

# BOARD OF WATER COMMISSIONERS

## REGULAR MEETING ON MARCH 19, 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  
Beverly Redman, 562 Terryville Ave.

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 to all the people that were wounded or killed during the New Zealand terror attacks.

**3) APPROVAL OF THE MINUTES OF THE FEBRUARY 19, 2018 MEETING OF THE BOARD OF WATER COMMISSIONERS**

Motion made by Commissioner Dunn to approve the February 19, 2019 meeting minutes.

Motion seconded by Commissioner Suarez.

Chairwoman noted that the meeting header read as "Special" should read as "Regular".

Motion amended by Commissioner Dunn to add correction.

Motion passed unanimously.

**4) APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF FEBRUARY 2019**

Commissioner Badal asked if there was any impact from all the precipitation and ground water.

Superintendent Longo reported that things are starting to dry up and it had an impact on Well #3. He noted that the aquifer is over flowing. Superintendent Longo reported that the February shut offs started with 19 and by end of day only 1 remained off. He also informed them that there were 256 door hangers sent out and this has gone down significantly over the years.

Motion made by Commissioner Dunn to approve February 2019 monthly report.

Motion seconded by Commissioner Suarez.

Motion passed unanimously.

## 5) PUBLIC PARTICIPATION

None

## 6) CUSTOMER COMPLAINTS:

Commissioner Badal requested to move Agenda Item 6-2 up on the agenda, because Mrs. Redman was in attendance.

### 2) Beverly Redman – 562 Terryville Ave

Mrs. Redman asked the Board to consider waiving the interest on the water assessment for 562 Terryville Ave. She noted that they want to pay it off in full but cannot afford to pay the interest of \$3,246.88. A discussion ensued and the Board felt they could not waive the interest, because they would have to do it for all that have been charged interest rate.

Motion made by Commissioner Dunn that no reduction given on the interest for 562 Terryville Avenue.

Motion seconded by Commissioner Suarez.

Motion passed unanimously.

### 1) Thingh Nguyen – 45-47 Maywood Ln

Superintendent Longo stated that Mr. Nguyen bought a bank owned property at the time of inspection it was noted that it was not tampered with or frozen. Superintendent Longo explained that frozen meters are not always obvious and only can tell when the water was turned back on. Chairwomen Phelan recommend that the owner go back to the bank to seek restitution. A discussion ensued and the Board felt that no recourse be given.

Motion made by Commissioner Dunn that no recourse be given to 45-47 Maywood Lane.

Motion seconded by Commissioner Ferrier.

Motion passed unanimously.

## 7) COMMITTEE REPORTS

### A) INVESTMENTS COMMITTEE

Commissioner Badal reported the investments are up from last month, but still under 5 million. It was noted that Superintendent Longo will contact Mr. Charles Crolle to come to the April meeting.

### B) CELL TOWER COMMITTEE

Superintendent Longo noted the only item is AT&T to go on the Stevens Street tank. He noted they were supposed to go on the tank to take additional pictures last month, but failed to provide insurance. They have recently submitted a copy of insurance, but are now going to fly a drone over the tank to take pictures. Superintendent Longo stated that AT&T has asked for a copy of our template lease, which he has sent them via email, and carbon copied Attorney Conlin. He noted there have been no pricing discussions. No action was taken.

### C) LEVEL A MAPPING

Nothing reported.

## **8) BUDGET – FISCAL YEAR 2019-2020 APPROVAL**

Superintendent Longo stated the Department has a revenue of \$8.1 million with expenditures of \$8.7 million, which leaves a 600 thousand dollar deficit. He noted that there are uncontrollable items such as salaries and benefits. There are increases in conferences and memberships along with an increase in professional services. A discussion ensued on how the Department anticipates the revenue and if it runs into a deficit, it looks into rate increases or offsetting it with investments. Superintendent Longo noted that he has learned from the Sewer Department that they have 10-year plan on rate increases and was unaware that you can plan that way. By them doing this, they have set aside approximately 500 thousand a year. The discussion continued over the proposed budget.

