



## **BOARD OF WATER COMMISSIONERS**

### **Regular Meeting Agenda**

**Tuesday, August 17, 2021 6:30 p.m.**

If anyone from the public would like to attend and provide comment in person as opposed to calling in or using Zoom, may do so at the Water Filtration Plant, 1080 Terryville Avenue, Bristol, Connecticut.

**WEBSITE:** [www.zoom.us/join](http://www.zoom.us/join)

**MEETING ID#:** 845 169 6140

**PASSWORD:** WaterSewer

**CALL IN:** 1 (929) 205-6099

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Approval of the minutes of the July 20, 2021 Regular Board Meeting
5. Approval of the Department Reports for the Month of July 2021
6. Public Participation
7. Customer Correspondence:  
    Alice Pompei – 229 Kozani St
8. Asset Management RFQ
9. On-call Engineering RFQ
10. Committee Reports:  
    Cell Tower Committee
11. Investments
12. Activity Report – Weston & Sampson Engineering
13. Superintendent's Report
14. Chairperson's Report
15. Old Business
16. New Business
17. Adjournment

*Next Meeting: Tuesday, September 21, 2021 at 6:30 pm*

# BRISTOL WATER DEPARTMENT

## JULY 2021

### WATER BILLING

Water Bills rendered July 2021	<u>\$770,804.37</u>
Water Bills remaining unpaid as of July 2021	<u>\$323,831.93</u>

### PRECIPITATION

For the Month	<u>11.82 "</u>	Normal	<u>3.94 "</u>	Departure from Normal	<u>7.88 "</u>
For the Year	<u>30.25 "</u>	Normal	<u>25.48 "</u>	Departure from Normal	<u>4.77 "</u>

### RESERVOIR CAPACITY

Total Available Capacity - July 2021	<u>1,234,070,000</u>	Gallons	<u>97%</u>
--------------------------------------	----------------------	---------	------------

### PRODUCTION

Monthly Production - July 2021	<u>175,237,700</u>	Gallons
Monthly Production - July 2020	<u>220,269,980</u>	Gallons

CASH STATEMENT

BALANCE: JULY 1, 2021	3,244,580.89
REVENUE:	
ACCOUNTS RECEIVABLE	749,092.49
SERVICE ACCOUNTS	7,586.96
FINES	2,000.00
SEWER ACCOUNTS	673,981.62
LIENS	1,215.35
PENALTIES	4,109.65
REMOVE METER	
CLOSING COSTS	5,625.00
REINSTATE FEES	1,375.00
ASSESSMENTS	400.00
ADMIN FEE/LIENS (WPC)	14,360.00
LAND LEASE	2,364.62
CELL TOWER LEASE	15,802.54
SCRAP METAL SALES	
TIMBER SALES	
TRANSFER FROM GROVE/WOLCOTT	
REIMBURSEMENT FOR DOT PROJECT	
TOTAL REVENUE:	1,477,913.23
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	1,477,913.23
DISBURSEMENTS (VOUCHERS):	1,507,857.61
TRANSFERS:	
SEWER TRANSFER (CASH OUT)	652,576.17
TRANSFER TO PROCUREMENT ACCOUNT	3,000.00
TRANSFER TO GOALS ENABLING	
<u>ACCOUNT BALANCES:</u>	
SUPER NOW CHECKING ACCOUNT	
BALANCE: JULY 31, 2021	2,559,060.34
GOALS ENABLING FUND	
BALANCE: JULY 31, 2021	5,371,131.61
GROVE/OLD WOLCOTT TANKS	
BALANCE: JULY 31, 2021	2,509.32
CONSTRUCTION ACCOUNT	
BALANCE: JULY 1, 2021	60,068.98
DEPOSIT	3,849.00
DISBURSEMENTS	-
BALANCE: JULY 31, 2021	63,917.98
PAYROLL CASH ACCOUNT	
BALANCE: JULY 1, 2021	148,996.56
DEPOSIT	347,246.49
DISBURSEMENTS	(340,957.31)
BALANCE: JULY 31, 2021	155,285.74

