

**MINUTES OF THE BOARD OF WATER COMMISSIONERS  
REGULAR MEETING – FEBRUARY 18, 2020**

**Present:** Chairwoman Elizabeth Phelan, Commissioner Ramiro Suarez, Commissioner Kathy Ferrier, Commissioner Sean Dunn, and Council Liaison Mary Fortier (arrived at 7:23 p.m.)

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

**Also in attendance:** Robert Persichilli, 20 Pleasant Ave.

**Absent:** Commissioner Robert A. Badal

Chairwoman Phelan called the meeting of the Board of Water Commissioners held at the Water Treatment Plant, 1080 Terryville Ave to order at 6:40 p.m.

**1) PLEDGE OF ALLEGIANCE**

**2) MOMENT OF SILENCE**

Commissioner Ferrier dedicated a moment of silence for all those who are infected with the Coronavirus.

**3) APPROVAL OF THE MINUTES OF THE JANUARY 21, 2020 REGULAR MEETING OF THE BOARD OF WATER COMMISSIONERS**

On motion of Commissioner Suarez and seconded, unanimously voted To approve the minutes of the regular Board of Water Commissioners meeting on January 21, 2020.

**4) APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF JANUARY 2020**

On motion of Commissioner Suarez and seconded, unanimously voted to approve the Bristol Water Departments monthly report for January 2020.

Superintendent Longo informed the Board the Department has begun flushing hydrants and no longer will be advertising in the paper. Chairwoman Phelan recommended along with the email notices perhaps the Department should add, "share with your neighbors". Superintendent noted he would, no action was taken.

**5) PUBLIC PARTICIPATION**

None

## **6) CUSTOMER COMPLAINTS**

### **1) 62 John Avenue – Laura Herold**

Ms. Herold's letter is requesting the Board to consider reimbursing the \$125.00 reinstatement fee. After the Board reviewed the customer's history, it was noted there is a prior termination and multiple late fees. It was recommended that no recourse be given.

On motion of Commissioner Dunn and seconded, unanimously voted that no recourse or adjustment be given.

### **2) 20 Pleasant Avenue – Robert Persichilli**

Mr. Persichilli requested the Board consider giving some relief on a high water bill due to a tenant not informing him of a leak. Chairwoman Phelan explained to Mr. Persichilli that unfortunately the Board cannot give any relief, but recommends that he contact the Department to make payment arrangements.

On motion of Commissioner Dunn and seconded, unanimously voted to provide the owner of 20 Pleasant Avenue an opportunity to work with Superintendent Longo to make payment arrangements. To waive all penalties associated with the bill as long as owner adheres to the payment plan.

### **3) 50 Garden Terrace – Garland Gibson**

Mr. Gibson's letter is requesting that the Board consider waiving the \$18.00 in penalties. After review of the customer's account, it was noted that no recourse be given.

On motion of Commissioner Suarez and seconded, unanimously voted that no recourse be given.

### **4) 52 Sheila Court – Tammy Whitsett, Beacon Management Corporation**

Tammy Whitsett, Beacon Management Corporation's letter is requesting late fees be waived due to the initial check being lost in the mail. After reviewing the request, it was noted that the initial check that was lost had an issue date of 11/18/19, which was already late. Board recommended that no recourse be given.

On motion of Commissioner Suarez and seconded, unanimously voted that no recourse be given.

## **7) COMMITTEE REPORTS**

### **A) CELL TOWER COMMITTEE**

Superintendent Longo reported that AT&T contacted him again asking the Board to reconsider and accept their \$4,000 proposal. A discussion ensued; no action taken.

## **B) LEVEL A MAPPING**

Nothing to report.

## **C) BUDGET COMMITTEE**

Superintendent Longo reported the Department is almost done with the first draft of the budget for water and sewer. He scheduled a workshop to discuss both water and sewer budgets for March 6, 2020 at 8:30 a.m. at the Bristol Water Department on 119 Riverside Avenue.

## **8) INVESTMENTS**

Superintendent Longo reported he is still waiting on some evaluations.

