



BOARD OF SEWER COMMISSIONERS
Regular Meeting Agenda
Tuesday, March 21, 2023 6:00 p.m.

Meeting will be held at the Bristol Water & Sewer Department, Water Filtration Plant,
1080 Terryville Ave., Bristol, CT.

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Approval of the minutes of the February 21, 2023 Regular Board Meeting
5. Approval of the minutes of the March 15, 2023 Special Board Meeting
6. Approval of the Department Reports for the Month of February 2023
7. Public Participation
8. Customer Correspondence
9. On-call Engineering RFQ
10. Superintendent's Report
11. Old Business
12. New Business
13. Adjournment

Next Meeting: Tuesday, April 18, 2023 at 6:00 pm

BOARD OF SEWER COMMISSIONERS

FEBRUARY 21, 2023 – REGULAR MEETING

PRESENT: Chairperson Phelan; Commissioners Dunn, Ferrier and Porrini; and Council Liaison Jacqueline Olsen.

ABSENT: Commissioner Suarez

STAFF PRESENT: Superintendent Robert Longo; Sean Hennessey, Director of Sewer; Assistant Superintendents Bolduc, Keegan and Pagliaruli and Dawn LaBella, Office Manager.

1) CALL TO ORDER.

Chairperson Phelan called the meeting of the Board of Sewer Commissioners to order at 6:00 p.m.

2) PLEDGE OF ALLEGIANCE.

3) MOMENT OF SILENCE.

4) APPROVAL OF THE MINUTES OF THE DECEMBER 20, 2022 REGULAR BOARD MEETING.

On motion of Commissioner Dunn and seconded, it was unanimously voted to approve the December 20, 2022 minutes, as presented.
Motion passed.

5) APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF DECEMBER 2022.

On motion of Commissioner Dunn and seconded, it was unanimously voted to approve the December 2022 Department Reports, as presented.
Motion passed.

6) APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF JANUARY 2023.

On motion of Commissioner Ferrier and seconded, it was unanimously voted to approve the January 2023 Department Reports, as presented.
Motion passed.

7) PUBLIC PARTICIPATION

None.

8) CUSTOMER CORRESPONDENCE.

182 Greene Street; Pro-Karma Investments – Requesting adjustment on sewer usage for newly purchased rental property.

On motion of Commissioner Ferrier and seconded, it was unanimously voted that no recourse be given.

Motion Passed.

9) ON-CALL ENGINEERING RFQ.

Nothing to report.

10) SUPERINTENDENT'S REPORT.

No action taken.

11) OLD BUSINESS.

None.

12) NEW BUSINESS.

None.

13) ADJOURNMENT.

At 6:15 p.m., on motion of Commissioner Ferrier and seconded, it was unanimously voted to adjourn.

ATTEST:

Heidi Caruso
Water & Sewer Administrative Assistant

DRAFT

**BOARD OF SEWER COMMISSIONERS
MARCH 15, 2023 – SPECIAL MEETING**

PRESENT: by videoconference: Chairperson Phelan; Commissioners Ferrier and Porrini.

STAFF PRESENT: Superintendent Robert Longo; Sewer Director Sean Hennessey; and Dawn LaBella, Office Manager.

1) CALL TO ORDER.

Chairperson Phelan called the meeting of the Board of Sewer Commissioners held via videoconference to order at 10:31 a.m.

2) BUDGET APPROVAL FOR FISCAL YEAR 2023-2024.

Proposed budget for fiscal year 2023-2024 was presented.

On motion of Commissioner Ferrier and seconded, it was unanimously voted to approve the Budget for Fiscal Year 2023-2024 as presented.

Motion passed.

3) ADJOURNMENT.

At 10:34 a.m., on motion of Commissioner Ferrier and seconded, it was unanimously voted to adjourn.

