



BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda

Tuesday, May 19, 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 April 21, 2026 Regular Board Meeting
5. Approval of the Department Reports for the Month of April 2026
6. Public Participation
7. Customer Correspondence
 - a. 412 Shrub Road
 - b. 67 Beckwith Drive
8. Committee Reports
9. Award Contract to DPC Engineering, LLC: Engineering Services Related to Screw Pump Replacement.
10. I & I Study
11. Superintendent's Report
12. Old Business
13. New Business
14. Adjournment

Next Meeting: Tuesday, June 16, 2026 6:00 p.m.

BOARD OF SEWER COMMISSION

APRIL 21, 2026 - REGULAR MEETING

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

ABSENT: Commissioner Ferrier.

STAFF PRESENT: Superintendent Longo; Assistant Superintendent 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 MARCH 17, 2026 REGULAR MEETING.

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

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

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

6) PUBLIC PARTICIPATION.

None.

7) CUSTOMER CORRESPONDENCE.

a. 213 Farmington Avenue: The Board voted on this request at the March 17, 2026 meeting. The customer requested to speak at the April meeting but did not attend, so no further action was taken.

8) COMMITTEE REPORTS.

No action taken.

9) I & I STUDY.

No action taken.

10) SUPERINTENDENTS REPORT.

No action taken.

11) OLD BUSINESS.

None.

12) NEW BUSINESS.

None.

13) ADJOURNMENT.

At 6:15 p.m., on motion of Commissioner Porrini and seconded; it was unanimously voted to adjourn.

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

CASH STATEMENT SEWER

SEWER OPERATING

BALANCE: APR 1, 2026	\$	13,343,538.61
ACCOUNTS RECEIVABLE	\$	796,317.52
SERVICE ACCOUNTS		
TRANSFERS IN (OUT)	\$	-
DISBURSEMENTS	\$	(1,146,979.63)
TRANSFER TO INVESTMENTS		
BALANCE: APR 30, 2026	\$	<u>12,992,876.50</u>

SEWER CAP/NR

BALANCE: APR 1, 2026	\$	3,424,857.72
TRANSFERS IN (OUT)		
DISBURSEMENTS	\$	(64,068.45)
BALANCE: APR 30, 2026	\$	<u>3,360,789.27</u>

SEWER PAYROLL

BALANCE: APR 1, 2026	\$	156,656.99
TRANSFERS IN (OUT)	\$	226,109.74
DISBURSEMENTS	\$	(222,991.04)
BALANCE: APR 30, 2026	\$	<u>159,775.69</u>