## **9) WATER & SEWER MERGER**

Superintendent Longo reported the Department continues to move forward and the next step is to move the financials over on July 1, 2020. He explained that it would be an easy process. He noted that he has sent a request to Comptrollers and is waiting for a response.

Superintendent updated the Board on Kronos and emailing paystubs.

## **10) ACTIVITY REPORT – WESTON & SAMPSON ENGINEERING**

Superintendent Longo gave a summary on Weston & Sampson's Activity Report (See Attachment A).

## **11) CHAIRWOMAN'S REPORT**

Chairwoman Phelan noted that her church was sponsoring a pasta dinner for clean water efforts. She asked if the Department sponsors clean water efforts other than Bristol. She noted that Superintendent Longo informed her the Department currently supports an organization called Water for People. Superintendent Longo explained what the organization does. No action taken.

Superintendent Longo gave an update on the PFAS and possibly holding an informational session with DPH taking control. A discussion ensued and not action taken.

Assistant Superintendent Dan Bolduc reported the Treatment Plant had finished installing the seven new turbidity meters and the six 24" butterfly valves. Assistant Superintendent Bolduc explained the turbidity meter and how the sewer employees were in attendance during the training session.

Assistant Superintendent Lynch reported the Construction Division continues to dig and repair water main breaks. He noted that they are making repairs to roads working with Public Works using their hot patch instead of cold patch. He also noted that the Department has started their annual flushing.

Joyce DeFelippi, Office Manager reported the Department continues to work on renovations. The Department is working on getting Kronos up and running.

Assistant Superintendent Pagliaruli reported the Meter Shop continues to do cross connection inspections and meter changes.

## 12) SUPERINTENDENT'S REPORT

Superintendent Longo reported on the Departments workers compensation injuries. A lengthy discussion ensued on looking at employee accountability and safety training. No action taken.

A discussion ensued to the efficiencies of merging the two the departments together.

Superintendent Longo informed the Board that the Department has gone out to bid for an Assessment Management software. A discussion ensued to what the software is for and what it does. He noted that the RFQ's have been received and needs a Commissioner to serve on the committee. It was noted that Commissioner Sean Dunn will serve on the committee.

## 13) OLD BUSINESS

None

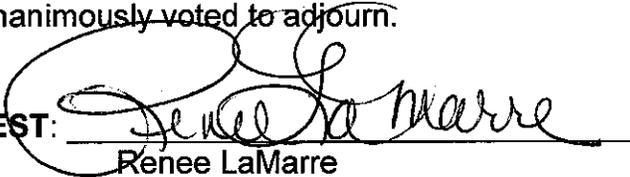
## 14) NEW BUSINESS

Commissioner Dunn noted that the Energy Commission may come before the Board sometime in the Spring. A discussion ensued to energy savings and efficiencies.

## 15) ADJOURNMENT

At 7:53 p.m., on motion of Commissioner Suarez and seconded, it was unanimously voted to adjourn.

ATTEST:



Renee LaMarre

Water & Sewer Administrative Assistant

WESTON & SAMPSON ACTIVITY REPORT  
CITY OF BRISTOL WATER DEPARTMENT  
For the meeting on February 18, 2020

On-Call Engineering Services (2070524):

1. 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. Responded to DEEP comments. Received draft approval letter for the permit.
  - b. GIS: Anticipate locating / surveying unburied valve box covers. Awaiting direction from BWD.
  - c. *Water Supply Plan Update*: No activity this period. Awaiting letter from DPH.
  - d. *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 continues as planned. Approximately 6 weeks remain.
  - e. *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. Reviewing pipe size alternatives.
  - f. *CTDEEP Water Diversion and Streamflow Reporting Requirements (2191193)*:
    - i. Assisting 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. Site visit performed 2/6/2020.
    - ii. Prepared Initial Reporting Form for each dam and submitted same to BWD for signature/submission to DEEP.
  - g. *Modifications to Gaseous Chlorine system at Mechanic St and Mix Street Wellfield*
    - i. Developing design and permitting documents related to the conversion from gaseous chlorine to Sodium Hypochlorite for use by BWD to make water treatment modifications.