2020 2021 BRISTOL WATER DEPARTMENT BUDGET

Jun-21

CLASSIFICATION	APPROVED BUDGET 2020 2021	EXPENDED TO DATE 2020 2021	% TO DATE 2020 2021	BUDGET ADJUSTMENTS 2020 2021	ADJUSTED BUDGET 2020 2021	ADJ % TO DATE 2020 2021
SALARIES	\$ 2,688,679.00	\$2,582,333.01	96.04%		\$ 2,688,679.00	96.04%
FRINGE BENEFITS	\$ 1,455,740.00	\$1,338,325.97	91.93%	0.00	\$ 1,455,740.00	91.93%
OPERATING SERVICES	\$ 2,664,161.00	\$2,791,503.46	104.78%	188,723.85	\$ 2,852,884.85	97.85%
MATERIALS & SUPPLIES	\$ 880,183.00	\$878,220.36	99.78%	72,012.36	\$ 952,195.36	92.23%
CAPITAL OUTLAY	\$ 1,053,288.00	\$402,069.64	38.17%	(260,736.21)	\$ 792,551.79	50.73%
GRAND TOTAL	\$ 8,742,051.00	\$7,992,452.44	91.43%	0.00	\$ 8,742,051.00	91.43%
OPERATING SERVICES						
LIGHT & POWER	\$ 400,719.00	\$413,991.36	103.31%	13,272.36	\$ 413,991.36	100.00%
TELEPHONE	\$ 16,400.00	\$17,122.84	104.41%	722.84	\$ 17,122.84	100.00%
POSTAGE	\$ 49,041.00	\$41,683.67	85.00%		\$ 49,041.00	85.00%
ADVERTISING	\$ 10,750.00	\$312.00	2.90%		\$ 10,750.00	2.90%
MAINTENANCE/SERVICE	\$ 43,700.00	\$45,717.73	104.62%	2,017.73	\$ 45,717.73	100.00%
LEASE	\$ 16,027.00	\$10,477.14	65.37%		\$ 16,027.00	65.37%
CONFERENCE & MEMBERSHIP	\$ 27,030.00	\$12,449.82	46.06%	(13,272.36)	\$ 13,757.64	90.49%
TAXES	\$ 595,069.00	\$577,569.30	97.06%		\$ 595,069.00	97.06%
PROFESSIONAL SERVICES	\$ 240,300.00	\$265,683.76	110.56%	25,383.76	\$ 265,683.76	100.00%
LIENS	\$ 6,300.00	\$1,140.00	18.10%		\$ 6,300.00	18.10%
MISCELLANEOUS	\$ 6,570.00	\$4,655.44	70.86%		\$ 6,570.00	70.86%
CONTRACTOR SERVICES	\$ 565,160.00	\$652,548.92	115.46%	87,388.92	\$ 652,548.92	100.00%
DEBT SERVICES	\$ 401,295.00	\$365,101.68	90.98%	(24,039.20)	\$ 377,255.80	96.78%
SEWER USE FEE	\$ 10,800.00	\$10,800.00	100.00%		\$ 10,800.00	100.00%
NEW BRITAIN AGREEMENT	\$ 275,000.00	\$372,249.80	135.36%	97,249.80	\$ 372,249.80	100.00%
TOTAL OPERATING SERVICES	\$ 2,664,161.00	\$2,791,503.46	104.78%	188,723.85	\$ 2,852,884.85	97.85%
SUPPLIES AND MATERIALS						
MOTOR FUELS	\$ 43,747.00	\$39,940.32	91.30%		\$ 43,747.00	91.30%
OFFICE SUPPLIES	\$ 25,440.00	\$34,077.44	133.95%	8,637.44	\$ 34,077.44	100.00%
MAINTENANCE SUP & MATERIALS	\$ 357,000.00	\$407,713.73	114.21%	50,713.73	\$ 407,713.73	100.00%
MV PARTS & SUPPLIES	\$ 15,150.00	\$27,811.19	183.57%	12,661.19	\$ 27,811.19	100.00%
MV SERVICE & REPAIRS	\$ 44,000.00	\$32,150.52	73.07%		\$ 44,000.00	73.07%
FUEL OIL	\$ 45,208.00	\$24,158.90	53.44%		\$ 45,208.00	53.44%
CHEMICAL TREATMENT	\$ 195,163.00	\$178,902.70	91.67%		\$ 195,163.00	91.67%
INSURANCE	\$ 154,475.00	\$133,465.56	86.40%		\$ 154,475.00	86.40%
TOTAL SUPPLIES & MATERIALS	\$ 880,183.00	\$878,220.36	99.78%	72,012.36	\$ 952,195.36	92.23%
CAPITAL OUTLAY						
CAPITAL EQUIPMENT	\$ 112,000.00	\$92,109.70	82.24%		\$ 112,000.00	82.24%
CAPITAL OUTLAY	\$ 366,288.00	\$141,768.00	38.70%	(163,486.41)	\$ 202,801.59	69.90%
MISC. UTILITY ASSETS	\$ 575,000.00	\$168,191.94	29.25%	(97,249.80)	\$ 477,750.20	35.20%
CAPITAL OUTLAY TOTAL	\$ 1,053,288.00	\$402,069.64	38.17%	(260,736.21)	\$ 792,551.79	50.73%
GRAND TOTAL	\$ 8,742,051.00	\$7,992,452.44	91.43%	(0.00)	\$ 8,742,051.00	91.43%

