



BOARD OF WATER COMMISSIONERS

Regular Meeting Agenda

Tuesday, October 15, 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 September 17, 2024 Regular Board Meeting
5. Approval of the Department Reports for the Month of September 2024
6. Public Participation
7. Customer Correspondence
8. Committee Reports
9. Investments
10. Superintendent's Report
11. Chairperson's Report
12. Old Business
13. New Business
14. Adjournment

Next Meeting: Tuesday, November 19, 2024 6:15 p.m.

BOARD OF WATER 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, Assistant Superintendent Keegan and Dawn LaBella, Office Manager.

ABSENT: Commissioner Porrini.

1) CALL TO ORDER.

Chairperson Phelan called the meeting of the Board of Water Commission to order at 6:39 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 Cunningham 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 Ferrier 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. BTC Ingraham: Requested the penalty fees and lien fees be waived from 36 Ingraham Street.

On motion of Commissioner Dunn and seconded, it was unanimously voted that no recourse be given to BTC Ingraham LLC for 36 Ingraham Street.
Motion passed.

8) COMMITTEE REPORTS.

None.

9) INVESTMENTS.

None.

10) SUPERINTENDENTS REPORT.

No action taken.

11) CHAIRPERSONS REPORT.

No action taken.

12) OLD BUSINESS.

None.

13) NEW BUSINESS.

None.

14) ADJOURNMENT.

At 7:48 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

SEPTEMBER 2024

WATER BILLING

Water Bills rendered September 2024	<u>\$1,091,131.81</u>
Water Bills remaining unpaid as of September 2024	<u>\$400,392.28</u>

PRECIPITATION

For the Month	<u>0.65</u> "	Normal	<u>4.39</u> "	Departure from Normal	<u>-3.74</u> "
For the Year	<u>51.63</u> "	Normal	<u>34.94</u> "	Departure from Normal	<u>16.69</u> "

RESERVOIR CAPACITY

Total Available Capacity - September 2024	<u>1,116,260,000</u>	Gallons	<u>87.320%</u>
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PRODUCTION

Monthly Production - September 2024	<u>184,446,660</u>	Gallons
Monthly Production - September 2023	<u>161,864,000</u>	Gallons

CASH STATEMENT WATER	
BALANCE:SEP 1 2024	2,583,050.79
REVENUE:	
ACCOUNTS RECEIVABLE	920,214.10
SERVICE ACCOUNTS	10,387.41
FINES	1,000.00
SEWER ACCOUNTS	615,441.59
LIENS	1,254.26
PENALTIES	3,948.86
REMOVE METER	1,200.00
CLOSING COSTS	7,000.00
REINSTATE FEES	11,750.00
ASSESSMENTS	2,305.65
ADMIN FEE/LIENS (WPC)	160.00
LAND LEASE	2,436.27
CELL TOWER LEASE	16,999.92
SCRAP METAL SALES	
TIMBER SALES	
STATE BOND TRANSFERS	223,663.23
TOTAL REVENUE:	1,817,761.29
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	1,817,761.29
DISBURSEMENTS (VOUCHERS):	745,764.30
TRANSFERS:	
SEWER TRANSFER (BWSD)	615,441.59
TRANSFER TO PROCUREMENT ACCOUNT	
<u>ACCOUNT BALANCES:</u>	
SUPER NOW CHECKING ACCOUNT	
BALANCE: SEP 30 , 2024	3,039,606.19
GOALS ENABLING FUND	
BALANCE: SEP 30 , 2024	5,648,187.50
CONSTRUCTION ACCOUNT	
BALANCE: SEP 1, 2024	106,667.15
DEPOSIT	3,600.00
DISBURSEMENTS	
BALANCE: SEP 30, 2024	110,267.15
PAYROLL CASH ACCOUNT	
BALANCE: SEP 1, 2024	190,066.77
DEPOSIT	243,321.46
DISBURSEMENTS	(243,040.66)
BALANCE: SEP 30, 2024	190,347.57

