



BOARD OF WATER COMMISSIONERS

Revised Regular Meeting Agenda

Tuesday, March 21, 2023 6:15 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 February 21, 2023 Regular Board Meeting
5. Approval of the minutes of the March 15, 2023 Special Board Meeting
6. Approval of the Department Reports for the Month of February 2023
7. Public Participation
8. Customer Correspondence
9. Committee Reports
10. Write-off for 59-61 Stearns Street account balance
11. On-call Engineering RFQ
12. Investments
13. Safe Yield and Margin of Safety RFQ
14. Superintendent's Report
15. Chairperson's Report
16. Old Business
17. New Business
18. Adjournment

Next Meeting: Tuesday, April 18, 2023 at 6:15 pm

BOARD OF WATER COMMISSIONERS

FEBRUARY 21, 2023 – REGULAR MEETING

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

ABSENT: Commissioner Suarez

STAFF PRESENT: Superintendent Robert Longo; Assistant Superintendent Bolduc, Keegan and Pagliaruli and Dawn LaBella, Office Manager.

1) CALL TO ORDER.

Chairperson Phelan called the meeting of the Board of Water Commissioners to order at 6:23 p.m.

2) PLEDGE OF ALLEGIANCE.

3) MOMENT OF SILENCE.

4) APPROVAL OF THE MINUTES OF THE DECEMBER 20, 2022 REGULAR BOARD MEETING.

On motion of Commissioner Dunn and seconded, it was unanimously voted to approve the December 20, 2022 minutes, as presented.

Motion passed.

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

On motion of Commissioner Dunn and seconded, it was unanimously voted to approve the December 2022 Department Reports, as presented.

Motion passed.

6) APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF THE JANUARY 2023

On motion of Commissioner Ferrier and seconded, it was unanimously voted to approve the January 2023 Department Reports, as presented.

Motion passed.

7) PUBLIC PARTICIPATION

Morgan Urso, Executive Director of The Carousel Museum, presented their Strategic Plan 2023-2027 to improve their current property and expansion.

8) CUSTOMER CORRESPONDENCE.

None.

9) COMMITTEE REPORTS.

No action taken.

10) ON-CALL ENGINEERING RFQ.

None.

11) INVESTMENTS.

No action taken.

12) SUPERINTENDENT'S REPORT.

No action taken.

13) CHAIRPERSON'S REPORT.

No action taken.

14) OLD BUSINESS.

None.

15) NEW BUSINESS.

None.

16) ADJOURNMENT.

At 8:00 p.m., on motion of Commissioner Phelan and seconded, it was unanimously voted to adjourn.

ATTEST: _____

Heidi Caruso

Water & Sewer Administrative Assistant

BOARD OF WATER COMMISSIONERS

MARCH 15, 2023 – SPECIAL MEETING

PRESENT: by videoconference: Chairperson Phelan; Commissioners Ferrier and Porrini.

STAFF PRESENT: Superintendent Robert Longo; Sewer Director Sean Hennessey; and Dawn LaBella, Office Manager.

1) CALL TO ORDER.

Chairperson Phelan called the meeting of the Board of Water Commissioners held via videoconference to order at 10:35 a.m.

2) BUDGET APPROVAL FOR FISCAL YEAR 2023-2024.

Proposed budget for fiscal year 2023-2024 was presented.

On motion of Commissioner Porrini and seconded, it was unanimously voted to approve the Budget for Fiscal Year 2023-2024 as presented.

Motion passed.

3) ADJOURNMENT.

At 10:37 a.m., on motion of Commissioner Ferrier and seconded, it was unanimously voted to adjourn.