TRANSFER OF \$163,486.41 FROM CAPITAL OUTLAY TO FUND OVER EXPENDITURES OF

- \$25,383.76 in the Professional Services Account
- \$87,388.92 in the Contractor Services Account
- \$50,713.73 in the Maintenance Supplies & Materials Account

TRANSFER OF \$13,272.36 FROM LIGHT & POWER TO FUND OVER EXPENDITURES OF

- \$13,272.36 in the Conference & Membership Account

TRANSFER OF \$97,249.80 FROM MISC UTILITY ASSETS TO FUND OVER EXPENDITURES OF

- \$97,249.80 in the New Britain Agreement Account

TRANSFER OF \$24,039.20 FROM DEBT SERVICES TO FUND OVER EXPENDITURES OF

- \$722.84 in the Telephone Account
- \$2,017.73 in the Maintenance/Service Agreement Account
- \$8,637.44 in the Office Supplies Account
- \$12,661.19 in the Motor Vehicle Supplies Account

2021 2022 BRISTOL WATER DEPARTMENT BUDGET				
Jul-21				
	APPROVED	EXPENDED	EXPENDED	%
	BUDGET	JULY	TO DATE	TO DATE
CLASSIFICATION	2021 2022	2021 2022	2021 2022	2021 2022
<b>SALARIES</b>	\$ 2,767,942.00	\$290,296.51	\$290,296.51	10.49%
<b>FRINGE BENEFITS</b>	\$ 1,487,381.00	\$147,361.53	\$147,361.53	9.91%
<b>OPERATING SERVICES</b>	\$ 2,714,572.00	\$356,672.54	\$356,672.54	13.14%
<b>MATERIALS &amp; SUPPLIES</b>	\$ 993,148.00	\$39,200.86	\$39,200.86	3.95%
<b>CAPITAL OUTLAY</b>	\$ 1,219,378.00	\$0.00	\$0.00	0.00%
<b>GRAND TOTAL</b>	\$ 9,182,421.00	\$833,531.44	\$833,531.44	9.08%
<b>OPERATING SERVICES</b>				
LIGHT & POWER	\$ 406,394.00	\$242.03	\$242.03	0.06%
TELEPHONE	\$ 16,900.00	\$1,582.25	\$1,582.25	9.36%
POSTAGE	\$ 49,041.00	\$2,500.00	\$2,500.00	5.10%
ADVERTISING	\$ 2,000.00		\$0.00	0.00%
MAINTENANCE/SERVICE	\$ 42,025.00	\$4,937.88	\$4,937.88	11.75%
LEASE	\$ 16,027.00	\$1,346.61	\$1,346.61	8.40%
CONFERENCE & MEMBERSHIP	\$ 30,270.00	\$368.00	\$368.00	1.22%
TAXES	\$ 606,940.00	\$292,246.88	\$292,246.88	48.15%
PROFESSIONAL SERVICES	\$ 241,575.00	\$12,895.89	\$12,895.89	5.34%
LIENS	\$ 6,300.00		\$0.00	0.00%
MISCELLANEOUS	\$ 6,570.00	\$337.00	\$337.00	5.13%
CONTRACTOR SERVICES	\$ 565,160.00	\$290.92	\$290.92	0.05%
DEBT SERVICES	\$ 389,570.00		\$0.00	0.00%
SEWER USE FEE	\$ 10,800.00		\$0.00	0.00%
NEW BRITAIN AGREEMENT	\$ 325,000.00	\$39,925.08	\$39,925.08	12.28%
<b>TOTAL OPERATING SERVICES</b>	\$ 2,714,572.00	\$356,672.54	\$356,672.54	13.14%
<b>SUPPLIES AND MATERIALS</b>				
MOTOR FUELS	\$ 41,065.00		\$0.00	0.00%
OFFICE SUPPLIES	\$ 27,240.00	\$98.85	\$98.85	0.36%
MAINTENANCE SUP & MATERIALS	\$ 357,000.00	\$11,843.59	\$11,843.59	3.32%
MV PARTS & SUPPLIES	\$ 15,150.00		\$0.00	0.00%
MV SERVICE & REPAIRS	\$ 44,000.00		\$0.00	0.00%
FUEL OIL	\$ 31,607.00		\$0.00	0.00%
CHEMICAL TREATMENT	\$ 195,163.00	\$9,595.50	\$9,595.50	4.92%
INSURANCE	\$ 281,923.00	\$17,662.92	\$17,662.92	6.27%
<b>TOTAL SUPPLIES &amp; MATERAILS</b>	\$ 993,148.00	\$39,200.86	\$39,200.86	3.95%
<b>CAPITAL OUTLAY</b>				
CAPITAL EQUIPMENT	\$ -		\$0.00	#DIV/0!
CAPITAL OUTLAY	\$ 851,000.00		\$0.00	0.00%
MISC. UTILITY ASSETS	\$ 368,378.00		\$0.00	0.00%
<b>CAPITAL OUTLAY TOTAL</b>	\$ 1,219,378.00	\$0.00	\$0.00	0.00%
<b>GRAND TOTAL</b>	\$ 9,182,421.00	\$833,531.44	\$833,531.44	9.08%

