



BRISTOL WATER & SEWER DEPARTMENT
BOARD OF WATER COMMISSIONERS
Regular Meeting Agenda
Tuesday, May 18, 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 April 20, 2021 Regular Board Meeting
5. Approval of the Department Reports for the Month of April 2021
6. Public Participation
7. Customer Complaints
 - (A) 116 Vine Rd. – Jennifer Nadeau
 - (B) 86 Cypress St. – Sheraine A. Reid
 - (C) 19 Vance Rd. – Ashley Stearns
8. Committee Reports:
 - A) Cell Tower Committee
9. Investments
10. Activity Report – Weston & Sampson Engineering
11. Chairman’s Report
12. Superintendent’s Report
13. Old Business
14. New Business
15. Adjournment

Next Meeting: Tuesday, June 15, 2021 at 6:30 pm

BRISTOL WATER DEPARTMENT
APRIL 2021

WATER BILLING

Water Bills rendered April 2021	<u>\$648,957.03</u>
Water Bills remaining unpaid as of April 2021	<u>\$279,578.25</u>

PRECIPITATION

For the Month	<u>3.03 "</u>	Normal	<u>3.82 "</u>	Departure from Normal	<u>-0.79 "</u>
For the Year	<u>10.40 "</u>	Normal	<u>13.74 "</u>	Departure from Normal	<u>-3.34 "</u>

RESERVOIR CAPACITY

Total Available Capacity - April 2021	<u>1,259,350,000</u>	Gallons	<u>99%</u>
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PRODUCTION

Monthly Production - April 2021	<u>148,785,880</u>	Gallons
Monthly Production - April 2020	<u>134,360,280</u>	Gallons

CASH STATEMENT	
BALANCE: APR 1, 2021	2,961,701.29
REVENUE:	
ACCOUNTS RECEIVABLE	678,794.46
SERVICE ACCOUNTS	38,851.06
FINES	
SEWER ACCOUNTS	626,743.05
LIENS	1,800.98
PENALTIES	1,250.49
REMOVE METER	
CLOSING COSTS	7,125.00
REINSTATE FEES	2,000.00
ASSESSMENTS	500.00
ADMIN FEE/LIENS (WPC)	14,740.00
LAND LEASE	2,364.62
CELL TOWER LEASE	15,373.12
SCRAP METAL SALES	
TIMBER SALES	
TRANSFER FROM GROVE/WOLCOTT	
REIMBURSEMENT FOR COVID LABOR/EXPENSES	19,246.30
TOTAL REVENUE:	1,408,789.08
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	1,389,542.78
DISBURSEMENTS (VOUCHERS):	688,790.88
TRANSFERS:	
SEWER TRANSFER (CASH OUT)	617,089.28
TRANSFER TO PROCUREMENT ACCOUNT	2,000.00
TRANSFER TO GOALS ENABLING	
<u>ACCOUNT BALANCES:</u>	
SUPER NOW CHECKING ACCOUNT	
BALANCE: APRIL 30 , 2021	3,062,610.21
GOALS ENABLING FUND	
BALANCE: APRIL 30 , 2021	5,370,270.86
GROVE/OLD WOLCOTT TANKS	
BALANCE: APRIL 30, 2021	2,509.04
CONSTRUCTION ACCOUNT	
BALANCE: APRIL 1, 2021	49,300.46
DEPOSIT	35,294.00
DISBURSEMENTS	(3,895.00)
BALANCE: APRIL 30, 2021	80,699.46
PAYROLL CASH ACCOUNT	
BALANCE: APRIL 1, 2021	147,982.56
DEPOSIT	257,863.65
DISBURSEMENTS	(253,251.74)
BALANCE: APRIL 30, 2021	152,594.47

