BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda

Tuesday, October 18, 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 September 20, 2022 Regular Board Meeting
5. Approval of the Department Reports for the Month of September 2022
6. Public Participation
7. Customer Correspondence
   191 Gridley St. – Ms. Stranieri
8. On-call Engineering RFQ
9. Superintendent's Report
10. Old Business
11. New Business
12. Adjournment

Next Meeting: Tuesday, November 15, 2022 at 6:00 pm

BOARD OF SEWER COMMISSIONERS
SEPTEMBER 20, 2022 – REGULAR MEETING

PRESENT: Chairperson Dunn; Commissioners Phelan, Suarez, Ferrier and Porrini; and Council Liaison Jacqueline Olsen.

STAFF PRESENT: Superintendent Robert Longo; Sean Hennessey, Director of Sewer; Assistant Superintendents Pagliaruli, Bolduc, Keegan and Dawn LaBella, Office Manager.

1) CALL TO ORDER.

   Chairperson Dunn 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 AUGUST 16, 2022 REGULAR BOARD MEETING.

   On motion of Commissioner Suarez and seconded, it was voted to approve the August 16, 2022 minutes as presented. Chairman Dunn abstained.
   Motion passed.

5) APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF AUGUST 2022.

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

6) PUBLIC PARTICIPATION.

   Lisa & Mark Trahan on behalf of their mother that lives at 96 Mercier Avenue asked for assistance in regards to the sewer backup that occurred in February 2022. It was noted that the cause was in the Street and not at her home. They stated that their mother's and the City's insurance denied the claim. A discussion ensued; it was advised that they reach Corporation Counsel that handles all claims for the City. No action taken

7) CUSTOMER CORRESPONDENCE.

   Jersey Mike's -641 Farmington Avenue: The owner requested a waiver on the AGRU that was installed and approved in 2019. It was noted the AGRU installed in 2019 does not meet the requirements outlined in the City of Bristol Ordinance and was not approved by the Water Pollution Control Department. The discussion continued; it was recommend to grandfather the AGRU for this business only. If ownership or business changes; the AGRU will need to be changed according to the requirements in City of Bristol Ordinance.

On motion by Commissioner Suarez and second, it was unanimously voted to grandfather the AGRU installed in Jersey Mike's that was considered non-code compliant.
Motion passed.

8) 211 BRADLEY STREET – REFUND SEWER CHARGES, NOT CONNECTED TO SEWER.

On motion by Commissioner Suarez and seconded, it was unanimously voted to refund $4,058.89 to owner of 211 Bradley Street for sewer charges dating back to May 13, 2002
Motion passed.

9) ON-CALL ENGINEERING RFQ.

Nothing reported.

10) AWARD CONTRACT 2A23-009 – WASTEWATER SLUDGE DISPOSAL SERVICES TO SYNAGRO NORTHEAST LLC.

On motion by Commissioner Phelan and seconded, unanimously voted to award Contract 2A23-009 Wastewater Sludge to Synagro Northeast LLC.
Motion passed.

11) SUPERINTENDENT'S REPORT.

No action taken.

12) OLD BUSINESS.

None.

13) NEW BUSINESS.

None.

14) ADJOURNMENT.

At 6:34 p.m., on motion of Commissioner Phelan and seconded, it was unanimously voted to adjourn.

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

BOARD OF SEWER COMMISSIONERS
SIGN IN SHEET – REGULAR MEETING
SEPTEMBER 20, 2022

96 Mercier Ave

PLEASE PRINT

NAME	ADDRESS	PHONE NUMBER
Lisa & Mark Trahan	34 Jennifer Rd	860-585-6910
Fran McCormack	11 Lakeside Dr	203-704-0413

CASH STATEMENT SEWER

SEWER OPERATING

BALANCE: SEP 1, 2022	$	7,009,484.28
ACCOUNTS RECEIVABLE	$	473,195.57
SERVICE ACCOUNTS	$	1,589.99
TRANSFERS IN (OUT)	$	(138,688.93)
DISBURSEMENTS	$	(666,268.67)
BALANCE: SEP 30, 2022	$	6,679,312.24

SEWER PAYROLL

BALANCE: AUG 1, 2022	$	150,773.76
TRANSFERS IN (OUT)	$	138,688.93
DISBURSEMENTS	$	(138,480.07)
BALANCE: AUG 31, 2022	$	150,982.62

SEWER BILLING

SEWER BILLS RENDERED SEPTEMBER 2022:	$	500,487.50
SWER BILLS REMAINING UNPAID AS OF SEP 2022:	$	305,623.15

WPC BUDGET VS. ACTUAL
September-22

Account Description	Project Number	2023 APPROVED BUDGET	ACTUAL JULY 2022 2023	ACTUAL AUGUST 2022 2023	ACTUAL SEPTEMBER 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	400.00	462.71	46.27%
CUSTOMER DUMPING FEES		85,000.00	10.00	8,790.00	10,372.50	19,172.50	22.56%
COMMERCIAL SEWER USER FEE		1,752,000.00	186,527.81	188,727.04	85,897.62	461,152.47	26.32%
DOMESTIC SEWER USER FEE		4,735,000.00	388,571.81	422,322.78	389,796.87	1,200,691.46	25.36%
FACTORY SEWER USER FEE		200,000.00	44,915.99	285.08	2,550.33	47,751.40	23.88%
PUBLIC SEWER USER FEE		292,500.00	23,191.36	40,727.63	17,592.82	81,511.81	27.87%
SEWER CONNECTION PERMITS		115,000.00	5,160.00	4,730.00	80.00	9,970.00	8.67%
MISCELLANEOUS-OTHER		14,500.00	923.00		2,262.99	3,185.99	21.97%
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	4,375.40	11,727.48	20,221.97	44.94%
						0.00	
		7,290,000.00	653,419.06	670,020.64	520,680.61	1,844,120.31	25.30%

