

**MINUTES OF THE BOARD OF WATER COMMISSIONERS**  
**REGULAR MEETING - MAY 19, 2020**

**Present:** Chairwoman Elizabeth Phelan, Commissioner Robert A. Badal, Commissioner Ramiro Suarez, Commissioner Kathy Ferrier and Commissioner Sean Dunn

**Staff Present:** Superintendent Robert Longo, Assistant Superintendent Michael Lynch, Assistant Superintendent Joseph Pagliaruli, Assistant Superintendent Dan Bolduc and Joyce DeFelippi, Office Manager

**Absent:** Council Liaison Mary Fortier

**1) CALL TO ORDER**

Chairwoman Phelan called the meeting of the Board of Water Commissioners held via Webex, Meeting Number 798 037 607 to order at 6:30 PM.

**2) PLEDGE OF ALLEGIANCE**

**3) MOMENT OF SILENCE**

Commissioner Ferrier dedicated a moment of silence to all the essential workers that are helping fight the Covid-19 virus. To all the teachers helping the children learn remotely.

**4) APPROVAL OF THE MINUTES OF THE APRIL 21, 2020 REGULAR BOARD MEETING**

On motion, Commissioner Badal and seconded, voted to approve the April 21, 2020 minutes as presented.

Roll Call Vote:	Chairwoman Phelan - Yes
	Commissioner Badal - Yes
	Commissioner Suarez - Yes
	Commissioner Ferrier - Yes
	Commissioner Dunn - Yes

Motion passed.

**5) APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF APRIL 2020.**

On motion, Commissioner Suarez and seconded, voted to approve the April 2020 Department Reports as presented.

Roll Call Vote: Chairwoman Phelan - Yes  
Commissioner Badal - Yes  
Commissioner Suarez - Yes  
Commissioner Ferrier - Yes  
Commissioner Dunn - Yes

Motion passed.

**6) PUBLIC PARTICIPATION**

None

**7) CUSTOMER COMPLAINTS**

None

**8) COMMITTEE REPORTS**

**A) CELL TOWER COMMITTEE**

Nothing to report at this time.

**B) LEVEL A MAPPING**

Superintendent Longo noted Level A Mapping is on hold for now.

**9) INVESTMENTS**

Nothing to report at this time.

**10) WATER & SEWER MERGER**

Superintendent Longo noted the Department is currently working on moving the financials over. He is unsure if the July 1, 2020 date will be met. He noted that he received the proposal from Munis to move the financials would cost \$15,000.00. No action was taken.

Superintendent Longo noted the new position for Sewer Inspector will be posted in a week.

**11) ACTIVITY REPORT - WESTON & SAMPSON ENGINEERING**

Superintendent Longo reported on Weston & Sampson's Activity noting that not much has been done due to the Covid-19 Pandemic (see Attachment A).

**12) CHAIRWOMAN'S REPORT**

None

**13) SUPERINTENDENTS REPORT**

Superintendent Longo updated the Board that the Department will be working full staff on Tuesday, May 26th. All staff will have the appropriate PPE (Personal Protection Equipment) and are required to wear facemasks. There are protocols in place for cleaning the offices and plant multiple times during the day. The office doors will remain closed to the public, but are allowing contractors to come in and do work. He noted that the Meter Shop has suspended meter changes, but will continue to do emergency work. Superintendent Longo noted the Construction Division will resume flushing with some areas being done at night due to discoloration issues.

Superintendent Longo informed the Board that the return envelopes have been discontinued early due to mailing insertion machine breaking down during the Covid-19 Pandemic. The Department was closed to public and contractors so they could not come in and repair the machine. He added that the return envelopes were going to be discontinued in July.

**14) OLD BUSINESS**

None


**15) NEW BUSINESS**

None

**16) ADJOURNMENT**

At 7:05 PM, on motion by Commissioner Suarez and seconded, unanimously voted to adjourn.

ATTEST:



Renee LaMarre

Water & Sewer Administrative Assistant

WESTON & SAMPSON ACTIVITY REPORT  
CITY OF BRISTOL WATER DEPARTMENT  
For the meeting on May 19, 2020

On-Call Engineering Services (2070524):

1. Weston & Sampson is currently working on the following tasks:
  - a. PFAS: Providing assisting to the BWD regarding PFAS (or per- and polyfluoroalkyl substances).
  - b. CTDEEP General Permits: All Permit application have been submitted to DEEP:
    - i. Miscellaneous Discharges of Sewer Compatible (MISC) Wastewater for the discharge from the WFP to the sanitary sewer.
      1. Responded to DEEP comments. Received draft approval letter for the permit.
  - c. GIS: Anticipate locating / surveying unburied valve box covers. Awaiting direction from BWD.
  - d. *Water Supply Plan Update*: No activity this period. Awaiting letter from DPH.
  - e. *Groundwater Under the Direct Influence of a Surface Water (Mix Street Well #3)*:
    - i. The BWD staff has completed the data collection process. This GWUDI study has involved sample collection for a one-year period which is now complete. Report has been prepared and submitted to BWD in April. Report has been submitted the state for approval.
  - f. Mix Street and Mechanic Street infrastructure improvements (2190087):
    - i. Construction of water main along access road to Mix Street chemical feed building is complete. Obtained Project Closure documentation from DPH Developed draft design drawings for water main installation at Mechanic Street to support DPH application related to achieving 4-log virus inactivation.
  - g. CTDEEP Water Diversion and Streamflow Reporting Requirements (2191193):
    - i. Assisted the BWD with the new CTDEEP requirement related to the collection of daily operation data (diversion / duration) for all thirteen (13) registered diversions, beginning January 1, 2020. Confirmed with DEEP that Reservoirs 2, 5 and 5 are exempt from daily monitoring. Final memo has been submitted in March 2020.
    - ii. Prepared Initial Reporting Form for each dam and submitted same to BWD for signature/submission to DEEP. Awaiting confirmation from DEEP
  - h. Modifications to Gaseous Chlorine system at Mechanic St and Mix Street Wellfield
    - i. Provided three (3) alternative layouts for sodium hypochlorite storage tanks, eye wash/shower station, and storage of carboys. Sized diaphragm and peristaltic pumps to inject hypochlorite.
    - ii. Provided schematic for ¼ inch slip line to convey analyzer water while keeping 1-in. copper line in service for emergency sink flows with waste storage to tight tank.
    - iii. Calculated analyzer waste storage quantity using lower (1 gpm) flow rates to collect during overnight rest periods and recycle back to headworks when wells turn on. Final plans forthcoming.