2020 2021 BRISTOL WATER DEPARTMENT BUDGET													
CLASSIFICATION	APPROVED BUDGET 2020 2021	EXPENDED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	
		JULY 2020 2021	AUGUST 2020 2021	SEPTEMBER 2020 2021	OCTOBER 2020 2021	NOVEMBER 2020 2021	DECEMBER 2020 2021	JANUARY 2020 2021	FEBRUARY 2020 2021	MARCH 2020 2021	APRIL 2020 2021	TO DATE 2020 2021	% TO DATE 2020 2021
SALARIES	\$ 2,688,679.00	\$267,262.26	\$165,628.77	\$211,244.42	\$244,868.24	\$192,139.39	\$265,279.48	\$188,492.17	\$216,897.08	\$215,896.76	\$ 213,601.31	\$2,181,239.88	81.15%
FRINGE BENEFITS	\$ 1,465,740.00	\$142,343.75	\$110,652.12	\$111,149.41	\$108,681.95	\$104,577.44	\$112,652.16	\$113,648.79	\$109,454.39	\$107,208.84	\$ 108,700.84	\$1,129,049.69	77.56%
OPERATING SERVICES	\$ 2,684,161.00	\$693,759.90	\$191,201.46	\$100,360.36	\$286,188.89	\$102,875.32	\$202,020.15	\$396,449.84	\$150,826.33	\$96,836.63	\$126,913.02	\$2,347,431.90	88.11%
MATERIALS & SUPPLIES	\$ 880,183.00	\$16,956.25	\$63,354.03	\$80,140.01	\$80,889.58	\$69,781.84	\$67,431.41	\$86,168.86	\$76,246.26	\$20,685.93	\$78,966.46	\$650,405.45	73.89%
CAPITAL OUTLAY	\$ 1,053,288.00	\$2,850.08	\$5,794.99	\$51,493.43	\$19,060.51	\$47,796.99	\$48,970.00	\$48,870.75	\$23,029.43	\$13,359.48	\$86,357.08	\$345,592.74	32.81%
GRAND TOTAL	\$ 8,742,051.00	\$1,123,176.24	\$536,631.37	\$564,387.63	\$739,479.17	\$517,170.98	\$696,363.20	\$831,630.23	\$576,423.49	\$453,937.64	\$614,528.71	\$8,653,717.66	78.11%
OPERATING SERVICES													
LIGHT & POWER	\$ 400,719.00	\$40,461.73	\$15,721.41	\$34,346.74	\$39,822.66	\$30,721.37	\$32,366.59	\$33,765.62	\$36,260.47	\$22,222.52	\$ 42,170.70	\$27,878.81	81.82%
TELEPHONE	\$ 16,400.00	\$1,128.59	\$1,294.84	\$1,240.85	\$1,872.36	\$1,483.01	\$1,403.96	\$1,397.84	\$1,381.06	\$1,366.61	\$ 1,531.95	\$14,100.67	85.98%
POSTAGE	\$ 49,841.00	\$2,500.00	\$2,500.00	\$5,220.53	\$2,500.00	\$5,017.00	\$2,500.00	\$5,155.29	\$3,136.72	\$2,745.00	\$ 2,536.74	\$33,811.28	68.94%
ADVERTISING	\$ 10,760.00	\$312.00	\$312.00	\$312.00	\$312.00	\$312.00	\$312.00	\$312.00	\$312.00	\$312.00	\$312.00	\$312.00	2.90%
MAINTENANCE/SERVICE	\$ 43,700.00	\$740.23	\$7,578.56	\$11,641.90	\$2,849.91	\$5,158.99	\$3,265.09	\$2,581.16	\$1,757.43	\$1,750.97	\$ 1,136.05	\$39,460.31	88.01%
LEASE	\$ 16,027.68	\$1,346.81	\$459.00	\$1,273.20	\$300.00	\$3,627.82	\$96.00	\$5,055.00	\$1,346.81	\$1,273.20	\$ 1,346.81	\$9,208.04	57.44%
CONFERENCE & MEMBERSHIP	\$ 27,030.00	\$1,110.00	\$459.00	\$1,273.20	\$300.00	\$3,627.82	\$96.00	\$5,055.00	\$1,346.81	\$1,273.20	\$ 1,346.81	\$10,637.82	39.36%
TAXES	\$ 595,069.00	\$287,486.15	\$595,069.00	\$287,486.15	\$595,069.00	\$287,486.15	\$595,069.00	\$287,486.15	\$595,069.00	\$287,486.15	\$595,069.00	\$287,486.15	47.86%
PROFESSIONAL SERVICES	\$ 240,300.00	\$3,781.25	\$3,380.33	\$12,709.47	\$10,642.21	\$5,916.30	\$22,109.89	\$6,314.34	\$28,114.75	\$17,973.68	\$ 9,576.91	\$167,499.13	69.70%
LIENS	\$ 6,300.00	\$15.00	\$200.00	\$50.00	\$145.00	\$360.00	\$165.00	\$30.00	\$36.00	\$140.00	\$ 140.00	\$1,400.00	18.10%
MISCELLANEOUS	\$ 6,670.00	\$396.66	\$1,676.94	\$2,137.71	\$4,350.43	\$2,147.09	\$719.41	\$4,774.20	\$2,956.93	\$3,367.29	\$ 1,982.64	\$24,392.63	95.89%
