



BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda

Tuesday, October 15, 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 September 17, 2024 Regular Board Meeting
5. Approval of the Department Reports for the Month of September 2024
6. Public Participation
7. Customer Correspondence
 1. 91-95 Park St.
 2. 83-85 N. Pond 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, November 19, 2024 6:00 p.m.

BOARD OF SEWER COMMISSION

SEPTEMBER 17, 2024 – REGULAR MEETING

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

PRESENT by videoconference: Commissioner Dunn.

STAFF PRESENT: Superintendent Longo; Sean Hennessey, Director of Sewer; Assistant Superintendent Keegan and Dawn LaBella, Office Manager.

ABSENT: Commissioner Porrini.

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 AUGUST 20, 2024 REGULAR MEETING.

On motion of Commissioner Ferrier and seconded, it was unanimously voted to approve the August 20, 2024, regular meeting minutes as presented.
Motion passed.

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

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

6) PUBLIC PARTICIPATION.

None.

7) CUSTOMER CORRESPONDENCE.

1. 91-95 Park St.: Requested an adjustment on the winter quarter read affecting the sewer consumption due to a toilet leak.

On motion of Commissioner Cunningham and seconded, it was unanimously voted to adjust the sewer consumption based on the average of the August 11, 2024 and the May 2, 2024 consumption.
Motion passed.

2. 160 Lexington St.: Requested an adjustment on the winter quarter read affecting the sewer consumption due to a leak.

On motion of Commissioner Ferrier and seconded, it was unanimously voted that no recourse be given to the rental property at 160 Lexington Street.

Motion passed.

3. 92 Indiana St.: Requested an adjustment on the winter quarter read affecting the sewer consumption due to a toilet leak.

On motion of Commissioner Cunningham and seconded, it was unanimously voted that no recourse be given to the rental property at 92 Indiana Street.

Motion passed.

8) COMMITTEE REPORTS.

None.

9) INVESTMENTS.

None.

10) I&I STUDY.

No action taken.

11) SUPERINTENDENTS REPORT.

No action taken.

12) CHAIRPERSONS REPORT.

None.

13) OLD BUSINESS.

None.

14) NEW BUSINESS.

None.

15) ADJOURNMENT.

At 6:37 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: SEP 1, 2024	\$	10,480,597.30
ACCOUNTS RECEIVABLE	\$	615,441.59
SERVICE ACCOUNTS		
TRANSFERS IN (OUT)	\$	-
DISBURSEMENTS	\$	(525,763.24)
BALANCE: SEP 30, 2024	\$	<u>10,570,275.65</u>

SEWER CAP/NR

BALANCE: SEP 1, 2024	\$	5,100,454.27
TRANSFERS IN (OUT)	\$	-
DISBURSEMENTS	\$	(84,149.47)
BALANCE:SEP 30, 2024	\$	<u>5,016,304.80</u>

SEWER PAYROLL

BALANCE: SEP 1, 2024	\$	156,619.49
TRANSFERS IN (OUT)	\$	154,929.21
DISBURSEMENTS	\$	(154,929.21)
BALANCE: SEP 30, 2024	\$	<u>156,619.49</u>

