



BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda

Tuesday, March 17, 2026 6:00 p.m.

Meeting will be held at the Bristol Water & Sewer Department, Water Filtration Plant, 1080 Terryville Ave., Bristol, CT. or join via Zoom: Meeting ID:845 8206 0075, Passcode: 123456; Dial in: 1-929-205-6099.

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Approval of the minutes of the February 17, 2026 Regular Board Meeting
5. Approval of the minutes of the March 5, 2026 Special Meeting
6. Approval of the Department Reports for the Month of February 2026
7. Public Participation
8. Customer Correspondence
 - a. 213 Farmington Avenue
9. Committee Reports
10. Riverside Avenue Parking Agreement
11. I & I Study
12. Superintendent's Report
13. Old Business
14. New Business
15. Adjournment

Next Meeting: Tuesday, April 21, 2026 6:00 p.m.

BOARD OF SEWER COMMISSION

FEBRUARY 17, 2026 - REGULAR MEETING

PRESENT: Chairperson Phelan; Commissioners Dunn, Porrini and Cunningham.

ABSENT: Commissioner Ferrier and Council Liaison Peter Kelley.

STAFF PRESENT: Superintendent Longo; Sean Hennessey, Sewer Director; Assistant Superintendents Pagliaruli, Bolduc, Keegan and Dawn LaBella, Office Manager.

1) CALL TO ORDER.

Chairperson Phelan called the meeting of the Board of Sewer Commission to order at 6:00 p.m.

2) PLEDGE OF ALLEGIANCE.

3) MOMENT OF SILENCE.

4) APPROVAL OF THE MINUTES OF THE FEBRUARY 17, 2026 REGULAR MEETING.

On motion of Commissioner Dunn and seconded; it was unanimously voted to approve the February 17, 2026 regular meeting minutes as presented.
Motion passed.

5) APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF FEBRUARY 2026.

On motion of Commissioner Porrini and seconded; it was unanimously voted to approve the February 2026 Department Reports as presented.
Motion passed.

6) PUBLIC PARTICIPATION.

None.

7) CUSTOMER CORRESPONDENCE.

None.

8) COMMITTEE REPORTS.

A. Budget Committee: No action taken.

9) AWARD CONTRACT 2C26-012 AERATION TANKS EXTERIOR STRUCTURAL REHABILITATION

On motion of Commissioner Dunn and seconded; it was unanimously voted to award Contract 2C26-012 Aeration Tanks Exterior Structural Rehabilitation to G. Bolton Inc. of New Hampshire in the amount of \$297,800.00.
Motion passed.

10) I & I STUDY.

No action taken.

11) SUPERINTENDENTS REPORT.

No action taken.

12) OLD BUSINESS.

None.

13) NEW BUSINESS.

None.

14) ADJOURNMENT.

At 6:21 p.m., on motion of Commissioner Dunn and seconded; it was unanimously voted to adjourn.

ATTEST: _____
Renee M. LaMarre
Water & Sewer Administrative Assistant

BOARD OF SEWER COMMISSION

MARCH 5, 2026 - SPECIAL MEETING

PRESENT: Commissioner Porrini.

PRESENT via Zoom: Chairperson Phelan; Commissioners Dunn and Cunningham; Peter Kelley, Council Liaison.

ABSENT: Commissioner Ferrier.

STAFF PRESENT: Superintendent Longo and Dawn LaBella, Office Manager.

1) CALL TO ORDER.

Chairperson Phelan called the meeting of the Board of Sewer Commission to order at 8:30 a.m.

2) APPROVAL OF 2026-2027 BUDGET FOR THE WPC.

On motion of Commissioner Cunningham and seconded; it was unanimously voted to approve the Fiscal Year 2026-2027 Sewer Budget.
Motion passed.

3) ADJOURNMENT.

At 8:33 a.m., on motion of Commissioner Dunn and seconded; it was unanimously voted to adjourn.

