BOARD OF WATER COMMISSIONERS

Regular Meeting Agenda

Tuesday, November 19, 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 October 15, 2024 Regular Board Meeting
5. Approval of the Department Reports for the Month of October 2024
6. Public Participation
7. Customer Correspondence
   A. 19-23 Pleasant Ave.
   B. 200 Blakeslee St.
8. Environmental Learning Centers of Connecticut, Inc.
9. Committee Reports
10. Investments
11. Superintendent's Report
12. Chairperson's Report
13. Old Business
14. New Business
15. Adjournment

Next Meeting: Tuesday, December 17, 2024 6:15 p.m.

BOARD OF WATER COMMISSION
OCTOBER 15, 2024 – REGULAR MEETING

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

PRESENT by videoconference: Commissioner Cunningham.

STAFF PRESENT: Superintendent Longo, Assistant Superintendents Pagliaruli, Bolduc, Keegan and Dawn LaBella, Office Manager.

ALSO PRESENT: Attorney Dave Preleski, 135 West Street.

1) CALL TO ORDER.

Chairperson Phelan called the meeting of the Board of Water Commission to order at 6:21 p.m.

2) PLEDGE OF ALLEGIANCE.

3) MOMENT OF SILENCE.

4) APPROVAL OF THE MINUTES OF THE SEPTEMBER 17, 2024 REGULAR MEETING.

On motion of Commissioner Dunn and seconded, it was unanimously voted to approve the September 17, 2024 regular meeting minutes as presented.
Motion passed.

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

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

6) PUBLIC PARTICIPATION.

Attorney Preleski requested the Board to consider to reopen BTC Ingraham request that was addressed at the September 17, 2024 meeting. A brief discussion ensued and no action was taken.

7) CUSTOMER CORRESPONDENCE.

None.

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 7:40 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
OCTOBER 2024

WATER BILLING

Water Bills rendered October 2024	$948,675.43
Water Bills remaining unpaid as of October 2024	$409,118.53

PRECIPITATION

For the Month	0.27 "	Normal	4.52 "	Departure from Normal	-4.25 "
For the Year	51.90 "	Normal	39.46 "	Departure from Normal	12.44 "

RESERVOIR CAPACITY

Total Available Capacity - October 2024	961,290,000	Gallons	75.197%

PRODUCTION

Monthly Production - October 2024	180,059,000	Gallons
Monthly Production - October 2023	162,199,000	Gallons

CASH STATEMENT WATER

BALANCE:SEP 1 2024	2,927,129.53
REVENUE:	
ACCOUNTS RECEIVABLE	1,065,498.56
SERVICE ACCOUNTS	9,549.18
FINES	
SEWER ACCOUNTS	868,200.44
LIENS	1,986.47
PENALTIES	9,039.39
REMOVE METER	1,800.00
CLOSING COSTS	10,625.00
REINSTATE FEES	10,050.00
ASSESSMENTS	
ADMIN FEE/LIENS (WPC)	14,590.00
LAND LEASE	3,150.23
CELL TOWER LEASE	21,340.74
SCRAP METAL SALES	
TIMBER SALES	
STATE BOND TRANSFERS	4,697.00
TOTAL REVENUE:	2,020,527.01
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	2,020,527.01
DISBURSEMENTS (VOUCHERS):	815,026.78
TRANSFERS:	
SEWER TRANSFER (BWSD)	868,197.89
TRANSFER TO PROCUREMENT ACCOUNT	10,000.00

ACCOUNT BALANCES:

SUPER NOW CHECKING ACCOUNT	
BALANCE: OCT 31 , 2024	3,254,431.87
GOALS ENABLING FUND	
BALANCE: OCT 31 , 2024	5,659,130.86
CONSTRUCTION ACCOUNT	
BALANCE: OCT 1, 2024	110,267.15
DEPOSIT	81,150.90
DISBURSEMENTS	(2,530.00)
BALANCE: OCT 31, 2024	188,888.05
PAYROLL CASH ACCOUNT	
BALANCE: OCT 1, 2024	190,347.57
DEPOSIT	361,557.84
DISBURSEMENTS	(353,587.24)
BALANCE: OCT 31, 2024	198,318.17