CONTRACTOR SERVICES	\$ 565,160.00	\$3,314.90	\$67,639.83	\$24,865.19	\$202,937.03	\$6,065.28	\$95,133.90	\$11,421.48	\$65,937.77	\$15,838.70	\$ 25,933.59	\$519,087.67	91.85%
DEBT SERVICES	\$ 401,285.00	\$273,293.91	\$6,727.07	\$6,727.07	\$6,727.07	\$6,727.07	\$6,727.07	\$6,727.07	\$6,727.07	\$6,727.07	\$ 6,727.07	\$651,647.54	97.63%
SEWER USE FEE	\$ 10,800.00	\$2,700.00	\$35,544.60	\$1,853.18	\$13,914.04	\$2,700.00	\$35,714.23	\$26,489.26	\$26,489.26	\$26,666.45	\$ 32,840.78	\$8,100.00	75.00%
NEW BRITAIN AGREEMENT	\$ 275,000.00	\$75,484.87	\$35,544.60	\$1,853.18	\$13,914.04	\$2,700.00	\$35,714.23	\$26,489.26	\$26,489.26	\$26,666.45	\$ 32,840.78	\$284,117.42	103.32%
TOTAL OPERATING SERVICES	\$ 2,664,161.00	\$693,759.90	\$191,201.46	\$100,360.36	\$296,188.89	\$102,875.32	\$202,020.15	\$396,449.84	\$150,826.33	\$96,836.63	\$126,913.02	\$2,347,431.90	88.11%
SUPPLIES AND MATERIALS													
MOTOR FUELS	\$ 43,747.00	\$0.00	\$3,102.96	\$2,137.71	\$3,678.44	\$3,866.78	\$6,284.27	\$4,485.80	\$2,859.74	\$3,426.72	\$ 1,982.64	\$27,714.71	63.35%
OFFICE SUPPLIES	\$ 25,440.00	\$279.99	\$1,676.94	\$2,137.71	\$4,350.43	\$2,147.09	\$719.41	\$4,774.20	\$2,956.93	\$3,367.29	\$ 1,982.64	\$24,392.63	95.89%
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	\$7,298.36	\$5,605.89	\$ 30,417.29	\$234,662.37	65.73%
MV PARTS & SUPPLIES	\$ 15,160.00	\$396.34	\$1,765.44	\$1,404.00	\$1,476.65	\$796.55	\$5,833.14	\$2,201.65	\$3,696.78	\$2,057.34	\$ 6,530.44	\$28,360.33	174.00%
MV SERVICE & REPAIRS	\$ 44,000.00	\$2,165.82	\$2,637.02	\$547.45	\$2,081.06	\$4,208.97	\$1,285.89	\$112.00	\$9,211.53	\$350.80	\$ 2,504.42	\$25,360.33	57.60%
FUEL OIL	\$ 46,208.00	\$0.00	\$0.00	\$0.00	\$5,263.83	\$955.14	\$742.83	\$1,264.88	\$9,488.28	\$404.45	\$ 5,598.36	\$23,717.75	52.46%
CHEMICAL TREATMENT	\$ 165,163.00	\$4,873.41	\$16,859.42	\$18,336.08	\$11,441.47	\$18,117.09	\$12,760.65	\$20,088.58	\$20,040.64	\$5,463.64	\$ 27,004.38	\$154,975.35	79.41%
INSURANCE	\$ 154,475.00	\$6,333.33	\$8,333.33	\$23,674.13	\$22,263.79	\$13,940.00	\$13,670.70	\$17,637.37	\$20,504.02	\$5,463.64	\$ 4,918.95	\$133,468.95	86.40%
TOTAL SUPPLIES & MATERIALS	\$ 880,183.00	\$16,956.25	\$63,354.03	\$90,140.01	\$80,699.58	\$69,781.84	\$87,431.41	\$86,168.86	\$76,246.26	\$20,655.93	\$78,966.46	\$650,405.45	73.89%
CAPITAL EQUIPMENT	\$ 112,000.00												
CAPITAL OUTLAY	\$ 366,288.00	\$1,020.00	\$5,794.99	\$15,761.43	\$6,536.91	\$550.99	\$48,970.00	\$46,870.75	\$23,029.43	\$13,359.48	\$ 16,989.08	\$130,715.04	33.52%
MISC. UTILITY ASSETS	\$ 575,000.00	\$1,840.08	\$5,794.99	\$15,761.43	\$6,536.91	\$550.99	\$48,970.00	\$46,870.75	\$23,029.43	\$13,359.48	\$ 16,989.08	\$130,715.04	22.73%
CAPITAL OUTLAY TOTAL	\$ 1,053,288.00	\$2,850.08	\$5,794.99	\$51,493.43	\$19,060.51	\$47,796.99	\$48,970.00	\$48,870.75	\$23,029.43	\$13,359.48	\$86,357.08	\$345,592.74	32.81%
GRAND TOTAL	\$ 8,742,051.00	\$1,123,176.24	\$536,631.37	\$564,387.63	\$739,479.17	\$517,170.98	\$696,363.20	\$831,630.23	\$576,423.49	\$453,937.64	\$614,528.71	\$8,653,717.66	76.11%

