

Water and Wastewater Department

The Bristol water system continues to operate in compliance with all state and federal drinking water standards. A consumer confidence report is generated each year that explains the quality of Bristol's water and terminology to help us understand what the Department of Environment Conservation requires we test for. It is available on our Website at www.bristolvt.org and at the Town Office.

The Bristol Selectboard also serves as the Water Commission. In this capacity, they review monthly budget reports, reports from our water operators, plan for infrastructure projects, and tend to the coordination of routine maintenance.



West Street New Hydrant & Valve by the Bank



New Doors at Water Pump House



Leak Repaired with a New Service at the Post Office

The Town continues to monitor for leaks and address repairs. The system participated in a free state-funded 3-day leak detection survey this summer resulting in four leaks found on West Street and East Street that were repaired in November and December.

Several leak repairs were completed this year including:

- Repair of a leaks in (3) service lines on West Street;
- Replacement of a hydrant and valve on West Street;
- Repair of a leaking service line on East Street.;
- Repair of a leaking valve on East Street;
- Leak repair and replacement of hydrant and valve on the corner of Taylor and Elm; and
- Repair of (2) leaking curb stops on Mountain Street.



Leak Repair with New Hydrant & Valve on the Corner of Taylor & Elm

We continue to monitor metered water use against water produced to achieve as little water loss and as much efficiency as possible.

Five new water services were added on North Street for the new housing development there, and two new services and a line extension were installed on Devino Lane for a new multi-family home and single family-home. The rotting double doors were replaced on the water pump house.

Selectboard meetings are held every other Monday night and the Water Commissioners hold an annual public meeting in the spring, where customers may voice concerns, ask questions, and make suggestions. That is when the budgets will also be approved. Customers may also contact the Town Office at 453-2410 any business day, and someone will be there to help.

The Core Area sewer system continues to serve the thirty-four properties located on Main Street and Prince Lane. The Selectboard also serves as the Sewer Commission and holds an annual public meeting and vote on the budget in the spring. In this capacity, they review monthly budget reports, reports from our wastewater operators, plan for infrastructure projects, and tend to the coordination of routine maintenance of the sewer system.

Per Green Mountain Engineering’s recommendation in the annual inspection report, maintenance work was performed over the year to remove grease that was clogging various components of the system. In addition, the Town continues to work with businesses to continue to reduce grease and non-flushables coming into the system through routine internal grease trap maintenance. The Town is sharing the **Don’t Flush It** campaign with all sewer connections to continue to reduce rags and other matters clogging the system.

SOLID MATERIALS
Your private or municipal system can process only toilet paper, which is designed to fall apart rapidly.
Never flush household solid waste such as paper, cloth, or plastic film, even if the package says it's "flushable." Those "flushable" wipes are a leading cause of serious clogs - never flush them!
These items don't dissolve. They mix with fats, oils, and greases, creating clogs that require costly repairs. They can also cause sewage overflows into rivers and lakes.

SOLID MATERIALS DISPOSAL
Toss household solid waste materials into the trash for pickup, or take them to your municipal drop-off. Don't try to burn or compost them (except food scraps)!
Food scraps also cause clogs - and in-sink disposals don't help! Compost them if you can. Vermont law requires that by July, 2020, all food scraps be diverted from landfills and used in composting or biodigestion. Your trash hauler will facilitate.

NEVER FLUSH
The following common household items should never be flushed:

- Paper towels
- Disposable diapers
- Tampons & applicators
- Sanitary napkins
- Hair
- Rags
- Dryer lint
- Cleaning/disinfectant wipes
- Cigarette butts
- Q-Tips
- Dental floss
- Bandages
- Condoms
- Cotton balls
- Facial tissues
- Flushable wipes
- Candy wrappers

DON'T FLUSH IT!
VOLUME 1: CLOGGERS!
How to save money and hassle - and protect the environment - by knowing what NOT to flush or pour into your septic tank or municipal sewer system.
RULE #1: Sewage treatment systems, big or small, are designed to handle pee, poo, and toilet paper. That's it! Everything else causes problems.



Influent Sewer Structure Clogged with Rags from Items Flushed Daily that Should go in Garbage Can

The Town anticipates hiring engineering services to be paid for through a DWSRF planning loan to study potential upgrades to the community sewer system.

Vermont Utility Management Services (VTUMS) operates our water and wastewater systems as our contract operations firm. Cyrus Marsano is our designated operator and may be contacted via the Town Office at 453-2410.