2024 2025 BRISTOL WATER DEPARTMENT BUDGET

Oct-24

CLASSIFICATION	APPROVED BUDGET 2024 2025	EXPENDED JULY 2024 2025	EXPENDED AUGUST 2024 2025	EXPENDED SEPTEMBER 2024 2025	EXPENDED OCTOBER 2024 2025	EXPENDED TO DATE 2024 2025	% TO DATE 2024 2025
SALARIES	**$ 2,976,773.70**	$311,930.10	$223,475.61	$218,195.23	$339,055.57	$1,092,656.51	**36.71%**
FRINGE BENEFITS	**$ 1,628,704.00**	$22,091.14	$207,103.81	$111,538.72	$117,450.90	$458,184.57	**28.13%**
OPERATING SERVICES	**$ 2,830,250.00**	$173,799.27	$303,715.82	$176,565.03	$177,268.95	$831,349.07	**29.37%**
MATERIALS & SUPPLIES	**$ 1,242,158.00**	$102,337.78	$99,053.09	$138,437.23	$128,133.59	$467,961.69	**37.67%**
CAPITAL OUTLAY	**$ 2,561,014.00**	$0.00	$145,751.20	$6,785.00	$2,464.62	$155,000.82	**6.05%**
GRAND TOTAL	**$ 11,238,899.70**	**$610,158.29**	**$979,099.53**	**$651,521.21**	**$764,373.63**	**$3,005,152.66**	**26.74%**
OPERATING SERVICES							
LIGHT & POWER	**$ 574,558.00**	$3,518.66	$48,752.32	$49,039.98	$87,313.98	$188,624.94	**32.83%**
TELEPHONE	**$ 24,240.00**	$1,523.09	$908.71	$1,155.47	$2,264.53	$5,851.80	**24.14%**
POSTAGE	**$ 30,300.00**	$4,023.71	$4,000.00	$4,000.00	$4,350.00	$16,373.71	**54.04%**
ADVERTISING	**$ 1,000.00**			$312.00		$312.00	**31.20%**
CLOTHING/UNIFORMS	**$ 6,700.00**	$460.29		$450.92	$529.42	$1,440.63	**21.50%**
MAINTENANCE/SERVICE	**$ 78,470.00**	$718.42	$3,249.66	$1,232.74	$785.41	$5,986.23	**7.63%**
LEASE	**$ 16,509.00**	$1,319.61		$2,071.44	$1,488.89	$4,879.94	**29.56%**
CONFERENCE & MEMBERSHIP	**$ 34,950.00**		$1,050.20	$3,489.01	$730.57	$5,269.78	**15.08%**
TAXES	**$ 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	$37,169.19	$167,882.32	**58.05%**
LIENS	**$ 4,300.00**	$415.00	$335.00		$795.00	$1,545.00	**35.93%**
MISCELLANEOUS	**$ 6,570.00**		$357.15	$357.15	$1,268.34	$1,982.64	**30.18%**
CONTRACTOR SERVICES	**$ 621,600.00**	$6,268.69	$59,087.99		$25,662.95	$91,019.63	**14.64%**
DEBT SERVICES	**$ 133,250.00**	$6,727.08	$54,352.08	$6,727.08	$6,727.08	$74,533.32	**55.93%**
SEWER USE FEE	**$ 10,800.00**	$2,700.00			$2,700.00	$5,400.00	**50.00%**
NEW BRITAIN AGREEMENT	**$ 392,000.00**	$51,393.53	$48,501.67	$14,582.40	$5,483.59	$119,961.19	**30.60%**
TOTAL OPERATING SERVICES	**$ 2,830,250.00**	**$173,799.27**	**$303,715.82**	**$176,565.03**	**$177,268.95**	**$831,349.07**	**29.37%**
SUPPLIES AND MATERIALS							
MOTOR FUELS	**$ 62,857.00**	$5,161.95	$6,900.70	$12,062.65	$5,009.17	$29,134.47	**46.35%**
OFFICE SUPPLIES	**$ 33,285.00**	$9,726.25	$1,358.21	$1,123.99	$1,977.19	$14,185.64	**42.62%**
MAINTENANCE SUP & MATERIALS	**$ 484,000.00**	$38,351.47	$26,412.36	$82,845.54	$70,198.57	$217,807.94	**45.00%**
MV PARTS & SUPPLIES	**$ 15,150.00**	$364.57	$1,162.45	$160.03	$2,650.90	$4,337.95	**28.63%**
MV SERVICE & REPAIRS	**$ 44,000.00**	$357.77	$2,688.60	$6,633.37	$5,500.03	$15,179.77	**34.50%**
FUEL OIL	**$ 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	$31,755.65	$136,633.93	**48.08%**
INSURANCE	**$ 273,703.00**	$11,042.08	$11,042.08	$11,042.08	$11,042.08	$44,168.32	**16.14%**
TOTAL SUPPLIES & MATERAILS	**$ 1,242,158.00**	**$102,337.78**	**$99,053.09**	**$138,437.23**	**$128,133.59**	**$467,961.69**	**37.67%**
CAPITAL OUTLAY							
CAPITAL EQUIPMENT	**$ 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	$2,464.62	$101,918.92	**19.37%**
CAPITAL OUTLAY TOTAL	**$ 2,561,014.00**	**$0.00**	**$145,751.20**	**$6,785.00**	**$2,464.62**	**$155,000.82**	**6.05%**
GRAND TOTAL	**$ 11,238,899.70**	**$610,158.29**	**$979,099.53**	**$651,521.21**	**$764,373.63**	**$3,005,152.66**	**26.74%**

