



**BRISTOL WATER & SEWER DEPARTMENT
BOARD OF WATER COMMISSIONERS**

**Regular Meeting Agenda
Tuesday, January 19, 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 December 15, 2020 Regular Meeting
5. Approval of the Department Reports for the Month of December 2020
6. Public Participation
7. Customer Complaint
(1) 35 Hillcrest Ct - Agnes Dion
8. Committee Reports:
(1) Cell Tower Committee
9. Conwood Foresters - 2020 Timber Bids
10. Investments
11. Activity Report - Weston & Sampson Engineering
12. Chairman's Report
13. Superintendent's Report
14. Old Business
15. New Business
16. Adjournment

Next Meeting: Tuesday, February 16, 2021 at 6:30 pm

**BRISTOL WATER DEPARTMENT
DECEMBER 2020**

WATER BILLING

Water Bills rendered December 2020	<u>\$780,939.90</u>
Water Bills remaining unpaid as of December 2020	<u>\$348,274.94</u>

PRECIPITATION

For the Month	<u>5.22 "</u>	Normal	<u>3.40 "</u>	Departure from Normal	<u>1.82 "</u>
For the Year	<u>48.33 "</u>	Normal	<u>45.90 "</u>	Departure from Normal	<u>2.43 "</u>

RESERVOIR CAPACITY

Total Available Capacity - December 2020	<u>1,163,370,000</u>	Gallons	<u>91.00%</u>
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PRODUCTION

Monthly Production - December 2020	<u>141,501,280</u>	Gallons
Monthly Production - December 2019	<u>169,107,239</u>	Gallons

CASH STATEMENT

BALANCE:DEC 1, 2020	2,591,321.85
REVENUE:	
ACCOUNTS RECEIVABLE	760,047.70
SERVICE ACCOUNTS	(34,335.61)
FINES	5,000.00
SEWER ACCOUNTS	516,816.60
LIENS	485.34
PENALTIES	3,781.62
REMOVE METER	300.00
CLOSING COSTS	5,325.00
REINSTATE FEES	3,875.00
ASSESSMENTS	
ADMIN FEE/LIENS (WPC)	640.00
LAND LEASE	2,341.21
CELL TOWER LEASE	21,188.53
SCRAP METAL SALES	
TIMBER SALES	40,120.00
TRANSFER FROM GROVE/WOLCOTT	
TOTAL REVENUE:	1,325,585.39
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	1,325,585.39
DISBURSEMENTS (VOUCHERS):	706,457.73
TRANSFERS:	
SEWER TRANSFER (CASH OUT)	589,353.07
TRANSFER TO PROCUREMENT ACCOUNT	
TRANSFER TO GOALS ENABLING	
<u>ACCOUNT BALANCES:</u>	
SUPER NOW CHECKING ACCOUNT	
BALANCE: DEC 31 , 2020	2,621,096.44
GOALS ENABLING FUND	
BALANCE: DEC 31 , 2020	5,369,035.13
GROVE/OLD WOLCOTT TANKS	
BALANCE: DEC 31, 2020	294,593.41
CONSTRUCTION ACCOUNT	
BALANCE: DEC 1, 2020	50,604.35
DEPOSIT	17,376.95
DISBURSEMENTS	
BALANCE: DEC 31, 2020	67,981.30
PAYROLL CASH ACCOUNT	
BALANCE: DEC 1, 2020	135,655.17
DEPOSIT	301,042.68
DISBURSEMENTS	(269,199.74)
BALANCE: DEC 31, 2020	167,498.11

