



BOARD OF WATER COMMISSIONERS

Regular Meeting Agenda
Tuesday, December 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 November 19, 2024 Regular Board Meeting
5. Approval of the Department Reports for the Month of November 2024
6. Public Participation
7. Customer Correspondence
8. Committee Reports
9. Investments
10. Superintendent's Report
11. Chairperson's Report
12. Approval of the Board of Water Commission 2025 Meeting Schedule
13. Election of Officers
14. Old Business
15. New Business
16. Adjournment

Next Meeting: Tuesday, January 21, 2025 6:15 p.m.

BOARD OF WATER COMMISSION

NOVEMBER 19, 2024 – REGULAR MEETING

PRESENT: Chairperson Phelan; Commissioners Ferrier, Porrini, Cunningham, and Dunn.

PRESENT by videoconference: Superintendent Longo

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 Water Commission to order at 6:37 p.m.

2) PLEDGE OF ALLEGIANCE.

3) MOMENT OF SILENCE.

4) APPROVAL OF THE MINUTES OF THE OCTOBER 15, 2024 REGULAR MEETING.

On motion of Commissioner Dunn and seconded, it was unanimously voted to approve the October 15, 2024 regular meeting minutes as presented.
Motion passed.

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

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

6) PUBLIC PARTICIPATION.

None.

7) CUSTOMER CORRESPONDENCE.

A. 19-23 Pleasant Avenue: Requested a refund of the reinstatement fee.

On motion of Commissioner Ferrier and seconded, it was unanimously voted to no recourse for the reinstatement fee for 19-23 Pleasant Avenue.
Motion passed.

B. 200 Blakeslee Street: Requested a waiver of \$51.57 in late fees.

On motion of Commissioner Dunn and seconded, it was unanimously voted that no relief be given to 200 Blakeslee Street.
Motion passed.

8) ENVIRONMENTAL LEARNING CENTERS OF CONNECTICUT, INC.

Kirsten Tomlinson requested funds for the Water We Drink Education Program for 2025. Proposed a budget of \$16,175.00. A brief discussion ensued.

On motion of Commissioner Dunn and seconded, it was unanimously voted to approve the 2025 Water We Drink Education Program in the amount of \$21,000.00.

9) COMMITTEE REPORTS.

None.

10) INVESTMENTS.

None.

11) SUPERINTENDENTS REPORT.

No action taken.

12) CHAIRPERSONS REPORT.

No action taken.

13) OLD BUSINESS.

None.

14) NEW BUSINESS.

No action taken.

15) ADJOURNMENT.

At 7:12 p.m., on motion of Commissioner Ferrier and seconded, it was unanimously voted to adjourn.

ATTEST: _____
Renee M. LaMarre
Water & Sewer Administrative Assistant

BRISTOL WATER DEPARTMENT

NOVEMBER 2024

WATER BILLING

Water Bills rendered November 2024	<u>\$850,253.46</u>
Water Bills remaining unpaid as of November 2024	<u>\$530,617.53</u>

PRECIPITATION

For the Month	<u>2.76 "</u>	Normal	<u>3.51 "</u>	Departure from Normal	<u>-0.75 "</u>
For the Year	<u>54.66 "</u>	Normal	<u>42.97 "</u>	Departure from Normal	<u>11.69 "</u>

RESERVOIR CAPACITY

Total Available Capacity - November 2024	<u>885,590,000</u>	Gallons	<u>69.275%</u>
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PRODUCTION

Monthly Production - November 2024	<u>157,712,000</u>	Gallons
Monthly Production - November 2023	<u>149,824,000</u>	Gallons