SEWER BILLING

SEWER BILLS RENDERED SEP 2024:	\$	568,698.13
SEWER BILLS REMAINING UNPAID AS OF SEP 30 2024:	\$	<u>307,803.23</u>

2024 2025 WPC BUDGET Sep-24						
	APPROVED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	%
	BUDGET	JULY	AUGUST	SEPTEMBER	TO DATE	TO DATE
CLASSIFICATION	2024 2025	2024 2025	2024 2025	2024 2025	2024 2025	2024 2025
SALARIES	\$ 1,973,840.00	\$125,546.17	\$128,093.79	\$144,390.09	\$398,030.05	20.17%
FRINGE BENEFITS	\$ 776,563.00	\$52,803.18	\$45,438.33	\$49,345.73	\$147,587.24	19.01%
OPERATING SERVICES	\$ 4,110,409.00	\$227,946.52	\$345,682.45	\$208,144.06	\$781,773.03	19.02%
MATERIALS & SUPPLIES	\$ 1,232,140.00	\$42,956.12	\$139,190.92	\$89,703.76	\$271,850.80	22.06%
CAPITAL OUTLAY	\$ 830,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
GRAND TOTAL	\$ 8,922,952.00	\$449,251.99	\$658,405.49	\$491,583.64	\$1,599,241.12	17.92%
OPERATING SERVICES						
PUBLIC UTILITIES	\$ 654,000.00	\$1,414.11	\$112,540.24	\$98,655.23	\$212,609.58	32.51%
NATURAL GAS	\$ 33,000.00		\$1,295.61	\$1,247.25	\$2,542.86	7.71%
WATER AND SEWER CHARGES	\$ 13,400.00	\$5,060.45			\$5,060.45	37.76%
TIPPING FEES	\$ 1,215,000.00		\$191,076.63	\$92,505.36	\$283,581.99	23.34%
REFUSE	\$ 500.00			\$63.40	\$63.40	12.68%
TELEPHONE	\$ 2,800.00		\$1,050.15	\$512.30	\$1,562.45	55.80%
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	\$170.15	\$614.17	17.55%
REPAIRS AND MAINTENANCE	\$ 115,000.00	\$2,340.00	\$3,687.83	\$1,627.23	\$7,655.06	6.66%
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	\$3,162.44	\$10,895.14	6.81%
LIENS	\$ 7,500.00	\$495.00	\$1,005.00	\$160.00	\$1,660.00	22.13%
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	\$9,965.70	\$51,270.14	29.42%
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	\$75.00	\$195.00	3.25%
TOTAL OPERATING SERVICES	\$ 4,110,409.00	\$227,946.52	\$345,682.45	\$208,144.06	\$781,773.03	19.02%
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	\$2,319.08	\$3,925.46	12.27%
OFFICE SUPPLIES	\$ 3,000.00	\$572.41	\$122.50	\$226.73	\$921.64	30.72%
MAINTENANCE SUP & MATERIALS	\$ 800,000.00	\$10,204.78	\$129,666.38	\$80,338.37	\$220,209.53	27.53%
MV PARTS & SUPPLIES	\$ 5,000.00		\$104.02		\$104.02	2.08%
MV SERVICE & REPAIRS	\$ 20,000.00	\$578.93		\$5,522.32	\$6,101.25	30.51%
GENERATOR FUEL	\$ 9,000.00		\$4,714.44		\$4,714.44	52.38%
LABORATORY SUPPLIES	\$ 17,000.00		\$1,617.23	\$1,182.72	\$2,799.95	16.47%
PROGRAM SUPPLIES	\$ 71,500.00		\$1,359.97	\$114.54	\$1,474.51	2.06%
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	\$ 89,703.76	\$ 271,850.80	22.06%
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	0.00%
GRAND TOTAL	\$ 8,922,952.00	\$449,251.99	\$658,405.49	\$491,583.64	\$1,599,241.12	17.92%

2024-2025 WPC CAPITAL OUTLAY		BUDGET REQUEST 2024-2025	EXPENDED JULY 2024	EXPENDED AUG 2024	EXPENDED SEPT 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 EQUIPMENT 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	\$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	\$40,502.72	88,147.00

Renee LaMarre

From: Dawn Labella
Sent: Thursday, September 19, 2024 1:10 PM
To: 'Jennifer Hunter'
Cc: Renee LaMarre
Subject: RE: correspondence

Thank you Jennifer,

We had this account coded as an owner occupied account. I will make the correction to the account today.

With that said if I had known it was a rental property I would have disclosed it to the Board. Sewer consumption adjustments are not made on rental properties. There was another customer at the meeting after you with an identical scenario and they were given no recourse based on their rental property status.

In all fairness to all of our customers, and to correct the action taken at the September Board meeting I will need to bring it to their attention at the October meeting.

