



BOARD OF SEWER COMMISSIONERS
REVISED Regular Meeting Agenda
Tuesday, August 16, 2022 6:00 p.m.

Meeting will be held at the Bristol Water & Sewer Department, Water Filtration Plant,
1080 Terryville Ave., Bristol, CT.

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Approval of the minutes of the July 19, 2022 Regular Board Meeting
5. Approval of the Department Reports for the Month of July 2022.
6. Customer Correspondence
7. On-call Engineering RFQ
8. Board of Finance: Request to Carry-over \$785,673 from FY 2021-2022 to FY 2022-2023.
9. Board of Finance: Request to Transfer \$164,059 out of Regular Wages, Professional Fees and Services to Offset Under-funded Expenditures.
10. Approval of Sewer Main Extension Application – Charlies Way
11. Superintendent's Report
12. Old Business
13. New Business
14. Adjournment

Next Meeting: Tuesday, September 20, 2022 at 6:00 pm

BOARD OF SEWER COMMISSIONERS

JULY 19, 2022 – REGULAR MEETING

PRESENT: Chairperson Dunn and Commissioner Porrini; Council Liaison Jacqueline Olsen; Superintendent Robert Longo and Dawn LaBella, Office Manager

PRESENT by videoconference: Commissioners Phelan, Suarez, and Ferrier; Sean Hennessey, Director of Sewer; Assistant Superintendents Pagliaruli, Bolduc and Keegan.

1) CALL TO ORDER.

Chairperson Dunn called the meeting of the Board of Sewer Commissioners to order at 6:02 p.m.

2) PLEDGE OF ALLEGIANCE.

3) MOMENT OF SILENCE.

4) APPROVAL OF THE MINUTES OF THE JUNE 23, 2022 SPECIAL BOARD MEETING.

On motion of Commissioner Suarez and seconded, it was voted to approve the June 23, 2022 minutes as presented.

Roll call: Chairman Dunn – Yes
Commissioner Phelan – Yes
Commissioner Suarez – Yes
Commissioner Ferrier – Abstained
Commissioner Porrini – Yes

Motion passed.

5) PUBLIC PARTICIPATION.

None.

6) CUSTOMER CORRESPONDENCE.

None.

7) TOWN OF PLYMOUTH.

No action taken.

8) ON-CALL ENGINEERING RFQ.

None.

9) SUPERINTENDENT'S REPORT.

No action taken.

10) OLD BUSINESS.

None.

11) NEW BUSINESS.

None.

12) ADJOURNMENT.

At 6:21 p.m., on motion of Commissioner Suarez and seconded, it was unanimously voted to adjourn.

ATTEST:

Renee M. LaMarre
Water & Sewer Administrative Assistant

DRAFT

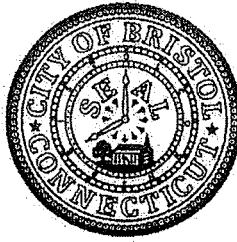
CASH STATEMENT SEWER

SEWER OPERATING

BALANCE: JULY 1, 2022	7,000,000.00
ACCOUNTS RECEIVABLE	555,421.98
SERVICE ACCOUNTS	5,160.00
TRANSFERS IN (OUT)	(217,820.28)
DISBURSEMENTS	(491,063.13)
BALANCE: JULY 31, 2022	6,851,698.57

SEWER PAYROLL

BALANCE: JULY 1, 2022	
TRANSFERS IN (OUT)	217,820.28
DISBURSEMENTS	(67,562.36)
BALANCE: JULY 31, 2022	150,257.92



CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM

To: Board of Finance Commissioners

From: Water & Sewer
(Requesting Department)

Date: 4 August 2022
(Submission Date)

For the 23 August 2022 Board of Finance
Meeting Agenda
(Date of Meeting)

This request is for:
(Please check the type of request and list in whole dollar amounts)

- ☐ Additional Appropriation \$ _____
- ☐ Transfer from Contingency \$ _____
- ☐ Transfer(s) \$ _____
- ☐ Grant \$ _____
- ☒ Carry-over(s) \$ 785,673
- ☐ Other

Approval:

This request was approved by the Board of Sewer Commissioners
(governing Board of your department)
at its meeting held on 16 August 2022.
(date)

A handwritten signature in black ink, appearing to be "JH", is written over a horizontal line.

(Department Head's signature)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

Board of Finance Agenda Request Form

Reason for request:

118 Sewer Operating & Assessment fund

The Sewer Division of the Bristol Water and Sewer Department identifies and budgets for annual capital projects to complete. Operation and maintenance of the water pollution control facility as well as the city's vast collection system takes workforce precedence to maintain DEEP and EPA permit compliance. The completion of capital projects are important to the future health of the sewer system as a whole. Unfortunately due to facility and collection system obligations, capital projects may be delayed in completion.

The HVAC unit for the Operations building is mechanically at the end of its useful service. Before installing a new unit, an engineering firm was selected to properly size a new unit; a budgeted cost was determined. Project to be completed in FY23.

The Minor Street pumping station generator replacement has been ordered and will be received this fall (2022).

The Sewer Division has started purchasing and installing security cameras in FY22. The project is to be completed in FY23.

The Sewer Division ordered a new forklift that was budgeted and ordered in FY22. WPC has not received the forklift; expected in August/September 2022.

