



**BRISTOL WATER & SEWER DEPARTMENT
BOARD OF WATER COMMISSIONERS**

Regular Meeting Agenda
Tuesday, February 16, 2021 @ 6:30 PM
ZOOM Meeting

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 January 19, 2021 Regular Meeting
5. Approval of the Department Reports for the Month of January 2021
6. Public Participation
7. Customer Complaint
 - (1) 274 Peck Lane - Dan Morrone
 - (2) 77-81 Gridley Street - Regina Wlodkowski
8. Committee Reports:
 - (1) Cell Tower Committee
 - (2) Budget Committee
 - (3) SCADA RFQ Committee
9. Investments
10. GBRC - Connection/Permit Fee Waiver Request on Pine Street
11. Lot #12 Waterbury Road
12. Activity Report - Weston & Sampson Engineering
13. Chairman's Report
14. Superintendent's Report

Next Meeting: Tuesday, March 16, 2021 at 6:30 pm

15. Old Business

16. New Business

17. Adjournment

Next Meeting: Tuesday, March 16, 2021 at 6:30 pm

**BRISTOL WATER DEPARTMENT
JANUARY 2021**

WATER BILLING

Water Bills rendered January 2021	<u>\$663,390.54</u>
Water Bills remaining unpaid as of January 2021	<u>\$335,387.40</u>

PRECIPITATION

For the Month	<u>1.93 "</u>	Normal	<u>3.66 "</u>	Departure from Normal	<u>-1.73 "</u>
For the Year	<u>1.93 "</u>	Normal	<u>3.66 "</u>	Departure from Normal	<u>-1.73 "</u>

RESERVOIR CAPACITY

Total Available Capacity - January 2021	<u>1,249,310,000</u>	Gallons	<u>98%</u>
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PRODUCTION

Monthly Production - January 2021	<u>159,340,900</u>	Gallons
Monthly Production - January 2020	<u>140,369,920</u>	Gallons

CASH STATEMENT

BALANCE: JAN 1, 2021	2,621,096.44
REVENUE:	
ACCOUNTS RECEIVABLE	773,674.95
SERVICE ACCOUNTS	(2,477.19)
FINES	
SEWER ACCOUNTS	619,701.27
LIENS	612.59
PENALTIES	5,952.55
REMOVE METER	100.00
CLOSING COSTS	6,375.00
REINSTATE FEES	1,375.00
ASSESSMENTS	3,904.08
ADMIN FEE/LIENS (WPC)	14,500.00
LAND LEASE	2,364.62
CELL TOWER LEASE	12,345.41
SCRAP METAL SALES	
TIMBER SALES	
TRANSFER FROM GROVE/WOLCOTT	273,234.00
TOTAL REVENUE:	1,711,662.28
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	1,711,662.28
DISBURSEMENTS (VOUCHERS):	1,118,927.29
TRANSFERS:	
SEWER TRANSFER (CASH OUT)	613,559.09
TRANSFER TO PROCUREMENT ACCOUNT	4,000.00
TRANSFER TO GOALS ENABLING	
<u>ACCOUNT BALANCES:</u>	
SUPER NOW CHECKING ACCOUNT	
BALANCE: JAN 31, 2021	2,596,272.34
GOALS ENABLING FUND	
BALANCE: JAN 31, 2021	5,369,354.33
GROVE/OLD WOLCOTT TANKS	
BALANCE: JAN 31, 2021	21,364.81
CONSTRUCTION ACCOUNT	
BALANCE: JAN 1, 2021	67,981.30
DEPOSIT	3,293.00
DISBURSEMENTS	(14,973.50)
BALANCE: JAN 31, 2021	56,300.80
PAYROLL CASH ACCOUNT	
BALANCE: JAN 1, 2021	167,498.11
DEPOSIT	221,896.44
DISBURSEMENTS	(236,705.65)
BALANCE: JAN 31, 2021	152,688.90