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

CAPITAL EQUIPMENT	BUDGET REQUEST 2024-2025	EXPENDED JULY 2024	EXPENDED AUG 2024	EXPENDED SEPT 2024	EXPENDED OCT 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**	**$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			$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**	**$0.00**	**$17,110.00**
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				$2,464.62	$2,464.62
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**	**$0.00**	**$2,464.62**	**$45,221.52**

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	**$206,000.00**	**$0.00**	**$0.00**	**$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**	**$0.00**	**$0.00**
OFFICE SECTION						
						$0.00
TOTAL UTILITY ASSETS OFFICE SECTION	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
TOTAL UTILITY ASSETS	**$526,264.00**	**$0.00**	**$53,081.90**	**$6,785.00**	**$2,464.62**	**$62,331.52**

CITY OF BRISTOL WATER DEPARTMENT						
CAPITAL OUTLAY BUDGET YEAR 2024-25						
	BUDGET REQUEST 2024-25	**EXPENDED JULY 2024**	**EXPENDED AUG 2024**	**EXPENDED SEPT 2024**	**EXPENDED OCT 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**	**$0.00**	**$0.00**	**$39,587.40**
TOTAL CAPITAL OUTLAY	**$2,561,014.00**	**$0.00**	**$92,669.30**	**$6,785.00**	**$2,464.62**	**$101,918.92**
SCADA IN PROGRESS	$699,950.00	344805.72	164832.6	223663.23	4697	737,998.55
CARRY OVER FROM 2023-2024						
						0.00
						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	422	N/A	75	57	16	9
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	64	$11,525.49
Credit/Debit Card	940	$188,121.25
PayPal Credit	2	$432.27
EFT (Check)	292	$61,561.90
Venmo	9	$1,567.23
Online Bank Direct	282	$51,930.62
Total	1589	$315,138.76

Monthly Invoice Summary

Invoice Count
No records to display.

Paperless Statistics

Invoice Type	Paperless
Water	6941

Auto-Pay Statistics

Invoice Type	AutoPay
Water	3589

Customer Registration Statistics

Customer Count	Registered Count	Registered %
22336	10789	48.30

Pay By Text Registration Statistics

Customer Count	Registered Count	Registered %
4763	3653	76.70

Renee LaMarre

From: Kirsten Tomlinson <ktomlinson@elcct.org>
Sent: Tuesday, October 29, 2024 3:01 PM
To: Robert Longo; Dawn Labella; Renee LaMarre
Subject: Request to Present to Board at Nov 19 Meeting re Funding for The Water We Drink

Hi Rob, Dawn, and Renee,

I am touching base to request to be added to the agenda for the November 19th Water Commissioners meeting to present again this year regarding funding for The Water We Drink programs for the schools in Bristol. If you would like me to email the proposal in advance of the meeting or if you have any questions please let me know. Thank you.

Kirsten Tomlinson
Director of Education

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F: 860-585-8886
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https://www.facebook.com/ELCCT.ORG/

Environmental Learning Centers of Connecticut, Inc.
HARRY C. BARNES MEMORIAL NATURE CENTER
INDIAN ROCK NATURE PRESERVE

EDUCATE PROTECT RESPECT COLLABORATE