SEWER BILLING

SEWER BILLS RENDERED APR 2026:	\$	<u>793,467.62</u>
SEWER BILLS REMAINING UNPAID AS OF APR 30 2026:	\$	<u>212,645.04</u>

2025 2026 WPC BUDGET				
Apr-26				
	APPROVED	EXPENDED	EXPENDED	%
	BUDGET	APRIL	TO DATE	TO DATE
CLASSIFICATION	2025 2026	2025 2026	2025 2026	2025 2026
SALARIES	\$ 2,019,593.00	\$ 210,574.47	\$1,542,909.51	76.40%
FRINGE BENEFITS	\$ 719,587.00	\$ 52,456.18	\$540,021.11	75.05%
OPERATING SERVICES	\$ 4,137,917.00	\$216,772.97	\$2,566,824.47	62.03%
MATERIALS & SUPPLIES	\$ 1,523,506.00	\$144,900.37	\$1,052,322.06	69.07%
CAPITAL OUTLAY	\$ 1,760,000.00	\$12,425.00	\$418,043.83	23.75%
GRAND TOTAL	\$ 10,160,603.00	\$637,128.99	\$6,120,120.98	60.23%
OPERATING SERVICES				
PUBLIC UTILITIES	\$ 780,000.00	\$ 48,852.96	\$621,093.79	79.63%
NATURAL GAS	\$ 33,000.00	\$ 4,582.75	\$28,796.54	87.26%
WATER AND SEWER CHARGES	\$ 17,700.00	\$ 12,263.15	\$29,077.52	164.28%
TIPPING FEES	\$ 1,140,000.00	\$ 90,125.48	\$945,828.20	82.97%
REFUSE	\$ 600.00	\$ 5.40	\$158.20	26.37%
TELEPHONE	\$ 9,500.00	\$ 421.63	\$4,184.34	44.05%
POSTAGE	\$ 25,000.00		\$0.00	0.00%
ADVERTISING	\$ 500.00		\$0.00	0.00%
PRINTING/BINDING	\$ 300.00		\$58.00	19.33%
TRAVEL REIMBURSEMENT	\$ 100.00		\$0.00	0.00%
CLOTHING/UNIFORMS	\$ 4,300.00	\$ 557.51	\$2,064.75	48.02%
REPAIRS AND MAINTENANCE	\$ 115,000.00	\$ 945.96	\$12,449.05	10.83%
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	\$ 169.28	\$5,647.30	112.95%
ADMIN FEES	\$ 70,000.00	\$ 14,250.00	\$57,000.00	81.43%
PROFESSIONAL FEES	\$ 150,000.00		\$111,003.88	74.00%
LIENS	\$ 9,400.00	\$ 1,380.00	\$8,125.00	86.44%
MISCELLANEOUS	\$ 6,000.00		\$672.00	11.20%
CNR ANNUAL CONTRIBUTION	\$ 650,000.00		\$0.00	0.00%
CWF PRINCIPAL	\$ 407,575.00	\$ 32,376.87	\$342,659.28	84.07%
DEBT SERVICE PRINCIPAL	\$ 146,500.00		\$144,500.00	98.63%
INTEREST EXPENSE	\$ 143,942.00	\$ 10,742.98	\$147,209.73	102.27%
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	\$ 99.00	\$2,898.40	48.31%
TOTAL OPERATING SERVICES	\$ 4,137,917.00	\$216,772.97	\$2,566,824.47	62.03%
SUPPLIES AND MATERIALS				
WORKERS COMP INS	\$ 61,990.00		\$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	\$ 1,459.91	\$15,210.71	47.53%
OFFICE SUPPLIES	\$ 4,000.00	\$ 35.99	\$1,367.34	34.18%
MAINTENANCE SUP & MATERIALS	\$ 950,000.00	\$ 129,558.71	\$805,080.35	84.75%
MV PARTS & SUPPLIES	\$ 6,500.00	\$ 383.63	\$2,321.26	35.71%
MV SERVICE & REPAIRS	\$ 40,000.00	\$ 119.99	\$18,456.72	46.14%
GENERATOR FUEL	\$ 8,500.00		\$5,959.65	70.11%
LABORATORY SUPPLIES	\$ 19,000.00	\$ 13,342.14	\$15,460.08	81.37%
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	\$ 144,900.37	\$ 1,052,322.06	69.07%
CAPITAL OUTLAY				
CAPITAL OUTLAY	\$ 1,760,000.00	\$ 12,425.00	\$418,043.83	23.75%
CAPITAL OUTLAY TOTAL	\$ 1,760,000.00	\$12,425.00	\$418,043.83	23.75%
GRAND TOTAL	\$ 10,160,603.00	\$637,128.99	\$6,120,120.98	60.23%

2025-2026 WPC CAPITAL OUTLAY		BUDGET REQUEST 2025-2026	EXPENDED APR 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	\$12,425.00	\$248,500.00
				\$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	\$12,425.00	\$418,043.83
CARRY OVER FROM 2024-2025	Project			
AERATON TANKS REHAB	24006		8,523.60	71,930.34
VAC TRUCK	25003		574,039.31	574,039.31
				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%	514,926.22
Water*	Liberty	\$ 510,120.49	9 months	1/5/2027	3.74%	524,590.94
						1,039,517.16
Sewer	Liberty	\$ 500,000.00	12 months	10/7/2026	3.59%	517,950.00
Sewer*	Thomaston	\$ 509,987.08	9 months	1/5/2027	3.74%	524,226.36
						1,042,176.36
5/12/2026		\$ 2,020,107.57		TOTAL Water & Sewer	61,585.95	2,081,693.52

* original CD, matured and rolled over



**Request for
Qualifications**

**Statement of
Qualifications
for Engineering
Services
Relative to
Screw Pump
Replacement
(RFP 2P26-053)**

Price Proposal

**City of Bristol,
Connecticut**

March 31, 2026



DPC Engineering, LLC
(860) 418-9676
www.dpcengineering.com

...progressive solutions for municipal infrastructure

Proposed Engineering Services Fee Summary
Engineering Services Relative to Screw Pump Replacement
City of Bristol, CT
March 31, 2026