2020 2021 BRISTOL WATER DEPARTMENT BUDGET												
Jan-21	APPROVED BUDGET 2020 2021	EXPENDED JULY 2020 2021	EXPENDED AUGUST 2020 2021	EXPENDED SEPTEMBER 2020 2021	EXPENDED OCTOBER 2020 2021	EXPENDED NOVEMBER 2020 2021	EXPENDED DECEMBER 2020 2021	EXPENDED JANUARY 2019 2020	EXPENDED TO DATE 2020 2021	% TO DATE 2020 2021		
	\$ 2,668,675.00	\$ 267,252.26	\$ 165,628.77	\$ 211,244.42	\$ 244,868.24	\$ 192,139.39	\$ 265,279.48	\$ 188,492.17	\$ 1,534,904.73	57.09%		
FRINGE BENEFITS	\$ 1,465,740.00	\$ 142,343.75	\$ 110,652.12	\$ 111,149.41	\$ 108,661.95	\$ 104,577.44	\$ 112,652.16	\$ 113,648.79	\$ 803,685.62	55.21%		
OPERATING SERVICES	\$ 2,664,161.00	\$ 693,759.90	\$ 191,201.46	\$ 100,360.36	\$ 286,188.89	\$ 102,875.32	\$ 202,020.15	\$ 381,162.77	\$ 1,957,568.85	73.48%		
MATERIALS & SUPPLIES	\$ 880,183.00	\$ 16,959.25	\$ 63,354.03	\$ 90,140.01	\$ 80,699.58	\$ 69,781.84	\$ 67,431.31	\$ 68,331.31	\$ 456,697.43	51.89%		
CAPITAL OUTLAY	\$ 1,053,288.00	\$ 2,860.08	\$ 5,794.99	\$ 51,493.43	\$ 19,060.51	\$ 47,796.99	\$ 48,970.00	\$ 46,870.75	\$ 222,846.75	21.16%		
GRAND TOTAL	\$ 8,742,051.00	\$ 1,123,175.24	\$ 536,631.37	\$ 564,387.63	\$ 739,479.17	\$ 517,170.98	\$ 696,353.20	\$ 798,505.79	\$ 4,975,703.38	56.92%		
OPERATING SERVICES												
LIGHT & POWER	\$ 400,719.00	\$ 40,481.73	\$ 15,721.41	\$ 34,346.74	\$ 39,822.66	\$ 30,721.37	\$ 32,365.59	\$ 33,765.62	\$ 227,225.12	56.70%		
TELEPHONE	\$ 16,400.00	\$ 1,128.59	\$ 1,294.64	\$ 1,240.85	\$ 1,872.36	\$ 1,483.01	\$ 1,403.96	\$ 1,397.64	\$ 9,821.05	59.88%		
POSTAGE	\$ 49,041.00	\$ 2,500.00	\$ 2,500.00	\$ 5,220.53	\$ 2,500.00	\$ 5,017.00	\$ 2,500.00	\$ 5,155.29	\$ 25,392.82	51.78%		
ADVERTISING	\$ 10,750.00		\$ 312.00	\$ 312.00					\$ 312.00	2.90%		
MAINTENANCE/SERVICE	\$ 43,700.00	\$ 740.23	\$ 7,578.58	\$ 11,641.90	\$ 2,849.91	\$ 5,158.99	\$ 3,265.09	\$ 2,581.16	\$ 33,815.86	77.38%		
LEASE	\$ 16,027.00	\$ 1,346.61	\$ 1,273.20	\$ 1,273.20	\$ 1,346.61		\$ 86.00	\$ 1,346.61	\$ 6,586.23	41.09%		
CONFERENCE & MEMBERSHIP	\$ 27,030.00	\$ 11,110.00	\$ 459.00		\$ 300.00				\$ 10,637.82	39.36%		
TAXES	\$ 995,069.00	\$ 287,486.15						\$ 287,486.15	\$ 574,972.30	96.62%		
PROFESSIONAL SERVICES	\$ 240,300.00	\$ 3,761.25	\$ 53,380.33	\$ 12,709.47	\$ 10,642.21	\$ 5,916.30	\$ 22,109.89	\$ 6,314.34	\$ 114,833.79	47.79%		
LIENS	\$ 6,300.00	\$ 15.00	\$ 200.00	\$ 50.00	\$ 145.00	\$ 360.00	\$ 165.00	\$ 30.00	\$ 965.00	15.32%		
MISCELLANEOUS	\$ 6,570.00	\$ 396.66	\$ 156.00	\$ 120.23	\$ 432.00	\$ 480.47	\$ 276.22	\$ 120.22	\$ 1,981.80	30.16%		
