August 14, 2019

To Whom It May Concern:

There will be a Regular Meeting of the Board of Water Commissioners on Tuesday, August 20, 2019, 6:30 PM at the Water Treatment Plant, 1080 Terryville Avenue, Bristol, CT 06010.

Very truly yours,

[Signature]

Robert J. Longo
Superintendent

RJL/rl
AGENDA

AUGUST 20, 2019

1. Pledge of Allegiance

2. Moment of Silence

3. Approval of the minutes of the July 16, 2019 Regular Meeting of the Board of Water Commissioners

4. Approval of the Department Reports for the Month of June 2019

5. Public Participation

6. Discontinuance of Newell Road Request from City Council

7. Customer Complaints

8. Committee Reports:
   A) Cell Tower Committee
   B) Level A Mapping

9. Investments

10. Water & Sewer Merger

11. Activity Report – Weston & Sampson Engineering

12. Transfer of $29,856.33 from Chemical Treatment and $789.62 from Office Supplies and $5,000.00 from Miscellaneous to fund over expenditures of:

   • $5,107.43 in the Motor Fuels Account
   • $5,983.05 in the MV Parts & Supplies
   • $8,545.72 in the MV Service & Repairs
   • $16,009.75 in the Heating Fuel Account

Next Meeting: Tuesday, September 17, 2019 at 6:30 pm
13. Transfer of $263,549.80 from Capital Outlay and $25,058.17 from Light & Power to fund over expenditures of:

- $8,568.67 in the Maintenance/Service Account
- $15,330.17 in the Professional Services Account
- $263,549.80 in the Contractor Services Account
- $1,159.33 in the Debt Services Account

14. Chairwoman’s Report

15. Superintendent’s Report

16. Old Business

17. New Business

18. Adjournment

*Next Meeting: Tuesday, September 17, 2019 at 6:30 pm*
BRISTOL WATER DEPARTMENT
JULY 2019

WATER BILLING
Water Bills rendered July 2019 $711,661.71
Water Bills remaining unpaid as of July 2019 $293,600.17

PRECIPITATION
For the Month 3.27 " Normal 4.20 " Departure from Normal -0.93 "
For the Year 34.13 " Normal 26.40 " Departure from Normal 7.73 "

RESERVOIR CAPACITY
Total Available Capacity - July 2019 1,169,030,000 Gallons 91.45%

