BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda

Tuesday, November 19, 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 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. 83-85 North Pond St.
   B. 104 Carpenter Ave.
8. Review 4B.4 Appeals to Sewer Usage Billing Associated with Extremely High Meter Readings.
9. Committee Reports
10. Investments
11. I & I Study
12. Superintendent's Report
13. Old Business
14. New Business
15. Adjournment

Next Meeting: Tuesday, December 17, 2024 6:00 p.m.

BOARD OF SEWER 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; 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 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.

None.

7) CUSTOMER CORRESPONDENCE.

1. 91-95 Park St.: Superintendent Longo informed the Board that inaccurate information was given at the September 17, 2024 meeting that rendered the Board's decision to adjust the sewer quarter consumption. It was presented that the property was owner occupied. It has been confirmed that the owner does not live at 91-95 Park Street.

On motion of Commissioner Ferrier and seconded, it was unanimously voted to rescind the motion giving recourse at the September 17, 2024 meeting due to inaccurate information.
Motion passed.

On motion of Commissioner Dunn and seconded, it was unanimously voted that no recourse be given to 91-95 Park Street.

2. 83-85 N. Pond St.: Superintendent Longo requested that this item be tabled to the November meeting to make sure this property is a tenant only occupied dwelling.

On motion of Commissioner Dunn and seconded, it was voted unanimously to table this matter to the November meeting.
Motion passed unanimously.

8) COMMITTEE REPORTS.

None.

9) INVESTMENTS.

None.

10) I&I STUDY.

No action taken.

11) SUPERINTENDENTS REPORT.

No action taken.

12) OLD BUSINESS.

None.

13) NEW BUSINESS.

None.

14) ADJOURNMENT.

At 6:18 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	$	10,607,468.97
ACCOUNTS RECEIVABLE	$	805,311.03
SERVICE ACCOUNTS	$	21,748.66
TRANSFERS IN (OUT)	$	-
DISBURSEMENTS	$	(663,149.89)
BALANCE: SEP 30, 2024	$	10,771,378.77

SEWER CAP/NR

BALANCE: SEP 1, 2024	$	5,016,304.84
TRANSFERS IN (OUT)	$	-
DISBURSEMENTS	$	(78,374.87)
BALANCE:SEP 30, 2024	$	4,937,929.97

SEWER PAYROLL

BALANCE: SEP 1, 2024	$	156,619.49
TRANSFERS IN (OUT)	$	270,522.51
DISBURSEMENTS	$	(263,459.85)
BALANCE: SEP 30, 2024	$	163,682.15

