

**BOARD OF WATER COMMISSION**  
REGULAR MEETING AGENDA  
TUESDAY, JANUARY 16, 2024 6:15 P.M.

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Approval of the minutes of the December 28, 2023 Special Board Meeting

Documents:

[BOWC DRAFT DECEMBER 28 2023 SPECIAL MEETING MINUTES.PDF](#)

5. Approval of the Department Reports for the Month of December 2023

Documents:

[BOWC DEPARTMENT REPORTS FOR DECEMBER 2023.PDF](#)

6. Public Participation
7. Customer Correspondence
  - a. 218 Farmington Ave.
8. Committee Reports
  - a. Budget Committee
9. Investments
10. Superintendent's Report
11. Chairperson's Report
12. Old Business
13. New Business
14. Adjournment

*Next Meeting: Tuesday, February 20, 2024 6:15 p.m.*

# BOARD OF WATER COMMISSION

## DECEMBER 28, 2023 – SPECIAL MEETING

**PRESENT by videoconference:** Chairperson Phelan and Commissioner Ferrier; Council Liaison Jacqueline Olsen.

**PRESENT:** Commissioners Dunn, and Porrini.

**ABSENT:** Commissioner Cunningham.

**STAFF PRESENT:** Superintendent Robert Longo and Office Manager Dawn LaBella.

### 1) CALL TO ORDER.

Chairperson Phelan called the meeting of the Board of Water Commissioners to order at 8:50 a.m.

### 2) TO REVIEW, EDIT, AND APPROVE THE MINUTES OF THE NOVEMBER 21, 2023 REGULAR BOARD MEETING.

On motion of Commissioner Dunn and seconded, it was unanimously voted to approve the minutes as presented.  
Motion passed.

### 3) TO REVIEW, EDIT, AND APPROVE THE DEPARTMENT REPORTS FOR THE MONTH OF NOVEMBER.

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

### 4) COMMITTEE REPORTS.

a. To discuss the Budget Committee and appoint members as necessary.

Chairperson Phelan appointed Commissioner Dunn to serve on the Budget Committee for the Fiscal Year 2024-2025

### 5) TO REVIEW, EDIT, AND APPROVE THE BOARD OF WATER COMMISSION 2024 MEETING SCHEDULE.

On motion of Commissioner Dunn and seconded, it was unanimously voted to approve the 2024 Meeting Calendar as presented.  
Motion passed unanimously.

**6) TO NOMINATE AND ELECT OFFICERS FOR THE 2024 CALENDAR YEAR.**

Commissioner Dunn nominated, it was seconded and passed unanimously that Commissioner Phelan serve as Chairperson for the Board of Water & Sewer Commission for the 2024 Calendar Year.

Commissioner Phelan nominated, it was seconded and passed unanimously that Commissioner Dunn serve as Vice Chairperson for the Board of Water & Sewer Commission for the 2024 Calendar Year.

**7) ADJOURNMENT.**

At 8:55 a.m., on motion of Commissioner Dunn and seconded, it was unanimously voted to adjourn.

ATTEST: \_\_\_\_\_

Renee M. LaMarre  
Water & Sewer Administrative Assistant

DRAFT

**BRISTOL WATER DEPARTMENT  
DECEMBER 2023**

**WATER BILLING**

Water Bills rendered December 2023	<u>\$758,528.64</u>
Water Bills remaining unpaid as of December 2023	<u>\$327,805.07</u>

**PRECIPITATION**

For the Month	<u>9.74</u> "	Normal	<u>4.30</u> "	Departure from Normal	<u>5.44</u> "
For the Year	<u>73.38</u> "	Normal	<u>47.84</u> "	Departure from Normal	<u>25.54</u> "

**RESERVOIR CAPACITY**

Total Available Capacity - December 2023	<u>1,220,700,000</u>	Gallons	<u>95.490%</u>
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**PRODUCTION**

Monthly Production - December 2023	<u>151,376,000</u>	Gallons
Monthly Production - December 2022	<u>142,945,200</u>	Gallons

