BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda

Tuesday, April 21, 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 March 17, 2026 Regular Board Meeting
5. Approval of the Department Reports for the Month of March 2026
6. Public Participation
7. Customer Correspondence
    a. 213 Farmington Avenue
8. Committee Reports
9. I & I Study
10. Superintendent's Report
11. Old Business
12. New Business
13. Adjournment

Next Meeting: Tuesday, May 19, 2026 6:00 p.m.

BOARD OF SEWER COMMISSION
MARCH 17, 2026 – REGULAR MEETING

PRESENT: Chairperson Phelan; Commissioners Dunn, Ferrier, Porrini and Cunningham; Council Liaison Peter Kelley.

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

1) **CALL TO ORDER.**

   Chairperson Phelan called the meeting of the Board of Sewer Commission to order at 6:03 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 MINUTES OF THE MARCH 5, 2026 SPECIAL MEETING.**

   On motion of Commissioner Cunningham and seconded; it was unanimously voted to approve the March 5, 2026 special meeting minutes as presented.
   Motion passed

6) **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.

7) **PUBLIC PARTICIPATION.**

   None.

8) **CUSTOMER CORRESPONDENCE.**

   a. 213 Farmington Ave.: Requesting adjustment to the sewer usage rate due to a leak.

   On motion of Commissioner Ferrier and seconded; it was unanimously voted that no recourse be given.
   Motion passed.

9) **COMMITTEE REPORTS.**

   None

10) RIVERSIDE AVE PARKING AGREEMENT

On motion by Commissioner Porrini and seconded; it was unanimously voted to approve the Bristol Water and Sewer Department enter into a Parking and Maintenance Agreement with Riverside Realty LLC for use of land on the property at 137 Riverside Avenue and refer to City Council for informational purposes.
Motion passed.

11) I & I STUDY.

No action taken.

12) SUPERINTENDENTS REPORT.

No action taken.

13) OLD BUSINESS.

None.

14) NEW BUSINESS.

None.

15) ADJOURNMENT.

At 6:25 p.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: MAR 1, 2026	$	13,090,412.42
ACCOUNTS RECEIVABLE	$	768,774.97
SERVICE ACCOUNTS	$	18,474.24
TRANSFERS IN (OUT)	$	-
DISBURSEMENTS	$	(568,488.93)
TRANSFER TO INVESTMENTS		
BALANCE: MAR 31, 2026	$	13,309,172.70

SEWER CAP/NR

BALANCE: MAR 1, 2026	$	3,537,711.99
TRANSFERS IN (OUT)		
DISBURSEMENTS	$	(112,854.30)
BALANCE: MAR 31, 2026	$	3,424,857.69

SEWER PAYROLL

BALANCE: MAR 1, 2026	$	158,771.49
TRANSFERS IN (OUT)	$	158,574.34
DISBURSEMENTS	$	(160,688.84)
BALANCE: MAR 31, 2026	$	156,656.99