2024 2025 BRISTOL WATER DEPARTMENT 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	\$ 2,976,773.70	\$311,930.10	\$223,475.61	\$218,195.23	\$753,600.94	25.32%
FRINGE BENEFITS	\$ 1,628,704.00	\$22,091.14	\$207,103.81	\$111,538.72	\$340,733.67	20.92%
OPERATING SERVICES	\$ 2,830,250.00	\$173,799.27	\$303,715.82	\$176,565.03	\$654,080.12	23.11%
MATERIALS & SUPPLIES	\$ 1,242,158.00	\$102,337.78	\$99,053.09	\$138,437.23	\$339,828.10	27.36%
CAPITAL OUTLAY	\$ 2,561,014.00	\$0.00	\$145,751.20	\$6,785.00	\$152,536.20	5.96%
GRAND TOTAL	\$ 11,238,899.70	\$610,158.29	\$979,099.53	\$651,521.21	\$2,240,779.03	19.94%
OPERATING SERVICES						
LIGHT & POWER	\$ 574,558.00	\$3,518.66	\$48,752.32	\$49,039.98	\$101,310.96	17.63%
TELEPHONE	\$ 24,240.00	\$1,523.09	\$908.71	\$1,155.47	\$3,587.27	14.80%
POSTAGE	\$ 30,300.00	\$4,023.71	\$4,000.00	\$4,000.00	\$12,023.71	39.68%
ADVERTISING	\$ 1,000.00			\$312.00	\$312.00	31.20%
CLOTHING/UNIFORMS	\$ 6,700.00	\$460.29		\$450.92	\$911.21	13.60%
MAINTENANCE/SERVICE	\$ 78,470.00	\$718.42	\$3,249.66	\$1,232.74	\$5,200.82	6.63%
LEASE	\$ 16,509.00	\$1,319.61		\$2,071.44	\$3,391.05	20.54%
CONFERENCE & MEMBERSHIP	\$ 34,950.00		\$1,050.20	\$3,489.01	\$4,539.21	12.99%
TAXES	\$ 605,783.00	\$46,761.98	\$46,761.98	\$46,761.98	\$140,285.94	23.16%
PROFESSIONAL SERVICES	\$ 289,220.00	\$47,969.21	\$36,359.06	\$46,384.86	\$130,713.13	45.20%
LIENS	\$ 4,300.00	\$415.00	\$335.00		\$750.00	17.44%
MISCELLANEOUS	\$ 6,570.00		\$357.15	\$357.15	\$714.30	10.87%
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	\$6,727.08	\$67,806.24	50.89%
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	\$14,582.40	\$114,477.60	29.20%
TOTAL OPERATING SERVICES	\$ 2,830,250.00	\$173,799.27	\$303,715.82	\$176,565.03	\$654,080.12	23.11%
SUPPLIES AND MATERIALS						
MOTOR FUELS	\$ 62,857.00	\$5,161.95	\$6,900.70	\$12,062.65	\$24,125.30	38.38%
OFFICE SUPPLIES	\$ 33,285.00	\$9,726.25	\$1,358.21	\$1,123.99	\$12,208.45	36.68%
MAINTENANCE SUP & MATERIALS	\$ 484,000.00	\$38,351.47	\$26,412.36	\$82,845.54	\$147,609.37	30.50%
MV PARTS & SUPPLIES	\$ 15,150.00	\$364.57	\$1,162.45	\$160.03	\$1,687.05	11.14%
MV SERVICE & REPAIRS	\$ 44,000.00	\$357.77	\$2,688.60	\$6,633.37	\$9,679.74	22.00%
FUEL OIL	\$ 44,963.00		\$620.14	\$5,893.53	\$6,513.67	14.49%
CHEMICAL TREATMENT	\$ 284,200.00	\$37,333.69	\$48,868.55	\$18,676.04	\$104,878.28	36.90%
INSURANCE	\$ 273,703.00	\$11,042.08	\$11,042.08	\$11,042.08	\$33,126.24	12.10%
TOTAL SUPPLIES & MATERAILS	\$ 1,242,158.00	\$102,337.78	\$99,053.09	\$138,437.23	\$339,828.10	27.36%
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	\$6,785.00	\$99,454.30	18.90%
CAPITAL OUTLAY TOTAL	\$ 2,561,014.00	\$0.00	\$145,751.20	\$6,785.00	\$152,536.20	5.96%
GRAND TOTAL	\$ 11,238,899.70	\$610,158.29	\$979,099.53	\$651,521.21	\$2,240,779.03	19.94%