CASH STATEMENT WATER	
BALANCE:DEC 1 2023	3,013,916.80
REVENUE:	
ACCOUNTS RECEIVABLE	599,208.21
SERVICE ACCOUNTS	11,357.15
FINES	
SEWER ACCOUNTS	511,397.02
LIENS	524.63
PENALTIES	3,861.11
REMOVE METER	100.00
CLOSING COSTS	4,275.00
REINSTATE FEES	3,250.00
ASSESSMENTS	
ADMIN FEE/LIENS (WPC)	490.00
LAND LEASE	2,436.27
CELL TOWER LEASE	16,736.05
SCRAP METAL SALES	
TIMBER SALES	
TOTAL REVENUE:	1,153,635.44
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	1,153,635.44
DISBURSEMENTS (VOUCHERS):	670,126.09
TRANSFERS:	
SEWER TRANSFER (BWSD)	511,397.02
TRANSFER TO PROCUREMENT ACCOUNT	5,000.00
<u>ACCOUNT BALANCES:</u>	
SUPER NOW CHECKING ACCOUNT	
BALANCE: DEC 31 , 2023	2,981,029.13
GOALS ENABLING FUND	
BALANCE: DEC 31 , 2023	5,542,967.16
CONSTRUCTION ACCOUNT	
BALANCE: DEC 1, 2023	105,970.57
DEPOSIT	5,533.00
DISBURSEMENTS	(4,390.00)
BALANCE: DEC 31, 2023	107,113.57
PAYROLL CASH ACCOUNT	
BALANCE: DEC 1, 2023	193,391.66
DEPOSIT	262,869.54
DISBURSEMENTS	(257,119.50)
BALANCE: DEC 31, 2023	199,141.70