SEWER BILLING

SEWER BILLS RENDERED MAR 2026:	$	616,431.40
SEWER BILLS REMAINING UNPAID AS OF MAR 31 2026:	$	196,281.26

2025 2026 WPC BUDGET					
Mar-26					
		APPROVED BUDGET 2025 2026	EXPENDED MARCH 2025 2026	EXPENDED TO DATE 2025 2026	% TO DATE 2025 2026
CLASSIFICATION					
SALARIES	$	2,019,593.00	$148,037.62	$1,332,335.04	65.97%
FRINGE BENEFITS	$	719,587.00	$51,865.17	$487,564.93	67.76%
OPERATING SERVICES	$	4,137,917.00	$298,500.23	$2,350,051.50	56.79%
MATERIALS & SUPPLIES	$	1,523,506.00	$113,469.39	$903,329.84	59.29%
CAPITAL OUTLAY	$	1,760,000.00	$0.00	$409,710.68	23.28%
GRAND TOTAL	$	10,160,603.00	$611,872.41	$5,482,991.99	53.96%
OPERATING SERVICES					
PUBLIC UTILITIES	$	780,000.00	$89,737.86	$572,240.83	73.36%
NATURAL GAS	$	33,000.00	$5,325.45	$24,213.79	73.38%
WATER AND SEWER CHARGES	$	17,700.00		$16,814.37	95.00%
TIPPING FEES	$	1,140,000.00	$82,070.76	$855,702.72	75.06%
REFUSE	$	600.00	$13.80	$152.80	25.47%
TELEPHONE	$	9,500.00	$421.69	$3,762.71	39.61%
POSTAGE	$	25,000.00		$0.00	0.00%
ADVERTISING	$	500.00		$0.00	0.00%
PRINTING/BINDING	$	300.00	$58.00	$58.00	19.33%
TRAVEL REIMBURSEMENT	$	100.00		$0.00	0.00%
CLOTHING/UNIFORMS	$	4,300.00	$200.00	$1,507.24	35.05%
REPAIRS AND MAINTENANCE	$	115,000.00		$11,503.09	10.00%
COLLECT SYSTEM MAIN AND REHAB	$	130,000.00		$0.00	0.00%
MAJOR REPAIRS	$	155,000.00		$80,290.82	51.80%
RENTS AND LEASES	$	5,000.00		$5,478.02	109.56%
ADMIN FEES	$	70,000.00		$42,750.00	61.07%
PROFESSIONAL FEES	$	150,000.00	$32,689.18	$111,003.88	74.00%
LIENS	$	9,400.00	$385.00	$6,745.00	71.76%
MISCELLANEOUS	$	6,000.00		$672.00	11.20%
CNR ANNUAL CONTRIBUTION	$	650,000.00		$0.00	0.00%
CWF PRINCIPAL	$	407,575.00	$69,354.09	$310,282.41	76.13%
DEBT SERVICE PRINCIPAL	$	146,500.00		$144,500.00	98.63%
INTEREST EXPENSE	$	143,942.00	$17,939.40	$136,466.75	94.81%
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	$305.00	$2,799.40	46.66%
TOTAL OPERATING SERVICES	$	4,137,917.00	$298,500.23	$2,350,051.50	56.79%
SUPPLIES AND MATERIALS					
WORKERS COMP INS	$	61,990.00	$30,995.00	$61,990.00	100.00%
DISABILITY INS	$	550.00		$0.00	0.00%
OPEB RETIREMENT BENEFITS	$	190,000.00		$0.00	0.00%
MOTOR FUELS	$	32,000.00	$1,725.54	$13,750.80	42.97%
OFFICE SUPPLIES	$	4,000.00	$20.42	$1,331.35	33.28%
MAINTENANCE SUP & MATERIALS	$	950,000.00	$71,100.13	$671,429.79	70.68%
MV PARTS & SUPPLIES	$	6,500.00	$380.70	$1,937.63	29.81%
MV SERVICE & REPAIRS	$	40,000.00	$2,099.32	$18,336.73	45.84%
GENERATOR FUEL	$	8,500.00	$5,959.65	$5,959.65	70.11%
LABORATORY SUPPLIES	$	19,000.00	$1,188.63	$2,117.94	11.15%
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	$ 113,469.39	$ 903,329.84	59.29%
CAPITAL OUTLAY					
CAPITAL OUTLAY	$	1,760,000.00		$409,710.68	23.28%
CAPITAL OUTLAY TOTAL	$	1,760,000.00	$0.00	$409,710.68	23.28%
GRAND TOTAL	$	10,160,603.00	$611,872.41	$5,482,991.99	53.96%

2025-2026 WPC CAPITAL OUTLAY		BUDGET REQUEST 2025-2026	EXPENDED MAR 2026	EXPENDED TO-DATE
REPLACE 1996 FORD L900 10 WHEEL DUMPTRUCK W/F650 OR EQUIV		$100,000.00		$0.00
				$0.00
SLUDGE STORAGE DECANTERS		$100,000.00		$0.00
				$0.00
SECONDARY CLARIFIER LAUNDER COATING		$100,000.00		$33,333.33
				$0.00
BROAD ST TRANSFER SWITCHES		$250,000.00		$236,075.00
				$0.00
SCADA UPGRADE		$75,000.00		$0.00
				$0.00
SLIP LINING OF SEWER MAINS		$700,000.00		$0.00
				$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		25,560.80	**63,406.74**
				0.00
				0.00
				0.00
				0.00
				0.00

INVESTMENT CALCULATIONS

DIVISION	BANK	AMOUNT	Length	Maturity Date	Interest Rate	Projected Earned Interest	Projected Earned Interest
Water	Torrington	$ 500,000.00	9 months	6/30/2026	3.92%	14,926.22	514,926.22
Water*	Liberty	$ 510,120.49	9 months	1/5/2027	3.74%	14,470.45	524,590.94
							1,039,517.16
Sewer	Liberty	$ 500,000.00	12 months	10/7/2026	3.59%	17,950.00	517,950.00
Sewer*	Thomaston	$ 509,987.08	9 months	4/6/2026	4%	14,466.66	524,453.74
							1,042,403.74
4/10/2026		$ 2,020,107.57		TOTAL Water & Sewer		61,813.33	**2,081,920.90**

MATURED CD

* original CD, matured and rolled over