Please feel free to contact me with any additional questions.

Thank you
Dawn

From: Jennifer Hunter [mailto:jenniferleigh151@gmail.com]
Sent: Thursday, September 19, 2024 9:34 AM
To: Dawn Labella <DawnLabella@bristolct.gov>
Subject: Re: correspondence

Good morning, Dawn:

Leaving the address as 91-95 is no problem. Yes, it is a 3 family.

Our home/mailling address is 24 Farmington River Tpke. New Hartford, CT 06957.

We appreciate your help!
Jen & Dave

On Wed, Sep 18, 2024 at 8:36 AM Dawn Labella <DawnLabella@bristolct.gov> wrote:

Good Morning Jennifer and David,

I need clarification on your address, at last night's meeting you asked that we correct your address to 91-93. In doing that my records picked up that this property is a 3 family house, is that correct? If so, I would need to leave it as 91-95 Park Street. Also, do you live at the property, if so which unit?

Thank you,

Dawn

Dawn M. LaBella, Office Manager

Bristol Water and Sewer Department

119 Riverside Avenue

Bristol, Connecticut 06010

860-582-7431



TO : BOARD OF SEWER COMMISSIONERS
FROM : KATHY VARSZEGI

RE : 83-85 NORTH POND ST., SEWER RELIEF
DATE : SEPT. 23, 2024

Dawn M. LaBella

SEP 26 2024

Office Manager

DUE TO A WATER LEAK, MY BILLS HAVE BEEN
STEADILY RISING.

THE 3-1-24 BILL SHOWED 8,265 CU. FT. USED AND
6-1-24 WAS 12,981 CU. FT. USED.

THANKS TO KELLY'S SUGGESTIONS, I WAS ABLE TO
FIND THE LEAK AS MY RECENT BILL DATED 9-1-24
FOR 1,173 SQ. FT. REFLECTS.

THEREFORE, I RESPECTFULLY REQUEST AN
ADJUSTMENT TO MY BILL.

THANK YOU FOR YOUR CONSIDERATION.

Kathy Varszegi

ACCOUNT NO. 010286000

KATHLEEN VARSZEGI
ACCT# 0102868000 - 83 N POND ST. (MULTI-FAMILY HOME - TENANTS)

DATE	TIME	USER	TEXT
09/04/24	14:18	1250kmclaughlin	KATHLEEN CALLED TO SAY AFTER OUR LAST CONVERSATION SHE TURNED THE DOWNSTAIRS TOILET OFF AFTER I ADVISED HER THAT IT COULD BE THE TOILET THAT SHE DOESN'T USE OFTEN. HER CONSUMPTION CAME DOWN TO 1,173 C.F. BUT HER SEWER USAGE IS 8,267 C.F. I LET HER KNOW THAT I DIDN'T THINK THERE WOULD BE RELIEF SEEING AS IT WAS HIGH THE QTR BEFORE AND AFTER. I TOLD HER I'D HAVE HEIDI TAKE A LOOK AND GET BACK TO HER AFTER SHE LOOKED AT IT USING HER FORMULA GUIDELINES. SENT HEIDI AND E-MAIL.
06/24/24	12:36	1250kmclaughlin	KATHLEEN SAID SHE CALLED ON 6/12/2024 ABOUT THE 06/01/2024 BILL BEING HIGH. (HER PREVIOUS 2 WERE ALSO BUT NOT QUITE AS HIGH). WHOEVER SHE SPOKE W/TOLD HER TO TEST THE TOILETS AND SHE SAID THEY FOUND NOTHING. THERE ARE 3 TOILETS IN THE HOUSE. ONE IS IN THE BASEMENT BUT "HARDLY USED". I ASKED IF SHE QUESTIONED TENANTS ON WHETHER THEY'VE HEARD THE TOILETS RUNNING. SHE SAID YES BUT THE WAY SHE ANSWERED MADE ME THINK SHE WASN'T POSITIVE ON THAT. I ASKED MY USUAL QUESTIONS THEN TOLD HER TO PLEASE ASK THE TENANT(S) AGAIN ON WHETHER THEY'VE HEARD THE TOILET MAKING NOISE. I ALSO ADVISED THAT IF THE DOWNSTAIRS TOILET IS HARDLY USED TO MAYBE TURN OFF THE VALVE ON IT SO THAT IT DOESN'T RUN IN BETWEEN USAGE (IF IT IS THE CULPRIT). ASKED HER TO CALL ME BACK W/RESPONSE FROM HER TENANT.

