



BOARD OF WATER COMMISSIONERS
Regular Meeting Agenda
Tuesday, September 21, 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
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 August 17, 2021 Regular Board Meeting
5. Approval of the minutes of the August 27, 2021 Special Board Meeting
6. Approval of the Department Reports for the Month of August 2021
7. Public Participation
8. Customer Complaints
(1) Lake Avenue – Midget Football
9. Asset Management RFQ - \$225,000 Water Portion
10. On-call Engineering RFQ
11. Water Main Extension Application: Trademark Acquisitions LLC
12. Contract 2P21-037 Professional Services: SCADA System Upgrade
13. Committee Reports:
 Cell Tower Committee
14. Investments
15. Activity Report – Weston & Sampson Engineering

Next Meeting: Tuesday, October 19, 2021 at 6:30 pm

16. Superintendent's Report

17. Chairperson's Report

18. Old Business

19. New Business

20. Adjournment

Next Meeting: Tuesday, October 19, 2021 at 6:30 pm

BOARD OF WATER COMMISSIONERS AUGUST 17, 2021 – REGULAR MEETING

PRESENT by videoconference: Chairperson Dunn, Commissioners Phelan and Porrini.
Council Liaison Mary Fortier.

STAFF PRESENT by videoconference: Superintendent Robert Longo, Assistant Superintendents Lynch, Pagliaruli, Bolduc and Office Manager Dawn LaBella.

Absent: Commissioners Ferrier and Suarez.

1) CALL TO ORDER

Chairperson Dunn called the meeting of the Board of Water Commissioners held via videoconference to order at 7:15 p.m.

2) PLEDGE OF ALLEGIANCE.

3) MOMENT OF SILENCE.

4) APPROVAL OF THE MINUTES OF THE JULY 20, 2021 REGULAR BOARD MEETING.

On motion of Commissioner Phelan and seconded, it was unanimously voted to approve the July 20, 2021 minutes as presented.

Roll call vote: Chairperson Dunn – Yes
 Commissioner Phelan – Yes
 Commissioner Porrini – Yes

Motion passed.

5) APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF JULY 2021.

On motion of Commissioner Phelan and seconded, it was unanimously voted to approve the July 2021 Department Reports as presented.

Roll call vote: Chairperson Dunn – Yes
 Commissioner Phelan – Yes
 Commissioner Porrini – Yes

Motion passed.

6) PUBLIC PARTICIPATION.

None.

7) CUSTOMER CORRESPONDENCE.

229 Kozani Street: Superintendent Longo informed the Board that the customer requested

that their final water/sewer bill be waived.

On motion of Commissioner Phelan and seconded, it was unanimously voted that no relief be given to 229 Kozani Street.

Roll Call Vote: Chairperson Dunn – Yes
Commissioner Phelan – Yes
Commissioner Porrini – Yes

Motion passed.

8) ASSET MANAGEMENT RFQ.

No action taken.

9) ON-CALL ENGINEERING RFQ.

No action taken.

10) COMMITTEE REPORTS.

Cell Tower Committee: No action taken.

11) INVESTMENTS.

Nothing reported.

12) ACTIVITY REPORT – WESTON & SAMPSON.

No action taken.

13) SUPERINTENDENT'S REPORT.

No action taken.

14) CHAIRPERSON'S REPORT.

No action taken.

15) OLD BUSINESS.

None.

16) NEW BUSINESS.

On motion of Commissioner Phelan and seconded: it was unanimously voted to add four transfers to the Agenda.

Roll Call Vote: Chairperson Dunn – Yes
Commissioner Phelan – Yes
Commissioner Porrini – Yes

Motion passed.

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

On motion of Commissioner Phelan and seconded, it was unanimously voted to approve the 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 Service Account and \$50,713.73 in the Maintenance Supplies & Materials Account.

Roll Call Vote: Chairperson Dunn – Yes
Commissioner Phelan – Yes
Commissioner Porrini – Yes

Motion passed.

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

On motion of Commissioner Phelan and seconded, it was unanimously voted to approve the transfer of \$13,272.36 from Light & Power to fund over expenditures of \$13,272.36 in the Conference & Membership Account.

Roll Call Vote: Chairperson Dunn – Yes
Commissioner Phelan – Yes
Commissioner Porrini – Yes

Motion passed.

19) THE TRANSFER OF \$97,249.80 FROM MISCELLANEOUS UTILITY ASSETS TO FUND OVER EXPENDITURES

On motion of Commissioner Phelan and seconded, it was unanimously voted to approve the transfer of \$97,249.80 from Miscellaneous Utility Assets to fund over expenditures of \$97,249.80 in the New Britain Agreement Account.