Respectfully submitted,

Valerie Capels, Town Administrator
Cyrus & Jill Marsano, VTUMS

WATER DISTRICT BUDGET

	2018-2019 BUDGET	2018-2019 ACTUAL	2019-2020 BUDGET	2019-2020 ACTUAL thru 12/31/2019
REVENUES				
Water Rents	252,000	276,825	293,913	158,843
Interest & Penalty	4,000	3,394	4,000	2,099
Water Service Connection Fees	500	5,504	500	1,042
Sugar Wood Revenue	950	1,014	950	-
Miscellaneous Revenue	100	-	100	53
TOTAL REVENUES	257,550	286,737	299,463	162,036
% change from previous budget year	-6.6%		16.3%	
EXPENSES				
Personnel/Labor	2,000	857	2,000	338
Admin/Clerical Salaries	10,420	10,536	11,500	5,881
FICA/Medicare	810	788	863	440
Health Insurance	2,080	1,854	2,515	1,235
Retirement	770	198	863	-
Disability Insurance	115	111	140	64
Supplies	10,000	18,615	16,000	18,199
Meters, Touchpads, etc.	855	459	800	-
Electricity - Pump	33,000	31,385	33,000	13,412
Electricity - Basin St. Building	500	230	500	99
Operating Contract	66,150	66,154	71,442	35,721
Contracted Services	17,500	36,693	30,100	46,362
Postage & Office Supplies	1,000	1,144	1,000	33
Communications	600	563	600	-
Insurance	1,300	1,286	1,300	1,269
Building Overhead & Maintenance	7,000	3,403	6,600	6,032
Compliance Testing	2,000	2,079	2,000	932
Vt Water System Fee	4,000	4,124	4,200	2,288
Property Tax - Lincoln property	360	349	360	377
Bond and Note Payments	69,290	37,455	85,680	52,446
Capital Reserve Fund	24,800	24,800	25,000	25,000
Transfer to Capital Roads - Paving	2,500	2,500	2,500	-
Miscellaneous	500	450	500	-
TOTAL EXPENSES	257,550	246,033	299,463	210,129
% change from previous budget year	-6.6%		16.3%	

The proposed FY2021 Water District budget will be presented, reviewed, and voted on at the annual Water District meeting at the end of May or early June 2020.

Water Department Capital Equipment Fund Long Range Plan

	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>	<u>2023-2024</u>	<u>2024-2025</u>
Balance (06/30/2019)	6,000	11,007	-43,980	-59,032	-41,103	-23,153
Appropriation	25,000	35,000	35,000	38,000	38,000	38,000
Estimated Interest	7	13	-53	-71	-49	-28
Other Revenue						
Total Available	31,007	46,020	-9,032	-21,103	-3,153	14,820
Equipment/Service	20,000	90,000	50,000	20,000	20,000	20,000
Closing Balance	11,007	-43,980	-59,032	-41,103	-23,153	-5,180

<i>Rocky Dale hydrant hydraulic study. Transform 4" pump #1 to 2"; phase in SCADA panel replacement.</i>	<i>Replace original generator at pump house. Phase in SCADA panel replacement. Engineering report for lead packed joints replacement.</i>	<i>Replace or rebuild high lift pump. Engineering for Pine Street water line replacement.</i>	<i>Budget for unexpected repairs.</i>	<i>Budget for unexpected repairs.</i>	<i>Budget for unexpected repairs.</i>
--	---	---	---------------------------------------	---------------------------------------	---------------------------------------

The following project descriptions provide backup to the spreadsheet schedule for replacement of the Water Department's capital fund shown above. This is a planning tool and it is inevitable that circumstances will arise that require the plan to be altered. This plan is meant to be revisited each year, so adjustments, either financial, or in needs, may be made. The purpose of long range planning is to maintain the equipment and system in working order and to maintain a financial commitment. This plan was designed to reduce the need for bonding for all of our equipment and service needs. It does not reflect any emergency repairs. Replacement of meters and hydrants has been occurring on an as-needed basis and the cost of their replacements has been incorporated into the operating budget. A goal is to replace at least one hydrant per year. The opening FY2020 balance remains to be determined through the FY2019 audit process. The Water Commission will be taking a close look at the system's capital needs in the coming year and for discussion at the annual Water District meeting in late May or early June.

2019-2020	Hydraulic study for Rocky Dale hydrant replacement (4K). Transform 4" pump #1 to 2" so that both high lift pumps #1 and #2 are identical and interchangeable (8,500). Phase in 30-year old SCADA panel replacement (+/-80K).
2020-2021	Replace original generator at pump house (50K). Phase in SCADA panel replacement (80K). Engineering report for lead packed joint replacement (DWSRF planning loan). Determine sources of funding.
2021-2022	Replace or rebuild a high lift pump (10,000). Engineering for Pine Street water line replacement (DWSRF planning loan).
2022-2023	Budget for unexpected repairs.
2023-2024	Budget for unexpected repairs.
2024-2025	Budget for unexpected repairs.

SEWER DISTRICT BUDGET

	2018-2019 BUDGET	2018-2019 ACTUAL	2019-2020 BUDGET	2019-2020 ACTUAL thru 12/31/2019
<i>REVENUES</i>				
User Fees	41,500	42,227	55,460	27,259
Interest & Penalty Charges	400	0	200	66
Misc. & Allocation Revenue	0	1,859	0	0
<i>TOTAL REVENUES</i>	41,900	44,087	55,660	27,325
	2.4%		32.8%	
<i>EXPENSES</i>				
Admin/Clerical Salaries	2,815	2,801	3,400	1,384
FICA/Medicare	220	197	255	97
Health Insurance	600	602	675	386
Retirement	110	101	255	0
Disability Insurance	70	30	70	17
Operating Contract	9,450	9,450	7,938	3,969
Supplies	1,000	646	1,000	24
Insurance	205	191	205	174
Debt Retirement	11,886	11,857	12,295	11,346
Capital Reserve Fund	444	444	5,467	5,467
Maintenance & Septic Tank	11,100	8,552	20,100	8,250
Testing	1,000	0	1,000	0
Engineering	3,000	1,748	3,000	1,998
Miscellaneous	0	16	0	0
<i>TOTAL EXPENSES</i>	41,900	36,634	55,660	33,114
	2.4%		32.8%	

The proposed FY2021 Sewer District budget will be presented, reviewed, and voted on at the annual Sewer District meeting at the end of May or early June 2020.