CITY OF BRISTOL WATER DEPARTMENT CAPITAL OUTLAY BUDGET YEAR 2020-21												
	BUDGET REQUEST 2020-21	EXPENDED JULY 2020	EXPENDED AUG 2020	EXPENDED SEPT 2020	EXPENDED OCT 2020	EXPENDED NOV 2020	EXPENDED DEC 2020	EXPENDED JAN 2021	EXPENDED FEB 2021	EXPENDED MAR 2021	EXPENDED APR 2021	EXPENDED TO- DATE
CAPITAL EQUIPMENT												
FORD F-250 TRUCK & PLOW	\$52,000.00					\$47,246.10					\$44,863.60	\$0.00
2021 CHEVY 2500	\$60,000.00											\$44,863.60
TOTAL CAPITAL EQUIPMENT	\$112,000.00		\$0.00	\$0.00	\$0.00	\$47,246.10	\$0.00	\$0.00	\$0.00	\$0.00	\$44,863.60	\$92,108.70
UTILITY ASSETS												
DISTRIBUTION SECTION												
(1) Chop Saw	\$1,000.00			\$979.98								\$979.98
(1) Road Saw	\$2,500.00											\$0.00
Signage	\$2,500.00											\$0.00
(1) Aqua Scope Leak Machine	\$5,400.00											\$0.00
Gas Detectors	\$2,700.00											\$0.00
Insulation Valves	\$28,000.00											\$0.00
Regulator Repairs	\$15,000.00											\$0.00
Automatic Flushing Station	\$5,000.00											\$0.00
TOTAL UTILITY ASSETS DISTRIBUTION SECTION	\$62,100.00	\$0.00	\$0.00	\$979.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$979.98
METER SHOP SECTION												
3/8" Meters 650@110.60	\$71,890.00											\$610.48
Transmitters 202 @102	\$20,400.00		\$1,036.64	\$12,240.00		\$550.88				\$10,200.00		\$22,990.88
1 1/2" T-10 METER (5)	\$2,977.00											\$1,036.64
1" T-10 METER (10)	\$2,806.00			\$1,016.70								\$1,016.70
2" T-10 METER (5)	\$3,720.00											\$0.00
3/4" T-10 METER(20)	\$3,622.00											\$0.00
8" DETECTOR CHECK (2)	\$7,000.00											\$0.00
CE Handheld Reader(2)	\$4,333.00											\$0.00
Schottel Model GA-220x (2)	\$1,840.00	\$1,840.08										\$1,840.08
3" Protechtus(2)	\$36,000.00			\$1,524.75				\$18,741.75				\$13,000.00
Hydrant Meter	\$0.00											\$1,524.75
TOTAL UTILITY ASSETS METER SHOP SECTION	\$188,568.00	\$1,840.08	\$1,036.64	\$14,761.45	\$0.00	\$550.88	\$0.00	\$18,741.75	\$0.00	\$10,810.48	\$13,000.00	\$60,761.25
WATER TREATMENT PLANT SECTION												
Rebuild High Service Pump	\$30,000.00											\$28,129.00
Rebuild Lift St Pump	\$20,000.00											\$0.00
LM Chemical Feed Pumps	\$19,000.00								\$17,598.45		\$3,969.08	\$21,566.53
(2) Peristaltic Chemical Feed Pump	\$10,000.00			\$6,538.91								\$6,538.91
Pallet Truck	\$6,100.00											\$5,432.98
Lab Equipment	\$10,000.00											\$0.00
PLC & Analyzer Equipment	\$10,000.00											\$0.00
Chemical Feed Tubes	\$4,000.00		\$4,758.35									\$4,758.35
Future Design Records	\$10,500.00											\$0.00
Snow Blower										\$2,546.00		\$2,546.00