CASH STATEMENT WATER	
BALANCE:NOV 1 2024	3,256,183.35
REVENUE:	
ACCOUNTS RECEIVABLE	845,096.50
SERVICE ACCOUNTS	99,652.70
FINES	
SEWER ACCOUNTS	676,899.86
LIENS	1,073.86
PENALTIES	5,427.02
REMOVE METER	1,600.00
CLOSING COSTS	6,750.00
REINSTATE FEES	9,800.00
ASSESSMENTS	
ADMIN FEE/LIENS (WPC)	
LAND LEASE	2,460.64
CELL TOWER LEASE	12,874.16
SCRAP METAL SALES	
TIMBER SALES	6,549.25
STATE BOND TRANSFERS	446,227.70
TOTAL REVENUE:	2,114,411.69
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	2,114,411.69
DISBURSEMENTS (VOUCHERS):	1,206,201.89
TRANSFERS:	
SEWER TRANSFER (BWSD)	676,899.86
TRANSFER TO PROCUREMENT ACCOUNT	
<u>ACCOUNT BALANCES:</u>	
SUPER NOW CHECKING ACCOUNT	
BALANCE: NOV 30 , 2024	3,487,493.29
GOALS ENABLING FUND	
BALANCE: NOV 30 , 2024	5,669,474.49
CONSTRUCTION ACCOUNT	
BALANCE: NOV 1, 2024	188,888.05
DEPOSIT	8,200.00
DISBURSEMENTS	(1,054.18)
BALANCE: NOV 30, 2024	196,033.87
PAYROLL CASH ACCOUNT	
BALANCE: NOV 1, 2024	198,318.17
DEPOSIT	242,077.48
DISBURSEMENTS	(253,498.13)
BALANCE: NOV 30, 2024	186,897.52

CITY OF BRISTOL WATER DEPARTMENT CAPITAL OUTLAY BUDGET YEAR 2024-25									
	BUDGET REQUEST 2024-2025	EXPENDED JULY 2024	EXPENDED AUG 2024	EXPENDED SEPT 2024	EXPENDED OCT 2024	EXPENDED NOV 2024	EXPENDED TO- DATE		
CAPITAL EQUIPMENT									
10 WHEEL DUMP TRUCK	\$300,000.00						\$0.00		\$0.00
							\$0.00		\$0.00
TOTAL CAPITAL EQUIPMENT	\$300,000.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
UTILITY ASSETS									
DISTRIBUTION SECTION									
(3) Demo Saws	\$3,000.00						\$0.00		\$0.00
(2) Pipe Locators	\$7,130.00						\$0.00		\$0.00
Signage	\$3,000.00						\$0.00		\$0.00
Mueller Power Operator	\$5,400.00		\$10,325.00				\$10,325.00		\$0.00
(3) Pin Locators	\$2,964.00						\$0.00		\$0.00
Tri Pod and Blower	\$4,000.00						\$0.00		\$0.00
Regulator Pit Main	\$30,000.00						\$0.00		\$0.00
Road Saw	\$4,000.00						\$0.00		\$0.00
Plate Compactor	\$5,000.00			\$6,785.00			\$6,785.00		\$6,785.00
Portable Generators	\$6,000.00						\$0.00		\$0.00
Snow Blower	\$3,000.00						\$0.00		\$0.00
TOTAL UTILITY ASSETS DISTRIBUTION SECTION	\$73,494.00	\$0.00	\$10,325.00	\$6,785.00	\$0.00	\$0.00	\$17,110.00		
METER SHOP SECTION									
5/8" Meters 650@158	\$102,700.00						\$30,556.90		\$30,556.90
Transmitters 500 @140.00	\$70,000.00		\$14,756.90			\$15,800.00	\$56,000.00		\$56,000.00
1 1/2" T-10 METER (10)	\$7,754.00		\$28,000.00			\$28,000.00	\$2,464.62		\$2,464.62
1" T-10 METER (10)	\$3,631.00				\$2,464.62		\$0.00		\$0.00
2" T-10 METER (10)	\$9,946.00						\$0.00		\$0.00
2" UME	\$15,043.00						\$0.00		\$0.00
3" NEPTUNE TR/FLO COMPUND UME	\$2,564.00						\$0.00		\$0.00
3" NEPTUNE HP TURBINE UME	\$1,283.00						\$0.00		\$0.00
3/4" T-10 METER(20)	\$5,231.00						\$0.00		\$0.00
R900 Belt Clip Transceiver	\$15,043.00						\$0.00		\$0.00
Schonstedt Model GA-52Cx (2)	\$2,175.00						\$0.00		\$0.00
6" DETECTOR CHECK	\$7,000.00						\$0.00		\$0.00
TOTAL UTILITY ASSETS METER SHOP SECTION	\$242,370.00	\$0.00	\$42,756.90	\$0.00	\$2,464.62	\$43,800.00	\$89,021.52		