2023 2024 BRISTOL WATER DEPARTMENT BUDGET																		
CLASSIFICATION	APPROVED BUDGET		EXPENDED JULY		EXPENDED AUGUST		EXPENDED SEPTEMBER		EXPENDED OCTOBER		EXPENDED NOVEMBER		EXPENDED DECEMBER		EXPENDED TO DATE		%	
	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024	2023	2024
SALARIES	\$ 2,910,770.00		\$266,870.95	\$247,951.99	\$198,494.50	\$177,391.54	\$295,079.09	\$220,205.93	\$1,405,994.00				\$1,405,994.00	48.30%				
FRINGE BENEFITS	\$ 1,626,455.00		\$158,944.06	\$104,685.53	\$104,400.23	\$100,108.99	\$107,229.62	\$104,319.38	\$679,687.81				\$679,687.81	41.79%				
OPERATING SERVICES	\$ 2,515,492.00		\$215,336.70	\$149,162.46	\$218,989.94	\$130,265.46	\$217,279.81	\$227,113.59	\$1,156,147.96				\$1,156,147.96	46.04%				
MATERIALS & SUPPLIES	\$ 1,127,245.00		\$74,211.19	\$120,862.82	\$104,390.72	\$62,124.98	\$158,350.40	\$98,156.42	\$618,096.53				\$618,096.53	54.83%				
CAPITAL OUTLAY	\$ 1,181,141.00		\$17,970.00	\$26,986.45	\$64,229.57	\$3,729.57	\$52,969.00	\$41,618.90	\$207,503.49				\$207,503.49	17.57%				
<b>GRAND TOTAL</b>	<b>\$ 9,361,103.00</b>		<b>\$733,332.90</b>	<b>\$649,649.25</b>	<b>\$690,504.96</b>	<b>\$473,620.54</b>	<b>\$830,907.92</b>	<b>\$691,414.22</b>	<b>\$4,069,429.79</b>				<b>\$4,069,429.79</b>	<b>43.47%</b>				
<b>OPERATING SERVICES</b>																		
LIGHT & POWER	\$ 410,505.00			\$35,594.68	\$38,629.77	\$32,517.52	\$57,446.24	\$34,027.85	\$198,216.06				\$198,216.06	48.29%				
TELEPHONE	\$ 24,240.00		\$2,230.49	\$1,608.84	\$1,634.70	\$2,050.59	\$1,551.14	\$1,565.42	\$10,641.18				\$10,641.18	43.90%				
POSTAGE	\$ 29,900.00		\$6,000.00	\$3,092.63	\$6,000.00	\$6,000.00	\$6,000.00	\$3,000.00	\$27,092.63				\$27,092.63	90.61%				
ADVERTISING	\$ 1,000.00						\$1,153.43		\$1,153.43				\$1,153.43	115.34%				
CLOTHING/UNIFORMS	\$ 6,680.00		\$692.04		\$9,764.25	\$685.43	\$3,810.37	\$951.03	\$6,138.87				\$6,138.87	91.90%				
MAINTENANCE/SERVICE	\$ 75,720.00		\$1,733.49	\$594.74	\$9,764.25	\$1,435.78	\$2,757.42	\$11,063.05	\$27,348.73				\$27,348.73	36.12%				
LEASE	\$ 12,349.00		\$1,412.00	\$251.36	\$1,271.10	\$1,319.61		\$1,271.10	\$5,525.17				\$5,525.17	44.74%				
CONFERENCE & MEMBERSHIP	\$ 30,550.00		\$250.00	\$1,434.50	\$3,494.11	\$2,730.00	\$1,327.00	\$3,287.76	\$12,523.37				\$12,523.37	40.99%				
TAXES	\$ 605,783.00		\$50,481.92	\$50,481.92	\$50,481.92	\$50,481.92	\$50,481.92	\$50,481.92	\$302,891.52				\$302,891.52	50.00%				
PROFESSIONAL SERVICES	\$ 264,220.00		\$2,971.78	\$4,097.74	\$95,283.30	\$14,630.91	\$26,834.61	\$15,576.27	\$159,394.61				\$159,394.61	60.33%				
LIENS	\$ 6,300.00		\$110.00	\$255.00	\$225.00		\$105.00	\$245.00	\$940.00				\$940.00	14.92%				
MISCELLANEOUS	\$ 6,570.00		\$358.07	\$464.07	\$337.07	\$749.07	\$502.41	\$613.82	\$3,024.51				\$3,024.51	46.04%				
CONTRACTOR SERVICES	\$ 616,600.00		\$41,316.48	\$16,914.11	\$5,141.65	\$2,837.56	\$61,583.20	\$98,303.30	\$226,096.30				\$226,096.30	36.67%				
DEBT SERVICES	\$ 134,275.00		\$54,002.07	\$6,727.07	\$6,727.07	\$6,727.07	\$6,727.07	\$6,727.07	\$87,637.42				\$87,637.42	65.27%				
SEWER USE FEE	\$ 10,800.00					\$8,100.00			\$8,100.00				\$8,100.00	75.00%				
NEW BRITAIN AGREEMENT	\$ 280,000.00		\$53,778.36	\$27,645.80					\$81,424.16				\$81,424.16	29.08%				
<b>TOTAL OPERATING SERVICES</b>	<b>\$ 2,515,492.00</b>		<b>\$215,336.70</b>	<b>\$149,162.46</b>	<b>\$218,989.94</b>	<b>\$130,265.46</b>	<b>\$217,279.81</b>	<b>\$227,113.59</b>	<b>\$1,168,147.96</b>				<b>\$1,168,147.96</b>	<b>46.04%</b>				
<b>SUPPLIES AND MATERIALS</b>																		
MOTOR FUELS	\$ 62,857.00			\$6,214.00	\$6,266.34	\$5,722.24	\$5,722.24	\$12,077.88	\$30,280.46				\$30,280.46	48.17%				
OFFICE SUPPLIES	\$ 33,285.00		\$1,177.57	\$7,493.94	\$1,557.91	\$1,446.38	\$1,038.34	\$1,332.06	\$14,106.20				\$14,106.20	42.39%				
MAINTENANCE SUP & MATERIALS	\$ 387,000.00		\$52,041.36	\$60,041.46	\$34,865.33	\$21,650.68	\$118,410.79	\$40,380.64	\$327,390.26				\$327,390.26	84.60%				
MV PARTS & SUPPLIES	\$ 15,150.00		\$142.13	\$1,991.55	\$2,941.14	\$5,185.36	\$2,093.85	\$316.70	\$12,640.73				\$12,640.73	83.44%				
MV SERVICE & REPAIRS	\$ 44,000.00		\$87.90	\$184.37	\$9,090.37	\$6,652.03	\$2,725.36	\$2,258.99	\$20,999.02				\$20,999.02	47.73%				
FUEL OIL	\$ 41,250.00								\$8,127.30				\$8,127.30	19.70%				
CHEMICAL TREATMENT	\$ 270,000.00		\$5,991.40	\$30,196.67	\$34,898.80	\$27,190.53	\$28,299.82	\$33,662.85	\$160,240.07				\$160,240.07	59.39%				
INSURANCE	\$ 273,703.00		\$14,770.83	\$14,770.83	\$14,770.83				\$44,312.49				\$44,312.49	16.19%				
<b>TOTAL SUPPLIES &amp; MATERAILS</b>	<b>\$ 1,127,245.00</b>		<b>\$74,211.19</b>	<b>\$120,862.82</b>	<b>\$104,390.72</b>	<b>\$62,124.98</b>	<b>\$158,350.40</b>	<b>\$98,156.42</b>	<b>\$618,096.53</b>				<b>\$618,096.53</b>	<b>54.83%</b>				
<b>CAPITAL OUTLAY</b>																		
CAPITAL EQUIPMENT	\$ 200,000.00								\$41,618.90				\$41,618.90	20.81%				
CAPITAL OUTLAY	\$ 585,000.00			\$21,586.45	\$61,815.00				\$83,401.45				\$83,401.45	14.26%				
MISC. UTILITY ASSETS	\$ 396,141.00		\$17,970.00	\$5,400.00	\$2,414.57	\$3,729.57	\$52,969.00		\$82,483.14				\$82,483.14	20.82%				
<b>CAPITAL OUTLAY TOTAL</b>	<b>\$ 1,181,141.00</b>		<b>\$17,970.00</b>	<b>\$26,986.45</b>	<b>\$64,229.57</b>	<b>\$3,729.57</b>	<b>\$52,969.00</b>	<b>\$41,618.90</b>	<b>\$207,503.49</b>				<b>\$207,503.49</b>	<b>17.57%</b>				
<b>GRAND TOTAL</b>	<b>\$ 9,361,103.00</b>		<b>\$733,332.90</b>	<b>\$649,649.25</b>	<b>\$690,504.96</b>	<b>\$473,620.54</b>	<b>\$830,907.92</b>	<b>\$691,414.22</b>	<b>\$4,069,429.79</b>				<b>\$4,069,429.79</b>	<b>43.47%</b>				

