BOARD OF WATER COMMISSIONERS
Regular Meeting Agenda
Tuesday, July 19, 2022 6:15 p.m.

Meeting will be held at the Bristol Water & Sewer Department, 119 Riverside Avenue, Bristol, CT.

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Approval of the minutes of the June 23, 2022 Special Board Meeting
5. Approval of the Department Reports for the Month of June 2022
6. Public Participation
7. Customer Correspondence
8. Committee Reports
9. On-call Engineering RFQ
10. Investments
11. Activity Report – Weston & Sampson Engineering
12. Superintendent's Report
13. Chairperson's Report
14. Old Business
15. New Business
16. Adjournment

Join Zoom Meeting
Link: www.zoom.us/join
Meeting ID: 845 169 6140
Passcode: 123456
Dial by your location: 1-(929)-205-6099 (New York)

Next Meeting: Tuesday, August 16, 2022 at 6:15 pm

BOARD OF WATER COMMISSIONERS
JUNE 23, 2022 – SPECIAL MEETING

PRESENT by videoconference: Chairperson Dunn, Commissioners Phelan, Suarez, and Porrini.

STAFF PRESENT by videoconference: Superintendent Longo and Dawn LaBella, Office Manager.

ABSENT: Commissioner Ferrier and Council Liaison Jacqueline Olsen.

1) CALL TO ORDER.

   Chairman Dunn called the meeting of the Board of Water Commissioners held via videoconference to order at 3:43 p.m.

2) APPROVAL OF THE MINUTES OF THE MAY 17, 2022 REGULAR BOARD MEETING.

   On motion of Commissioner Phelan and seconded, it was unanimously voted to approve the May 17, 2022 minutes as presented.

   Roll call: Chairman Dunn – Yes
   Commissioner Phelan – Yes
   Commissioner Suarez – Yes
   Commissioner Porrini – Yes
   Motion passed.

3) APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF THE MAY 2022

   On motion of Commissioner Porrini and seconded, it was unanimously voted to approve the May 2022 Department Reports as presented.

   Roll call: Chairman Dunn – Yes
   Commissioner Phelan – Yes
   Commissioner Suarez – Yes
   Commissioner Porrini – Yes
   Motion passed.

4) 441 JEROME AVENUE.

   Mr. Murdock has requested the Board consider waiving the penalties and lien fees due to the fact we did not have his correct address and his tenants failed to pay.

   On motion of Commissioner Suarez and seconded, it was unanimously voted that no recourse be given and that Mr. Murdock continues his payment arrangements with the department.

Roll Call: Commissioner Dunn – Yes
Commissioner Phelan – Yes
Commissioner Suarez – Yes
Commissioner Porrini – Yes

Motion passed.

5) 120 CHURCH AVENUE.

Debbie York, Church of St. Matthew requested the Board consider waiving the penalties occurred during her absence, which resulted in late payments.

On motion of Commissioner Phelan and seconded, it was unanimously voted to that no recourse be given.

Roll Call: Chairman Dunn – Yes
Commissioner Phelan – Yes
Commissioner Suarez – Yes
Commissioner Porrini – Yes

Motion passed.

6) WATER MAIN EXTENSION APPLICATION – PHASE IV GINO DRIVE – TRADEMARK ACQUISITIONS LLC.

On motion of Commissioner Phelan and seconded, it was unanimously voted to approve the water main extension for Phase IV to cover lots 39, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, and 56 Gino Drive.

Roll Call: Chairman Dunn – Yes
Commissioner Phelan – Yes
Commissioner Suarez – Yes
Commissioner Porrini – Yes

Motion passed.

7) ADJOURNMENT.

At 3:55 p.m., on motion of Commissioner Suarez and seconded, it was unanimously voted to adjourn.

