BOARD OF WATER COMMISSIONERS

Regular Meeting Agenda

Tuesday, September 20, 2022 6:15 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 August 16, 2022 Regular Board Meeting
5. Approval of the Department Reports for the Month of August 2022
6. Public Participation
7. Customer Correspondence
8. Committee Reports
9. On-call Engineering RFQ
10. Investments
11. Superintendent's Report
12. Chairperson's Report
13. Old Business
14. New Business
15. Adjournment

Next Meeting: Tuesday, October 18, 2022 at 6:15 pm

BOARD OF WATER COMMISSIONERS
AUGUST 16, 2022 – REGULAR MEETING

PRESENT: Acting Chairperson Phelan, Commissioners Suarez, Porrini and Ferrier; Superintendent Longo; Assistant Superintendents Pagliaruli, Bolduc, Keegan and Dawn LaBella, Office Manager.

ABSENT: Chairperson Dunn and Council Liaison Jacqueline Olsen.

1) CALL TO ORDER

Acting Chairperson Phelan called the meeting of the Board of Water Commissioners to order at 6:15 p.m.

2) PLEDGE OF ALLEGIANCE.

3) MOMENT OF SILENCE.

4) APPROVAL OF THE MINUTES OF THE JULY 19, 2022 REGULAR BOARD MEETING.

On motion of Commissioner Suarez and seconded, it was unanimously voted to approve the July 19, 2022 minutes as presented.
Motion passed.

5) APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF THE JULY 2022

On motion of Commissioner Suarez and seconded, it was unanimously voted to approve the July 2022 Department Reports as presented.
Motion passed.

6) PUBLIC PARTICIPATION.

None.

7) CUSTOMER CORRESPONDENCE.

Eric McGaughey of Engie Impact requested the late fees of $23.86 be waived for his client Cantina Hospitality, LLC of 1250 Farmington Avenue.

On motion of Commissioner Suarez and seconded, it was unanimously voted that no recourse be given.
Motion passed.

8) COMMITTEE REPORTS.

None.

9) APPROVAL OF WATER MAIN EXTENSION APPLICATION – CHARLIES WAY.

On motion of Commissioner Suarez and seconded, it was unanimously voted to approve the Water Main Extension Application for 16 Lots on Charlies Way.

Motion passed.

10) TRANSFER OF $73,300.67 FROM FRINGE BENEFITS TO FUND OVER EXPENDITURES.

On motion of Commissioner Suarez and seconded, it was voted unanimously to transfer $73,300.67 from Fringe Benefits to fund over expenditures of $73,300.67 in the Salaries account.
Motion passed.

11) TRANSFER OF $6,208.61 FROM LIENS TO FUND OVER EXPENDITURES.

On motion of Commissioner Suarez and seconded, it was voted unanimously to transfer $6,208.61 from Liens to fund over expenditures of $6,208.61 in Contractor Services account.
Motion passed.

12) TRANSFER OF $159,600.17 FROM CAPITAL OUTLAY TO FUND OVER EXPENDITURES.

On motion of Commissioner Suarez and seconded, it was voted unanimously to transfer $159,600.17 from Capital Outlay to fund over expenditures of $3,488.97 in the Telephone account; $13,831.76 in the Maintenance/ Service Agreement account; $43,769.19 in the Professional Services account; $3,615.86 in the Office Supplies account; $39,227.26 in the Maintenance/Supplies account; $18,033.28 in the MV Service/Repair account; and $37,633.85 in the Chemical Treatment account.
Motion passed.

13) ON-CALL ENGINEERING RFQ.

No action taken.

14) INVESTMENTS.

No action taken.

15) ACTIVITY REPORT – WESTON & SAMPSON ENGINEERING.

None.

16) SUPERINTENDENT'S REPORT.

No action taken.

17) CHAIRPERSON'S REPORT.

No action taken.

18) OLD BUSINESS.

None.

19) NEW BUSINESS.

None.

20) ADJOURNMENT.