The Sewer Division experienced a failure of one of three secondary clarifier drive units. This drive unit is original equipment installed in 1987. The unit is on order and will be installed by an outside vendor in the fall/winter 2022.

The Water and Sewer department purchased asset management software in FY22. The project is to be complete in FY23. The Sewer Divisions expense portion to be carried over.

The Sewer Division needs to replace the Headworks roof originally installed in 1987. Project was not able to be completed in FY22 due to contractor unavailability. Project to be completed in FY23.

Improvement to be performed at the Broad Street pumping station. The Broad Street pumping station serves as the City's main and most important pumping station. Two thirds of the City's sewer is conveyed through the Broad Street pumping station. The improvement to be made is to replace the four original automatic transfer switches (ATS's); repair parts for the ATS's have become obsolete. The purpose of the ATS's is to transfer power from street power to emergency generator power to power up the pumping station in the event of street power loss. The Broad street pumping station include four pumps, two 300 horsepower pumps and two 200 horsepower pumps as well as the pump controls. Preliminary estimates for budgeting purposes is the only progress thus far for this project; completion is the goal in FY23.

Due to long lead times for equipment in FY22, manhole frames and covers ordered in the late winter/spring of FY22 have not yet been received. FY22 funds in the Collection System Maintenance and Rehabilitation expenditure account need to be carried over to FY23.

Due to long lead times for equipment in FY22, a spare mixer for the WPCF was ordered but not received in FY22. FY22 funds in the Major Repairs expenditure account need to be carried over to FY23.

Grout Truck and Camera were purchased in 2012. Camera needs to be replaced; original camera to be used as a spare.

Carry-overs list the following:

Account	Account Name	Amount
1183014 570200 20011	Replace Rooftop Heat & A/C	\$40,000
1183014 570400 21006	Minor Street Pumping Station Generator Replacement	\$43,621
1183014 570400 22009	WPCF Security Cameras	\$75,000
1183014 570400 22010	Forklift	\$45,000
1183014 570400 22038	Secondary Clarifier Unit	\$90,000
1183014 570900 22016	Asset Management Software	\$179,632
1183014 570200 22011	Headworks Roof Replacement	\$101,000
1183014 570400 20010	Replace ATS Broad Street	\$100,000
1183014 570400 21007	Replace ATS Broad Street	\$50,000
1183014 543011	Manhole frames and covers	\$8,960
1183014 543110	Spare Mixer A/N Tanks	\$17,460
1183014 570400 22008	Replacement CCTV Grout Truck	\$35,000



**CITY OF BRISTOL
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Water and Sewer
(Requesting Department)

Date: 05 August 2022
(Submission Date)

For the 23 August 2022 Board of Finance
Meeting Agenda
(Date of Meeting)

This request is for:
(Please check the type of request and list in whole dollar amounts)

- ☐ Additional Appropriation \$ _____
- ☐ Transfer from Contingency \$ _____
- ☒ Transfer(s) \$ 164,059
- ☐ Grant \$ _____
- ☐ Carry-over(s) \$ _____
- ☐ Other

Approval:

This request was approved by the Board of Sewer Commissioners
(governing Board of your department)
at its meeting held on 16 August 2022.
(date)

All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.

(Department Head's signature)

Board of Finance Agenda Request Form

Reason for request: Transfer out of Regular Wages and Professional Fees and Services to offset under-funded expenditure accounts. List of transfers completed on separate spread sheet.

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Transfer(s) complete the following:

From:	To:	Amount:
From: _____	To: _____	Amount: _____
From: _____	To: _____	Amount: _____
From: _____	To: _____	Amount: _____
From: _____	To: _____	Amount: _____
From: _____	To: _____	Amount: _____
From: _____	To: _____	Amount: _____

Grants:

Total Amount: Grant \$ _____
City Share \$ _____ %
Federal/State Share \$ _____ %

Carry-overs list the following:

Account	Account Name	Amount

FISCAL YEAR END TRANSFERS

[illegible]



SEWER MAIN EXTENSION APPLICATION

DATE: 8/12/22

I Charles Brazee do hereby guarantee to the Board of Sewer Commissioners the cost of installing approximately 889 feet of SDR-35 main on Charles Way.

To cover lot(s) # 2 thru 17

889 feet of SDR-35 main on Charles Way

To cover lot(s) # _____

_____ feet of _____ main on _____

I hereby waive all claims for a hearing on this extension. I understand that I will be obligated to make a deposit with the Bristol Water & Sewer Department "BWSD" in the full amount of the estimated cost of this extension plus the estimated cost of all service laterals before work can be started. I also understand that after the work is completed and the actual cost of the extension and service laterals has been determined, this cost will be compared with the original deposit. BWSD will refund the difference to me if the cost is less than the deposit or if the cost is more than the deposit, I will be billed the difference.

All trench work is to be done by the applicant (excavation, backfilling, and street surfacing) in accordance with OSHA standards. All water main and service(s) must comply with the BWSD specifications.

SEWER MAIN ESTIMATE:

0 to be paid by developer

SERVICE CONNECTION ESTIMATE:

16 lots @ \$1,250 = \$20,000.00

OTHER:

0

TOTAL ESTIMATE:

\$20,000.00

Estimated by: Paul Keegan

Signature of Applicant: _____

D/B/A: Total Access Construction LLC

Address of applicant: 75 Neal Ct., Plainville, CT 06062

Approved for

Bristol Water & Sewer Department: _____ Date: _____