PRODUCTION
Monthly Production - July 2019 211,207,740 Gallons
Monthly Production - July 2018 196,552,640 Gallons
<table>
<thead>
<tr>
<th>Account Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance: July 1, 2019</td>
<td>1,013,703.48</td>
</tr>
<tr>
<td><strong>Revenue:</strong></td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>730,255.36</td>
</tr>
<tr>
<td>Service Accounts</td>
<td>20,394.15</td>
</tr>
<tr>
<td>Fines</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Sewer Accounts</td>
<td>662,089.97</td>
</tr>
<tr>
<td>Liens</td>
<td>921.23</td>
</tr>
<tr>
<td>Penalties</td>
<td>4,403.24</td>
</tr>
<tr>
<td>Remove Meter</td>
<td>200.00</td>
</tr>
<tr>
<td>Closing Costs</td>
<td>7,500.00</td>
</tr>
<tr>
<td>Reinstatement Fees</td>
<td>1,875.00</td>
</tr>
<tr>
<td>Assessments</td>
<td>160.00</td>
</tr>
<tr>
<td>Admin Fee/Liens (WPC)</td>
<td>90.00</td>
</tr>
<tr>
<td>Land Lease</td>
<td>2,318.03</td>
</tr>
<tr>
<td>Cell Tower Lease</td>
<td>16,670.09</td>
</tr>
<tr>
<td>Scrap Metal Sales</td>
<td></td>
</tr>
<tr>
<td>Timber Sales</td>
<td>1,576.46</td>
</tr>
<tr>
<td>Transfer from Grove/Wolcott</td>
<td>1,340.60</td>
</tr>
<tr>
<td>Transfer from Filter Media</td>
<td>6,880.00</td>
</tr>
<tr>
<td><strong>Total Revenue:</strong></td>
<td>1,457,674.13</td>
</tr>
<tr>
<td><strong>Total Revenue Super Now Checking Account</strong></td>
<td>1,457,674.13</td>
</tr>
<tr>
<td><strong>Disbursements (Vouchers):</strong></td>
<td>1,134,298.90</td>
</tr>
<tr>
<td><strong>Transfers:</strong></td>
<td></td>
</tr>
<tr>
<td>Sewer Transfer (Cash Out)</td>
<td>650,457.28</td>
</tr>
<tr>
<td>Transfer to Procurement Account</td>
<td></td>
</tr>
<tr>
<td>Transfer to Goals Enabling</td>
<td></td>
</tr>
<tr>
<td><strong>Account Balances:</strong></td>
<td></td>
</tr>
<tr>
<td>Super Now Checking Account</td>
<td></td>
</tr>
<tr>
<td>Balance: July 31, 2019</td>
<td>686,621.43</td>
</tr>
<tr>
<td>Goals Enabling Fund</td>
<td></td>
</tr>
<tr>
<td>Balance: July 31, 2019</td>
<td>5,305,619.09</td>
</tr>
<tr>
<td>Grove/Old Wolcott Tanks</td>
<td></td>
</tr>
<tr>
<td>Balance: July 31, 2019</td>
<td>313,488.43</td>
</tr>
<tr>
<td>Construction Account</td>
<td></td>
</tr>
<tr>
<td>Balance: July 31, 2019</td>
<td>47,838.21</td>
</tr>
<tr>
<td>Deposit</td>
<td>10,985.23</td>
</tr>
<tr>
<td>Disbursements</td>
<td>(6,072.40)</td>
</tr>
<tr>
<td>Balance: July 31, 2019</td>
<td>52,751.04</td>
</tr>
<tr>
<td>Payroll Cash Account</td>
<td></td>
</tr>
<tr>
<td>Balance: July 1, 2019</td>
<td>108,187.08</td>
</tr>
<tr>
<td>Deposit</td>
<td>271,264.44</td>
</tr>
<tr>
<td>Disbursements</td>
<td>(286,498.61)</td>
</tr>
<tr>
<td>Balance: July 31, 2019</td>
<td>92,952.91</td>
</tr>
<tr>
<td>Filter Media</td>
<td></td>
</tr>
<tr>
<td>Balance: July 1, 2019</td>
<td>95,517.54</td>
</tr>
<tr>
<td>Deposit</td>
<td>94.34</td>
</tr>
<tr>
<td>Disbursements</td>
<td>(6,880.00)</td>
</tr>
<tr>
<td>Balance: July 31, 2019</td>
<td>88,731.88</td>
</tr>
</tbody>
</table>
## 2018-2019 Bristol Water Department Budget