Roll Call Vote: Chairperson Dunn – Yes
Commissioner Phelan – Yes
Commissioner Porrini – Yes

Motion passed.

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

On motion of Commissioner Phelan and seconded, it was unanimously voted to approve the 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 and \$12,661.19 in the Motor Vehicle Supplies Account.

Roll Call Vote: Chairperson Dunn – Yes
Commissioner Phelan – Yes
Commissioner Porrini – Yes

Motion passed.

21) ADJOURNMENT.

At 8:10 p.m., on motion of Commissioner Phelan and seconded, it was unanimously voted to adjourn.

ATTEST:

Renee M. LaMarre
Water & Sewer Administrative Assistant

DRAFT

**BOARD OF WATER COMMISSIONERS
AUGUST 27, 2021 – SPECIAL MEETING**

PRESENT by videoconference: Chairperson Dunn and Commissioners Phelan and Porrini.

STAFF PRESENT: Superintendent Robert Longo and Office Manager Dawn LaBella.

Absent: Commissioners Ferrier and Suarez

1) CALL TO ORDER.

Chairperson Dunn called the meeting of the Board of Water Commissioners to order at 9:16 a.m.

2) CORRECTION TO MOTION AT THE AUGUST 17, 2021 REGULAR MEETING REGARDING THE TRANSFER OF \$13,272.36.

Superintendent Longo explained that an erroneous motion was made at the last regular meeting. The account names were reversed in the motion made and a correction was necessary.

On motion of Commissioner Porrini and seconded, it was unanimously voted to approve the transfer of \$13,272.36 from the Conference and Membership account to fund over expenditures of \$13,272.36 to the Light and Power account.

Roll Call Vote: Chairperson Dunn – Yes
Commissioner Phelan – Yes
Commissioner Porrini – Yes

Motion passed unanimously.

3) ADJOURNMENT.

At 9:18 a.m., on motion of Commissioner Phelan and seconded, it was unanimously voted to adjourn.

ATTEST:

Renee M. LaMarre
Water & Sewer Administrative Assistant

BRISTOL WATER DEPARTMENT

AUGUST 2021

WATER BILLING

Water Bills rendered August 2021	<u>\$754,564.26</u>
Water Bills remaining unpaid as of August 2021	<u>\$331,111.00</u>

PRECIPITATION

For the Month	<u>6.92 "</u>	Normal	<u>3.82 "</u>	Departure from Normal	<u>3.10 "</u>
For the Year	<u>37.17 "</u>	Normal	<u>29.30 "</u>	Departure from Normal	<u>7.87 "</u>

RESERVOIR CAPACITY

Total Available Capacity - August 2021	<u>118,256,000</u>	Gallons	<u>93%</u>
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PRODUCTION

Monthly Production - August 2021	<u>181,726,440</u>	Gallons
Monthly Production - August 2020	<u>226,438,000</u>	Gallons

CASH STATEMENT	
BALANCE:AUG 1, 2021	2,560,060.34
REVENUE:	
ACCOUNTS RECEIVABLE	764,185.97
SERVICE ACCOUNTS	10,298.86
FINES	1,000.00
SEWER ACCOUNTS	641,144.72
LIENS	550.00
PENALTIES	3,379.91
REMOVE METER	200.00
CLOSING COSTS	8,775.00
REINSTATE FEES	1,750.00
ASSESSMENTS	500.00
ADMIN FEE/LIENS (WPC)	
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:	1,449,951.62
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	1,449,951.62
DISBURSEMENTS (VOUCHERS):	682,514.29
TRANSFERS:	
SEWER TRANSFER (CASH OUT)	654,486.25
TRANSFER TO PROCUREMENT ACCOUNT	3,000.00
TRANSFER TO GOALS ENABLING	
<u>ACCOUNT BALANCES:</u>	
SUPER NOW CHECKING ACCOUNT	
BALANCE: AUG 31 , 2021	2,670,011.42
GOALS ENABLING FUND	
BALANCE: AUG 31 , 2021	5,371,405.32
GROVE/OLD WOLCOTT TANKS	
BALANCE: AUG 31, 2021	2,509.41
CONSTRUCTION ACCOUNT	
BALANCE: AUG 1, 2021	63,917.98
DEPOSIT	23,690.60
DISBURSEMENTS	(8,554.00)
BALANCE: AUG 31, 2021	79,054.58
PAYROLL CASH ACCOUNT	
BALANCE: AUG 1, 2021	155,285.74
DEPOSIT	217,533.82
DISBURSEMENTS	(218,157.02)
BALANCE: AUG 31, 2021	154,662.54