ATTEST: _____

Heidi Caruso
Water & Sewer Administrative Assistant

CASH STATEMENT WATER	
BALANCE:FEB 1, 2023	3,136,963.39
REVENUE:	
ACCOUNTS RECEIVABLE	598,370.16
SERVICE ACCOUNTS	16,237.60
FINES	1,000.00
SEWER ACCOUNTS	563,055.99
LIENS	1,938.95
PENALTIES	4,235.11
REMOVE METER	
CLOSING COSTS	2,775.00
REINSTATE FEES	1,750.00
ASSESSMENTS	
ADMIN FEE/LIENS (WPC)	
LAND LEASE	
CELL TOWER LEASE	4,643.06
SCRAP METAL SALES	
TIMBER SALES	
TOTAL REVENUE:	1,194,005.87
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	1,194,005.87
DISBURSEMENTS (VOUCHERS):	859,338.58
TRANSFERS:	
SEWER TRANSFER (BWSO)	563,055.99
TRANSFER TO PROCUREMENT ACCOUNT	10,000.00
TRANSFER TO GOALS ENABLING	
<u>ACCOUNT BALANCES:</u>	
SUPER NOW CHECKING ACCOUNT	
BALANCE: FEB 28 , 2023	2,898,574.69
GOALS ENABLING FUND	
BALANCE: FEB 28 , 2023	5,432,349.41
CONSTRUCTION ACCOUNT	
BALANCE: FEB 1, 2023	106,468.19
DEPOSIT	13,769.00
DISBURSEMENTS	-
BALANCE: FEB 28, 2023	120,237.19
PAYROLL CASH ACCOUNT	
BALANCE: FEB 1, 2023	176,466.12
DEPOSIT	247,453.85
DISBURSEMENTS	(247,880.99)
BALANCE: FEB 28, 2023	176,038.98