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

CITY OF BRISTOL WATER DEPARTMENT											
CAPITAL OUTLAY BUDGET YEAR 2024-25											
WATER TREATMENT PLANT SECTION											
Rebuild Hill Street Pump	\$85,000.00										
Rebuild High Service Pump	\$55,000.00										
LMI Chemical Feed Pump	\$10,000.00										
PLC and Analyzer Equipment	\$15,000.00										
Chemical Feed Maintenance Parts	\$15,000.00										
Peristaltic Chemical Feed Pump	\$15,000.00										
Turbidity Meter	\$10,000.00										
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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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											
	\$4,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OFFICE SECTION											
TOTAL UTILITY ASSETS OFFICE SECTION											
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL UTILITY ASSETS											
	\$626,264.00	\$0.00	\$53,081.90	\$6,785.00	\$2,464.62	\$43,800.00					\$106,131.52

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

[illegible]

2024 SHUT-OFFS BREAKDOWN

Still off to date for non-pay: (39)

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	377	N/A	76	60	20	6
DECEMBER 02	439	N/A				

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
Credit/Debit Card	1057	\$192,193.00
EFT (Check)	365	\$102,292.57
Online Bank Direct	385	\$72,790.98
PayPal	83	\$13,898.70
PayPal Credit	9	\$1,799.80
Venmo	6	\$934.44
Total	1905	\$383,909.49

Monthly Invoice Summary

Invoice Count
No records to display.

Paperless Statistics

Invoice Type	Paperless
Water	6948

Auto-Pay Statistics

Invoice Type	AutoPay
Water	3634

Customer Registration Statistics

Customer Count	Registered Count	Registered %	Customer Count	Registered Count	Registered %
22340	10827	48.46	4802	3679	76.61

Pay By Text Registration Statistics





City of Bristol
Office of Town and City Clerk
111 North Main Street
Bristol, Connecticut 06010

To: Town & City Clerk

From: Board of Water Commission
(Name of Board or Commission)

Contact Person: Robert J. Longo, Superintendent Telephone Number: 860-582-7431

Address: 119 Riverside Ave., Bristol, CT 06010 E-mail Address: robertlongo@bristolct.gov

In compliance with Section 1-225 of the Connecticut General Statutes the following is a listing of dates of the regular meetings of the Bristol Board of Water Commission
(Name of Board or Commission)

MONTH	DATE/DATES	TIME & PLACE OF MEETING
JANUARY 2025	Tuesday, 01/21/25	6:15 PM – Filtration Plant, 1080 Terryville Avenue
FEBRUARY	Tuesday, 02/18/25	6:15 PM – Filtration Plant, 1080 Terryville Avenue
MARCH	Tuesday, 03/18/25	6:15 PM – Filtration Plant, 1080 Terryville Avenue
APRIL	Tuesday, 04/15/25	6:15 PM – Filtration Plant, 1080 Terryville Avenue
MAY	Tuesday, 05/20/25	6:15 PM – Filtration Plant, 1080 Terryville Avenue
JUNE	Tuesday, 06/17/25	6:15 PM – Filtration Plant, 1080 Terryville Avenue
JULY	Tuesday, 07/15/25	6:15 PM – Filtration Plant, 1080 Terryville Avenue
AUGUST	Tuesday, 08/19/25	6:15 PM – Filtration Plant, 1080 Terryville Avenue
SEPTEMBER	Tuesday, 09/16/25	6:15 PM – Filtration Plant, 1080 Terryville Avenue
OCTOBER	Tuesday, 10/21/25	6:15 PM – Filtration Plant, 1080 Terryville Avenue
NOVEMBER	Tuesday, 11/18/25	6:15 PM – Filtration Plant, 1080 Terryville Avenue
DECEMBER	Tuesday, 12/16/25	6:15 PM – Filtration Plant, 1080 Terryville Avenue
JANUARY 2026	Tuesday, 01/20/26	6:15 PM – Filtration Plant, 1080 Terryville Avenue

Yours very truly,

(Signature) Chairman

(Signature) Secretary

(Date)