2021 2022 BRISTOL WATER DEPARTMENT BUDGET					
Aug-21					
	APPROVED	EXPENDED	EXPENDED	EXPENDED	%
	BUDGET	JULY	AUGUST	TO DATE	TO DATE
CLASSIFICATION	2021 2022	2021 2022	2021 2022	2021 2022	2021 2022
SALARIES	\$ 2,767,942.00	\$290,296.51	\$193,902.02	\$484,198.53	17.49%
FRINGE BENEFITS	\$ 1,487,381.00	\$147,361.53	\$113,683.86	\$261,045.39	17.55%
OPERATING SERVICES	\$ 2,714,572.00	\$356,672.54	\$115,339.10	\$472,011.64	17.39%
MATERIALS & SUPPLIES	\$ 993,148.00	\$39,200.86	\$142,429.91	\$181,630.77	18.29%
CAPITAL OUTLAY	\$ 1,219,378.00	\$0.00	\$31,767.86	\$31,767.86	2.61%
GRAND TOTAL	\$ 9,182,421.00	\$833,531.44	\$597,122.75	\$1,430,654.19	15.58%
OPERATING SERVICES					
LIGHT & POWER	\$ 406,394.00	\$242.03	\$43,915.19	\$44,157.22	10.87%
TELEPHONE	\$ 16,900.00	\$1,582.25	\$1,500.16	\$3,082.41	18.24%
POSTAGE	\$ 49,041.00	\$2,500.00	\$2,500.00	\$5,000.00	10.20%
ADVERTISING	\$ 2,000.00			\$0.00	0.00%
MAINTENANCE/SERVICE	\$ 42,025.00	\$4,937.88	\$474.81	\$5,412.69	12.88%
LEASE	\$ 16,027.00	\$1,346.61		\$1,346.61	8.40%
CONFERENCE & MEMBERSHIP	\$ 30,270.00	\$368.00	\$1,113.00	\$1,481.00	4.89%
TAXES	\$ 606,940.00	\$292,246.88		\$292,246.88	48.15%
PROFESSIONAL SERVICES	\$ 241,575.00	\$12,895.89	\$15,606.82	\$28,502.71	11.80%
LIENS	\$ 6,300.00			\$0.00	0.00%
MISCELLANEOUS	\$ 6,570.00	\$337.00	\$445.87	\$782.87	11.92%
CONTRACTOR SERVICES	\$ 565,160.00	\$290.92	\$13,418.39	\$13,709.31	2.43%
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	\$36,364.86	\$76,289.94	23.47%
TOTAL OPERATING SERVICES	\$ 2,714,572.00	\$356,672.54	\$115,339.10	\$472,011.64	17.39%
SUPPLIES AND MATERIALS					
MOTOR FUELS	\$ 41,065.00		\$3,112.24	\$3,112.24	7.58%
OFFICE SUPPLIES	\$ 27,240.00	\$98.85	\$1,830.23	\$1,929.08	7.08%
MAINTENANCE SUP & MATERIALS	\$ 357,000.00	\$11,843.59	\$66,927.39	\$78,770.98	22.06%
MV PARTS & SUPPLIES	\$ 15,150.00		\$290.15	\$290.15	1.92%
MV SERVICE & REPAIRS	\$ 44,000.00		\$6,270.39	\$6,270.39	14.25%
FUEL OIL	\$ 31,607.00			\$0.00	0.00%
CHEMICAL TREATMENT	\$ 195,163.00	\$9,595.50	\$35,873.55	\$45,469.05	23.30%
INSURANCE	\$ 281,923.00	\$17,662.92	\$28,125.96	\$45,788.88	16.24%
TOTAL SUPPLIES & MATERAILS	\$ 993,148.00	\$39,200.86	\$142,429.91	\$181,630.77	18.29%
CAPITAL OUTLAY					
CAPITAL EQUIPMENT	\$ -			\$0.00	#DIV/0!
CAPITAL OUTLAY	\$ 851,000.00			\$0.00	0.00%
MISC. UTILITY ASSETS	\$ 368,378.00		\$31,767.86	\$31,767.86	8.62%
CAPITAL OUTLAY TOTAL	\$ 1,219,378.00	\$0.00	\$31,767.86	\$31,767.86	2.61%
GRAND TOTAL	\$ 9,182,421.00	\$833,531.44	\$597,122.75	\$1,430,654.19	15.58%

