

BOARD OF WATER COMMISSIONERS

SPECIAL MEETING ON JANUARY 15, 2019

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

Also in Attendance: Michael Lynch, Assistant Superintendent
Joseph Pagliaruli, Assistant Superintendent
Dan Bolduc, Assistant Superintendent
Joyce DeFelippi, Office Manager
Suzanne Daigle, Resident

Absent:

Chairwoman Phelan called the meeting to order at 6:30 PM.

1) PLEDGE OF ALLEGIANCE

2) MOMENT OF SILENCE

Commissioner Ferrier dedicated a moment of silence for former State Representative Stephen Duffy who passed away and did a lot for the City of Bristol.

3) APPROVAL OF THE MINUTES OF THE NOVEMBER 29, 2018 SPECIAL MEETING OF THE BOARD OF WATER COMMISSIONERS

Motion made by Commissioner Dunn to approve the November 29, 2018 special meeting minutes.
Motion seconded by Commissioner Suarez.
Commissioner Ferrier abstained.
Motion passed.

4) APPROVAL OF THE MINUTES OF THE DECEMBER 27, 2018 SPECIAL MEETING OF THE BOARD OF WATER COMMISSIONERS

Motion made by Commissioner Suarez to approve December 29, 2018 special meeting minutes.
Motion seconded by Commissioner Dunn.
Motion passed unanimously.

5) APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF DECEMBER 2018.

Commissioner Badal asked for an update on the reservoir levels. Superintendent Longo noted that they are overflowing and the wetlands around the wells are the highest he has seen. The Department has been getting calls of possible breaks, but it is ground water.

Motion made by Commissioner Suarez to approve December 2018 monthly report.

Motion seconded by Commissioner Dunn.

Motion passed unanimously.

6) PUBLIC PARTICIPATION

None

7) CUSTOMER COMPLAINTS

1) **SUZANNE DAIGLE – 29 1ST ST:** Mrs. Daigle explained to the Board that she was experiencing low water pressure. Mrs. Daigle stated that she you-tubed what could cause the issue. She stated one of the things she found was that it could be the pipe coming from the street side. They had shut the valves off before and after the meter to change the pipe. She noted once the pipe was changed, and they turned on the valve to the street side they ended up with no water. She stated that she contacted the after-hours line. They gave her a few things to try before a technician was dispatched. She stated nothing worked, she called back, and a technician was dispatched to her home. She noted that there was not water until after the technician changed her meter, therefore, there had to be something wrong with the meter.

Superintendent Pagliaruli noted that he had spoken with the technician that went out. The technician stated that he removed the meter and turned the valve on before the meter and there was water flow. Since he was there and the meter was put in 2007, he changed the meter out but noted that there was nothing wrong with the meter. After installing the meter he turned the valve on before the meter, however could not turn the valve on after the meter. He stated it was tightly turned off and would have to use a wrench to turn back on. He did not want to use the wrench because he thought it could cause more damage. He told Mrs. Daigle that she would need to hire a plumber to turn the valve back on. The Department tested the old meter, it was properly working, and there were no clogs.

The discussion ensued, Superintendent Longo stated since there are conflicting stories, but he fully stands behind the employee, his recommendation to the Board is to waive the fee.

Motion made by Commissioner Badal to waive the \$220.00 overtime call out fee for Suzanne Daigle, 29 1st Street.

Motion seconded by Commissioner Suarez.

Motion passed unanimously.

8) COMMITTEE REPORTS

A) INVESTMENTS COMMITTEE

Commissioner Badal noted that the investments have gone down approximately \$200,000 from December, but feels it will go up. He asked Superintendent Longo to have Charles Crolle come to the March or April meeting. No action taken.

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B) CELL TOWER COMMITTEE

Superintendent Longo stated that AT&T has gone out to the Stevens Street Tank to do surveys and plans. He is waiting to hear from them to discuss pricing.

C) LEVEL A MAPPING

Superintendent Longo stated he is working on a few items, but has nothing to report at this time.

9) WATER & SEWER MERGER

Superintendent Longo informed the Board that Pat DeSanto, Administrative Assistant for Water Pollution Control has been moved to the department's office and that he and Joyce have met several times with her regarding her duties. He stated that recently he has met with each office staff delegating those duties that fall within their wheelhouse. The staff has immediately stepped up to the plate shadowing her. He noted that during Mrs. DeSanto's last week, she will be standing back just overseeing the staff and answering any questions, they may have. Superintendent Longo noted she has been unbelievably helpful in providing information, going through files and getting what is needed. She has been proactive about everything that needs to be done on a yearly basis. Superintendent Longo stated he commends her for that and that she has been a great fit.

Superintendent Longo reminded the Board about the illegal sump pump connections that were found. He added that Assistant Superintendent Pagliaruli and Sean Hennessey, Water Pollution Control Manager have initiated that practice already.