ATTEST: _____

Heidi Caruso
Water & Sewer Administrative Assistant

CASH STATEMENT SEWER

SEWER OPERATING

BALANCE: FEB 1, 2023	\$	9,335,346.59
ACCOUNTS RECEIVABLE	\$	556,283.49
SERVICE ACCOUNTS	\$	6,772.50
TRANSFERS IN (OUT)	\$	-
DISBURSEMENTS	\$	(392,641.78)
BALANCE: FEB 28, 2023	\$	<u>9,505,760.80</u>

SEWER CAP/NR

BALANCE: FEB 1, 2023	\$	6,665,028.96
TRANSFERS IN (OUT)	\$	-
DISBURSEMENTS	\$	(52,197.54)
BALANCE: FEB 28, 2023	\$	<u>6,612,831.42</u>

SEWER PAYROLL

BALANCE: FEB 1, 2023	\$	154,686.97
TRANSFERS IN (OUT)	\$	127,862.66
DISBURSEMENTS	\$	(127,333.69)
BALANCE: FEB 28, 2023	\$	<u>155,215.94</u>

SEWER BILLING

SEWER BILLS RENDERED FEB 2023:	\$	641,249.40
SEWER BILLS REMAINING UNPAID AS OF FEB 2023:	\$	<u>356,524.64</u>

WPC BUDGET VS. ACTUAL
February-23

Account Description	Project Number	2023												% TO DATE		
		APPROVED BUDGET	ACTUAL JULY	ACTUAL AUGUST	ACTUAL SEPTEMBER	ACTUAL OCTOBER	ACTUAL NOVEMBER	ACTUAL DECEMBER	ACTUAL JANUARY	ACTUAL FEBRUARY	ACTUAL TO DATE	ACTUAL TO DATE				
INTEREST INCOME		5,000.00	2,220.13	3,390.79	3,796.95	3,988.30	4,616.00								18,011.57	360.23%
SEWER ASSESSMENTS & ADJUSTMENT		20,000.00													-1,982.72	-9.91%
ASSES-INT, LIENS & PENALTIES		1,000.00		62.71	400.00	400.00									862.71	86.27%
CUSTOMER DUMPING FEES		85,000.00	10.00	8,970.00	10,372.50	9,785.00	15,542.50	13,713.00	8,487.50						66,880.50	78.68%
COMMERCIAL SEWER USER FEE		1,752,000.00	186,527.81	188,727.04	85,897.62	245,492.00	175,340.30	82,082.62	204,751.12	180,942.06					1,349,760.57	77.04%
DOMESTIC SEWER USER FEE		4,735,000.00	388,571.81	422,322.78	389,796.87	381,859.58	424,122.18	387,941.61	387,095.48	405,710.06					3,187,420.37	67.32%
FACTORY SEWER USER FEE		200,000.00	44,915.99	285.08	2,550.33	45,089.21	290.15	2,501.27	36,657.00	272.12					132,561.15	66.28%
PUBLIC SEWER USER FEE		292,500.00	25,891.36	40,727.63	17,592.82	27,865.32	43,050.22	17,314.02	24,960.82	41,305.26					238,707.45	81.61%
SEWER CONNECTION PERMITS		115,000.00	5,160.00	4,730.00	80.00	16,970.00	10,880.00	3,060.00	2,900.00						43,780.00	38.07%
MISCELLANEOUS-OTHER		14,500.00	923.00		2,262.99			565.00							3,750.99	25.87%
BUDGETARY FUND BALANCE UNRESTR		0.00													0.00	
F.O.G. PERMITS		0.00													0.00	
MISC REVENUE LIENS		25,000.00													12,100.00	100.00%
SEWER PENALTY FEE		45,000.00	4,119.09	4,375.40	11,727.48	9,122.53	176.69	11,670.13	-10,703.24	98.11					5,400.00	21.60%