CITY OF BRISTOL WATER DEPARTMENT CAPITAL OUTLAY BUDGET YEAR 2021-22				
	BUDGET REQUEST 2021-22	EXPENDED JULY 2021	EXPENDED AUG 2021	EXPENDED TO- DATE
CAPITAL EQUIPMENT				
				\$0.00
	\$0.00			\$0.00
	\$0.00			\$0.00
				\$0.00
TOTAL CAPITAL EQUIPMENT	\$0.00		\$0.00	\$0.00
UTILITY ASSETS				
DISTRIBUTION SECTION				
(1) Chop Saw	\$970.00			\$0.00
(1) Road Saw	\$2,060.00			\$0.00
Signage	\$2,000.00			\$0.00
Mueller Power Operator	\$3,800.00			\$0.00
(2) Pin Locators	\$1,970.00			\$0.00
3" Trash Pump	\$1,350.00			\$0.00
2" Pump	\$562.00			\$0.00
(2) Linestops	\$20,214.00			\$0.00
Regulator Repairs	\$15,000.00			\$0.00
(2) Flushing Stations	\$8,800.00			\$0.00
TOTAL UTILITY ASSETS DISTRIBUTION SECTION	\$56,726.00	\$0.00	\$0.00	\$0.00
METER SHOP SECTION				
5/8" Meters 650@110.60	\$71,890.00		\$18,640.00	\$18,640.00
Transmitters 200 @102	\$20,400.00		\$10,200.00	\$10,200.00
1 1/2" T-10 METER (5)	\$2,977.00			\$0.00
1" T-10 METER (10)	\$2,806.00		\$1,229.92	\$1,229.92
2" T-10 METER (5)	\$3,720.00		\$1,697.94	\$1,697.94
3/4" T-10 METER(20)	\$4,020.00			\$0.00
CE Handheld Reader(2)	\$19,999.00			\$0.00
Schonstedt Model GA-52Cx (2)	\$1,840.00			\$0.00
6" Protechtus (2)	\$36,000.00			\$0.00
6" DETECTOR CHECK (2)	\$7,000.00			\$0.00
TOTAL UTILITY ASSETS METER SHOP SECTION	\$170,652.00	\$0.00	\$31,767.86	\$31,767.86
WATER TREATMENT PLANT SECTION				
Rebuild High Service Pump	\$35,000.00			\$0.00
Rebuild Hill St Pump	\$35,000.00			\$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	\$35,000.00			\$0.00
				\$0.00

2021 SHUT-OFFS BREAKDOWN Still off to date for non-pay: (78)

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	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	310	290	31	15	5	4
SEPTEMBER 02	339	246				
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	921	\$162,665.16
EFT (Check)	305	\$66,126.51
Online Bank Direct	371	\$56,251.66
PayPal	58	\$8,761.50
PayPal Credit	4	\$723.86
Venmo	1	\$120.72
Total	1660	\$294,649.41

Monthly Invoice Summary

Invoice Count
No records to display.

Paperless Statistics

Invoice Type	Paperless
Water	4518

Auto-Pay Statistics

Invoice Type	AutoPay
Water	1791

Customer Registration Statistics

Customer Count	Registered Count	Registered %
21008	8634	41.10

Pay By Text Registration Statistics

Customer Count	Registered Count	Registered %
2985	2289	76.68



APPLICATION WATER MAIN EXTENSION

DATE 9

I _____ DO HEREBY GUARANTEE TO THE BOARD OF WATER COMMISSIONERS
THE COST OF INSTALLING APPROXIMATELY 640 FEET OF 8" MAIN
ON Wiegert Way.

TO COVER LOTS # 12, 13, 14, 16, 17, 18, 19, 20, 21, 22
FEET OF _____ MAIN ON _____

TO COVER LOTS # _____
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 DEPARTMENT 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. THE BRISTOL WATER DEPARTMENT 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.

I ALSO UNDERSTAND THAT THE STREETS MUST BE AT SUB-GRADE, THAT ACCURATE LINE AND GRADES MUST BE FURNISHED BY ME AND THAT ANY EXPENSE INCURRED BY THE BRISTOL WATER DEPARTMENT IN RELOCATING OR RAISING WATER MAINS, FIRE HYDRANTS, GATE BOXES OR CURB BOXES AND CURB VALVES BECAUSE OF INCORRECT LINE AND GRADE WILL BE BILLED TO ME. (ALL TRENCH WORK IS TO BE DONE BY THE APPLICANT (EXCAVATION, BACKFILLING AND STREET SURFACING)).

WATER MAIN ESTIMATE: - 0 -

SERVICE LATERAL ESTIMATES: 10 Lots at \$1275.00 per Lot.

TOTAL ESTIMATES: \$12,750.00

ESTIMATED BY: M

SIGNATURE OF APPLICANT: [Signature] GINO TROSANO JR

D/BA: TRADEMARK ACQUISITIONS LLC

ADDRESS OF APPLICANT: 175 LAKE AVENUE, BRISTOL, CT 06010

APPROVED FOR
BRISTOL WATER DEPARTMENT _____ DATE _____