ATTEST: _____

Renee M. LaMarre
Water & Sewer Administrative Assistant

CASH STATEMENT SEWER

SEWER OPERATING

BALANCE: FEB 1, 2026	\$	12,765,194.94
ACCOUNTS RECEIVABLE	\$	719,744.98
SERVICE ACCOUNTS	\$	11,231.95
TRANSFERS IN (OUT)	\$	-
DISBURSEMENTS	\$	(405,759.45)
TRANSFER TO INVESTMENTS		
BALANCE: FEB 28, 2026	\$	<u>13,090,412.42</u>

SEWER CAP/NR

BALANCE: FEB 1, 2026	\$	3,547,198.89
TRANSFERS IN (OUT)		
DISBURSEMENTS	\$	(9,486.90)
BALANCE: FEB 28, 2026	\$	<u>3,537,711.99</u>

SEWER PAYROLL

BALANCE: FEB 1, 2026	\$	156,656.99
TRANSFERS IN (OUT)	\$	147,112.62
DISBURSEMENTS	\$	(144,998.12)
BALANCE: FEB 28, 2026	\$	<u>158,771.49</u>

SEWER BILLING

SEWER BILLS RENDERED FEB 2026:	\$	<u>785,394.20</u>
SEWER BILLS REMAINING UNPAID AS OF FEB 28 2026:	\$	<u>327,312.90</u>

2025 2026 WPC BUDGET				
Feb-26				
	APPROVED	EXPENDED	EXPENDED	%
	BUDGET	FEBRUARY	TO DATE	TO DATE
CLASSIFICATION	2025 2026	2025 2026	2025 2026	2025 2026
SALARIES	\$ 2,019,593.00	\$137,050.29	\$1,184,297.42	58.64%
FRINGE BENEFITS	\$ 719,587.00	\$51,117.08	\$435,699.76	60.55%
OPERATING SERVICES	\$ 4,137,917.00	\$158,100.47	\$2,051,551.27	49.58%
MATERIALS & SUPPLIES	\$ 1,523,506.00	\$55,259.76	\$789,860.45	51.84%
CAPITAL OUTLAY	\$ 1,760,000.00	\$4,091.85	\$409,710.68	23.28%
GRAND TOTAL	\$ 10,160,603.00	\$405,619.45	\$4,871,119.58	47.94%
OPERATING SERVICES				
PUBLIC UTILITIES	\$ 780,000.00	\$47,441.54	\$482,502.97	61.86%
NATURAL GAS	\$ 33,000.00	\$5,646.51	\$18,888.34	57.24%
WATER AND SEWER CHARGES	\$ 17,700.00		\$16,814.37	95.00%
TIPPING FEES	\$ 1,140,000.00	\$79,882.96	\$773,631.96	67.86%
REFUSE	\$ 600.00		\$139.00	23.17%
TELEPHONE	\$ 9,500.00	\$471.70	\$3,341.02	35.17%
POSTAGE	\$ 25,000.00		\$0.00	0.00%
ADVERTISING	\$ 500.00		\$0.00	0.00%
PRINTING/BINDING	\$ 300.00		\$0.00	0.00%
TRAVEL REIMBURSEMENT	\$ 100.00		\$0.00	0.00%
CLOTHING/UNIFORMS	\$ 4,300.00		\$1,307.24	30.40%
REPAIRS AND MAINTENANCE	\$ 115,000.00	\$1,372.98	\$11,503.09	10.00%
COLLECT SYSTEM MAIN AND REHAB	\$ 130,000.00		\$0.00	0.00%
MAJOR REPAIRS	\$ 155,000.00	\$16,740.00	\$80,290.82	51.80%
RENTS AND LEASES	\$ 5,000.00	\$502.18	\$5,478.02	109.56%
ADMIN FEES	\$ 70,000.00		\$42,750.00	61.07%
PROFESSIONAL FEES	\$ 150,000.00	\$5,087.60	\$78,314.70	52.21%
LIENS	\$ 9,400.00	\$860.00	\$6,360.00	67.66%
MISCELLANEOUS	\$ 6,000.00		\$672.00	11.20%
CNR ANNUAL CONTRIBUTION	\$ 650,000.00		\$0.00	0.00%
CWF PRINCIPAL	\$ 407,575.00		\$240,928.32	59.11%
DEBT SERVICE PRINCIPAL	\$ 146,500.00		\$144,500.00	98.63%
INTEREST EXPENSE	\$ 143,942.00		\$118,527.35	82.34%
CONTINGENCY	\$ 130,000.00		\$22,987.67	17.68%
CONFERENCES AND MEMBERSHIPS	\$ 2,500.00		\$120.00	4.80%
SCHOOLING AND EDUCATION	\$ 6,000.00	\$95.00	\$2,494.40	41.57%
TOTAL OPERATING SERVICES	\$ 4,137,917.00	\$158,100.47	\$2,051,551.27	49.58%
SUPPLIES AND MATERIALS				
WORKERS COMP INS	\$ 61,990.00		\$30,995.00	50.00%
DISABILITY INS	\$ 550.00		\$0.00	0.00%
OPEB RETIREMENT BENEFITS	\$ 190,000.00		\$0.00	0.00%
MOTOR FUELS	\$ 32,000.00		\$12,025.26	37.58%
OFFICE SUPPLIES	\$ 4,000.00	\$1,097.01	\$1,310.93	32.77%
MAINTENANCE SUP & MATERIALS	\$ 950,000.00	\$53,879.42	\$600,329.66	63.19%
MV PARTS & SUPPLIES	\$ 6,500.00	\$209.33	\$1,556.93	23.95%
MV SERVICE & REPAIRS	\$ 40,000.00	\$74.00	\$16,237.41	40.59%
GENERATOR FUEL	\$ 8,500.00		\$0.00	0.00%
LABORATORY SUPPLIES	\$ 19,000.00		\$929.31	4.89%
PROGRAM SUPPLIES	\$ 85,000.00		\$11,095.76	13.05%
TIRES	\$ 4,000.00		\$6,640.56	166.01%
REFUNDS OF SEWER USE FEES	\$ 2,500.00		\$0.00	0.00%
LIABILITY INSURANCE	\$ 119,466.00		\$108,739.63	91.02%
TOTAL SUPPLIES & MATERAILS	\$ 1,523,506.00	\$ 55,259.76	\$ 789,860.45	51.84%
CAPITAL OUTLAY				
CAPITAL OUTLAY	\$ 1,760,000.00	\$4,091.85	\$409,710.68	23.28%
CAPITAL OUTLAY TOTAL	\$ 1,760,000.00	\$4,091.85	\$409,710.68	23.28%
GRAND TOTAL	\$ 10,160,603.00	\$405,619.45	\$4,871,119.58	47.94%