### Jun-19

<table>
<thead>
<tr>
<th>Classification</th>
<th>Approved Budget 2018</th>
<th>Approved Budget 2019</th>
<th>Expended June TO Date</th>
<th>Expended June TO Date</th>
<th>% of Budget 2018</th>
<th>ADJ % of Budget 2019</th>
<th>Adjustments 2017/2018</th>
<th>ADJ % 2017/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Salaries</strong></td>
<td>$2,491,184.00</td>
<td>$167,228.14</td>
<td>$2,290,597.34</td>
<td>91.95%</td>
<td>$-</td>
<td>$2,491,184.00</td>
<td>-</td>
<td>91.95%</td>
</tr>
<tr>
<td><strong>Fringe Benefits</strong></td>
<td>$1,358,140.00</td>
<td>$102,192.48</td>
<td>$1,256,134.70</td>
<td>92.42%</td>
<td>$-</td>
<td>$1,358,140.00</td>
<td>-</td>
<td>92.42%</td>
</tr>
<tr>
<td><strong>Operating Services</strong></td>
<td>$2,564,618.00</td>
<td>$123,456.65</td>
<td>$2,566,937.02</td>
<td>101.26%</td>
<td>$263,549.80</td>
<td>$2,828,167.80</td>
<td>-</td>
<td>91.52%</td>
</tr>
<tr>
<td><strong>Materials &amp; Supplies</strong></td>
<td>$860,766.00</td>
<td>$46,531.95</td>
<td>$742,695.21</td>
<td>86.28%</td>
<td>$-</td>
<td>$860,766.00</td>
<td>-</td>
<td>86.28%</td>
</tr>
<tr>
<td><strong>Capital Outlay</strong></td>
<td>$1,438,037.00</td>
<td>$56,544.00</td>
<td>$1,425,080.08</td>
<td>97.30%</td>
<td>$263,549.80</td>
<td>$1,747,487.20</td>
<td>-</td>
<td>70.16%</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td>$8,712,745.00</td>
<td>$495,952.22</td>
<td>$7,708,414.35</td>
<td>88.48%</td>
<td>$-</td>
<td>$8,712,745.00</td>
<td>-</td>
<td>88.48%</td>
</tr>
<tr>
<td><strong>Operating Services</strong></td>
<td>$8,712,745.00</td>
<td>$495,952.22</td>
<td>$7,708,414.35</td>
<td>88.48%</td>
<td>$-</td>
<td>$8,712,745.00</td>
<td>-</td>
<td>88.48%</td>
</tr>
</tbody>
</table>

### Light & Power

- **Budget**: $400,719.00
- **Expended**: $35,608.68
- **% of Budget**: 85.06%
- **Adjustment**: -$25,058.17
- **Adjusted**: $375,660.83

### Postage

- **Budget**: $51,185.00
- **Expended**: $2,256.58
- **% of Budget**: 82.42%
- **Adjusted**: $51,185.00

### Advertising

- **Budget**: $16,350.00
- **Expended**: $3,673.83
- **% of Budget**: 62.73%
- **Adjusted**: $16,350.00

### Maintenance/Service

- **Budget**: $43,361.00
- **Expended**: $2,132.33
- **% of Budget**: 119.76%
- **Adjusted**: $51,297.67

### Lease

- **Budget**: $11,923.00
- **Expended**: $70.16
- **% of Budget**: 86.04%
- **Adjusted**: $11,923.00

### Conference & Membership

- **Budget**: $19,030.00
- **Expended**: $2,083.92
- **% of Budget**: 70.17%
- **Adjusted**: $19,030.00

### Taxes

- **Budget**: $866,341.00
- **Expended**: $540,878.56
- **% of Budget**: 90.70%
- **Adjusted**: $566,341.00

### Professional Services

- **Budget**: $179,000.00
- **Expended**: $10,379.72
- **% of Budget**: 100.00%
- **Adjusted**: $189,379.72

### Liens

- **Budget**: $6,300.00
- **Expended**: $205.00
- **% of Budget**: 35.63%
- **Adjusted**: $5,095.00

### Miscellaneous

- **Budget**: $6,570.00
- **Expended**: $114.01
- **% of Budget**: 69.03%
- **Adjusted**: $6,570.00

### Contractor Services

- **Budget**: $565,160.00
- **Expended**: $35,139.75
- **% of Budget**: 146.63%
- **Adjusted**: $565,160.00

### Debt Services

- **Budget**: $374,269.00
- **Expended**: $4,235.74
- **% of Budget**: 103.31%
- **Adjusted**: $374,269.00

### Sewer Use Fee

- **Budget**: $10,800.00
- **Expended**: $6,100.00
- **% of Budget**: 75.00%
- **Adjusted**: $10,800.00

### New Britain Agreement

- **Budget**: $276,000.00
- **Expended**: $26,110.50
- **% of Budget**: 61.22%
- **Adjusted**: $276,000.00

### Total Operating Services

- **Budget**: $2,564,618.00
- **Expended**: $123,456.65
- **% of Budget**: 101.26%
- **Adjusted**: $2,663,496.80

### Supplies and Materials

#### Motor Fuels

- **Budget**: $38,291.00
- **Expended**: $1,344.90
- **% of Budget**: 113.34%
- **Adjusted**: $39,635.90