		7,290,000.00	658,339.19	673,591.43	524,476.96	740,571.94	672,035.32	518,847.65	670,748.68	629,227.61					5,087,838.78	69.79%
REGULAR WAGES-WPC		1,743,505.00	97,210.40	121,436.91	122,879.93	126,254.44	121,016.90	191,893.47	114,331.80	114,627.49					1,009,651.34	57.91%
OVERTIME WAGES & SALARIES		53,675.00	2,486.57	1,659.29	4,328.44	4,271.55	5,033.31	7,068.23	7,342.96	2,346.98					34,537.33	64.35%
OTHER WAGES		21,200.00	1,548.79	1,839.89	2,047.29	1,829.83	1,829.83	2,735.03	1,949.64	1,656.42					15,436.72	72.81%
PUBLIC WORKS PLOWING		0.00						416.55		270.76					687.31	0.00%
WORKERS' COMP SALARY		0.00													0.00	0.00%
LIFE INSURANCE		2,825.00	217.50	208.50	217.50	226.50	208.50	217.50	190.50	199.50					1,686.00	59.68%
WORKERS COMPENSATION INS		97,000.00													0.00	0.00%
DISABILITY INSURANCE		550.00													0.00	0.00%
F.I.C.A. & MEDICARE		139,105.00	7,247.27	8,870.06	9,246.79	9,389.33	9,075.80	14,397.98	8,784.80	8,432.01					75,444.04	54.24%
CLOTHING ALLOWANCE		0.00				511.20			571.41	287.14					1,379.75	100.00%
PROFESSIONAL FEES & SERVICES		150,000.00	27,500.75	3,805.12	2,974.70	2,295.64	494.85	1,350.00	3,454.25	841.70					42,717.01	28.48%
ADMINISTRATIVE FEES		76,000.00	110.00	110.00	14,250.00	14,250.00	800.00	800.00	14,360.00	29,520.00					29,520.00	38.84%
PUBLIC UTILITIES		690,050.00	50,413.95	50,413.95	51,161.80	52,962.71	39,666.32	59,386.36	41,591.58	48,129.63					343,312.35	49.75%
WATER & SEWER CHARGES		12,250.00				3,812.76				4,536.76					8,349.52	68.16%
TIPPING FEES		1,214,115.00		88,628.20	83,538.30	80,605.06	95,954.80	94,557.18	67,754.11	79,983.18					591,020.83	48.68%
REFUSE		670.00		34.40	12.40		44.00	5.60	41.40	44.40					182.20	27.19%
REPAIRS & MAINTENANCE		64,000.00	925.53	6,698.61	8,050.14	5,680.04	23,303.10	8,300.78	3,909.28	3,427.66					60,295.14	94.21%
COLLECT SYSTEM MAIN & REHAB		120,000.00													124,726.05	103.94%
MOTOR VEHICLE SERVICE & REPAIR		17,000.00													2,976.82	17.51%
MAJOR REPAIRS		150,000.00				3,449.08	49,523.35	33,648.99	4,415.80	91,037.22					91,037.22	60.69%
RENTS & LEASES		4,580.00		10.00						151.77					3,268.91	71.37%
LIABILITY INSURANCE		88,000.00							603.72						14,730.48	16.74%
TELEPHONE		2,600.00	178.16	167.06	167.06	167.06	167.13	167.06	73.96	167.06					1,254.55	48.25%
POSTAGE		100.00													0.00	0.00%
TRAVEL REIMBURSEMENT		100.00													0.00	0.00%
PRINTING & BINDING		250.00													0.00	0.00%
ADVERTISING		500.00													0.00	0.00%