2025-2026 WPC CAPITAL OUTLAY		BUDGET REQUEST 2025-2026	EXPENDED FEB 2026	EXPENDED TO- DATE
REPLACE 1996 FORD L900 10 WHEEL DUMPTRUCK W/F650 OR EQUIV		\$100,000.00		\$0.00
SLUDGE STORAGE DECANTERS		\$100,000.00		\$0.00
SECONDARY CLARIFIER LAUNDER COATING		\$100,000.00		\$33,333.33
BROAD ST TRANSFER SWITCHES		\$250,000.00		\$236,075.00
SCADA UPGRADE		\$75,000.00		\$0.00
SLIP LINING OF SEWER MAINS		\$700,000.00		\$0.00
REPLACE OFFICE CARPET - LABOR AND MATERIALS		\$4,000.00		\$0.00
OFFICE PAINTING		\$6,000.00		\$0.00
SECURITY UPDATES TO OFFICE		\$100,000.00		\$0.00
OFFICE DRIVEWAY PAVING		\$150,000.00		\$87,933.50
OFFICE ROOF REPLACEMENT		\$100,000.00		\$0.00
BUILDING REPAIRS		\$75,000.00		\$48,277.00
		\$1,760,000.00	\$0.00	\$405,618.83
CARRY OVER FROM 2024-2025	Project			
AERATON TANKS REHAB	24006		9,486.90	37,845.94
				0.00
				0.00
				0.00
				0.00
				0.00