CONTRACTOR SERVICES	\$ 665,160.00	\$ 3,314.90	\$ 67,639.83	\$ 24,865.19	\$ 202,937.03	\$ 65,065.28	\$ 95,133.90	\$ 11,421.48	\$ 411,377.61	72.79%		
DEBT SERVICES	\$ 401,295.00	\$ 273,293.91	\$ 6,727.07	\$ 6,727.07	\$ 6,727.07	\$ 6,727.07	\$ 6,727.07	\$ 6,727.07	\$ 306,929.26	76.48%		
SEWER USE FEE	\$ 10,800.00	\$ 2,700.00			\$ 2,700.00	\$ 2,700.00			\$ 8,100.00	75.00%		
NEW BRITAIN AGREEMENT	\$ 275,000.00	\$ 75,484.87	\$ 35,544.60	\$ 1,853.18	\$ 13,914.04	\$ 34,618.01	\$ 36,714.23	\$ 26,489.26	\$ 224,618.19	81.68%		
TOTAL OPERATING SERVICES	\$ 2,664,161.00	\$ 693,759.90	\$ 191,201.46	\$ 100,360.36	\$ 286,188.89	\$ 102,875.32	\$ 202,020.15	\$ 381,162.77	\$ 1,957,568.85	73.48%		
SUPPLIES AND MATERIALS												
MOTOR FUELS	\$ 43,747.00	\$ 0.00	\$ 3,102.96		\$ 3,678.44	\$ 3,866.78	\$ 6,294.27	\$ 4,485.80	\$ 21,428.25	48.98%		
OFFICE SUPPLIES	\$ 25,440.00	\$ 279.99	\$ 1,676.94	\$ 2,137.71	\$ 4,350.43	\$ 2,147.09	\$ 719.41	\$ 4,774.20	\$ 16,085.77	63.28%		
MAINTENANCE SUP & MATERIALS	\$ 357,000.00	\$ 890.36	\$ 28,978.92	\$ 44,040.63	\$ 30,153.98	\$ 25,750.22	\$ 26,124.52	\$ 35,404.20	\$ 191,342.83	53.60%		
MV PARTS & SUPPLIES	\$ 15,150.00	\$ 396.34	\$ 1,765.44	\$ 1,404.00	\$ 1,476.65	\$ 796.55	\$ 5,833.14	\$ 2,201.65	\$ 13,873.77	91.58%		
MV SERVICE & REPAIRS	\$ 44,000.00	\$ 2,185.82	\$ 2,637.02	\$ 547.45	\$ 2,081.05	\$ 4,208.97	\$ 1,285.89	\$ 112.00	\$ 13,058.20	29.68%		
FUEL OIL	\$ 45,208.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,263.83	\$ 955.14	\$ 742.83	\$ 1,264.88	\$ 8,226.68	18.20%		
CHEMICAL TREATMENT	\$ 195,163.00	\$ 4,873.41	\$ 16,859.42	\$ 18,336.09	\$ 11,441.47	\$ 18,117.09	\$ 12,760.65	\$ 20,088.58	\$ 102,476.71	52.51%		
INSURANCE	\$ 154,475.00	\$ 8,333.33	\$ 8,333.33	\$ 23,674.13	\$ 22,253.73	\$ 13,940.00	\$ 13,670.70		\$ 90,205.22	58.39%		
TOTAL SUPPLIES & MATERIALS	\$ 880,183.00	\$ 16,959.25	\$ 63,354.03	\$ 90,140.01	\$ 80,699.58	\$ 69,781.84	\$ 67,431.41	\$ 68,331.31	\$ 456,697.43	51.89%		
CAPITAL OUTLAY												
CAPITAL EQUIPMENT	\$ 112,000.00					\$ 47,246.10			\$ 47,246.10	42.18%		
CAPITAL OUTLAY	\$ 366,288.00	\$ 1,020.00		\$ 35,732.00	\$ 12,621.60		\$ 48,970.00		\$ 88,243.60	26.82%		
MISC. UTILITY ASSETS	\$ 575,000.00	\$ 1,840.08	\$ 5,794.99	\$ 15,761.43	\$ 6,538.91	\$ 550.89		\$ 46,870.75	\$ 77,357.05	13.45%		
CAPITAL OUTLAY TOTAL	\$ 1,053,288.00	\$ 2,860.08	\$ 5,794.99	\$ 51,493.43	\$ 19,060.51	\$ 47,796.99	\$ 48,970.00	\$ 46,870.75	\$ 222,846.75	21.16%		
GRAND TOTAL	\$ 8,742,051.00	\$ 1,123,175.24	\$ 536,631.37	\$ 564,387.63	\$ 739,479.17	\$ 517,170.98	\$ 696,353.20	\$ 798,505.79	\$ 4,975,703.38	56.92%		