2022 2023 BRISTOL WATER DEPARTMENT BUDGET												
CLASSIFICATION	APPROVED BUDGET 2022 2023	EXPENDED JULY 2022 2023	EXPENDED AUGUST 2022 2023	EXPENDED SEPTEMBER 2022 2023	EXPENDED OCTOBER 2022 2023	EXPENDED NOVEMBER 2022 2023	EXPENDED DECEMBER 2022 2023	EXPENDED JANUARY 2022 2023	EXPENDED FEBRUARY 2022 2023	EXPENDED TO DATE 2022 2023	%	TO DATE 2022 2023
Feb-23												
SALARIES	\$ 2,885,636.00	\$ 283,154.42	\$ 161,300.20	\$ 206,823.61	\$ 182,845.53	\$ 174,341.68	\$ 293,379.31	\$ 195,533.69	\$ 278,158.86	\$ 1,775,537.30	61.53%	
FRINGE BENEFITS	\$ 1,652,144.00	\$ 159,879.25	\$ 130,108.16	\$ 113,442.24	\$ 113,023.74	\$ 115,386.20	\$ 122,855.26	\$ 121,765.20	\$ 115,470.80	\$ 991,930.85	60.04%	
OPERATING SERVICES	\$ 2,744,602.00	\$ 394,879.13	\$ 194,947.53	\$ 231,980.57	\$ 135,005.34	\$ 123,870.71	\$ 463,421.50	\$ 137,478.90	\$ 349,630.77	\$ 2,031,214.45	74.01%	
MATERIALS & SUPPLIES	\$ 1,026,565.00	\$ 30,289.12	\$ 72,676.35	\$ 112,684.79	\$ 134,287.88	\$ 97,932.80	\$ 99,645.49	\$ 102,788.92	\$ 118,055.95	\$ 768,361.30	74.85%	
CAPITAL OUTLAY	\$ 1,466,516.00	\$ 0.00	\$ 140,693.20	\$ 14,000.00	\$ 16,888.23	\$ 17,133.44	\$ 13,049.78	\$ 130,265.61	\$ 79,256.00	\$ 411,286.26	28.05%	
GRAND TOTAL	\$ 9,775,483.00	\$ 868,201.92	\$ 699,725.44	\$ 678,931.21	\$ 682,050.72	\$ 528,664.83	\$ 992,351.34	\$ 687,832.32	\$ 940,572.38	\$ 5,978,330.16	61.16%	
OPERATING SERVICES												
LIGHT & POWER	\$ 410,505.00		\$ 32,411.27	\$ 42,294.94	\$ 36,285.56	\$ 35,283.04	\$ 28,054.84	\$ 31,126.58	\$ 33,173.08	\$ 238,629.31	58.13%	
TELEPHONE	\$ 17,380.00	\$ 1,603.66	\$ 1,501.34	\$ 2,069.61	\$ 1,842.64	\$ 1,232.72	\$ 1,987.91	\$ 3,272.01	\$ 1,464.96	\$ 14,974.85	86.16%	
POSTAGE	\$ 49,000.00	\$ 3,000.00	\$ 2,880.80	\$ 3,506.48	\$ 3,039.78	\$ 3,288.09	\$ 3,000.00	\$ 6,556.00	\$ 36.00	\$ 25,307.15	51.65%	
ADVERTISING	\$ 1,000.00			\$ 40.00				\$ 830.00		\$ 870.00	87.00%	
CLOTHING/UNIFORMS	\$ 6,680.00	\$ 79.98		\$ 180.00	\$ 444.78	\$ 864.58	\$ 999.72	\$ 1,505.92	\$ 2,036.36	\$ 3,974.98	59.51%	
MAINTENANCE/SERVICE	\$ 55,015.00		\$ 5,221.67	\$ 37,231.57	\$ 17,196.95	\$ 3,572.82	\$ 6,313.13	\$ 787.95	\$ 2,036.36	\$ 62,451.45	113.52%	
LEASE	\$ 15,473.00	\$ 1,319.61		\$ 1,271.10	\$ 2,440.20	\$ 1,271.10	\$ 1,271.10	\$ 3,464.01		\$ 9,766.02	63.12%	
CONFERENCE & MEMBERSHIP	\$ 30,550.00	\$ 294.50	\$ 2,329.60	\$ 1,275.72	\$ -74.00	\$ 916.00	\$ 324.00	\$ 17.00	\$ 2,027.96	\$ 6,510.78	21.31%	
TAXES	\$ 615,494.00	\$ 51,291.17	\$ 51,291.17	\$ 51,291.17	\$ 51,291.17	\$ 51,291.17	\$ 51,291.17	\$ 51,291.17	\$ 51,291.17	\$ 410,329.36	66.67%	
PROFESSIONAL SERVICES	\$ 290,200.00	\$ 14,673.80	\$ 11,375.05	\$ 17,451.72	\$ 14,403.40	\$ 11,354.80	\$ 36,340.84	\$ 17,206.19	\$ 115,145.04	\$ 237,950.84	82.00%	
LIENS	\$ 6,300.00			\$ 595.00	\$ 170.00	\$ 270.00	\$ 205.00	\$ 185.00	\$ 115.00	\$ 1,540.00	24.44%	