Billing Rates = \$															One-Way Miles	40	Rate	15%
															Markup on Subs, Mileage and Expenses =			
Task #	Task Description	Principal Engineer	Project Manager	Technical Specialist	Construction Specialist	Engineering Staff	Technical Staff	Construction Observation Staff	Labor Sub-Total	Sub-Consultant	Mileage	Expenses	Sub-Consultants, Mileage and Expenses Sub-Total	Total by Task				
1	Meet with City staff to review project scope, known existing conditions, review operating data to develop targeted goal, and construction phasing/schedule considerations. ¹	4.00	6.00	11.00	-	3.00	1.00	-	\$ 4,715.00	\$ -	\$ 232.00	\$ -	\$ 266.80	\$ 4,981.80				
2	Prepare design plans and specifications for bidding allowance. ¹	12.00	30.00	72.00	6.00	48.00	12.00	6.00	\$ 34,050.00	\$ -	\$ -	\$ -	\$ -	\$ 34,050.00				
3	Prepare designs and cost estimates. Please note that the City of Bristol is subject to prevailing wage requirements in accordance with Connecticut General Statutes. Budgets developed must be comprehensive, including costs for construction, administration and inspection, engineering, etc. ¹	8.00	20.00	48.00	4.00	32.00	8.00	4.00	\$ 22,700.00				\$ -	\$ 22,700.00				
4	Prepare complete construction plans, including, but not limited to, demolition drawings (if applicable), plan and profile views, cross sections, typical details and detailed cost estimate sheets. Design submissions will be required at the preliminary and final design stages. ¹	12.00	30.00	72.00	6.00	48.00	12.00	6.00	\$ 34,050.00				\$ -	\$ 34,050.00				
5	Prepare construction documents, including, but not limited to, notices, special provisions, and detailed unit price bid proposals. All construction documents shall be submitted at the semi-final stage. Please note that the City has developed standard bid terms and conditions that may be used as a template for such work. Provide finished drawings and specifications to the City for bidding by the City Purchasing Agent; it is expected that your firm will be available for assistance in the bidding process. Your firm should assume that drawings and specifications will be made available to bidders directly via public posting of construction documents to the City Purchasing web site. ¹	8.00	20.00	48.00	4.00	32.00	8.00	4.00	\$ 22,700.00				\$ -	\$ 22,700.00				
6	Attend prebid meeting and address RFIs, and review and evaluate bids received, including detailed analysis of the three lowest bids and return recommendation for award of contract. ¹	7.50	12.50	16.00	-	15.00	-	-	\$ 9,560.00	\$ -	\$ 116.00	\$ -	\$ 133.40	\$ 9,693.40				
7	It is anticipated that the selected firm's obligation during construction will involve plan and specification interpretation and clarification as necessary, review of shop submittals, attendance at job meetings, assistance in compliance throughout construction, limited inspection of work performed by contractor(s), assistance in the preparation of change orders, approval of payment requisitions from contractor(s), and assistance with close-out of final construction. Proposals shall assume that the City will assign staff to serve as owner's representative; however, the selected firm is expected to include the cost for a level of inspection services that would permit the firm to satisfy itself of the work prior to signing requisitions for payment. ^{1,2}	78.00	214.50	235.50	58.50	78.00	39.00	96.00	\$ 147,172.50	\$ -	\$ 1,276.00	\$ -	\$ 1,467.40	\$ 148,639.90				
Total (Tasks 1 - 7) =		129.50	333.00	502.50	78.50	256.00	80.00	116.00	\$ 274,947.50	\$ -	\$ 1,624.00	\$ -	\$ 1,867.60	\$ 276,815.10				
A	Alternatives analysis following Task 1. This is an optional task, at the City's discretion. ³	8.00	20.00	54.00	8.00	12.00	4.00	-	\$ 19,770.00	\$ -	\$ 116.00	\$ -	\$ 133.40	\$ 19,903.40				
Total (Task A - Optional) =		8.00	20.00	54.00	8.00	12.00	4.00	-	\$ 19,770.00	\$ -	\$ 116.00	\$ -	\$ 133.40	\$ 19,903.40				
Total (Tasks 1 - 7 & Task A - Optional) =		137.50	353.00	556.50	86.50	268.00	84.00	116.00	\$ 294,717.50	\$ -	\$ 1,740.00	\$ -	\$ 2,001.00	\$ 296,718.50				

Notes:

- Scope of work and assumptions in accordance with City's RFP. Fee is based on replacement of the existing screw pumps/VFDs with new screw pumps/VFDs.
- In addition to scope of work in City's RFQ, Task 7 assumes overall construction period of 18 months, including pre-construction meeting, 6 construction progress meetings and 16 construction observation visits.
- Task A is an optional task, not in the City's RFQ. The City can elect to either include or exclude this task, at its discretion.