**CITY OF BRISTOL WATER DEPARTMENT
CAPITAL OUTLAY BUDGET YEAR 2024-25**

CITY OF BRISTOL WATER DEPARTMENT						
CAPITAL OUTLAY BUDGET YEAR 2024-25						
<u>CAPITAL EQUIPMENT</u>						
10 WHEEL DUMP TRUCK	\$300,000.00					
						\$0.00
						\$0.00
						\$0.00
TOTAL CAPITAL EQUIPMENT	\$300,000.00				\$0.00	\$0.00
<u>UTILITY ASSETS</u>						
<u>DISTRIBUTION SECTION</u>						
(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				\$6,785.00	\$6,785.00
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	\$6,785.00		\$17,110.00
<u>METER SHOP SECTION</u>						
5/8" Meters 650@158						
Transmitters 500 @140.00	\$102,700.00			\$14,756.90		\$14,756.90
1 1/2" T-10 METER (10)	\$70,000.00			\$28,000.00		\$28,000.00
1" T-10 METER (10)	\$7,754.00					\$0.00
2" T-10 METER (10)	\$3,631.00					\$0.00
2" UME	\$9,946.00					\$0.00
	\$15,043.00					\$0.00
3" NEPTUNE TRIFLO COMPOUND 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					\$0.00
TOTAL UTILITY ASSETS METER SHOP SECTION	\$242,370.00	\$0.00	\$42,756.90	\$0.00		\$42,756.90

**CITY OF BRISTOL WATER DEPARTMENT
CAPITAL OUTLAY BUDGET YEAR 2024-25**

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

WATERSHED SECTION

2-Stihl MS271 Chainsaws		\$1,200.00				\$0.00
Stihl HS56 Hedge Trimmer		\$500.00				\$0.00
Game Cameras		\$1,500.00				\$0.00
Chainsaw Chain Breaker and Spinner		\$1,200.00				\$0.00

TOTAL UTILITY ASSETS WATERSHED SECTION

OFFICE SECTION

						\$0.00
						\$0.00
TOTAL UTILITY ASSETS OFFICE SECTION			\$0.00	\$0.00	\$0.00	\$0.00
						\$0.00
TOTAL UTILITY ASSETS		\$526,264.00	\$0.00	\$53,081.90	\$6,785.00	\$59,866.90

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

2024 SHUT-OFFS BREAKDOWN

Still off to date for non-pay: (42)

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	400	N/A	85	67	19	9
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	67	\$12,012.65
Credit/Debit Card	788	\$147,653.97
PayPal Credit	6	\$1,309.41
EFT (Check)	240	\$61,858.70
Venmo	6	\$1,012.25
Online Bank Direct	237	\$37,592.26
Total	1344	\$261,439.24

Monthly Invoice Summary

Invoice Count
No records to display.

Paperless Statistics

Invoice Type	Paperless
Water	6934

Auto-Pay Statistics

Invoice Type	AutoPay
Water	3538

Customer Registration Statistics

Customer Count	Registered Count	Registered %
22335	10775	48.24

Pay By Text Registration Statistics

Customer Count	Registered Count	Registered %
4725	3632	76.87