At 7:01 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
AUGUST 2022

WATER BILLING

Water Bills rendered August 2022	$813,290.75
Water Bills remaining unpaid as of August 2022	$253,117.24

PRECIPITATION

For the Month	3.38 "	Normal	4.46 "	Departure from Normal	-1.08 "
For the Year	31.17 "	Normal	31.38 "	Departure from Normal	-0.21 "

RESERVOIR CAPACITY

Total Available Capacity - August 2022	955,420,000	Gallons	74.74%

PRODUCTION

Monthly Production - August 2022	195,167,560	Gallons
Monthly Production - August 2021	181,726,440	Gallons

CASH STATEMENT WATER

BALANCE:AUG 1, 2022	2,890,417.26
REVENUE:	
ACCOUNTS RECEIVABLE	724,823.90
SERVICE ACCOUNTS	14,264.39
FINES	
SEWER ACCOUNTS	681,669.04
LIENS	910.50
PENALTIES	3,263.81
REMOVE METER	
CLOSING COSTS	7,350.00
REINSTATE FEES	2,750.00
ASSESSMENTS	
ADMIN FEE/LIENS (WPC)	110.00
LAND LEASE	2,254.98
CELL TOWER LEASE	16,189.93
SCRAP METAL SALES	1,296.00
TIMBER SALES	
TRANSFER FROM GROVE/WOLCOTT	2,513.57
TOTAL REVENUE:	1,457,396.12
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	1,457,396.12
DISBURSEMENTS (VOUCHERS):	981,541.16
TRANSFERS:	
SEWER TRANSFER (CITY)	44,802.49
SEWER TRANSFER (BWSD)	645,450.78
TRANSFER TO PROCUREMENT ACCOUNT	
TRANSFER TO GOALS ENABLING	

<u>ACCOUNT BALANCES:</u>

SUPER NOW CHECKING ACCOUNT	
BALANCE: AUG 31 , 2022	2,676,018.95
GOALS ENABLING FUND	
BALANCE: AUG 31 , 2022	5,384,844.77
CONSTRUCTION ACCOUNT	
BALANCE: AUG 1, 2022	67,968.60
DEPOSIT	34,241.00
DISBURSEMENTS	(9,777.21)
BALANCE: AUG 31, 2022	92,432.39
PAYROLL CASH ACCOUNT	
BALANCE: AUG 1, 2022	172,155.58
DEPOSIT	201,189.16
DISBURSEMENTS	(201,465.12)
BALANCE: AUG 31, 2022	171,879.62