ATTEST:__________________________________

Renee M. LaMarre
Water & Sewer Administrative Assistant

BRISTOL WATER DEPARTMENT
JUNE 2022

WATER BILLING

Water Bills rendered June 2022	$776,471.51
Water Bills remaining unpaid as of June 2022	$248,299.75

PRECIPITATION

For the Month	4.12 "	Normal	4.69 "	Departure from Normal	-0.57 "
For the Year	24.61 "	Normal	22.41 "	Departure from Normal	2.20 "

RESERVOIR CAPACITY

Total Available Capacity - June 2022	1,257,110,000	Gallons	98%

PRODUCTION

Monthly Production - June 2022	179,110,794	Gallons
Monthly Production - June 2021	193,338,580	Gallons

CASH STATEMENT	
BALANCE:JUNE 1, 2022	3,733,391.00
REVENUE:	
ACCOUNTS RECEIVABLE	568,368.90
SERVICE ACCOUNTS	63,132.52
FINES	2,000.00
SEWER ACCOUNTS	510,733.23
LIENS	2,025.46
PENALTIES	5,550.00
REMOVE METER	150.00
CLOSING COSTS	6,975.00
REINSTATE FEES	3,000.00
ASSESSMENTS	3,432.60
ADMIN FEE/LIENS (WPC)	
LAND LEASE	
CELL TOWER LEASE	16,189.93
SCRAP METAL SALES	
TIMBER SALES	
TRANSFER FROM GROVE/WOLCOTT	
TOTAL REVENUE:	1,181,557.64
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	1,181,557.64
DISBURSEMENTS (VOUCHERS):	913,181.41
TRANSFERS:	
SEWER TRANSFER (CASH OUT)	527,325.87
TRANSFER TO PROCUREMENT ACCOUNT	
TRANSFER TO GOALS ENABLING	
<u>ACCOUNT BALANCES:</u>	
SUPER NOW CHECKING ACCOUNT	
BALANCE: JUNE 30 , 2022	3,474,441.36
GOALS ENABLING FUND	
BALANCE: JUNE 30 , 2022	5,375,892.19
GROVE/OLD WOLCOTT TANKS	
BALANCE: JUNE 30, 2022	2,511.39
CONSTRUCTION ACCOUNT	
BALANCE: JUNE 1, 2022	116,098.95
DEPOSIT	3,402.00
DISBURSEMENTS	(58,409.35)
BALANCE: JUNE 30, 2022	61,091.60
PAYROLL CASH ACCOUNT	
BALANCE: JUNE 1, 2022	167,206.86
DEPOSIT	326,700.26
DISBURSEMENTS	(304,944.14)
BALANCE: JUNE 30, 2022	188,962.98

