00
Snow Blower	$3,000.00			
TOTAL UTILITY ASSETS DISTRIBUTION SECTION	**$73,494.00**	**$0.00**	**$10,325.00**	**$10,325.00**
METER SHOP SECTION				
5/8" Meters 650@158	$102,700.00		$14,756.90	$14,756.90
Transmitters 500 @140.00	$70,000.00		$28,000.00	$28,000.00
1 1/2" T-10 METER (10)	$7,754.00			$0.00
1" T-10 METER (10)	$3,631.00			$0.00
2" T-10 METER (10)	$9,946.00			$0.00
2" UME	$15,043.00			$0.00
3" NEPTUNE TR/FLO COMPUND UME	$2,564.00			$0.00
3" NEPTUNE HP TURBINE UME	$1,283.00			$0.00
3/4" T-10 METER(20)	$5,231.00			$0.00
R900 Belt Clip Transceiver	$15,043.00			$0.00

Schonstedt Model GA-52Cx (2)	$2,175.00			$0.00
6" DETECTOR CHECK	$7,000.00			
TOTAL UTILITY ASSETS METER SHOP SECTION	**$242,370.00**	$0.00	**$42,756.90**	**$42,756.90**
WATER TREATMENT PLANT SECTION				
Rebuild Hill Street Pump	$65,000.00			$0.00
Rebuild High Service Pump	$55,000.00			$0.00
LMI Chemical Feed Pump	$10,000.00			$0.00
PLC and Analyzer Equipment	$15,000.00			$0.00
Chemical Feed Maintenance Parts	$15,000.00			$0.00
Peristaltic Chemical Feed Pump	$15,000.00			$0.00
Turbidity Meter	$10,000.00			$0.00
Flow Meter	$12,000.00			
Chlorine Analyzer	$9,000.00			
TOTAL UTILITY ASSETS WATER TREATMENT PLANT	**$206,000.00**	**$0.00**	**$0.00**	**$0.00**
WATERSHED SECTION				
				$0.00
2-Stihl MS271 Chainsaws	$1,200.00			$0.00
Stihl HS56 Hedge Trimmer	$500.00			$0.00
Game Cameras	$1,500.00			
Chainsaw Chain Breaker and Spinner	$1,200.00			$0.00
				$0.00
TOTAL UTILITY ASSETS WATERSHED SECTION	**$4,400.00**	**$0.00**	**$0.00**	**$0.00**
OFFICE SECTION				
				$0.00
TOTAL UTILITY ASSETS OFFICE SECTION	**$0.00**	**$0.00**	**$0.00**	**$0.00**
TOTAL UTILITY ASSETS	**$526,264.00**	**$0.00**	**$53,081.90**	**$53,081.90**
	BUDGET REQUEST 2024-25	**EXPENDED JULY 2024**	**EXPENDED AUG 2024**	**EXPENDED TO-DATE**
CAPITAL IMPROVEMENTS				
WATER MAIN REPLACEMENTS	$200,000.00			$0.00

HYDRANT REPLACEMENTS	$125,000.00		$39,587.40	$39,587.40
VALVE REPLACEMENT	$100,000.00			$0.00
WELL REDEVELOPMENT	$65,000.00			$0.00
BUILDING REPAIRS	$20,000.00			$0.00
OFFICE PAINTING	$12,000.00			$0.00
REPLACE STEEL DOORS WATERSHED GARAGE AND WELLS	$40,000.00			$0.00
REPAIR WATERSHED GARAGE FLOOR DRAINS	$15,000.00			$0.00
UPGRADES TO FIRE ALARM SYSTEM	$150,000.00			$0.00
MIX ST WELL #4-SURGE AND REPLACE PUMP AND MOTOR	$57,750.00			$0.00
REPLACE FLOCCULATORS AT FP	$150,000.00			$0.00
ENGINEERING TO REPLACE CHAPEL STREET TANK	$150,000.00			$0.00
ENGINEERING FOR NEW CHEMICAL BUILDING AT MIX ST & IRON AND MAGNESIUM TREATMENT	$250,000.00			$0.00
ENGINEERING FOR IRON AND MAGNESIUM TREATMENT MECHANIC ST WELL	$150,000.00			$0.00
SHRUB RD PRV VAULT REPLACEMENT	$250,000.00			$0.00
				$0.00
TOTAL CAPITAL IMPROVEMENTS	**$1,734,750.00**	**$0.00**	**$39,587.40**	**$39,587.40**
TOTAL CAPITAL OUTLAY	**$2,561,014.00**	**$0.00**	**$92,669.30**	**$92,669.30**
SCADA IN PROGRESS	$699,950.00		509638.32	509,638.32
CARRY OVER FROM 2023-2024				
				0.00
				0.00

2024 SHUT-OFFS BREAKDOWN **Still off to date for non-pay: (35)**

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	458	331	41	27	8	2
FEBRUARY 01	380	269	42	28	11	5
MARCH 02	432	N/A	77	63	14	3
APRIL 03	428	N/A	124	100	25	8
MAY 01	369	N/A	80	64	15	5
JUNE 02	338	N/A	89	69	19	7
JULY 03	317	N/A	79	62	23	6
AUGUST 01	337	N/A	62	55	15	6
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
PayPal	78	$15,314.74
Credit/Debit Card	656	$126,622.22
PayPal Credit	2	$353.46
EFT (Check)	221	$56,138.70
Venmo	8	$1,544.50
Online Bank Direct	255	$47,230.38
Total	1220	$247,204.00

Monthly Invoice Summary

Invoice Count

No records to display.

Paperless Statistics

Invoice Type	Paperless
Water	6921

Auto-Pay Statistics

Invoice Type	AutoPay
Water	3522

Customer Registration Statistics

Customer Count	Registered Count	Registered %
22328	10730	48.06

Pay By Text Registration Statistics

Customer Count	Registered Count	Registered %
4689	3604	76.86