BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda
Tuesday, September 20, 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 August 16, 2022 Regular Board Meeting
5. Approval of the Department Reports for the Month of August 2022
6. Public Participation
7. Customer Correspondence
   Jersey Mike's – 641 Farmington Avenue
8. 211 Bradley Street – Refund sewer charges. Not connected to Sewer Main.
9. On-call Engineering RFQ.
10. Award Contract 2A23-009 – Wastewater Sludge Disposal Services to Synagro Northeast LLC.
11. Superintendent's Report.
12. Old Business.
13. New Business.
14. Adjournment.

Next Meeting: Tuesday, October 18, 2022 at 6:00 pm

BOARD OF SEWER 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 Sewer Commissioners to order at 6:00 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) CUSTOMER CORRESPONDENCE.

   None.

7) ON-CALL ENGINEERING RFQ.

   No action taken.

8) BOARD OF FINANCE: REQUEST TO CARRY-OVER $785,673 FROM FY 2021-2022 TO FY 2022-2023.

   On motion of Commissioner Ferrier and seconded, it was unanimously voted to approve the request to carry-over $785,673 from FY 2021-2022 to FY 2022-2023 for the following accounts.

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

Motion passed.

9) BOARD OF FINANCE: REQUEST TO TRANSFER $164,059 OUT OF REGULAR WAGES, PROFESSIONAL FEES & SERVICES, AND ADMINISTRATIVE FEES TO OFFSET UNDER-FUNDED EXPENDITURES.

On motion of Commissioner Suarez and seconded, it was unanimously voted to approve the transfer of $164,059 out of Regular Wages, Professional Fees & Services and Administrative Fees as follows:

Transfer $78,931 from Regular Wages 1183014-514000 to:

1183014-515100	Overtime Wages	$ 9,016
1183014-517000	Other Wages	$ 4,469
1183014-520500	Disability Insurance	$ 32
1183014-541000	Public Utilities	$43,977
1183014-541100	Water & Sewer Charges	$ 306
1183014-542120	Tipping Fees	$20,854
1183014-562200	Natural Gas	$ 177
1183014-581120	Conferences & Memberships	$ 100

Transfer $81,648 from Professional Fees & Services 1183014-531000 to:

1183014-543000	Repairs & Maintenance	$6,352
1183014-543100	MV Service & Repair	$ 3,388
1183014-555000	Printing & Binding	$ 44
1183014-561150	Laboratory Supplies	$ 2,107
1183014-561400	Maintenance Supplies & Materials	$36,633
1183014-561800	Program Supplies	$ 6,056
1183014-562600	Motor Fuels	$ 2,985
1183014-563100	Tires	$ 2,234
1183014-569000	Office Supplies	$ 1,298
1183014-581280	Lien Fees	$ 3,240
1183014-589100	Miscellaneous	$ 1,331
1183014-570900-17022	SCADA Service & Programming	$15,980

Transfer $3,480 from Administrative Fees 1183014-531150 to:

1183014-570400-20008	Cherry Hill Generator	$ 910
1183014-570400-19005	Pump Station Controls	$ 1

1183014-570300-21012	Cherry Hill Site Remediation	$ 2,569

10) APPROVAL OF SEWER MAIN EXTENSION APPLICATION – CHARLIES WAY

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

11) SUPERINTENDENT'S REPORT.

No action taken.

12) CHAIRPERSON'S REPORT.

No action taken.

13) OLD BUSINESS.

None.

14) NEW BUSINESS.

None.

15) ADJOURNMENT.

At 6:12 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: AUG 1, 2022	$	7,197,193.57
ACCOUNTS RECEIVABLE	$	603,112.06
SERVICE ACCOUNTS	$	42,338.69
TRANSFERS IN (OUT)	$	(134,321.99)
DISBURSEMENTS	$	(314,977.16)
BALANCE: AUG 31, 2022	$	7,393,345.17

SEWER PAYROLL

BALANCE: AUG 1, 2022	$	150,257.92
TRANSFERS IN (OUT)	$	134,321.99
DISBURSEMENTS	$	(133,806.15)
BALANCE: AUG 31, 2022	$	150,773.76

SEWER BILLING

SEWER BILLS RENDERED AUGUST 2022:	$	500,487.50
SEWER BILLS REMAINING UNPAID AS OF AUGUST 2022:	$	295,278.68

WPC BUDGET VS. ACTUAL
August-22

Account Description	Project Number	2,023.00 APPROVED BUDGET	ACTUAL JULY 2022 2023	ACTUAL AUGUST 2022 2023	ACTUAL TO DATE 2022 2023	% TO DATE 2022 2023
INTEREST INCOME		5,000.00			0.00	0.00%
SEWER ASSESSMENTS & ADJUSTMENT		20,000.00			0.00	0.00%
ASSESS-INT, LIENS & PENALTIES		1,000.00		62.71	62.71	6.27%
CUSTOMER DUMPING FEES		85,000.00	10.00	8,790.00	8,800.00	10.35%
COMMERCIAL SEWER USER FEE		1,752,000.00	186,527.81	188,727.04	375,254.85	21.42%
DOMESTIC SEWER USER FEE		4,735,000.00	388,571.81	422,322.78	810,894.59	17.13%
FACTORY SEWER USER FEE		200,000.00	44,915.99	285.08	45,201.07	22.60%
PUBLIC SEWER USER FEE		292,500.00	23,191.36	40,727.63	63,918.99	21.85%
SEWER CONNECTION PERMITS		115,000.00	5,160.00	4,730.00	9,890.00	8.60%
MISCELLANEOUS-OTHER		14,500.00	923.00		923.00	6.37%
BUDGETARY FUND BALANCE UNRESTR		0.00			0.00	
MISC REVENUE LIENS		25,000.00			0.00	0.00%
SEWER PENALTY FEE		45,000.00	4,119.09	4,397.90	8,516.99	18.93%
					0.00	
		7,290,000.00	653,419.06	670,043.14	1,323,462.20	18.15%