Motion made by Commissioner Badal to accept the Budget for the Fiscal Year 2019-2020 as presented.

Motion seconded by Commissioner Suarez.

Motion passed unanimously.

Superintendent Longo thanked Commissioner Badal for sitting on the budget committee. The budget will be presented to the Finance Committee on March 26th at 6 PM.

## **9) 179 MAXINE ROAD, REQUEST FOR RELEASE OF EASEMENT IN FAVOR OF THE CITY OF BRISTOL**

Superintendent Longo noted that a request came from the City Council regarding a release of an easement on 179 Maxine Road. He noted that the Water Department has no need for the easement and recommended to approve the release.

Motion made by Commissioner Dunn to approve the release of the Easement in Favor of the City of Bristol for 179 Maxine Road.

Motion seconded by Commissioner Suarez.

Motion passed unanimously

## **10) WATER & SEWER MERGER**

Superintendent Longo reported that a lot is going on and he has been spending 80-90% of his time on the Sewer Department issues. Superintendent Longo noted it is a good operation, but has been dealing with some permit issues and connecting Page Park Pool to a sewer lines. He also will be meeting with Pine Lake Challenge Course on some water and sewer issues, but noted they will be going in as one entity instead of two. A discussion ensued to the Page Park Pool and the Pine Lake Challenge issues.

Superintendent Longo noted that it has been over two months since the office has taken over the administrative duties and so far, there have been no hiccups.

Superintendent Longo informed the Board at the last Charter Revision meeting; Corporation Counsel Attorney Clift felt a meeting with the all the stakeholders should meet before going before Charter Revision. This meeting was held on March 18<sup>th</sup> with Chairwoman Phelan, Superintendent Longo, the Comptroller, and Attorney Clift. He reported that they had gone back and forth on a few items and the end result was to copy Section 48 of the Charter and merge it with Section 48A, then have the Comptroller re-review it. A discussion continued about the Charter Revision. Superintendent Longo noted there are still a few other issues that need to be addressed such as personnel issues and handling the Sewer Committee meetings. He noted that Attorney Clift will be drafting something to address some of these issues during the interim. The discussion continued noting that all parties in

attendance at the meeting left with a better understanding of what needs to be addressed.

A lengthy discussion then ensued to the Special Act in correlation to the City Charter. Commissioner Badal suggested hiring an outside firm to work with the City and State. Superintendent Longo noted a lot of items need to be addressed and would like to give Attorney Clift the time he needs to address them. He added that Attorney Clift plans on having a draft on these issues for the then next Board meeting. It was also noted to let Corporation Council decided to seek outside assistance if needed.

A discussion ensued to the personnel issues; Superintendent Longo noted that at this time he is not going to change anything until he knows whether the Department will have full control of the financials.

#### **11) ACTIVITY REPORT – WESTON & SAMPSON ENGINEERING**

Superintendent Longo went over the activity report (see Attachment A). A discussion ensued to the Mix Street Well study. No action was taken.

#### **12) ACTIVITY REPORT – TIGHE & BOND**

Superintendent Longo noted the only item is closing up the paperwork for DeWitt Drive (see Attachment B). Superintendent Longo noted that they need to see if the Department needs to continue working with them. He informed the Board the Department has two tanks at the Filter Plant that may need work. He explained that one tank has sprung a leak and after draining it, they found seven more holes. Superintendent Longo explained what was done to fix the holes, but the Department may need to rehab both tanks. No action was taken.

#### **13) CHAIRWOMAN'S REPORT**

Chairwoman Phelan noted that ATCAVE conference was wonderful. She stated she was impressed with the Sedaru presentation and hopes that Superintendent Longo will be able to get a presentation from them. She noted they offer operations and management that is all computerized. A discussion ensued to what they do, how it works and what will need to be done to utilize the software. Superintendent Longo noted he would like to schedule a presentation with the Board as well as staff.

Assistant Superintendent Pagliaruli reported he is working with the city on the GIS and trying to get additional licensing. He is hoping eventually to install the GIS on tablets to be utilized in the field. The Meter Shop continues to work on meter changes and cross connection inspections.