**2021 SHUT-OFFS BREAKDOWN      Still off to date for non-pay: (83)**

<i>MONTH/ DISTRICT</i>	<i>TERMINATION LETTERS SENT</i>	<i>DOOR HANGERS DELIVERED</i>	<i># ACCTS. OUTSTANDING @ START OF SHUT-OFF DAY</i>	<i># ACCTS. ACTUALLY SHUT-OFF THROUGHOUT SHUT-OFF DAY</i>	<i># ACCTS. STILL OFF @ END OF SHUT-OFF DAY</i>	<i># ACCTS. THAT REMAINED OFF @ END OF MONTH</i>
JANUARY 03	467	342	26	11	6	6
FEBRUARY 01	335	272	36	21	10	5
MARCH 02	325	222	16	12	2	1
APRIL 03	351	249	27	16	4	0
MAY 01	284	234	19	13	4	1
JUNE 02	325	249	36	23	9	5
JULY 03	388	279	24	12	6	4
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, 2<sup>nd</sup> Notice 9/1, 3<sup>rd</sup> Notice 10/1. THE TERMINATION LETTER IS SENT APPROX. 1 WEEK AFTER 3<sup>RD</sup> 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	601	\$90,706.80
EFT (Check)	219	\$35,802.13
Online Bank Direct	212	\$33,540.89
PayPal	45	\$7,305.85
PayPal Credit	1	\$184.81
Venmo	6	\$805.62
<b>Total</b>	<b>1084</b>	<b>\$168,346.10</b>

### Monthly Invoice Summary

Invoice Count
No records to display.

### Paperless Statistics

Invoice Type	Paperless
Water	4375

### Auto-Pay Statistics

Invoice Type	AutoPay
Water	1705

### Customer Registration Statistics

Customer Count	Registered Count	Registered %
20929	8541	40.81

### Pay By Text Registration Statistics

Customer Count	Registered Count	Registered
2918	2222	76.15



WESTON & SAMPSON ACTIVITY REPORT  
CITY OF BRISTOL WATER DEPARTMENT  
For the meeting on August 17, 2021

On-Call Engineering Services (2070524):

1. Weston & Sampson is currently working on the following tasks:
  - a. Water Treatment Plant Heating/Diesel Fuel Underground Storage Tank Replacement
    - i. Weston & Sampson met with BWD and D'Amato Construction at the Water Treatment Plant to assess the vaults, storage tanks, and review options for removal/decommissioning of the USTs and construction/installation of new tanks.
    - ii. Provided BWD with permit guidance for tank closure and new fuel storage tanks. Discussed alternative fuel sources (e.g., propane). Replacing the storage tanks above ground is fastest, easiest route to getting fuel storage restored.
    - iii. Assisted with outreach to local AHJs (e.g., Fire Marshal) to begin permit process, select offset distances from buildings, reservoir and other critical design considerations.

American Water Infrastructure Act (AWIA) Risk & Resiliency Assessment and Emergency Response Plan (Project No. ENG20-1035)

- a. Updated Emergency Response Plan based on recent work and input from Bristol Water Department. Emergency Response Plan training scheduled for later in 2021.