BRISTOL WATER AND SEWER DEPARTMENT, CT

UB Consumption History Report

Account #	Customer	Name	Bill#	Parcel	Usage	Rep	Usage	Location	Charge Amt	Status
Service	Man Meter #	Cd	Read Date	By	Read	Usage	Rep	Billed Usage	Billed Amt	Days
0102868000										
200878KATHLEEN VARSZEGI										
1000	1 PRO 11619287	A	08/05/2024		1037818	53,693	1,173	0	1,173	CURRENT
1000	1 PRO 11619287	A	05/02/2024		1018879	52,520	12,981	0	12,981	38.47
1000	1 PRO 11619287	A	02/05/2024		1000046	39,539	8,267	0	8,267	384.75
1000	1 PRO 11619287	A	11/06/2023		981213	31,272	8,132	0	8,132	462.20
1000	1 PRO 11619287	A	08/03/2023		962274	23,140	3,980	0	3,980	331.15
1000	1 PRO 11619287	A	05/04/2023		943393	19,160	1,437	0	1,437	229.82
1000	1 PRO 11619287	A	02/02/2023		924571	17,723	1,478	0	1,478	226.07
1000	1 PRO 11619287	A	11/03/2022		905757	16,245	1,711	0	1,711	327.40
1000	1 PRO 11619287	A	08/04/2022		886849	14,534	2,121	0	2,121	110.64
1000	1 PRO 11619287	A	05/03/2022		867963	12,413	3,845	0	3,845	211.97
1000	1 PRO 11619287	A	02/03/2022		849158	8,568	4,557	0	4,557	39.95
1000	1 PRO 11619287	A	11/03/2021		830345	4,011	3,675	0	3,675	233.04
1000	1 PRO 11619287	A	08/04/2021		811485	336	334	2,041	2,375	41.09
1000	1 PRO 11619287	A	07/22/2021		811485	179,991	2,041	2,041	0	234.18
1000	1 NEPT74789174	A	05/05/2021		792653	177,950	1,810	0	1,810	47.57
1000	1 NEPT74789174	A	02/04/2021		773926	176,140	2,750	0	2,750	240.66
1000	1 NEPT74789174	A	11/13/2020		755193	173,390	1,690	0	1,690	58.96
1000	1 NEPT74789174	A	08/04/2020		736347	171,700	1,835	0	1,835	252.05
1000	1 NEPT74789174	A	05/04/2020		717566	169,865	3,645	0	3,645	106.89
1000	1 NEPT74789174	A	02/04/2020		698921	166,220	1,990	0	1,990	246.13
1000	1 NEPT74789174	A	11/04/2019		680311	164,230	1,205	0	1,205	126.69
1000	1 NEPT74789174	A	08/06/2019		661589	163,025	605	0	605	265.93
1000	1 NEPT74789174	A	05/02/2019		642878	162,420	340	0	340	102.17
1000	1 NEPT74789174	A	02/05/2019		624282	162,080	775	0	775	241.41
1000	1 NEPT74789174	A	11/05/2018		605666	161,305	310	0	310	66.03
										205.27
										166.91
										50.32
										76.45
										193.04
										46.98
										163.57
										51.01
										167.60
										101.33
										181.72
										55.32
										135.71
										33.50
										113.89
										16.82
										97.21
										8.50
										109.23
										19.38
										120.11
										7.75
										108.48