Superintendent Longo noted that he has met with all the managers from Bristol Water Department and Water Pollution Control managers discussing many different items that need to be address as moving forward.

Superintendent Longo noted that he will be meeting with the Mayor on January 16th to go over some things. He noted that the Sewer Committee is currently part of Public Works Agendas, but since the Department is now overseeing the Sewer Department, he would like to move the location of those meetings to the Water Department. He explained that the committee currently meets before the Public Works meeting and that they are a sub-committee under Public Works. It was asked if the Sewer Committee will be merged with the current Water Department meetings. He explained that there are some ordinances that need to be changed, which is one of the things he plans to discuss with the Mayor. Council Liaison Fortier explained the process of how the ordinances are changed. Superintendent Longo informed the Board that the Sewer Committee is made up of two members, Commissioners Donald Padlo and Sean Dunn and that Mayor sits on the Committee as the Council Liaison.

Superintendent Longo also noted that he has met with the Sewer Department staff before the holidays. Some of the thing that was discussed was on what equipment they have. He noted that Assistant Superintendent Lynch saw that they had a covered pavilion, which is now being used to store the Departments cold patch and process.

Superintendent Longo reminded the Board that financial aspects of the Sewer Department are currently under the City of Bristol Comptroller's Office and to change this will require going back to

Charter Revision. He believed that the request to form a Charter Revision Committee was made at the January Council Meeting. Council Liaison Fortier stated a Committee was named and they should be meeting before the next Council Meeting. It was asked how many members serve on the committee and how they are appointed. Council Liaison Fortier explained the number of members from the last Committee, that there will be 7 for this Committee and how they are appointed.

Superintendent Longo noted that he needs to find out if he needs make the request move all the financial aspect of the Sewer Department to the Bristol Water Department or if the Mayor will be doing so. He noted that it would not be voted on until the November election if it makes the ballot.

Superintendent Longo stated that he had a meeting with the Mayor, Comptroller and City Auditors Blum Shapiro. He asked that Blum Shapiro give him a proposal to guide the Department through the financial process that he has received and is currently reviewing. He will send it out to the Board after reviewing. Until the Charter is changed, the Department will need to keep two sets of books. Superintendent Longo also noted that he is looking into charging the Sewer Department for any Water Department personnel doing work functions of the Sewer Department.

Superintendent Longo informed the Board of an Engineer who is currently working in Public Works that does the mark outs, permits and construction inspections for the Sewer Department. He is looking into his job duties to see if his work is completely for the Sewer Department. If so, he needs to get that individuals job duties into the budget and move him to the Bristol Water Department. Superintendent Longo stated that he is working with Sean Hennessey on the Water Pollution Controls budget and that just received a copy of the budget.

Superintendent Longo noted that the Sewer Departments phones will be transferred to ring at the Water Department office and that the mailing address has been changed. He noted that he is spoken with the Sewer Departments Supervisors as to where calls should be dispatched and who handles what calls so the office staff can correctly disburse them.

A discussion ensued to the Water Pollution Controls vehicles and if they will be painted blue.

Superintendent Longo reminded the Board of the mandated Water Pollution Control continuing education for operators and how the Department will get this done.

No action was taken.

11) BURLINGTON WATER MAIN & CUSTOMERS

Superintendent Longo noted that the Mayor has asked all department heads to look into possibly coming up with resources to help different communities. Superintendent Longo stated that about 4-5 years ago he approached Corporation Counsel about the water meters in Burlington that the department supplies water too. He explained that at the town lines on Stafford Avenue and Whippoorwill Lane there are 8" and 2" meters, this lines continue into Burlington servicing 29 customers. He explained that the Department reads the meters at the town line and bills the Town of Burlington. Burlington then reads the 29 residential meters and bills the customers. He stated that he has spoken for many years with the Burlington Highway Superintendent who has stated that he would like to have nothing to do with the billing and would like the Department to assume it. He stated that he has re-approached the idea with the Mayor where Bristol would assume ownership of all the water mains, hydrants and meters and directly bill the Burlington customers. He stated that Mayor liked the idea and she approached the First Selectman in Burlington who also liked the idea. Superintendent

Longo stated he is meeting with the Highway Superintendent to discuss how to get this accomplished and then have the attorneys draft up an agreement. He noted that one caveat that comes with this which is when we own facilities in other towns, there is personal property tax, but he noted that he will not agree to pay personal taxes.

Superintendent Longo explained that there is \$60,000 in this year's budget to replace the meters at the town lines. If the Department was to assume the 29 customers, all that would need to be done is to replace the meters with a piece of pipe, demolish the pits and install new meters in the Burlington homes. This would save the Department about \$40,000.00. He also noted that there is a similar situation on Jerome Avenue servicing customers in Burlington customers on Whippoorwill Lane.

