

Comptroller's Office | Phone: 860.584.6130 | Fax: 860.584.3827

September 23, 2020

Mayor Ellen Zoppo-Sassu  
Chairman  
City Hall  
111 North Main Street  
Bristol, Connecticut 06010

RECEIVED  
2020 SEP 28 AM 8:43  
TOWN AND CITY CLERK  
BRISTOL, CT

Dear Mayor Zoppo-Sassu:

At the regular Board of Finance Meeting held on **September 22, 2020** the following motion was passed and referred to a Joint Meeting of the City Council and Board of Finance for action:

“To approve carryovers from fiscal year 2019-2020 to fiscal year 2020-2021 totaling \$399,206 within the Sewer Operating and Assessment Fund.”

Sincerely,

Diane M. Waldron  
Board of Finance Clerk

cc: Therese Pac



**CITY OF BRISTOL  
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Water & Sewer  
(Requesting Department)

Date: 29 July 2020  
(Submission Date)

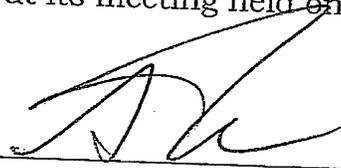
For the 25 August 2020 Board of Finance  
Meeting Agenda (Date of Meeting)

This request is for:  
(Please check the type of request and list in whole dollar amounts)

- Additional Appropriation \$ \_\_\_\_\_
- Transfer from Contingency \$ \_\_\_\_\_
- Transfer(s) \$ \_\_\_\_\_
- Grant \$ \_\_\_\_\_
- Carry-over(s) \$ 174,196
- Other

**Approval:**

This request was approved by the Board of Sewer Commissioners  
(governing Board of your department)  
at its meeting held on 18 August 2020.  
(date)

  
\_\_\_\_\_  
(Department Head's signature)

*All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.*

Board of Finance Agenda Request Form

Reason for request:

**118 Sewer Operating & Assessment fund**

WPC identifies and budgets for annual capital projects to complete. Operation and maintenance of the water pollution control facility as well as the city's vast collection system takes workforce precedence to maintain DEEP and EPA permit compliance. The completion of capital projects are important to the future health of the sewer system as a whole. Unfortunately due to facility and collection system obligations, capital projects may be delayed in completion.

WPC completed the removal/remediation of the UST's (underground fuel storage tanks) at the Middle Street and Lake Avenue Pumping Station's. The bypass tap needs to be installed at Middle Street Pumping Station. The remaining funds will be used for design and construction.

The work to install additional air handling capacity and odor control equipment at the Broad Street Pumping Station was delayed due to time constraints on the development of technical specifications for the contracting of this work. WPC plans to complete the project during the FY20-21 budget year.

The air relief valve on the Middle Street Pumping Station forcemain was delayed due to time constraints on the Engineering Division and WPC. Staff working on project scope.

The Boivin Street Pumping Station bypass tap is an important project to be completed by WPC. Design work has yet to be completed for this project. WPC intends to begin the design work this budget year.

Pumping Station Control Upgrades are near completion for the three pumping stations identified; Minor Rd, Julia Rd, & Wooster Ct. Project to be completed during the FY 20-21 budget year.

Carry-overs list the following:

<b>Account</b>	<b>Account Name</b>	<b>Amount</b>
1183014 570300 18006	Middle Street & Lake Ave Pumping Station's Remove UST's and install bypass tap at Middle Street Pumping Station	\$36,069
1183014 570300 18009	Broad Street Pumping Station Air Handling & Odor Control	\$60,000
1183014 570300 18011	Middle Street Pumping Station Forcemain Air Relief Valve	\$35,000
1183014 570300 19002	Boivin Street Pumping Station bypass tap install	\$30,000
1183014 570400 19005	Pumping Station Control Upgrades	\$13,127



**CITY OF BRISTOL  
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Water & Sewer  
(Requesting Department)

Date: 10 August 2020  
(Submission Date)

For the 25 August 2020 Board of Finance  
Meeting Agenda  
(Date of Meeting)

This request is for:  
(Please check the type of request and list in whole dollar amounts)

- Additional Appropriation \$ \_\_\_\_\_
- Transfer from Contingency \$ \_\_\_\_\_
- Transfer(s) \$ \_\_\_\_\_
- Grant \$ \_\_\_\_\_
- Carry-over(s) \$ 225,010
- Other

**Approval:**

This request was approved by the Board of Sewer Commissioners  
(governing Board of your department)  
at its meeting held on 18 August 2020.  
(date)

(Department Head's signature)

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## Board of Finance Agenda Request Form

Reason for request:

### **118 Sewer Operating & Assessment fund**

WPC identifies and budgets for annual capital projects to complete. Operation and maintenance of the water pollution control facility as well as the city's vast collection system takes workforce precedence to maintain DEEP and EPA permit compliance. The completion of capital projects are important to the future health of the sewer system as a whole. Unfortunately due to facility and collection system obligations, capital projects may be delayed in completion.

The HVAC unit for the Operations building is mechanically at the end of its useful service. Before installing a new unit, an engineering firm has been selected to properly size a new unit. Project to be completed in FY21

The Plant Water Pumping system is original equipment installed in 1987. Bids were solicited in August of 2020. Equipment to be selected and installed in FY21.

Cherry Hill generator has been ordered, remaining funding for the project to be used in the installation and start- up of the equipment.

Improvement to be performed at the Broad Street pumping station. The Broad Street pumping station serves as the City's main and most important pumping station. Two thirds of the City's sewer is conveyed through the Broad Street pumping station. The improvement to be made is to replace the four original automatic transfer switches (ATS's); repair parts for the ATS's have become obsolete. The purpose of the ATS's is to transfer power from street power to emergency generator power to power up the pumping station in the event of street power loss. The Broad street pumping station include four pumps, two 300 horsepower pumps and two 200 horsepower pumps as well as the pump controls. Preliminary estimates for budgeting purposes is the only progress thus far for this project; completion is the goal in FY21.

Carry-overs list the following:

<b>Account</b>	<b>Account Name</b>	<b>Amount</b>
<b>1183014 570200 20011</b>	<b>Replace Rooftop Heat &amp; A/C</b>	<b>\$40,000</b>
<b>1183014 570400 20007</b>	<b>Replace Plant Water Pumping System</b>	<b>\$50,000</b>
<b>1183014 570400 20008</b>	<b>Replace Cherry Hill Generator</b>	<b>\$35,010</b>
<b>1183014 570400 20010</b>	<b>Replace ATS Broad Street</b>	<b>\$100,000</b>