CITY OF BRISTOL WATER DEPARTMENT CAPITAL OUTLAY BUDGET YEAR 2023-24									
	BUDGET REQUEST 2023-2024	EXPENDED JULY 2023	EXPENDED AUG 2023	EXPENDED SEPT 2023	EXPENDED OCT 2023	EXPENDED NOV 2023	EXPENDED DEC 2023	EXPENDED TO- DATE	
<b>CAPITAL EQUIPMENT</b>									
FORD F550 4WD W/ UTILITY BODY (REPLACE TRUCK 6) REPLACE WATERSHED VEHICLE	\$110,000.00 \$90,000.00						\$41,618.90	\$0.00 \$41,618.90	\$0.00 \$41,618.90
<b>TOTAL CAPITAL EQUIPMENT</b>	<b>\$200,000.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$41,618.90</b>	<b>\$0.00</b> <b>\$41,618.90</b>	<b>\$0.00</b> <b>\$41,618.90</b>
<b>UTILITY ASSETS</b>									
<b>DISTRIBUTION SECTION</b>									
(2) Demo Saws	\$1,200.00							\$0.00	\$0.00
(2) Pipe Locators	\$5,000.00							\$0.00	\$0.00
Signage	\$3,000.00							\$0.00	\$0.00
Mueller Power Operator	\$5,000.00		\$5,400.00					\$5,400.00	\$5,400.00
(3) Pin Locators	\$6,000.00							\$0.00	\$0.00
(1) Jumping Jack Compressor	\$4,500.00					\$4,525.00		\$4,525.00	\$4,525.00
Insertion Valves	\$40,000.00							\$0.00	\$0.00
Regulator Repairs	\$20,000.00							\$0.00	\$0.00
(2) Automatic Flushers	\$20,000.00							\$0.00	\$0.00
<b>TOTAL UTILITY ASSETS DISTRIBUTION SECTION</b>	<b>\$104,700.00</b>	<b>\$0.00</b>	<b>\$5,400.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,525.00</b>	<b>\$0.00</b>	<b>\$0.00</b> <b>\$4,525.00</b>	<b>\$0.00</b> <b>\$9,925.00</b>
<b>METER SHOP SECTION</b>									
5/8" Meters 650@149	\$96,850.00	\$4,470.00						\$4,470.00	\$20,270.00
Transmitters 500 @135.00	\$67,500.00	\$13,500.00						\$13,500.00	\$42,462.27
1 1/2" T-10 METER (10)	\$7,335.00			\$962.27				\$962.27	\$0.00
1" T-10 METER (10)	\$3,427.00								\$0.00
2" T-10 METER (10)	\$9,405.00								\$0.00
3" NEPTUNE TR/FLO COMPUND UME	\$2,564.00								\$0.00
3" NEPTUNE HP TURBINE UME	\$1,283.00								\$0.00
3/4" T-10 METER(20)	\$4,935.00								\$1,452.30
R900 Belt Clip Transceiver	\$13,333.00								\$0.00
Schonstedt Model GA-52Cx (2)	\$2,109.00								\$0.00
<b>TOTAL UTILITY ASSETS METER SHOP SECTION</b>	<b>\$208,741.00</b>	<b>\$17,970.00</b>	<b>\$0.00</b>	<b>\$2,414.57</b>	<b>\$0.00</b>	<b>\$43,800.00</b>	<b>\$0.00</b>	<b>\$0.00</b> <b>\$2,414.57</b>	<b>\$0.00</b> <b>\$64,184.57</b>