CITY OF BRISTOL WATER DEPARTMENT CAPITAL OUTLAY BUDGET YEAR 2020-21												
	BUDGET REQUEST 2020-21	EXPENDED JULY 2020	EXPENDED AUG 2020	EXPENDED SEPT 2020	EXPENDED OCT 2020	EXPENDED NOV 2020	EXPENDED DEC 2020	EXPENDED JAN 2021	EXPENDED FEB 2021	EXPENDED MAR 2021	EXPENDED APR 2021	EXPENDED TO- DATE
TOTAL UTILITY ASSETS WATER TREATMENT PLANT	\$129,600.00	\$0.00	\$4,758.35	\$0.00	\$6,538.91	\$0.00	\$0.00	\$28,129.00	\$23,029.43	\$2,549.00	\$3,969.08	\$88,973.77
WATERSHED SECTION												
Boat & Mower	\$6,000.00											\$0.00
												\$0.00
												\$0.00
												\$0.00
TOTAL UTILITY ASSETS WATERSHED SECTION	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OFFICE SECTION												
												\$0.00
												\$0.00
TOTAL UTILITY ASSETS OFFICE SECTION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL UTILITY ASSETS	\$366,288.00	\$1,840.08	\$5,794.99	\$15,761.43	\$6,538.91	\$550.89	\$0.00	\$48,970.75	\$23,029.43	\$13,359.48	\$16,969.08	\$130,715.04
CAPITAL IMPROVEMENTS												
Water Main Replacements	\$250,000.00											\$0.00
Hydrants	\$85,000.00	\$1,020.00		\$35,732.00								\$36,752.00
Well Redevelopment	\$30,000.00				\$12,521.60							\$37,046.00
Engineering For Stream Flow	\$100,000.00											\$0.00
Hill Street Pump Station Redevelopment-Engineering	\$50,000.00											\$0.00
Remove Underground Fuel Tanks	\$60,000.00						\$48,970.00					\$48,970.00
TOTAL CAPITAL IMPROVEMENTS	\$575,000.00	\$1,020.00	\$0.00	\$35,732.00	\$12,521.60	\$0.00	\$48,970.00	\$0.00	\$0.00	\$0.00	\$24,524.40	\$122,788.00
TOTAL CAPITAL OUTLAY	\$1,053,288.00	\$2,860.08	\$5,794.99	\$51,493.43	\$19,060.51	\$47,790.89	\$48,970.00	\$48,970.75	\$23,029.43	\$13,359.48	\$66,527.08	\$345,592.76
Sand Blasting Filter Plant Tank-Used Grove Tank Bond								\$273,234.00				

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

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						
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

Payment Type	Number Of Transactions	Total Paid
Credit/Debit Card	684	\$98,734.49
EFT (Check)	254	\$42,842.62
Online Bank Direct	340	\$52,138.99
PayPal	57	\$7,847.51
Venmo	5	\$810.37
Total	1340	\$202,373.98

Monthly Invoice Summary

Invoice Count
No records to display.

Paperless Statistics

Invoice Type	Paperless
Water	4102

Auto-Pay Statistics

Invoice Type	AutoPay
Water	1552

Customer Registration Statistics

Customer Count	Registered Count	Registered %
20778	8462	40.73

Pay By Text Registration Statistics

Customer Count	Registered Count	F
2705	2029	7