Assistant Superintendent Lynch noted the also like the presentation from Sedaru and felt that is where the industry is leading to.

Office Manger Joyce DeFelippi reported that the sewer administrative functions have been absorbed by the office staff.

Assistant Superintendent Bolduc reported the filter media project is underway. DPH is coming in to do their inspection and hoping to get it back on line so they are able to start working on filter media number 2. He noted that he is hoping to have it all up and running by the middle of April.

#### **14) SUPERINTENDENT'S REPORT**

Superintendent Longo reported on the American Water Works Utility Management conference. He noted it was about utility management and human resources. He gave an overview of what was discussed and how it relates to the Water Department and the changes coming ahead.

Superintendent Longo informed the Board the Department has started flushing and how the residents were informed.

Superintendent Longo updated the Board that he is still working with Burlington on taking over the customers.

Superintendent Longo noted that the Mayor has asked him to bring before council, but did not feel it was appropriate way to do it, an Employee recognition. Superintendent Longo felt he wanted to at least bring it to the Board level to recognize Dan Bolduc on his accomplishments and all the challenges he has faced. He noted that he could not bring it to Council because of some sensitivity to those challenges. Superintendent Longo stated that he is very appreciative of all Assistant Superintendent Bolduc's efforts.

#### **15) OLD BUSINESS**

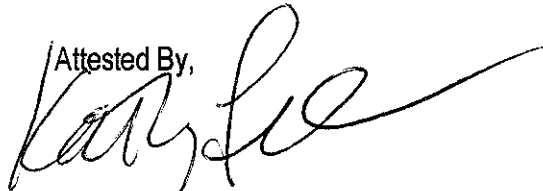
Commission Suarez asked if the issue of ConnWood getting access from the landowner for the 2019 Harvest was rectified. Superintendent Longo noted that it has been resolved and the Department is working with the landowners.

#### **16) NEW BUSINESS**

None

#### **17) ADJOURNMENT**

Motion made by Commissioner Ferrier to adjourn the meeting at 7:57 PM.  
Motion seconded by Commissioner Dunn.  
Motion passed unanimously.

Attested By,  
  
Kathy Ferrier  
Secretary

WESTON & SAMPSON ACTIVITY REPORT  
CITY OF BRISTOL WATER DEPARTMENT  
For the meeting on March 19, 2019On-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: 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.
  - b. GIS: Anticipate locating / surveying unburied valve box covers. Awaiting direction from BWD.
  - c. *Water Supply Plan Update*: No activity this period.
  - d. Water Treatment Plant Improvements (2170821):
    - i. All major shop drawings have been processed.
    - ii. Construction began late January 2019.
    - iii. Filter media replaced in filter #1. Piping work on-going.
    - iv. Construction meeting held on 2/27/2019.
    - v. Work will continue thru April 2019.
  - e. *Groundwater Under the Direct Influence of a Surface Water (Mix Street Well #3)*
    - i. Assisting the BWD with performing a GWUDI study of Well #3. Met with BWD staff to discuss data collection process. BWD staff collecting the required water quality samples and submitting same to the laboratory for analysis. Results are forwarded to Weston & Sampson for monitoring and compilation into the report. The GWUDI study will involve sample collection for a one-year period.
  - f. Mix Street and Mechanic Street infrastructure improvements (2190087)
    - i. Project currently includes design of sanitary sewer to redirect analytical instrumentation discharge to the sanitary sewer from Mix Street and Mechanic Street well fields. Project also includes design of additional water main piping necessary to achieve 4 log virus inactivation and related DPH permitting.
    - ii. Mix Street water main design completed. Plans and specification along with the DPH permit application submitted to DPH on 3/11/2019.

# Monthly Progress Report

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**Client:** Bristol Water Department (BWD)

**Project:** DeWitt Drive Water Storage Tank Improvements

**Report No.:** 124

**Project Number:** B-0414

**Date:** 3/11/2019

**For Project Period:** 2/11/2019-3/11/2019

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## Activities Performed to Date

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

- 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.
- Close out project.