2021 2022 BRISTOL WATER DEPARTMENT BUDGET						
Jun-22						
		APPROVED BUDGET 2021 2022		**EXPENDED JUNE 2021 2022**	**EXPENDED TO DATE 2021 2022**	**% TO DATE 2021 2022**
CLASSIFICATION						
SALARIES	**$**	**2,767,942.00**	$	325,552.82	$2,806,373.40	**101.39%**
FRINGE BENEFITS	**$**	**1,487,381.00**	$	112,140.44	$1,394,890.31	**93.78%**
OPERATING SERVICES	**$**	**2,714,572.00**		$198,687.81	$2,546,761.17	**93.82%**
MATERIALS & SUPPLIES	**$**	**993,148.00**		$136,201.33	$1,042,597.45	**104.98%**
CAPITAL OUTLAY	**$**	**1,219,378.00**		$138,004.20	$483,314.15	**39.64%**
GRAND TOTAL	**$**	**9,182,421.00**		**$910,586.60**	**$8,273,936.48**	**90.11%**
OPERATING SERVICES						
LIGHT & POWER	**$**	**406,394.00**	$	61,374.17	$365,554.88	**89.95%**
TELEPHONE	**$**	**16,900.00**	$	2,386.68	$20,388.97	**120.64%**
POSTAGE	**$**	**49,041.00**	$	3,000.00	$43,367.61	**88.43%**
ADVERTISING	**$**	**2,000.00**			$312.00	**15.60%**
MAINTENANCE/SERVICE	**$**	**42,025.00**	$	13,977.32	$54,656.76	**130.06%**
LEASE	**$**	**16,027.00**	$	1,271.10	$9,172.74	**57.23%**
CONFERENCE & MEMBERSHIP	**$**	**30,270.00**	$	4,982.94	$17,510.87	**57.85%**
TAXES	**$**	**606,940.00**			$586,579.76	**96.65%**
PROFESSIONAL SERVICES	**$**	**241,575.00**	$	56,154.57	$280,765.19	**116.22%**
LIENS	**$**	**6,300.00**			$0.00	**0.00%**
MISCELLANEOUS	**$**	**6,570.00**	$	475.95	$4,988.78	**75.93%**
CONTRACTOR SERVICES	**$**	**565,160.00**	$	18,444.08	$499,038.61	**88.30%**
DEBT SERVICES	**$**	**389,570.00**	$	6,727.08	$385,809.96	**99.03%**
SEWER USE FEE	**$**	**10,800.00**			$8,100.00	**75.00%**
NEW BRITAIN AGREEMENT	**$**	**325,000.00**	$	29,893.92	$270,515.04	**83.24%**
TOTAL OPERATING SERVICES	**$**	**2,714,572.00**		**$198,687.81**	**$2,546,761.17**	**93.82%**
SUPPLIES AND MATERIALS						
MOTOR FUELS	**$**	**41,065.00**	$	5,764.15	$29,664.48	**72.24%**
OFFICE SUPPLIES	**$**	**27,240.00**	$	7,070.27	$27,224.16	**99.94%**
MAINTENANCE SUP & MATERIALS	**$**	**357,000.00**	$	59,903.13	$389,036.25	**108.97%**
MV PARTS & SUPPLIES	**$**	**15,150.00**	$	1,655.23	$13,174.95	**86.96%**
MV SERVICE & REPAIRS	**$**	**44,000.00**	$	10,869.98	$59,804.32	**135.92%**
FUEL OIL	**$**	**31,607.00**			$28,424.92	**89.93%**
CHEMICAL TREATMENT	**$**	**195,163.00**	$	33,275.65	$220,840.19	**113.16%**
INSURANCE	**$**	**281,923.00**	$	17,662.92	$274,428.18	**97.34%**
TOTAL SUPPLIES & MATERAILS	**$**	**993,148.00**		**$136,201.33**	**$1,042,597.45**	**104.98%**
CAPITAL OUTLAY						
CAPITAL EQUIPMENT	**$**	**-**			$0.00	**#DIV/0!**
CAPITAL OUTLAY	**$**	**851,000.00**	$	106,705.00	$304,893.03	**35.83%**
MISC. UTILITY ASSETS	**$**	**368,378.00**	$	31,299.20	$178,421.12	**48.43%**
CAPITAL OUTLAY TOTAL	**$**	**1,219,378.00**		**$138,004.20**	**$483,314.15**	**39.64%**
GRAND TOTAL	**$**	**9,182,421.00**		**$910,586.60**	**$8,273,936.48**	**90.11%**

CITY OF BRISTOL WATER DEPARTMENT			
CAPITAL OUTLAY BUDGET YEAR 2021-22			
CAPITAL EQUIPMENT	**BUDGET REQUEST 2021-22**	**EXPENDED JUNE 2022**	**EXPENDED TO-DATE**
			$0.00
	$0.00		$0.00
	$0.00		$0.00
			$0.00
			$0.00
TOTAL CAPITAL EQUIPMENT	**$0.00**	**$0.00**	**$0.00**
UTILITY ASSETS			
DISTRIBUTION SECTION			
(1) Chop Saw	$970.00		$0.00
(1) Road Saw	$2,060.00		$0.00
Signage	$2,000.00		$0.00
Mueller Power Operator	$3,800.00		$0.00
(2) Pin Locators	$1,970.00		$0.00
3" Trash Pump	$1,350.00		$1,425.00
2" Pump	$562.00		$0.00
(2) Linestops	$20,214.00		$0.00
Regulator Repairs	$15,000.00		$0.00
(2) Flushing Stations	$8,800.00		$0.00
TOTAL UTILITY ASSETS DISTRIBUTION SECTION	**$56,726.00**	**$0.00**	**$1,425.00**
METER SHOP SECTION			
5/8" Meters 650@110.60	$71,890.00	$5,620.00	$65,860.00
Transmitters 200 @102	$20,400.00	$13,800.00	$44,400.00
1 1/2" T-10 METER (5)	$2,977.00		$610.02
1" T-10 METER (10)	$2,806.00		$1,839.94
2" T-10 METER (5)	$3,720.00		$8,517.80
3/4" T-10 METER(20)	$4,020.00		$610.02
CE Handheld Reader(2)	$19,999.00		$0.00
Schonstedt Model GA-52Cx (2)	$1,840.00		$4,218.52
6" Protechtus (2)	$36,000.00		$0.00
6" DETECTOR CHECK (2)	$7,000.00		$0.00
4" Proread			$3,999.84
TOTAL UTILITY ASSETS METER SHOP SECTION	**$170,652.00**	**$19,420.00**	**$130,056.14**
WATER TREATMENT PLANT SECTION			
Rebuild High Service Pump	$35,000.00		$16,884.60
Rebuild Hill St Pump	$35,000.00		$0.00
LMI Chemical Feed Pumps	$10,000.00		$0.00
(2)Peristaltic Chemical Feed Pumps	$10,000.00		$0.00
Effluent Ultrasonic Flow Meters	$35,000.00		$0.00
			$0.00