2020-2021 BRISTOL WATER DEPARTMENT BUDGET												
Dec-20	APPROVED BUDGET 2020 2021	EXPENDED JULY 2020 2021	EXPENDED AUGUST 2020 2021	EXPENDED SEPTEMBER 2020 2021	EXPENDED OCTOBER 2020 2021	EXPENDED NOVEMBER 2020 2021	EXPENDED DECEMBER 2020 2021	EXPENDED TO DATE 2020 2021	% TO DATE 2020 2021			
CLASSIFICATION												
SALARIES	\$ 2,688,679.00	\$267,252.26	\$165,628.77	\$211,244.42	\$248,448.01	\$192,139.39	\$265,279.48	\$1,349,992.33	50.21%			
FRINGE BENEFITS	\$ 1,455,740.00	\$142,343.75	\$110,652.12	\$111,149.41	\$109,202.78	\$104,577.44	\$112,652.16	\$690,577.66	47.44%			
OPERATING SERVICES	\$ 2,664,161.00	\$693,759.90	\$191,201.46	\$100,360.36	\$269,804.75	\$102,875.32	\$250,990.15	\$1,608,991.94	60.39%			
MATERIALS & SUPPLIES	\$ 880,183.00	\$16,959.25	\$63,354.03	\$90,140.01	\$83,430.25	\$69,781.84	\$67,431.41	\$391,096.79	44.43%			
CAPITAL OUTLAY	\$ 1,053,288.00	\$2,860.08	\$5,794.99	\$51,493.43	\$19,060.51	\$47,796.99	\$0.00	\$127,006.00	12.06%			
GRAND TOTAL	\$ 8,742,051.00	\$1,123,175.24	\$536,631.37	\$564,387.63	\$729,946.30	\$517,170.98	\$696,353.20	\$4,167,664.72	47.67%			
OPERATING SERVICES												
LIGHT & POWER	\$ 400,719.00	\$40,481.73	\$15,721.41	\$34,346.74	\$47,624.28	\$30,721.37	\$32,365.59	\$201,261.12	50.23%			
TELEPHONE	\$ 16,400.00	\$1,128.59	\$1,294.64	\$1,240.85	\$1,139.67	\$1,483.01	\$1,403.96	\$7,690.72	46.89%			
POSTAGE	\$ 49,041.00	\$2,500.00	\$2,500.00	\$5,220.53	\$15,976.41	\$5,017.00	\$2,500.00	\$33,713.94	68.75%			
ADVERTISING	\$ 10,750.00			\$312.00				\$312.00	2.90%			
MAINTENANCE/SERVICE	\$ 43,700.00	\$740.23	\$7,578.58	\$11,641.90	\$9,837.22	\$5,158.99	\$3,285.09	\$38,222.01	87.46%			
LEASE	\$ 16,027.00	\$1,346.61		\$1,273.20	\$1,346.61		\$1,273.20	\$5,239.62	32.69%			
CONFERENCE & MEMBERSHIP	\$ 27,030.00	\$11,110.00	\$459.00		\$3,881.09	\$3,627.82	\$86.00	\$9,163.91	33.90%			
TAXES	\$ 595,069.00	\$287,486.15						\$287,486.15	48.31%			
PROFESSIONAL SERVICES	\$ 240,300.00	\$3,761.25	\$53,380.33	\$12,709.47	\$30,405.33	\$5,916.30	\$22,109.89	\$128,282.57	53.38%			
LIENS	\$ 6,300.00	\$15.00	\$200.00	\$50.00	\$95.00	\$360.00	\$165.00	\$885.00	14.05%			
MISCELLANEOUS	\$ 6,570.00	\$396.66	\$156.00	\$120.23	\$71.45	\$480.47	\$276.22	\$1,501.03	22.85%			
CONTRACTOR SERVICES	\$ 565,160.00	\$3,314.90	\$67,639.83	\$24,865.19	\$150,000.62	\$6,065.28	\$144,103.90	\$395,989.72	70.07%			
DEBT SERVICES	\$ 401,295.00	\$273,293.91	\$6,727.07	\$6,727.07	\$6,727.07	\$6,727.07	\$6,727.07	\$306,929.26	76.48%			
SEWER USE FEE	\$ 10,800.00	\$2,700.00			\$2,700.00	\$2,700.00		\$8,100.00	75.00%			
NEW BRITAIN AGREEMENT	\$ 275,000.00	\$75,484.87	\$35,544.60	\$1,853.18		\$34,618.01	\$36,714.23	\$184,214.89	66.99%			
TOTAL OPERATING SERVICES	\$ 2,664,161.00	\$693,759.90	\$191,201.46	\$100,360.36	\$269,804.75	\$102,875.32	\$250,990.15	\$1,608,991.94	60.39%			
SUPPLIES AND MATERIALS												
MOTOR FUELS	\$ 43,747.00	\$0.00	\$3,102.96		\$2,546.05	\$3,866.78	\$6,294.27	\$15,810.06	36.14%			
OFFICE SUPPLIES	\$ 25,440.00	\$279.99	\$1,676.94	\$2,137.71	\$2,013.49	\$2,147.09	\$719.41	\$8,974.63	35.28%			
MAINTENANCE SUP & MATERIALS	\$ 387,000.00	\$890.36	\$28,978.92	\$44,040.63	\$39,539.65	\$25,750.22	\$26,124.52	\$165,324.30	46.31%			
MV PARTS & SUPPLIES	\$ 15,150.00	\$396.34	\$1,765.44	\$1,404.00	\$5,783.80	\$796.55	\$5,833.14	\$15,979.27	105.47%			
MV SERVICE & REPAIRS	\$ 44,000.00	\$2,185.82	\$2,637.02	\$547.45	\$1,277.74	\$4,208.97	\$1,285.89	\$12,142.89	27.60%			
FUEL OIL	\$ 45,208.00	\$0.00	\$0.00	\$0.00		\$955.14	\$742.83	\$1,697.97	3.76%			
CHEMICAL TREATMENT	\$ 195,163.00	\$4,873.41	\$16,859.42	\$18,336.09	\$23,532.41	\$18,117.09	\$12,760.65	\$94,479.07	48.41%			
INSURANCE	\$ 154,475.00	\$8,333.33	\$8,333.33	\$23,674.13	\$8,737.11	\$13,940.00	\$13,670.70	\$76,688.60	49.64%			
TOTAL SUPPLIES & MATERIALS	\$ 880,183.00	\$16,959.25	\$63,354.03	\$90,140.01	\$83,430.25	\$69,781.84	\$67,431.41	\$391,096.79	44.43%			
CAPITAL OUTLAY												
CAPITAL EQUIPMENT	\$ 112,000.00					\$47,246.10		\$47,246.10	42.18%			
CAPITAL OUTLAY	\$ 366,288.00	\$1,020.00		\$35,732.00	\$12,521.60			\$49,273.60	13.45%			
MISC. UTILITY ASSETS	\$ 575,000.00	\$1,840.08	\$5,794.99	\$15,761.43	\$6,538.91	\$550.89		\$30,486.30	5.30%			
CAPITAL OUTLAY TOTAL	\$ 1,053,288.00	\$2,860.08	\$5,794.99	\$51,493.43	\$19,060.51	\$47,796.99	\$0.00	\$127,006.00	12.06%			
GRAND TOTAL	\$ 8,742,051.00	\$1,123,175.24	\$536,631.37	\$564,387.63	\$729,946.30	\$517,170.98	\$696,353.20	\$4,167,664.72	47.67%			

