

MINUTES OF THE BOARD OF WATER COMMISSIONERS

REGULAR MEETING – APRIL 21, 2020

Present: Chairwoman Elizabeth Phelan, Commissioner Robert A. Badal, Commissioner Ramiro Suarez, Commissioner Kathy Ferrier, Commissioner Sean Dunn and Council Liaison Mary Fortier

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

Also present: Mr. Ken Potter, Resident

1) CALL TO ORDER

Chairwoman Phelan called the meeting of the Board of Water Commissioners held via Webex, Meeting Number 792-390-142 at 6:30 PM. to order.

2) MOMENT OF SILENCE

Commissioner Ferrier dedicated a moment of silence to all the people suffering and to those who have passed away from Covid-19.

3) APPROVAL OF THE MINUTES OF THE FEBRUARY 18, 2020 SPECIAL BOARD MEETING

On motion, Commissioner Dunn and seconded, voted to approve the February 18, 2020 minutes as presented.

Roll call vote: Chairwoman Phelan - Yes
 Commissioner Badal - Abstained
 Commissioner Suarez - Yes
 Commissioner Ferrier -Yes
 Commissioner Dunn - Yes

Motion passed.

4) APPROVAL OF THE MINUTES OF THE MARCH 6, 2020 SPECIAL BOARD MEETING

On motion, Commissioner Badal and seconded, voted to approve the March 6, 2020 minutes as presented.

Roll call vote: Chairwoman Phelan - Yes
 Commissioner Badal - Yes
 Commissioner Suarez - Abstained
 Commissioner Ferrier - Yes
 Commissioner Dunn - Yes

Motion passed.

5) APPROVAL OF THE MINUTES OF THE MARCH 19, 2020 SPECIAL BOARD MEETING

On motion, Commissioner Dunn and seconded, voted to approve the March 19, 2020 minutes as presented.

Roll call vote: Chairwoman Phelan - Yes
 Commissioner Badal - Yes
 Commissioner Suarez - Abstained
 Commissioner Ferrier - Yes
 Commissioner Dunn - Yes

Motion passed.

6) APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF FEBRUARY 2020

On motion, Commissioner Suarez and seconded, voted to approve the March 19, 2020 minutes as presented.

Roll call vote: Chairwoman Phelan - Yes
 Commissioner Badal - Yes
 Commissioner Suarez - Yes
 Commissioner Ferrier - Yes
 Commissioner Dunn - Yes

Motion passed.

7) APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF MARCH 2020

On motion, Commissioner Badal and seconded, voted to approve the March 19, 2020 minutes as presented.

Roll call vote: Chairwoman Phelan - Yes
 Commissioner Badal - Yes
 Commissioner Suarez - Abstained
 Commissioner Ferrier - Yes
 Commissioner Dunn - Yes

Motion passed.

8) PUBLIC PARTICIPATION

None

9) CUSTOMER COMPLAINTS

1) 12 Predem Road - Ken Potter

Superintendent Longo informed the Board that Mr. Potter is present via phone. Mr. Potter requested the Board waive the meter tampering fine. A discussion ensued to the findings of the meter and the picture that was taken showing the tampering. It was explained to Mr. Potter that according to the Department's Rules and Regulations, any tampering of the meter will result in a \$1,000.00 fine.

On Motion, Commissioner Dunn and seconded, voted that no relief be given on levy the fine for the tampering of the meter at 12 Predem Road.

Roll call vote: Chairwoman Phelan - No relief
 Commissioner Badal - No relief
 Commissioner Suarez -No relief
 Commissioner Ferrier -No relief
 Commissioner Dunn - No relief

Motion passed.

2) 97 Lyons Road - Colleen Billingham

Superintendent Longo noted that Mrs. Billingham's letter states her bill has gone up \$20. She states that the Department should have assistance for single senior residents and requests some sort of an adjustment. The Board

reviewed Mrs. Billingham's account, it was noted that the increase happened during last years approved rate increase.

On Motion, Commissioner Badal and seconded, voted that no relief be given.

Roll call vote: Chairwoman Phelan - No relief
 Commissioner Badal - No relief
 Commissioner Suarez - No relief
 Commissioner Ferrier - No relief
 Commissioner Dunn - No relief

Motion passed.

10) COMMITTEE REPORTS

- 1) Cell Tower - Nothing to report.
- 2) Mapping - Nothing to report.

11) WATER MAIN APPLICATION: PHASE 1, LAURENTIDE SUBDIVISION - TRADE MAR ACQUISITIONS LLC

Superintendent Longo noted a subdivision going in the area of Barlow Street. The sub-division will have four phases, which will be 80 units total. The plans have been reviewed by Assistant Superintendent Lynch and recommends the Board approve the water main extension request.

On motion, Commissioner Badal and seconded, voted to approve the water main extension for Phase 1, Laurentide Subdivision as presented.

Roll Call: Chairwoman Phelan - Yes
 Commissioner Badal - Yes
 Commissioner Suarez - Yes
 Commissioner Ferrier - Yes
 Commissioner Dunn - Yes

Motion passed.