#### Office Supplies

- **Budget**: $27,240.00
- **Expended**: $1,454.59
- **% of Budget**: 82.69%
- **Adjusted**: $27,240.00

#### Maintenance Supplies & Materials

- **Budget**: $346,000.00
- **Expended**: $23,447.20
- **% of Budget**: 82.70%
- **Adjusted**: $346,000.00

#### MV Parts & Supplies

- **Budget**: $15,160.00
- **Expended**: $2,100.55
- **% of Budget**: 139.49%
- **Adjusted**: $15,160.00

#### MV Service & Repairs

- **Budget**: $36,000.00
- **Expended**: $2,532.34
- **% of Budget**: 124.42%
- **Adjusted**: $36,000.00

#### Heating Fuel

- **Budget**: $28,810.00
- **Expended**: $160,143.67
- **% of Budget**: -84.29%
- **Adjusted**: $28,810.00

#### Chemical Treatment

- **Budget**: $5,000.00
- **Expended**: $5,000.00
- **% of Budget**: 100.00%
- **Adjusted**: $5,000.00

#### Miscellaneous

- **Budget**: $174,475.00
- **Expended**: $174,475.00
- **% of Budget**: 47.68%
- **Adjusted**: $174,475.00

### Total Supplies & Materials

- **Budget**: $860,766.00
- **Expended**: $46,531.95
- **% of Budget**: 86.28%
- **Adjusted**: $860,766.00

### Capital Outlay

#### Capital Equipment

- **Budget**: $52,000.00
- **Expended**: $46,531.20
- **% of Budget**: 89.48%
- **Adjusted**: $52,000.00

#### Capital Outlay

- **Budget**: $1,093,722.00
- **Expended**: $863,423.44
- **% of Budget**: 79.74%
- **Adjusted**: $1,093,722.00

#### Misc. Utility Assets

- **Budget**: $236,315.00
- **Expended**: $124,085.44
- **% of Budget**: 42.45%
- **Adjusted**: $236,315.00

### Capital Outlay Total

- **Budget**: $1,438,037.00
- **Expended**: $56,544.00
- **% of Budget**: 87.30%
- **Adjusted**: $1,438,037.00

### Grand Total

- **Budget**: $8,712,745.00
- **Expended**: $495,952.22
- **% of Budget**: 88.48%
- **Adjusted**: $8,712,745.00
### 2019 SHUT-OFFS BREAKDOWN

<table>
<thead>
<tr>
<th>MONTH/DISTRICT</th>
<th>TERMINATION LETTERS SENT</th>
<th>DOOR HANGERS DELIVERED</th>
<th># ACCTS. OUTSTANDING @ START OF SHUT-OFF DAY</th>
<th># ACCTS. ACTUALLY SHUT-OFF THROUGHOUT SHUT-OFF DAY</th>
<th># ACCTS. STILL OFF @ END OF SHUT-OFF DAY</th>
<th># ACCTS. THAT REMAINED OFF @ END OF MONTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY 03</td>
<td>429</td>
<td>305</td>
<td>37</td>
<td>23</td>
<td>37</td>
<td>6</td>
</tr>
<tr>
<td>FEBRUARY 01</td>
<td>342</td>
<td>269</td>
<td>19</td>
<td>5</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>MARCH 02</td>
<td>349</td>
<td>251</td>
<td>27</td>
<td>12</td>
<td>6</td>
<td>5</td>
</tr>
<tr>
<td>APRIL 03</td>
<td>447</td>
<td>339</td>
<td>42</td>
<td>20</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>MAY 01</td>
<td>327</td>
<td>278</td>
<td>31</td>
<td>15</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>JUNE 02</td>
<td>348</td>
<td>292</td>
<td>38</td>
<td>22</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>JULY 03</td>
<td>443</td>
<td>317</td>
<td>29</td>
<td>17</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>AUGUST 01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SEPTEMBER 02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OCTOBER 03</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NOVEMBER 01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DECEMBER 02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
## Current Monthly Summary

### Current Month Payment Summary

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Number Of Transactions</th>
<th>Total Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Card</td>
<td>636</td>
<td>$94,388.65</td>
</tr>
<tr>
<td>EFT (Check)</td>
<td>254</td>
<td>$40,222.43</td>
</tr>
<tr>
<td>Online Bank Direct</td>
<td>333</td>
<td>$44,688.81</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>1223</strong></td>
<td><strong>$179,299.89</strong></td>
</tr>
</tbody>
</table>

### Monthly Invoice Summary

- Invoice Count: No records to display.