WPC BUDGET VS. ACTUAL
February-23

Account Description	Project Number	2023 APPROVED BUDGET	2022 2023												% TO DATE
			JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	ACTUAL TO DATE	2022 2023	2022 2023		
LABORATORY SUPPLIES		15,000.00	3,092.51	1,258.49	1,269.09	897.63	763.92	1,140.39	1,916.40	1,384.69	11,723.12	11,723.12	78.15%		
MAINT SUPPLIES & MATERIALS		675,000.00	33,642.64	59,837.90	44,888.44	52,725.26	51,328.34	4,926.95	17,301.33	27,665.04	292,315.90	292,315.90	43.31%		
PROGRAM SUPPLIES		63,000.00	929.70	2,855.56	2,228.09	4,701.75	2,356.83	14,696.10	3,426.22	9,333.94	40,528.19	40,528.19	64.35%		
NATURAL GAS		33,000.00			1,201.43	2,569.87	5,517.01	5,517.01	5,275.13		14,563.44	14,563.44	44.13%		
GENERATOR FUEL		0.00			6,625.04				1,764.77		8,389.81	8,389.81	100.00%		
MOTOR VEHICLES		28,500.00		2,257.31	2,621.15	271.80	2,138.67	2,062.90	2,415.67	4,648.71	16,416.21	16,416.21	57.60%		
MOTOR VEHICLE PARTS		4,500.00	162.22	298.19	34.22	352.48	200.49	989.73	22.49	815.80	2,875.62	2,875.62	63.90%		
TIRES		6,000.00		264.53	371.39	213.33	545.12	18.53	2,638.19	1,876.00	4,721.39	4,721.39	31.27%		
CONFERENCES & MEMBERSHIPS		2,500.00	397.47		150.00	120.00	87.00	268.00			357.00	357.00	188.86%		
SCHOOLING & EDUCATION		630.00			50.00	120.00					2,681.25	2,681.25	56.67%		
LIEN FEES		4,500.00	2,243.25		1,175.00		2,270.00	355.00	235.00	645.00	4,680.00	4,680.00	104.00%		
CONTINGENCY		130,000.00									0.00	0.00	0.00%		
MISCELLANEOUS		10,450.00									0.00	0.00	0.00%		
REFUNDS OF SEWER USE FEES		2,500.00									0.00	0.00	0.00%		
REPLACEMENT CCTV GROUT TRUCK	22008	45,000.00			45,000.00						45,000.00	45,000.00	100.00%		
REPLACEMENT IVY DR PUMP	23001	15,000.00											0.00%		
BOOSTER PUMP FOR PLANT WATER	23002	10,000.00											0.00%		
PRESSROOM BOOSTER PUMP	23003	5,000.00			1,521.54						1,521.54	1,521.54	30.43%		
REPLACEMENT PICKUP FOR SEWER	23004	40,000.00			5,387.80						5,387.80	5,387.80	97.96%		
REPLACEMENT LAB SPECTROPHOTOMETER	23005	5,500.00											0.00%		
REPLACEMENT BACKHOE	23006	150,000.00											0.00%		
COMPUTER MAINT MGMT SOFTWARE	23007	7,990.00											0.00%		
		5,905,145.00	177,782.76	350,653.97	400,438.75	381,871.36	410,999.60	446,598.72	406,004.93	330,900.75	2,905,250.84	2,905,250.84	49.20%		
TRANSFER TO GENERAL FUND		3,000.00									0.00	0.00	0.00%		
TRANS OUT CWF		610,225.00	54,580.60	54,580.60	54,580.60	7,898.75	54,580.60	54,580.58	47,122.55	47,122.55	421,728.68	421,728.68	69.11%		
TRANSFER OUT DEBT SERVICE		156,500.00	283,177.50						-136,325.00		154,751.25	154,751.25	98.88%		
TRANSFER OUT CAPITAL PROJECTS		136,390.00									0.00	0.00	0.00%		
TRANSFER OUT INTERNAL SERVICE		478,740.00	69,845.30	34,854.97	34,794.79	36,794.79	33,130.16	30,642.52	34,780.46	29,921.03	304,764.02	304,764.02	63.66%		
TRANSFER OUT SELF INS W/C		0.00									0.00	0.00	0.00%		
		1,384,855.00	407,603.40	89,435.57	89,375.39	99,274.14	87,710.76	85,223.10	-54,421.99	77,043.58	881,243.95	881,243.95	63.63%		
BAR SCREEN ASSEMBLY	22013	400,000.00		7,626.56			97,000.00			407,944.33	3,786,494.79	3,786,494.79	51.94%		
CARRYOVERS FROM PREVIOUS BUDGET YR															
REHAB THICKENED SLUDGE TANK	20C11			1,000.00				68,460.74	2,000.00		985,692.57	985,692.57			
SEWER COLLECTION SYSTEM REHAB	20C10								261.56		94,589.80	94,589.80			
MINOR ST PS GENERATOR	21006								43,621.00		43,621.00	43,621.00			
HEADWORKS ROOF REPLACEMENT	22011		7,987.50								97,994.00	97,994.00			
REPLACEMENT CCTV GROUT TRUCK	22008										31,282.45	31,282.45			
ASSET MANAGEMENT	22016										909.24	909.24			

WPC BUDGET VS. ACTUAL
February-23

Account Description	Project Number	2023 APPROVED BUDGET	ACTUAL JULY 2022 2023	ACTUAL AUGUST 2022 2023	ACTUAL SEPTEMBER 2022 2023	ACTUAL OCTOBER 2022 2023	ACTUAL NOVEMBER 2022 2023	ACTUAL DECEMBER 2022 2023	ACTUAL JANUARY 2022 2023	ACTUAL FEBRUARY 2022 2023	ACTUAL TO DATE 2022 2023	% TO DATE 2022 2023
MANHOLE REHAB	18C06				12,969.32	4,236.69			356.52		17,562.53	
MANHOLE REHAB	20C09				17,907.57				1,506.92		19,414.49	
CAMERAS & SOFTWARE	22009										24,027.61	
CLARIFIER DRIVE REPLACEMENT	22038							84,800.00			84,800.00	