2020 SHUT-OFFS BREAKDOWN Still off to date for non-pay: (83)

MONTH/ DISTRICT	TERMINATION LETTERS SENT	DOOR HANGERS DELIVERED	# ACCTS. OUTSTANDING @ 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	437	325	32	12	7	5
FEBRUARY 01	368	271	26	20	7	5
MARCH 02	344	281*	-	-	-	-
APRIL 03	480	352*	-	-	-	-
MAY 01	344	280*	-	-	-	-
JUNE 02	397	353*	-	-	-	-
JULY 03	130**	98**	10	8	6	6
AUGUST 01	350**	246**	28	19	7	4
SEPTEMBER 02	406**	326	30	19	10	7
OCTOBER 03	377 **	338	36	20	8	3
NOVEMBER 01	421	-	-	-	-	-
DECEMBER 02	482	339	43	21	6	3

**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.**

*Door hangers not sent out due to suspension of termination in relation to Covid-19**SHUT OFFS NOT COMPLETED DUE TO COVID 19 PANDEMIC **

**AUGUST DIST 1 INCLUDES **MARCH & JUNE BILLS **SEPTEMBER DIST 2 INCLUDES **APRIL & JULY BILLS **OCTOBER DIST 3 INCLUDES MAY & AUG BILLS *No door hangers sent or shut offs in November due to Covid*



What are you looking for?

Current Monthly Summary

Current Month Payment Summary

Payment Type	Number Of Transactions	Total Paid
Credit/Debit Card	904	\$138,555.73
EFT (Check)	349	\$56,775.39
Online Bank Direct	366	\$56,022.44
PayPal	57	\$8,540.17
PayPal Credit	1	\$105.47
Venmo	1	\$80.42
Total	1678	\$260,079.62

Monthly Invoice Summary

Invoice Count
No records to display.