MISCELLANEOUS	\$ 6,570.00	\$ 164.99	\$ 537.83	\$ 139.94	\$ 967.54	\$ 457.58	\$ 304.93	\$ 189.49	\$ 468.05	\$ 3,230.35	49.17%	
CONTRACTOR SERVICES	\$ 559,600.00	\$ 12,612.31	\$ 35,754.89	\$ 34,321.15	\$ 7,570.24	\$ 9,212.83	\$ 326,701.78	\$ 6,192.05	\$ 102,604.01	\$ 534,969.26	95.60%	
DEBT SERVICES	\$ 345,035.00	\$ 263,782.08	\$ 6,727.08	\$ 6,727.08	\$ 6,727.08	\$ 6,727.08	\$ 6,727.08	\$ 6,727.08	\$ 6,727.08	\$ 310,851.64	90.09%	
SEWER USE FEE	\$ 10,800.00		\$ 44,916.83	\$ 33,585.09	\$ 2,700.00			\$ 5,337.45	\$ 34,542.06	\$ 5,400.00	50.00%	
NEW BRITAIN AGREEMENT	\$ 325,000.00									\$ 164,458.46	50.60%	
TOTAL OPERATING SERVICES	\$ 2,744,602.00	\$ 394,879.13	\$ 194,947.53	\$ 231,980.57	\$ 135,005.34	\$ 123,870.71	\$ 463,421.50	\$ 137,478.90	\$ 349,630.77	\$ 2,031,214.45	74.01%	
SUPPLIES AND MATERIALS												
MOTOR FUELS	\$ 56,079.00		\$ 6,230.48	\$ 5,711.63	\$ 3,223.02	\$ 4,851.28	\$ 12,653.23	\$ 10,756.39	\$ 9,857.78	\$ 37,407.56	66.71%	
OFFICE SUPPLIES	\$ 27,240.00	\$ 894.94	\$ 883.95	\$ 4,969.11	\$ 4,917.87	\$ 2,114.63	\$ 33,624.09	\$ 22,558.90	\$ 614.61	\$ 27,047.05	99.29%	
MAINTENANCE SUP & MATERIALS	\$ 374,000.00	\$ 15,145.15	\$ 20,684.88	\$ 47,429.32	\$ 41,917.87	\$ 17,357.93	\$ 33,624.09	\$ 22,558.90	\$ 58,596.87	\$ 257,295.01	68.80%	
INV PARTS & SUPPLIES	\$ 15,150.00	\$ 178.20	\$ 351.72	\$ 4,366.61	\$ 394.99	\$ 5,047.92	\$ 651.62	\$ 752.18	\$ 1,240.93	\$ 12,984.17	85.70%	
INV SERVICE & REPAIRS	\$ 44,000.00		\$ 1,387.41	\$ 1,642.81	\$ 1,919.18	\$ 6,144.12	\$ 223.96	\$ 3,389.80	\$ 12,628.37	\$ 27,335.65	62.13%	
FUEL OIL	\$ 41,250.00						\$ 5,904.82	\$ 13,703.10	\$ 8,431.20	\$ 28,039.12	67.97%	
CHEMICAL TREATMENT	\$ 195,163.00		\$ 29,087.08	\$ 34,494.46	\$ 29,244.04	\$ 33,269.71	\$ 17,440.56	\$ 7,722.49	\$ 23,005.72	\$ 174,264.08	89.29%	
INSURANCE	\$ 273,703.00	\$ 14,070.83	\$ 14,070.83	\$ 14,070.83	\$ 57,888.78	\$ 29,147.21	\$ 29,147.21	\$ 42,212.50	\$ 3,680.47	\$ 203,988.66	74.53%	
TOTAL SUPPLIES & MATERIALS	\$ 1,026,565.00	\$ 30,289.12	\$ 72,676.35	\$ 112,684.79	\$ 134,287.88	\$ 97,932.80	\$ 99,645.49	\$ 102,788.92	\$ 118,055.95	\$ 768,361.30	74.85%	
CAPITAL OUTLAY												
CAPITAL EQUIPMENT	\$ 166,000.00								\$ 79,256.00	\$ 79,256.00	47.74%	
CAPITAL OUTLAY	\$ 893,611.00	\$ 78,054.00	\$ 62,639.20	\$ 14,000.00	\$ 16,888.23	\$ 17,133.44	\$ 13,049.78	\$ 66,899.20	\$ 143,953.20	\$ 188,077.06	16.11%	
MISC. UTILITY ASSETS	\$ 406,905.00							\$ 64,366.41			46.22%	
CAPITAL OUTLAY TOTAL	\$ 1,466,516.00	\$ 0.00	\$ 140,693.20	\$ 14,000.00	\$ 16,888.23	\$ 17,133.44	\$ 13,049.78	\$ 130,265.61	\$ 79,256.00	\$ 411,286.26	28.05%	
GRAND TOTAL	\$ 9,775,483.00	\$ 868,201.92	\$ 699,725.44	\$ 678,931.21	\$ 682,050.72	\$ 528,664.83	\$ 992,351.34	\$ 687,832.32	\$ 940,572.38	\$ 5,978,330.16	61.16%	