INVESTMENT CALCULATIONS

DIVISION	BANK	AMOUNT	Length	Maturity Date	Interest Rate	Projected Earned Interest
Water	Torrington	\$ 500,000.00	9 months	6/30/2026	3.92%	14,926.22
Water	Liberty	\$ 500,000.00	6 months	4/5/2026	4.15%	10,269.54
Sewer	Liberty	\$ 500,000.00	12 months	10/7/2026	3.59%	17,950.00
Sewer	Thomaston	\$ 500,000.00	6 months	3/31/2026	4%	9,901.95
TOTAL Water & Sewer						53,047.71

REVOCABLE LICENSE AGREEMENT PARKING AND MAINTENANCE

This REVOCABLE LICENSE FOR PARKING AND MAINTENANCE AGREEMENT ("Agreement") is made as of 20 by and between BRISTOL WATER DEPARTMENT, having an address at 119 Riverside Avenue, Bristol, Connecticut ("Dominant Owner"), as owner of the "Dominant Estate" described below, and RIVERSIDE REALTY, LLC, having an address at 165 Riverside Avenue, Bristol, Connecticut.

RECITALS

A. Servient Owner is the fee owner of certain real property in the Town/City of Bristol, County of Hartford, State of Connecticut, more particularly described as 137 Riverside Avenue, Bristol, Connecticut (the "Servient Estate").

B. Dominant Owner is the fee owner of certain real property in the Town/City of Bristol, County of Hartford, State of Connecticut, more particularly described as 119 Riverside Avenue, Bristol, Connecticut (the "Dominant Estate").

C. Servient Owner desires to grant, and Dominant Owner desires to accept, a parking license over a portion of the Servient Estate, all on the terms set forth herein.

AGREEMENT

1. Grant of license. Servient Owner hereby grants, bargains, conveys and confirms to Dominant Owner, for the benefit of and appurtenant to the Dominant Estate, a non-exclusive license for vehicular parking, ingress and egress by vehicles and pedestrians incidental to parking, over the area depicted on Exhibit C (the "Parking Area"). The Parking Area shall be used for the temporary parking of standard passenger vehicles and light trucks serving the Dominant Estate, subject to the restrictions herein. Dominant Owner shall pay \$350.00 per month to Servient Owner payable annually on or around February 1st of each year in the amount of \$4,200.00.

2. Nature And Appurtenance. This revocable license may be revoked at any time with sixty (60) days notice from either party.

3. Scope Of Use; Limits. (a) No storage, repair work, loading operations, or overnight parking of commercial vehicles is permitted unless expressly agreed in writing by Servient Owner. (b) Dominant Owner shall not block fire lanes or interfere with access to improvements on the Servient Estate. (c) The License does not grant any rights outside the Parking Area. Use outside the Parking Area is prohibited and shall not ripen into prescriptive rights.

4. Maintenance And Repair (Dominant Owner Responsibility). (a) Dominant Owner, at its sole cost and expense, shall maintain, repair, and replace the Parking Area in a good, safe, and neat condition consistent with comparable commercial parking facilities, including without limitation: snow and ice control; pavement sweeping; crack sealing; patching; resurfacing and reconstruction when reasonably necessary; sealcoating; restriping and signage; maintaining wheel stops; keeping catch basins, drainage structures, and related piping serving the Parking Area clear and functional; maintaining and replacing any lighting installed by Dominant Owner; and keeping the Parking Area free of rubbish and debris. (b) Standards. Work shall be performed in a good and workmanlike manner and in compliance with applicable laws and codes. Resurfacing or reconstruction shall use materials at least equivalent to the existing specification and in accordance with then-current industry standards. (c) Timing. Snow and ice shall be reasonably addressed to permit safe access during customary business hours and, in any event, with commercially reasonable promptness following storms. (d) Damage. Dominant Owner shall promptly repair any damage to the Servient Estate caused by Dominant Owner's use, maintenance, or invitees. Any improvements must be approved by the Servient Estate in writing before doing any improvements.