CITY OF BRISTOL WATER DEPARTMENT			
CAPITAL OUTLAY BUDGET YEAR 2021-22			
OTAL UTILITY ASSETS WATER TREATMENT PLANT	**$125,000.00**	**$0.00**	**$16,884.60**
WATERSHED SECTION			
			$0.00
Gravely 260z Zero Turn Mower	$12,000.00	$11,879.20	$11,879.20
			$0.00
			$0.00
			$0.00
TOTAL UTILITY ASSETS WATERSHED SECTION	**$12,000.00**	**$11,879.20**	**$11,879.20**
OFFICE SECTION			
REPLACE 2 WINDOWS - ENTRY AREA	**$4,000.00**		$2,653.00
TOTAL UTILITY ASSETS OFFICE SECTION	**$4,000.00**	**$0.00**	**$2,653.00**
TOTAL UTILITY ASSETS	**$368,378.00**	**$31,299.20**	**$162,897.94**
	BUDGET REQUEST 2021-22	**EXPENDED JUNE 2022**	**EXPENDED TO-DATE**
CAPITAL IMPROVEMENTS			
Water Main Replacements	$200,000.00		$0.00
Water Main Replacement - Orchard St	$75,000.00		$0.00
Hydrants	$90,000.00		$54,750.20
Well Redevelopment	$35,000.00		$91,993.61
Reservoir Improvements	$125,000.00		$0.00
Eyewash Station Replacement & Repiping Well Sites	$100,000.00		$48,971.69
Roof Replacement-Well Sites & Pump Stations	$120,000.00	$106,705.00	$106,705.00
16" and 12" Valve Replacement	$25,000.00		$18,176.18
Camera Installation at Filter Plant	$75,000.00		$0.00
Sacrificial Cathodic Protection System-Back Wash Tank	$6,000.00		$0.00
SCADA			$2,472.53
TOTAL CAPITAL IMPROVEMENTS	**$851,000.00**	**$106,705.00**	**$323,069.21**
TOTAL CAPITAL OUTLAY	**$1,219,378.00**	**$138,004.20**	**$485,967.15**
SCADA IN PROGRESS		41972.97	203634.89

2022 SHUT-OFFS BREAKDOWN   Still off to date for non-pay: (46)

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	386	283	27	17	9	4
FEBRUARY 01	319	233	31	19	5	2
MARCH 02	328	300	46	33	14	9
APRIL 03	464	303	35	25	10	4
MAY 01	290	224	24	17	6	3
JUNE 02	342	247	28	24	8	3
JULY 03						
AUGUST 01						
SEPTEMBER 02						
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
Credit/Debit Card	777	$116,386.74
EFT (Check)	251	$47,029.20
Online Bank Direct	287	$36,104.49
PayPal	76	$10,623.25
PayPal Credit	2	$314.43
Venmo	4	$640.66
Total	1397	$211,098.77

Monthly Invoice Summary

Invoice Count

No records to display.

Paperless Statistics

Invoice Type	Paperless
Water	5766

Auto-Pay Statistics

Invoice Type	AutoPay
Water	2391

Customer Registration Statistics

Customer Count	Registered Count	Registered %
21606	9460	43.78

Pay By Text Registration Statistics

Customer Count	Registered Count	Registered %
3558	2774	77.97