2021 SHUT-OFFS BREAKDOWN Still off to date for non-pay: (89)

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						
MARCH 02						
APRIL 03						
MAY 01						
JUNE 02						
JULY 03						
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, 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

Monthly Invoice Summary

Payment Type	Number Of Transactions	Total Paid
Credit/Debit Card	562	\$83,250.10
EFT (Check)	238	\$36,016.82
Online Bank Direct	266	\$38,249.86
PayPal	46	\$6,703.74
PayPal Credit	2	\$143.49
Venmo	2	\$324.83
Total	1116	\$164,688.84

Invoice Count
No records to display.

Paperless Statistics

Auto-Pay Statistics

Invoice Type	Paperless
Water	3985

Invoice Type	Aut
Water	145

Customer Registration Statistics

Pay By Text Registration Statistics

Customer Count	Registered Count	Registered %
20656	8220	39.79

Customer Count	Registered Count
2467	1820

From: Craig Minor [<mailto:craig.minor@gmail.com>]
Sent: Sunday, February 7, 2021 3:58 PM
To: Robert Longo <RobertLongo@bristolct.gov>
Cc: Craig Minor (AOL) <craigmm@aol.com>
Subject: Waiver of Fees Request

Rob:

Ellen suggested I talk to you about asking the Board of Water Commissioners for a waiver of the water and sewer hookup fees associated with the three houses that GBRC is building on Pine Street Terminus and Evergreen.

It's going to cost the GBRC some \$366,000 apiece to construct these houses, and the purchase price can't exceed \$186,000 (to keep them "affordable" by a moderate income family) so obviously some serious subsidies are needed. We've gotten grants and housing tax credits, but we're still short. Can you tell me what the process to request a fee waiver is? Thanks.

I hope all is well with you. Since retiring at the end of October I miss the folks in Newington, but I'm happy to be able to stay home.

- Craig

Craig Minor, AICP
860-978-0047
Craig.minor@gmail.com



City of Bristol
Office of Town and City Clerk
111 North Main Street
Bristol, Connecticut 06010
(860) 584-6200 ext. 0

February 10, 2021

Mr. Robert Longo
Superintendent Water and Sewer Department
119 Riverside Avenue
Bristol, Connecticut 06010

Dear Mr. Longo:

At a meeting of the City Council on February 9, 2021 it was voted to refer the following property to the Planning Commission for a C.G.S. §8-24 Report for the purpose of selling a certain parcel of land known as Lot #12 Waterbury Road. It was further voted to refer the above-mentioned property to the Department of Public Works and the Water and Sewer Department to determine if they have a use for the property prior to being sold.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Therese Pac".

Therese Pac, MCTC, MMC
Town and City Clerk