**2023 SHUT-OFFS BREAKDOWN Still off to date for non-pay: (36)**

<b>MONTH/ DISTRICT</b>	<b>TERMINATION LETTERS SENT</b>	<b>DOOR HANGERS DELIVERED</b>	<b># ACCTS. OUTSTANDING @ SHUT-OFF DAY</b>	<b># ACCTS. ACTUALLY SHUT-OFF THROUGHOUT SHUT-OFF DAY</b>	<b># ACCTS. STILL OFF @ END OF SHUT-OFF DAY</b>	<b># ACCTS. THAT REMAINED OFF @ END OF MONTH</b>
JANUARY 03	435	376	28	19	11	6
FEBRUARY 01	347	245	27	15	4	1
MARCH 02	406	271	22	15	4	2
APRIL 03	361	277	29	18	6	4
MAY 01	367	252	36	22	7	2
JUNE 02	417	295	27	20	6	4
JULY 03	414	337	33	20	5	3
AUGUST 01	370	264	31	23	8	7
SEPTEMBER 02	429	317	31	26	9	5
OCTOBER 03	459	360	30	21	10	4
NOVEMBER 01	524	360	60	43	13	6
DECEMBER 02	442	290	31	25	6	3

**BEFORE RECEIVING A TERMINATION LETTER, THE CUSTOMER HAS RECEIVED THEIR ORIGINAL BILL PLUS A SECOND AND THIRD NOTICE.**  
 Example: Invoiced 8/1, 2<sup>nd</sup> Notice 9/1, 3<sup>rd</sup> Notice 10/1. THE TERMINATION LETTER IS SENT APPROX. 1 WEEK AFTER 3<sup>RD</sup> 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	Invoice Count
Credit/Debit Card	701	\$105,256.36	No records to display.
EFT (Check)	215	\$32,829.44	
Online Bank Direct	205	\$26,030.27	
PayPal	59	\$8,665.59	
PayPal Credit	3	\$488.02	
Venmo	5	\$675.39	
<b>Total</b>	<b>1188</b>	<b>\$173,945.07</b>	

### Monthly Invoice Summary

No records to display.

### Paperless Statistics

Invoice Type	Paperless
Water	6834

### Auto-Pay Statistics

Invoice Type	AutoPay
Water	3207

### Customer Registration Statistics

Customer Count	Registered Count	Registered %
22291	10427	46.78

### Pay By Text Registration Statistics

Customer Count	Registered Count	Registered %
4404	3450	78.34