Superintendent Longo stated he will find out if we need Council approval, Board approval, because we will be taking ownership the water mains. No action was taken.

12) ACTIVITY REPORT – WESTON & SAMPSON ENGINEERING

Superintendent Longo reported on well 3 Item G on Weston & Sampson's Activity Report (see Attachment A). He gave a brief summary of what was discussed at the last Board meeting and a conference call with DPH. Superintendent Longo explained that he offered to DPH that we enter into a Consent Agreement to perform studies at the well and install a 4 Log Removal system. DPH agreed and there terms were being worked out. A discussion ensued concerning work already done at the well, the wells construction and other items in the Agreement.

Chairwoman Phelan questioned why Item E, Marsh Road Pumping Station Demolition is still on hold. Superintendent Longo explained that the Engineering pricing was higher than expected and that he is hoping to put the project in next year's budget. A discussion ensued if there were other options. The conclusion was that the building will need to be demolished. No action was taken.

13) ACTIVITY REPORT – TIGHE & BOND

Superintendent Longo stated the DeWitt Storage Tank project item is complete with some outstanding punch list items that need to be addressed.

14) CHAIRWOMAN'S REPORT

Chairwoman Phelan reported on two articles that she read. She stated that Bristol Water Reservoirs made the front cover of the Hartford Courant in a story about Governor Malloy putting the State Water Plan into effect without legislative approval. Superintendent Longo stated the plan failed in committee and never made it to vote in the legislature, so the Governor enacted an administrative order and put the plan into place. Superintendent Longo then explained the actions the industry is taken by hiring a lawyer and requesting for some changes.

Chairwoman Phelan second article she read was in regards to Plainville having a groundbreaking ceremony for their treatment plant that brings them into compliance with new stricture water quality regulations for phosphorus. Since the Water Department has taken on a new role for the Water Pollution Control, she asked if this is something Bristol needs to do. Superintendent Longo noted that Bristol is already in compliance and was one of the first to be in compliance. A discussion ensued and no action was taken.

Assistant Superintendent Bolduc reported that the Filter Media replacement should start at the end of them month. They will be replacing the surge control valves on the high service building and getting a new water pump. He stated the Filter Plan will be very busy for the next few months. Superintendent Longo explained what it entails to replace the filter media. He noted it was a very interesting process and has invited the Young Professionals Committee of CTAWWA to see it. He also noted that he has requested the engineering firm to write an article on it and publish it in the Connecticut Sections' Quarterly Magazine. A discussion ensued and it was suggested that maybe it should be filmed and put it out on the department's website. No action was taken.

Office Manger Joyce DeFelippi reported that Pat DeSanto has been moved the office. She noted that everything ran smoothly and that Mrs. DeSanto has been very forth coming, providing notes and sitting with most of the staff to go over her position duties.

Superintendent Longo informed the Board that an office procedures manual from 1964 for was found. He noted that some of the old paperwork found in this manual is still being used today. A discussion ensued what was in the manual and Council Liaison Fortier stated that she thought that the Bristol Library may be interested in having a copy of it. Superintendent Longo he will get in touch with the library.

Assistant Superintendent Lynch reported that the construction division has been extremely busy. They are continuing doing their normal outside digging every day since there is not a lot of frost in ground. He added that because of the warm weather, they have not started any of the winter work yet like painting and maintaining some of the buildings. He reported on a hit hydrant that was reported by the Fire Department that it was leaking. He stated that a by stander that lives across the street recorded a video of a truck striking it and taking off. He and Assistant Superintendent Pagliaruli viewed the video, but could not see the marker plate. They both felt the individual might live the neighborhood and went looking. They found a truck about 500 feet up the road with front end of damage and paint from the hydrant on it. They then called police who spoke with the owner who confessed that he hit the hydrant and the police obtained his insurance information. A discussion ensued on what damage it caused and what kind of cost is associated with hit hydrants. Commissioner Badal asked for an update on the Route 6 project. Superintendent Lynch noted the State is continuing working and it looks like the project now will not be completed until next year.

Assistant Superintendent Pagliaruli reported that he has been working on revamping the Cross Connection computer program. The changes will cut a lot of multiple hands touching the paper work, since the paperwork will scanned into the program, which will also cut down on the filing and on errors.

A discussion ensued if the Water Pollution Control uses a work order system. Superintendent Longo explained that he does not believe they do, yet they use a lot of excel spreadsheets and access databases. The Department currently works with Basic Innovations for Microsoft Access Databases and will supply their contact information to WPC. The Department will eventually be working toward a national software program to house all information. He added that they are still looking into paperless software to handle Bristol Water Departments Service/Work Orders.