	2,023.00 APPROVED BUDGET	ACTUAL JULY 2022 2023	ACTUAL AUGUST 2022 2023	ACTUAL TO DATE 2022 2023	% TO DATE 2022 2023
REGULAR WAGES-WPC	1,743,505.00	60,795.10	121,436.91	182,232.01	10.45%
OVERTIME WAGES & SALARIES	53,675.00	1,380.58	1,659.29	3,039.87	5.66%
OTHER WAGES	21,200.00	892.59	1,839.89	2,732.48	12.89%
WORKERS' COMP SALARY	0.00			0.00	
LIFE INSURANCE	2,825.00	217.50	208.50	426.00	15.08%
WORKERS COMPENSATION INS	97,000.00			0.00	0.00%
DISABILITY INSURANCE	550.00			0.00	0.00%
F.I.C.A. & MEDICARE	139,105.00	4,494.09	8,870.06	13,364.15	9.61%
PROFESSIONAL FEES & SERVICES	150,000.00	27,500.75	3,805.12	31,305.87	20.87%
ADMINISTRATIVE FEES	76,000.00		110.00	110.00	0.14%
PUBLIC UTILITIES	690,050.00		50,413.95	50,413.95	7.31%
WATER & SEWER CHARGES	12,250.00			0.00	0.00%
TIPPING FEES	1,214,115.00		88,628.20	88,628.20	7.30%
REFUSE	670.00		34.40	34.40	5.13%
REPAIRS & MAINTENANCE	64,000.00	925.53	6,658.60	7,584.13	11.85%
COLLECT SYSTEM MAIN & REHAB	120,000.00			0.00	0.00%
MOTOR VEHICLE SERVICE & REPAIR	17,000.00			0.00	0.00%
MAJOR REPAIRS	150,000.00			0.00	0.00%
RENTS & LEASES	4,580.00		10.00	10.00	0.22%
LIABILITY INSURANCE	88,000.00			0.00	0.00%
TELEPHONE	2,600.00	178.16	167.06	345.22	13.28%
POSTAGE	100.00			0.00	0.00%
TRAVEL REIMBURSEMENT	100.00			0.00	0.00%
PRINTING & BINDING	250.00			0.00	0.00%
ADVERTISING	500.00			0.00	0.00%
LABORATORY SUPPLIES	15,000.00	3,092.51	1,258.49	4,351.00	29.01%
MAINT SUPPLIES & MATERIALS	675,000.00	33,642.64	59,837.90	93,480.54	13.85%
PROGRAM SUPPLIES	63,000.00	929.70	2,855.56	3,785.26	6.01%
PROGRAM SUPPLIES				0.00	
NATURAL GAS	33,000.00			0.00	0.00%
MOTOR FUELS	28,500.00		2,257.31	2,257.31	7.92%
MOTOR VEHICLE PARTS	4,500.00	162.22	298.19	460.41	10.23%
TIRES	6,000.00			0.00	0.00%
OFFICE SUPPLIES	2,500.00	397.47	264.53	662.00	26.48%
CAPITAL OUTLAY	278,490.00			0.00	0.00%
CONFERENCES & MEMBERSHIPS	630.00			0.00	0.00%
SCHOOLING & EDUCATION	3,000.00	2,243.25		2,243.25	74.78%
LIEN FEES	4,500.00			0.00	0.00%

WPC BUDGET VS. ACTUAL
August-22

Account Description	Project Number	2,023.00 APPROVED BUDGET	ACTUAL JULY 2022 2023	ACTUAL AUGUST 2022 2023	ACTUAL TO DATE 2022 2023	% TO DATE 2022 2023
CONTINGENCY		130,000.00			0.00	0.00%
MISCELLANEOUS		10,450.00			0.00	0.00%
REFUNDS OF SEWER USE FEES		2,500.00			0.00	0.00%
		5,905,145.00	136,852.09	350,613.96	487,466.05	8.25%
TRANSFER TO GENERAL FUND		3,000.00			0.00	0.00%
TRANS OUT CWF		610,225.00	54,580.60	54,580.60	109,161.20	17.89%
TRANSFER OUT DEBT SERVICE		156,500.00	55,860.00		55,860.00	35.69%
TRANSFER OUT CAPITAL PROJCTS		136,390.00			0.00	0.00%
TRANSFER OUT INTERNAL SERVICE		478,740.00	37,345.30	34,854.97	72,200.27	15.08%
TRANSFER OUT SELF INS W/C		0.00			0.00	
		1,384,855.00	147,785.90	89,435.57	237,221.47	17.13%
		7,290,000.00	**284,637.99**	**440,049.53**	**724,687.52**	9.94%
BAR SCREEN ASSEMBLY	22013	400,000.00		7,626.56	7,626.56	1.91%
CARRYOVERS FROM PREVIOUS BUDGET YR						
REHAB THICKENED SLUDGE TANK	20C11			1,000.00	1,000.00	
SEWER COLLECTION SYSTEM REHAB	20C10		7,987.50		7,987.50	

Reimbursement to Terry Marquis for sewer charges paid from 5/13/2002 through 5/1/2022. It was determined that 211 Bradley Street was not connected to City Sewer.

Sewer Charges:

5/13/2002 through 8/1/2011	1,948.96
8/1/2011 through 5/1/2022	2,109.93
	4,058.89

From: Roger Rousseau
RE: Contract 2A23-009 Wastewater Sludge Disposal Services

Good morning, we received two bids, with costs per wet ton as follows:

$129.50 - Synagro

$176.60 - Denali Water Solutions