SEWER BILLING

SEWER BILLS RENDERED OCT 2024:	$	778,919.93
SEWER BILLS REMAINING UNPAID AS OF OCT 31 2024:	$	334,356.71

2024 2025 WPC 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	$ **1,973,840.00**	$125,546.17	$128,093.79	$144,390.09	$214,203.99	$612,234.04	**31.02%**
FRINGE BENEFITS	$ **776,563.00**	$52,803.18	$45,438.33	$49,345.73	$54,365.36	$201,952.60	**26.01%**
OPERATING SERVICES	$ **4,110,409.00**	$227,946.52	$345,682.45	$208,144.06	$233,194.00	$1,014,967.03	**24.69%**
MATERIALS & SUPPLIES	$ **1,232,140.00**	$42,956.12	$139,190.92	$89,703.76	$63,101.90	$334,952.70	**27.18%**
CAPITAL OUTLAY	$ **830,000.00**	$0.00	$0.00	$0.00	$134,188.12	$134,188.12	**16.17%**
GRAND TOTAL	$ **8,922,952.00**	**$449,251.99**	**$658,405.49**	**$491,583.64**	**$699,053.37**	**$2,298,294.49**	**25.76%**
OPERATING SERVICES							
PUBLIC UTILITIES	$ **654,000.00**	$1,414.11	$112,540.24	$98,655.23	$34,044.48	$246,654.06	**37.71%**
NATURAL GAS	$ **33,000.00**		$1,295.61	$1,247.25	$1,202.19	$3,745.05	**11.35%**
WATER AND SEWER CHARGES	$ **13,400.00**	$5,060.45			$5,276.48	$10,336.93	**77.14%**
TIPPING FEES	$ **1,215,000.00**		$191,076.63	$92,505.36	$106,668.86	$390,250.85	**32.12%**
REFUSE	$ **500.00**			$63.40		$63.40	**12.68%**
TELEPHONE	$ **2,800.00**		$1,050.15	$512.30	$405.43	$1,967.88	**70.28%**
POSTAGE	$ **25,000.00**				$350.00	$350.00	**1.40%**
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	$550.15	$1,164.32	**33.27%**
REPAIRS AND MAINTENANCE	$ **115,000.00**	$2,340.00	$3,687.83	$1,627.23	$3,466.42	$11,121.48	**9.67%**
COLLECT SYSTEM MAIN AND REHAB	$ **150,000.00**		$6,530.02		$29,509.00	$36,039.02	**24.03%**
MAJOR REPAIRS	$ **130,000.00**		$6,512.00		$4,686.00	$11,198.00	**8.61%**
RENTS AND LEASES	$ **5,000.00**				$169.27	$169.27	**3.39%**
ADMIN FEES	$ **70,000.00**	$14,250.00			$14,250.00	$28,500.00	**40.71%**
PROFESSIONAL FEES	$ **160,000.00**	$916.65	$6,816.05	$3,162.44	$21,161.15	$32,056.29	**20.04%**
LIENS	$ **7,500.00**	$495.00	$1,005.00	$160.00	$1,545.00	$3,205.00	**42.73%**
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	$9,909.57	$61,179.71	**35.11%**
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**	**$233,194.00**	**$1,014,967.03**	**24.69%**
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	$1,647.80	$5,573.26	**17.42%**
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	$55,959.25	$276,168.78	**34.52%**
MV PARTS & SUPPLIES	$ **5,000.00**		$104.02		$334.79	$438.81	**8.78%**
MV SERVICE & REPAIRS	$ **20,000.00**	$578.93		$5,522.32	$2,585.55	$8,686.80	**43.43%**
GENERATOR FUEL	$ **9,000.00**		$4,714.44			$4,714.44	**52.38%**
LABORATORY SUPPLIES	$ **17,000.00**		$1,617.23	$1,182.72	$2,574.51	$5,374.46	**31.61%**
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**	$ **63,101.90**	$ **334,952.70**	**27.18%**
CAPITAL OUTLAY							
CAPITAL OUTLAY	$ **830,000.00**				$134,188.12	$134,188.12	**16.17%**
CAPITAL OUTLAY TOTAL	$ **830,000.00**	**$0.00**	**$0.00**	**$0.00**	**$134,188.12**	**$134,188.12**	**16.17%**
GRAND TOTAL	$ **8,922,952.00**	**$449,251.99**	**$658,405.49**	**$491,583.64**	**$699,053.37**	**$2,298,294.49**	**25.76%**

2024-2025 WPC CAPITAL OUTLAY		BUDGET REQUEST 2024-2025	EXPENDED JULY 2024	EXPENDED AUG 2024	EXPENDED SEPT 2024	EXPENDED OCT 2024	EXPENDED TO-DATE
REBUILD/REPLACE GRIT GEAR BOXES AND PUMPS		$75,000.00					$0.00
REPLACE SECOND SECONDARY DRIVE		$110,000.00				$99,460.00	$99,460.00
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**	**$99,460.00**	**$99,460.00**
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	$34,728.12	**122,875.12**

4B.4 APPEALS TO SEWER USAGE BILLING ASSOCIATED WITH EXTREMELY HIGH METER READINGS

IF:

The winter quarter is <u>two</u> times the average quarterly consumptions metered during the quarter before and after the winter reading <u>and</u> at in excess of 4,000 cf. This would indicate the winter quarter is not representative of the normal discharge to the sanitary sewer.

THEN:

The account shall pay one bill based on the metered reading and the other three bills shall be based on the average consumption of the quarters immediately prior and after the winter quarter.

STIPULATIONS:

Applicant must request an adjustment.

Adjustment is applied to account with extraordinary/non representative winter quarter usage. Winter quarter must be in excess of 4,000 cf.

Adjustment is not applicable to rental properties with usage variations due to number of tenants.