### Paperless Statistics

<table>
<thead>
<tr>
<th>Invoice Type</th>
<th>Paperless</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water</td>
<td>3629</td>
</tr>
</tbody>
</table>

### Auto-Pay Statistics

<table>
<thead>
<tr>
<th>Invoice Type</th>
<th>AutoPay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water</td>
<td>1145</td>
</tr>
</tbody>
</table>

### Customer Registration Statistics

<table>
<thead>
<tr>
<th>Customer Count</th>
<th>Registered Count</th>
<th>Registered %</th>
</tr>
</thead>
<tbody>
<tr>
<td>19829</td>
<td>7209</td>
<td>36.36</td>
</tr>
</tbody>
</table>

### Pay By Text Registration Statistics

<table>
<thead>
<tr>
<th>Customer Count</th>
<th>Registered Count</th>
<th>Registered %</th>
</tr>
</thead>
<tbody>
<tr>
<td>1772</td>
<td>1233</td>
<td>69.58</td>
</tr>
</tbody>
</table>
July 25, 2019

Board of Water Commissioners
c/o Robert Longo
Superintendent Water Department
111 North Main Street
Bristol, Connecticut 06010

Dear Members:

At a special meeting of the City Council on July 22, 2019 it was voted to refer the discontinuance of Newell Road to the Board of Public Works, Board of Water Commissioners, Real Estate Committee, and to the Planning Commission for a C.G.S. Sec. 8-24 review.

Very truly yours,

[Signature]

Therese Pac, MCTC, MMC
Town and City Clerk

TP/dml

cc: Renee Lamarre
DISCONTINUANCE DESCRIPTION
NEWELL ROAD

PORTION OF –
NEWELL ROAD

Approximately 290 linear feet of Newell Road from the eastern edge of Goodwin Street 53’ in width and running from the western end of Newell Road easterly approximately 290’ into the lot known as Map 25A Lot 214 (41 Brewster Road). The area is indicated on a plan provided by the Engineering Department.
WESTON & Sampson Activity Report
City of Bristol Water Department
For the meeting on August 20, 2019

On-Call Engineering Services (2070524):

1. As part of the On-Call Engineering Services, Weston & Sampson is currently working on the following tasks:

   a. 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. Awaiting DEEP acceptance and approval of the permit application.
      ii. Comprehensive Discharges to Surface Water and Groundwater related to discharges from the wellfields.
         1. The BWD is moving forward with redirecting analyzer discharge back into the distribution system. The registration for Mix Street and Mechanic Street general permits have been withdrawn.

   b. GIS: Anticipate locating / surveying unburied valve box covers. Awaiting direction from BWD.


   d. Water Treatment Plant Improvements (2170821):
      i. Project is Complete.

   e. Groundwater Under the Direct Influence of a Surface Water (Mix Street Well #3)
      i. Assisting the BWD with performing a GWUDI study of Well #3. Met with BWD to discuss data. BWD staff collecting required water quality samples and submitting same to the laboratory for analysis. Results are forwarded to Weston & Sampson for monitoring and compilation into the report. The GWUDI study will involve sample collection for a one-year period. Data collection is going as planned.

   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.
      ii. Developed draft design drawings for water main installation at Mechanic Street to support DPH application related to achieving 4-log virus inactivation. Developed details for redirecting analytical instrumentation discharge back into the distribution system piping.
TRANSFER OF $29,856.33 FROM CHEMICAL TREATMENT AND $789.62 FROM OFFICE SUPPLIES AND $5,000 FROM MISCELLANEOUS TO FUND OVER EXPENDITURES OF

- $5,107.43 in the Motor Fuels Account
- $5,983.05 in the MV Parts & Supplies
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