15) SUPERINTENDENT'S REPORT

Superintendent Longo reminded the Board about the ATCAVE conference on February 26, 2019 held in Cromwell.

Superintendent Longo informed the Board that he will not be at the February meeting. He noted since he will not be at the meeting, he may call a special meeting to discuss the budget. The first draft of the budget will be ready in a few days and it will be sent out to the Budget Committee.

Superintendent Longo informed the Board that former employee Kirk Ducharme, and Dan Bolduc have put together training classes to prepare operators for the State test and are holding the classes at the plant on Sundays. Kirk and Dan took it upon themselves to put together the classes and are holding them on their own time. A discussion ensued about how the Bristol Water Department employees are taking initiatives to educate themselves. He also noted that Assistant Superintendent Lynch and Assistant Superintendent Pagliaruli, who both hold plumbing licenses, have entered into an apprentice program with the State so that our employees can obtain their licenses. Chairwoman Phelan stated she is going to put something in the Annual Report on how the employees go above and beyond their jobs wanting to do more.

Superintendent Longo reported that he has hired a new water operator at the Filter Plant. Her name is Jamie Bouchard, she will be starting on Monday, January 28, 2019 and she is first female operator the Department has ever had.

16) OLD BUSINESS

None

17) NEW BUSINESS

Commissioner Dunn asked Superintendent Longo excess funds in the Grove Street Tank fund. Superintendent Longo explained that he originally bonded that project and then submitted a loan application with the State. He stated that he did not think the Department would be granted the loan from the State, yet was awarded the loan. He further explained that when it was awarded, he informed the Comptroller that the Department no longer needed the City bond. He was told that he could not return the bond, because it would cause issues with the City's AAA bonding rate. He stated that the motion given for that bond by City Council stated that the money could be used for "any" tank work and so Superintendent Longo has been using it for repairs. Commissioner Dunn questioned the \$155,000.00 spent in December for contractors cost and Superintendent Longo noted that it was due to the Maple Avenue pavement repair. Commissioner Dunn asked Superintendent Longo if he knew what the vehicle inventory is going to be from Water Pollution Control and Superintendent Longo stated he is still working on that. No action was taken.

18) ADJOURNMENT

Motion made by Commissioner Ferrier to adjourn the meeting at 8:18 PM.
Motion seconded by Commissioner Suarez.
Motion passed unanimously.

Attested By,



Kathy Ferrier
Secretary

WESTON & SAMPSON ACTIVITY REPORT
CITY OF BRISTOL WATER DEPARTMENT
For the meeting on January 15, 2019

On-Call Engineering Services (2070524):

1. As part of the On-Call Engineering Services, Weston & Sampson is currently working on the following tasks:
 - a. CTDEEP General Permits: Assisting the BWD with the preparation of the following permit. 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. Awaiting DEEP acceptance and approval of the permit application.
 - ii. Comprehensive Discharges to Surface Water and Groundwater related to discharges from the wellfields.
 1. Awaiting DEEP acceptance and approval of the permit application.
 - iii. Developed proposal to redirect analytical instrumentation discharge to the sanitary sewer from Mix Street and Mechanic Street well fields.
 - b. *GIS*: Anticipate locating / surveying by GPS unburied valve box covers. Awaiting direction from BWD.
 - c. *Water Supply Plan Update*: No activity this period.
 - d. *Energy Audit*: No activity this period.
 - e. *Marsh Road Pumping Station Demolition*: On-Hold.
 - f. Water Treatment Plant Improvements (2170821):
 - i. Holzner Construction has been awarded the project in the amount of \$632,400.
 - ii. Pre-construction meeting held on November 28, 2018.
 - iii. Shop drawing review on-going.
 - iv. Construction scheduled to start end of January 2019
 - g. *4 Log Virus Inactivation Calculations*: Submitted Technical Memorandum dated January 25, 2017 discussing additional volume requirements at each well fields. Met with BWD team on 10/24/18 to discuss modifications to the memorandum and implementation of recommended improvements. Submitted proposal to BWD to prepare design documents to achieve 4 log virus inactivation at the Mix and Mechanic Street well fields. Awaiting direction from BWD.

Monthly Progress Report

Client: Bristol Water Department (BWD)

Project: DeWitt Drive Water Storage Tank Improvements

Report No.: 122

Project Number: B-0414

Date: 1/8/2019

For Project Period: 12/11/2018-1/8/2019

Activities Performed to Date

DeWitt Drive Storage Tank Project (B-0414-08)

- Provided certificate of completion and punch-list to Bristol Water Department.
- Followed-up on close out SRF paperwork and punch-list items.

Activities Planned for Next Period/Schedule

DeWitt Drive Storage Tank Project (B-0414-08)

- Follow-up on punch-list items.
- Prepare record drawings.