Paperless Statistics

Invoice Type	Paperless
Water	3975

Auto-Pay Statistics

Invoice Type	AutoPay
Water	1446

Customer Registration Statistics

Customer Count	Registered Count	Registered %
20619	8183	39.69

Pay By Text Registration Statistics

Customer Count	Registered Count	Registered %
2441	1799	73.70

CONNWOOD FORESTERS, INC.

39 CHERRY HILL ROAD, PO BOX 150
ROCKFALL, CONNECTICUT 06481
860-349-9910
CONNWOOD.COM

A FOREST OWNERS' COOPERATIVE ASSOCIATION ENGAGED SINCE 1945 IN THE STEWARDSHIP OF FORESTS FOR WOOD, WATER, WILDLIFE, RECREATION, AND AESTHETICS.

Bid for Bristol Water Department 2020 Sale

Lump Sum bid: \$ 17,000,00

Company: B&S

12/21/20 Date

Signature: WMT

Name (print): BILLSEITZ

Address: 567 NILES ROAD
NEW HARTFORD CT 06057

Phone: 860 601 0854

CONNWOOD FORESTERS, INC.

39 CHERRY HILL ROAD, PO BOX 150
ROCKFALL, CONNECTICUT 06481
860-349-9910
CONNWOOD.COM

A FOREST OWNERS' COOPERATIVE ASSOCIATION ENGAGED SINCE 1945 IN THE STEWARDSHIP OF FORESTS FOR WOOD, WATER, WILDLIFE, RECREATION, AND AESTHETICS.

Bid for Bristol Water Department 2020 Sale

Lump Sum bid: \$ #12,101.50

Company: Clave He Logging LLC 12/20/20 Date

Signature: Carl Clave He

Name (print): Carl Clave He

Address: 19 West Chipmunk Hill Rd
Bristol Conn Ct 06013

Phone: 860 307 7456

woodfro1@yq4.com

CONNWOOD FORESTERS, INC.

39 CHERRY HILL ROAD, PO BOX 150
ROCKFALL, CONNECTICUT 06481
860-349-9910
CONNWOOD.COM

A FOREST OWNERS' COOPERATIVE ASSOCIATION ENGAGED SINCE 1945 IN THE STEWARDSHIP OF FORESTS FOR WOOD, WATER, WILDLIFE, RECREATION, AND AESTHETICS.

Bid for Bristol Water Department 2020 Sale

Lump Sum bid: \$ 1,000.00

Company: CT Mulch Distributors

12/16/2020 Date

Signature: Brennan Sheahan

Name (print): Brennan Sheahan

Address: 70 Mullen Road

Enfield, CT 06082

Phone: 860-999-4741

WESTON & SAMPSON ACTIVITY REPORT
CITY OF BRISTOL WATER DEPARTMENT
For the meeting on January 19, 2021

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. Due April 29, 2021. No work completed to date. Awaiting decision from BWD.
 - b. *Water Supply Plan Update:*
 - i. Completed in 2020.
 - c. *Groundwater Under the Direct Influence of a Surface Water (Mix Street Well #3):*
 - i. Completed in 2020
 - d. Mix Street and Mechanic Street infrastructure improvements (2190087):
 - i. No new work performed.
 - e. CTDEEP Water Diversion and Streamflow Reporting Requirements:
 - i. Completed in 2020.
 - f. PFAS Public Awareness:
 - i. No new work in 2020. Awaiting DPH action.

American Water Infrastructure Act (AWIA) Risk & Resiliency Assessment and Emergency Response Plan (ENG20-1035)

1. Completed Risk and Resiliency Analysis (RRA). Detailed task completion as listed below:
 - a. Completed Utility Resilience Index analysis
 - b. Completed Cyber-Security analysis
 - c. Identified Mitigation measures for enhancing system resilience
 - d. Team Meeting with Client to discuss preliminary results
 - e. Submitted Draft results to client for review on 12/23/20
 - f. Ongoing: Development of RRA report
 - g. Ongoing: ERP Update Kick-off meeting scheduled for 1/21/21