2022 2023 BRISTOL WATER DEPARTMENT BUDGET						
Aug-22						
CLASSIFICATION		APPROVED BUDGET 2022 2023	EXPENDED JULY 2022 2023	EXPENDED AUGUST 2022 2023	EXPENDED TO DATE 2022 2023	% TO DATE 2022 2023
SALARIES	$	**2,885,636.00**	$283,154.42	$161,300.20	$444,454.62	**15.40%**
FRINGE BENEFITS	$	**1,652,144.00**	$159,879.25	$130,108.16	$289,987.41	**17.55%**
OPERATING SERVICES	$	**2,744,602.00**	$132,726.21	$138,526.96	$271,253.17	**9.88%**
MATERIALS & SUPPLIES	$	**1,026,585.00**	$30,289.12	$58,605.52	$88,894.64	**8.66%**
CAPITAL OUTLAY	$	**1,466,516.00**	$0.00	$140,693.20	$140,693.20	**9.59%**
GRAND TOTAL	$	**9,775,483.00**	**$606,049.00**	**$629,234.04**	**$1,235,283.04**	**12.64%**
OPERATING SERVICES						
LIGHT & POWER	$	**410,505.00**		$32,411.27	$32,411.27	**7.90%**
TELEPHONE	$	**17,380.00**	$1,603.66	$1,501.34	$3,105.00	**17.87%**
POSTAGE	$	**49,000.00**	$3,000.00	$2,880.80	$5,880.80	**12.00%**
ADVERTISING	$	**1,000.00**			$0.00	**0.00%**
CLOTHING/UNIFORMS	$	**6,680.00**	$79.98		$79.98	**1.20%**
MAINTENANCE/SERVICE	$	**55,015.00**		$5,221.67	$5,221.67	**9.49%**
LEASE	$	**15,473.00**	$1,319.61		$1,319.61	**8.53%**
CONFERENCE & MEMBERSHIP	$	**30,550.00**	$294.50	$2,329.60	$2,624.10	**8.59%**
TAXES	$	**615,494.00**	$51,291.17		$51,291.17	**8.33%**
PROFESSIONAL SERVICES	$	**290,200.00**	$14,673.80	$11,375.05	$26,048.85	**8.98%**
LIENS	$	**6,300.00**			$0.00	**0.00%**
MISCELLANEOUS	$	**6,570.00**	$164.99	$537.83	$702.82	**10.70%**
CONTRACTOR SERVICES	$	**559,600.00**	$12,612.31	$35,754.89	$48,367.20	**8.64%**
DEBT SERVICES	$	**345,035.00**	$1,609.16	$1,597.68	$3,206.84	**0.93%**
SEWER USE FEE	$	**10,800.00**			$0.00	**0.00%**
NEW BRITAIN AGREEMENT	$	**325,000.00**	$46,077.03	$44,916.83	$90,993.86	**28.00%**
TOTAL OPERATING SERVICES	$	**2,744,602.00**	**$132,726.21**	**$138,526.96**	**$271,253.17**	**9.88%**
SUPPLIES AND MATERIALS						
MOTOR FUELS	$	**56,079.00**		$6,230.48	$6,230.48	**11.11%**
OFFICE SUPPLIES	$	**27,240.00**	$894.94	$883.95	$1,778.89	**6.53%**
MAINTENANCE SUP & MATERIALS	$	**374,000.00**	$15,145.15	$20,664.88	$35,810.03	**9.57%**
MV PARTS & SUPPLIES	$	**15,150.00**	$178.20	$351.72	$529.92	**3.50%**
MV SERVICE & REPAIRS	$	**44,000.00**		$1,387.41	$1,387.41	**3.15%**
FUEL OIL	$	**41,250.00**			$0.00	**0.00%**
CHEMICAL TREATMENT	$	**195,163.00**		$29,087.08	$29,087.08	**14.90%**
INSURANCE	$	**273,703.00**	$14,070.83		$14,070.83	**5.14%**
TOTAL SUPPLIES & MATERAILS	$	**1,026,585.00**	**$30,289.12**	**$58,605.52**	**$88,894.64**	**8.66%**
CAPITAL OUTLAY						
CAPITAL EQUIPMENT	$	**166,000.00**			$0.00	**0.00%**
CAPITAL OUTLAY	$	**893,611.00**		$78,054.00	$78,054.00	**8.73%**
MISC. UTILITY ASSETS	$	**406,905.00**		$62,639.20	$62,639.20	**15.39%**
CAPITAL OUTLAY TOTAL	$	**1,466,516.00**	**$0.00**	**$140,693.20**	**$140,693.20**	**9.59%**
GRAND TOTAL	$	**9,775,483.00**	**$606,049.00**	**$629,234.04**	**$1,235,283.04**	**12.64%**

CITY OF BRISTOL WATER DEPARTMENT CAPITAL OUTLAY BUDGET YEAR 2022-23				
CAPITAL EQUIPMENT	**BUDGET REQUEST 2022-23**	**EXPENDED JULY 2022**	**EXPENDED AUG 2022**	**EXPENDED TO-DATE**
2023 CHEVY 2500	$36,000.00			$0.00
CHEVY 3500 4WD FLATBED W/ PLOW AND LIFT GATE	$65,000.00			$0.00
NEW SUV	$65,000.00			$0.00
				$0.00
				$0.00
TOTAL CAPITAL EQUIPMENT	**$166,000.00**		**$0.00**	**$0.00**
UTILITY ASSETS				
DISTRIBUTION SECTION				
(1) Chop Saw	$1,000.00			$0.00
(1) Honda Generator	$1,130.00			$0.00
Signage	$2,500.00			$0.00
Mueller Power Operator	$4,000.00			$0.00
(3) Pin Locators	$1,900.00			$0.00
3" Wacker Mud Sucker Pump	$1,915.00			$0.00
Jumping Jack Compactor	$2,649.00			$0.00
Insertion Valves	$28,000.00			$0.00
Regulator Repairs	$15,000.00			$0.00
Automatic Flushing Stations	$7,000.00			$0.00
TOTAL UTILITY ASSETS DISTRIBUTION SECTION	**$65,094.00**	**$0.00**	**$0.00**	**$0.00**
METER SHOP SECTION				
5/8" Meters 650@132	$85,800.00		$10,260.00	$10,260.00
Transmitters 200 @107.5	$21,500.00		$27,000.00	$27,000.00
1 1/2" T-10 METER (5)	$3,442.00			$0.00
1" T-10 METER (10)	$3,202.00			$0.00
2" T-10 METER (5)	$4,380.00			$0.00
3/4" T-10 METER(20)	$4,560.00			$0.00
R900 Belt Clip Tranceiver	$13,400.00			$0.00
Schonstedt Model GA-52Cx (2)	$2,109.00			$0.00
6" DETECTOR CHECK (2)	$6,418.00			$0.00
				$0.00
				$0.00
TOTAL UTILITY ASSETS METER SHOP SECTION	**$144,811.00**	$0.00	**$37,260.00**	**$37,260.00**
WATER TREATMENT PLANT SECTION				
Rebuild High Service Pump	$45,000.00			$0.00
Rebuild Hill St Pump	$45,000.00			$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				$0.00
				$0.00