Account Description	Project Number	2023 APPROVED BUDGET	ACTUAL JULY 2022 2023	ACTUAL AUGUST 2022 2023	ACTUAL SEPTEMBER 2022 2023	ACTUAL TO DATE 2022 2023	% TO DATE 2022 2023
REGULAR WAGES-WPC		1,743,505.00	60,795.10	121,436.91	122,879.93	305,111.94	17.50%
OVERTIME WAGES & SALARIES		53,675.00	1,380.58	1,659.29	4,328.44	7,368.31	13.73%
OTHER WAGES		21,200.00	892.59	1,839.89	2,047.29	4,779.77	22.55%
WORKERS' COMP SALARY		0.00				0.00	
LIFE INSURANCE		2,825.00	217.50	208.50	217.50	643.50	22.78%
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	9,246.79	22,610.94	16.25%
PROFESSIONAL FEES & SERVICES		150,000.00	27,500.75	3,805.12	2,974.70	34,280.57	22.85%
ADMINISTRATIVE FEES		76,000.00		110.00		110.00	0.14%
PUBLIC UTILITIES		690,050.00		50,413.95	51,161.80	101,575.75	14.72%
WATER & SEWER CHARGES		12,250.00				0.00	0.00%
TIPPING FEES		1,214,115.00		88,628.20	83,538.30	172,166.50	14.18%
REFUSE		670.00		34.40	12.40	46.80	6.99%
REPAIRS & MAINTENANCE		64,000.00	925.53	6,658.60	8,010.13	15,594.26	24.37%
COLLECT SYSTEM MAIN & REHAB		120,000.00			9,916.25	9,916.25	8.26%
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	167.06	512.28	19.70%
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	1,269.09	5,620.09	37.47%
MAINT SUPPLIES & MATERIALS		675,000.00	33,642.64	59,837.90	44,888.44	138,368.98	20.50%
PROGRAM SUPPLIES		63,000.00	929.70	2,855.56	2,228.09	6,013.35	9.55%
NATURAL GAS		33,000.00			1,201.43	1,201.43	3.64%
MOTOR FUELS		28,500.00		2,257.31	2,621.15	4,878.46	17.12%
MOTOR VEHICLE PARTS		4,500.00	162.22	298.19	34.22	494.63	10.99%
TIRES		6,000.00				0.00	0.00%
OFFICE SUPPLIES		2,500.00	397.47	264.53	371.39	1,033.39	41.34%
CAPITAL OUTLAY		267,990.00				0.00	0.00%
CONFERENCES & MEMBERSHIPS		630.00			150.00	150.00	23.81%
SCHOOLING & EDUCATION		3,000.00	2,243.25		50.00	2,293.25	76.44%
LIEN FEES		4,500.00			1,175.00	1,175.00	26.11%
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%
PRESSROOM BOOSTER PUMP	23003	5,000.00			1,521.54	1,521.54	30.43%
REPLACMENT LAB SPECTROPHOTOMETER	23005	5,500.00			5,387.80	5,387.80	97.96%

WPC BUDGET VS. ACTUAL
September-22

Account Description	Project Number	2023 APPROVED BUDGET	ACTUAL JULY 2022 2023	ACTUAL AUGUST 2022 2023	ACTUAL SEPTEMBER 2022 2023	ACTUAL TO DATE 2022 2023	% TO DATE 2022 2023
		5,905,145.00	136,852.09	350,613.96	355,398.74	842,864.79	14.27%
TRANSFER TO GENERAL FUND		3,000.00				0.00	0.00%
TRANS OUT CWF		610,225.00	54,580.60	54,580.60	54,580.60	163,741.80	26.83%
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	34,794.79	106,995.06	22.35%
TRANSFER OUT SELF INS W/C		0.00				0.00	
		1,384,855.00	147,785.90	89,435.57	89,375.39	326,596.86	23.58%
		7,290,000.00	**284,637.99**	**440,049.53**	**444,774.13**	**1,169,461.65**	16.04%
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	172,060.64	173,060.64	
SEWER COLLECTION SYSTEM REHAB	20C10		7,987.50			7,987.50	
HEADWORKS ROOF REPLACEMENT	22011				97,994.00	97,994.00	
REPLACEMENT CCTV GROUT TRUCK	22008				76,282.45	76,282.45	
ASSET MANAGEMENT	22016				909.24	909.24	
MANHOLE REHAB	18C06				12,969.32	12,969.32	