CITY OF BRISTOL WATER DEPARTMENT CAPITAL OUTLAY BUDGET YEAR 2022-23												
	BUDGET REQUEST 2022-23	EXPENDED JULY 2022	EXPENDED AUG 2022	EXPENDED SEPT 2022	EXPENDED OCT 2022	EXPENDED NOV 2022	EXPENDED DEC 2022	EXPENDED JAN 2023	EXPENDED FEB 2023	EXPENDED TO- DATE		
Effluent Ultrasonic Flow Meters										\$0.00	\$0.00	
TOTAL UTILITY ASSETS WATER TREATMENT PLANT	\$110,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WATERSHED SECTION												
Enclosed Equipment Trailer	\$27,000.00											\$0.00
TOTAL UTILITY ASSETS WATERSHED SECTION	\$27,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OFFICE SECTION												
Drive Through Renovations	\$60,000.00		\$25,379.20					\$49,044.21				\$74,423.41
TOTAL UTILITY ASSETS OFFICE SECTION	\$60,000.00	\$0.00	\$25,379.20	\$0.00	\$0.00	\$0.00	\$0.00	\$49,044.21	\$0.00	\$0.00	\$0.00	\$74,423.41
TOTAL UTILITY ASSETS	\$406,905.00	\$0.00	\$62,639.20	\$14,000.00	\$16,888.23	\$17,133.44	\$13,049.78	\$64,366.41	\$0.00	\$0.00	\$0.00	\$188,077.06
CAPITAL IMPROVEMENTS												
Water Main Replacements	\$250,000.00											\$0.00
Boiler AT 119 Riverside	\$38,611.00											\$0.00
Hydrants	\$85,000.00							\$65,899.20				\$65,899.20
Well Redevelopment	\$45,000.00											\$0.00
Reservoir Improvements	\$150,000.00											\$0.00
Upgrades to Barlow St Pump Station	\$75,000.00											\$0.00
Roof Replacement-Well Sites & Pump Stations	\$80,000.00		\$78,054.00									\$78,054.00
Upgrades to Fire Alarm System	\$60,000.00											\$0.00
Flocculation and Sedimentation Equipment	\$120,000.00											\$0.00
TOTAL CAPITAL IMPROVEMENTS	\$993,611.00	\$0.00	\$78,054.00	\$0.00	\$0.00	\$0.00	\$0.00	\$65,899.20	\$0.00	\$0.00	\$0.00	\$143,953.20
TOTAL CAPITAL OUTLAY	\$1,466,516.00	\$0.00	\$140,693.20	\$14,000.00	\$16,888.23	\$17,133.44	\$13,049.78	\$130,265.61	\$79,256.00	\$0.00	\$0.00	\$411,286.26
SCADA IN PROGRESS												
To Date	\$476,665.31		44,681.48	86,798.75	52,234.05	35,993.12	15,628.86	8,540.32	0.00			243,777.57

**BRISTOL WATER DEPARTMENT
FEBRUARY 2023**

WATER BILLING

Water Bills rendered February 2023	<u>\$688,887.71</u>
Water Bills remaining unpaid as of February 2023	<u>\$272,084.35</u>

PRECIPITATION

For the Month	<u>1.9</u> " Normal	<u>1.83</u> "	Departure from Normal	<u>0.07</u> "
For the Year	<u>8.75</u> " Normal	<u>7.64</u> "	Departure from Normal	<u>1.11</u> "

RESERVOIR CAPACITY

Total Available Capacity - February 2023	<u>1,259,350,000</u>	Gallons	<u>99%</u>
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PRODUCTION

Monthly Production - February 2023	<u>131,286,560</u>	Gallons
Monthly Production - February 2022	<u>130,417,000</u>	Gallons

2023 SHUT-OFFS BREAKDOWN Still off to date for non-pay: (42)

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	435	376	28	19	11	6
FEBRUARY 01	347	245	27	15	4	1
MARCH 02	406	271				
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.**