CITY OF BRISTOL WATER DEPARTMENT					
CAPITAL OUTLAY BUDGET YEAR 2022-23					
TOTAL UTILITY ASSETS WATER TREATMENT PLANT	**$110,000.00**	**$0.00**		**$0.00**	**$0.00**
<u>WATERSHED SECTION</u>					
					$0.00
Enclosed Equipment Trailer	$27,000.00				$0.00
					$0.00
					$0.00
					$0.00
TOTAL UTILITY ASSETS WATERSHED SECTION	**$27,000.00**	**$0.00**		**$0.00**	**$0.00**
<u>OFFICE SECTION</u>					
Drive Through Renovations	**$60,000.00**			$25,379.20	$25,379.20
TOTAL UTILITY ASSETS OFFICE SECTION	**$60,000.00**	**$0.00**		**$25,379.20**	**$25,379.20**
TOTAL UTILITY ASSETS	**$406,905.00**	**$0.00**		**$62,639.20**	**$62,639.20**
	BUDGET REQUEST 2022-23	**EXPENDED JULY 2022**		**EXPENDED AUG 2022**	**EXPENDED TO-DATE**
<u>CAPITAL IMPROVEMENTS</u>					
Water Main Replacements	$250,000.00				$0.00
Boiler At 119 Riverside	$38,611.00				$0.00
Hydrants	$85,000.00				$0.00
Well Redevelopment	$45,000.00				$0.00
Reservoir Improvements	$150,000.00				$0.00
Upgrades to Barlow St Pump Station	$75,000.00				$0.00
Roof Replacement-Well Sites & Pump Stations	$80,000.00			$78,054.00	$78,054.00
Upgrades to Fire Alarm System	$50,000.00				$0.00
Flocculation and Sedimentation Equipment	$120,000.00				$0.00
					$0.00
					$0.00
TOTAL CAPITAL IMPROVEMENTS	**$893,611.00**	**$0.00**	**#**	**$78,054.00**	**$78,054.00**
TOTAL CAPITAL OUTLAY	**$1,466,516.00**	**$0.00**		**$140,693.20**	**$140,693.20**
SCADA IN PROGRESS				44681.48	

2022 SHUT-OFFS BREAKDOWN Still off to date for non-pay: (44)

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	396	275	31	23	9	3
AUGUST 01	327	244	30	21	2	1
SEPTEMBER 02	370					
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	821	$133,798.77
EFT (Check)	279	$63,846.42
Online Bank Direct	326	$50,167.55
PayPal	80	$11,935.10
PayPal Credit	3	$710.72
Venmo	2	$251.57
Total	1511	$260,710.13

Monthly Invoice Summary

Invoice Count

No records to display.

Paperless Statistics

Invoice Type	Paperless
Water	6030

Auto-Pay Statistics

Invoice Type	AutoPay
Water	2483

Customer Registration Statistics

Customer Count	Registered Count	Registered %
21741	9640	44.34

Pay By Text Registration Statistics

Customer Count	Registered Count	Registered %
3669	2873	78.30