12) GOVERNOR EXECUTIVE ORDER 7S MUNICIPAL CERTIFICATION, TAX DEFERRAL FORM AND GUIDELINES

Superintendent Longo informed the Board that the Governors Executive Order 7S giving directives to all municipalities applies to taxes, water, sewer and electric bills. There were two options, Option A was to reduce annual percentage to 3%. Option B was to defer payments for 90 days. He noted

that the City approved Option B for taxes, water and sewer bills. He explained how this would affect the Department. A discussion ensued and no action was taken

13) INVESTMENTS

Superintendent Longo noted that all reviews have been completed, except for his, but noted he will have it completed by the end of the week. He also stated that he will be reaching out to Roger Rousseau, Purchasing Agent to discuss how interviews will be conducted. No action taken.

14) WATER & SEWER MERGER

Superintendent Longo noted things are moving forward but has been stagnant on a lot of things due to Covid-19. He noted the Department continues to work on moving the financials over. He also noted the Department has taken over the sewer's Call Before You Dig, mapping, inspections and permits. The work has been distributed between the Construction Division and the Office. Superintendent Longo informed the Board that Corporation Council has approved the hiring of a Sewer Inspector. He noted this has been put on hold for now due to the Covid-19 pandemic causing a limited workforce.

15) ACTIVITY REPORT - WESTON & SAMPSON ENGINEERING

Superintendent Longo gave a brief overview of Weston & Sampson's Activity report (see Attachment A).

16) CHAIRWOMAN'S REPORT

None

17) SUPERINTENDENT'S REPORT

Superintendent Longo informed the Board of the actions the Department has taken so far during the Covid-19 pandemic. Since March 6th, all divisions of the Department are working with split staff, alternating weeks. During the off weeks, the staff works remotely from home. He noted that all meetings have been conducted via phone or Webex.

Superintendent Longo noted the Department has been ordering hand sanitizer, masks and gloves to keep the staff safe (PPE equipment). Some of

those items have been donated to Police, Fire and City Hall until they were able to obtain their own supplies. The Department currently has PPE equipment to sustain for 6 months. He does not know the duration of this, but has been on numerous calls with the Governor and Department of Public Health.

Superintendent Longo informed the Board he has been asked to be a representative on the P3 with DPH, which are the four largest utilities. They now have added Bristol and Norwich to participate; this gives a voice for the Department. He noted that EPA is not open to relaxing any of their regulations, so DPH is struggling to relax anything. The Department is working on the sanitary surveys, sewer surveys and cross connection inspections.

Superintendent Longo informed the Board that he is working with the Comptroller on filling out FEMA forms to try and obtain reimbursement on all the PPE's that have been purchased due to the Covid-19 pandemic.

Superintendent Longo informed the Board on all the precautions the Department has taken to keep the staff safe, including department locations being in lockdown. No work is being conducted in any resident homes or commercial buildings. On emergency cases when the department has to enter buildings, a plan has been put into place for those occasions and explained what those were.

Superintendent Longo noted the Miscellaneous Charges are done on an annual basis and goes into effect every July. He noted that he plans to bring any changes to be reviewed at the May meeting and to put into effect for August.

Superintendent Longo reported the Asset Managers' project is still being reviewed, when the reviews are completed, the project will proceed forward.

18) OLD BUSINESS

None

19) NEW BUSINESS

None

20) ADJOURNMENT

At 7:25 p.m., on motion by Commissioner Ferrier and seconded,
unanimously voted to adjourn.

ATTEST: 
Renee LaMarre
Water & Sewer Administrative Assistant

WESTON & SAMPSON ACTIVITY REPORT
CITY OF BRISTOL WATER DEPARTMENT
For the meeting on April 15, 2020

On-Call Engineering Services (2070524):

1. Weston & Sampson is currently working on the following tasks:
 - a. PFAS: Providing assisting to the BWD regarding PFAS (or per- and polyfluoroalkyl substances).
 - b. 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.
 - c. G/S: Anticipate locating / surveying unburied valve box covers. Awaiting direction from BWD.
 - d. *Water Supply Plan Update*: No activity this period. Awaiting letter from DPH.
 - e. *Groundwater Under the Direct Influence of a Surface Water (Mix Street Well #3)*:
 - i. The BWD staff has completed the data collection process. Results have been forwarded to Weston & Sampson for monitoring and compilation into the report. This GWUDI study has involved sample collection for a one-year period which is now complete. Draft report is being prepared and will be forwarded to the BWD for review in April.
 - 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. Developing details for redirecting analytical instrumentation discharge back into the distribution system piping. Reviewing pipe size alternatives.
 - g. CTDEEP Water Diversion and Streamflow Reporting Requirements (2191193):
 - i. Assisted 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. Draft technical memorandum submitted for review. Conducted review meeting. Final memo has been submitted in March 2020.
 - ii. Prepared Initial Reporting Form for each dam and submitted same to BWD for signature/submission to DEEP. Awaiting confirmation from DEEP
 - h. Modifications to Gaseous Chlorine system at Mechanic St and Mix Street Wellfield
 - i. Performed computations and developing design and permitting documents related to the conversion from gaseous chlorine to Sodium Hypochlorite for use by BWD to make water treatment modifications.