5. Insurance And Indemnity. (a) Dominant Owner shall maintain commercial general liability insurance covering its use and maintenance of the Parking Area with limits not less than \$1,000,000 per occurrence and \$2,000,000 aggregate (or such reasonable increases as typical for comparable properties), naming Servient Owner as an additional insured on a primary and non-contributory basis. Certificates shall be provided upon request. (b) To the fullest extent permitted by law, Dominant Owner shall indemnify, defend, and hold harmless Servient Owner and Servient Owner's affiliates from and against third-party claims, damages, losses, and expenses (including reasonable attorneys' fees) to the extent arising out of the negligent acts or omissions or willful misconduct of Dominant Owner or its contractors, agents, employees, tenants, licensees, or invitees in connection with the use or maintenance of the Parking Area, except to the extent caused by the negligence or willful misconduct of Servient Owner or its agents.

6. This license is issued to the Bristol Water Department only and is not assignable to any third party.

7. The parties agree that this license does not create any permanent property rights that the Dominant Estate can claim.

8. Compliance With Laws. Dominant Owner shall, at its expense, comply with all applicable laws, codes, and ordinances relating to the Parking Area and its use and maintenance, including ADA/ABA accessibility requirements as applicable to striping and accessible stalls serving the Dominant Estate.

9. Default And Remedies. If either party defaults in any material obligation hereunder and fails to cure within thirty (30) days after written notice (or, if not reasonably curable within thirty (30) days, fails to commence cure within such period and diligently pursue to completion within a reasonable time), the non-defaulting party may pursue all remedies at law or in equity, including specific performance and injunctive relief. No consequential or punitive damages shall be recoverable.

10. Taxes And Liens. Dominant Owner shall pay when due any personal property taxes or use-related charges attributable to its installations in the Parking Area, and shall keep the Servient Estate free from mechanics' liens arising from Dominant Owner's work. If a lien attaches, Dominant Owner shall bond off or discharge it within thirty (30) days of notice.

11. Non-Merger; Subordination; SNDA. Rights herein shall not merge with any other rights between the parties unless expressly stated in a recorded instrument. Each party shall execute commercially reasonable documents to evidence subordination, non-disturbance, or attornment as customary, provided the essence of this Easement is preserved.

12. Estoppel Certificates. Upon not less than ten (10) business days' prior written request, each party shall execute and deliver an estoppel certificate confirming the status of this Agreement and defaults, if any.

13. Notices. All notices shall be in writing and delivered by hand, nationally recognized overnight courier, or certified mail, return receipt requested, to the parties at the addresses set forth above (or as updated by notice). Notices are deemed given upon delivery (or refusal).

14. Further Assurances. Each party shall execute and record such further instruments and take such actions as reasonably necessary to carry out the intent of this Agreement, including revised exhibits conforming to an as-built survey of the Parking Area.

15. Severability. If any provision is determined invalid or unenforceable, the remainder shall not be affected, and the provision shall be enforced to the maximum extent permitted.

16. Governing Law; Venue. This Agreement shall be governed by the laws of the State of Connecticut. Venue shall lie in the courts of the State of Connecticut having jurisdiction over the Servient Estate.

17. Entire Agreement; Amendments; Counterparts. This Agreement constitutes the entire agreement regarding the subject easement and supersedes prior understandings. It may be amended only by a written instrument executed by the record owners of the Servient Estate and Dominant Estate and recorded. This Agreement may be executed in counterparts and by electronic signatures, each of which shall be deemed an original.

SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Dominant Owner: _____

By: _____

Name: _____

Title (if entity): _____

Servient Owner: _____

By: _____

Name: _____

Title (if entity): _____

STATE OF CONNECTICUT

COUNTY OF _____

On this day of _____, 20 before me, the undersigned, personally appeared
_____, (

☐ personally known to me or

☐ proved to me on the basis

of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within
instrument and acknowledged that he/she/they executed the same for the purposes therein
contained, and, if applicable, in the capacity therein stated.

Notary Public

My Commission Expires: _____

EXHIBIT A
LEGAL DESCRIPTION OF SERVIENT ESTATE

137 Riverside Avenue, Bristol, CT

