BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda

Tuesday, July 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:854 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 May 19, 2026 Regular Board Meeting
5. Approval of the Department Reports for the Month of May 2026
6. Approval of the Department Reports for the Month of June 2026
7. Public Participation
8. Customer Correspondence
    a. 34 Pinehurst Road
    b. 369 Park Street
    c. 412 Shrub Road
    d. 85 Mossa Drive
9. Committee Reports
10. I & I Study
11. Superintendent's Report
12. Old Business
13. New Business
14. Adjournment

Next Meeting: Tuesday, August 18, 2026 6:00 p.m.

BOARD OF SEWER COMMISSION
MAY 19, 2026 – REGULAR MEETING

PRESENT: Chairperson Phelan; Commissioners Porrini and Cunningham.

PRESENT by videoconference: Commissioners Dunn and Ferrier.

ABSENT: Council Liaison Peter Kelley.

STAFF PRESENT: Superintendent Longo; Sean Hennessey, Sewer Director; 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 6:01 p.m.

2) PLEDGE OF ALLEGIANCE.

3) MOMENT OF SILENCE.

4) APPROVAL OF THE MINUTES OF THE APRIL 21, 2026 REGULAR MEETING.

On motion of Commissioner Porrini and seconded; it was unanimously voted to approve the April 21, 2026 regular meeting minutes as presented.
Motion passed.

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

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

6) PUBLIC PARTICIPATION.

None.

7) CUSTOMER CORRESPONDENCE.

a. 412 Shrub Road: Requested relief on the winter sewer quarter usage.

On motion of Commissioner Porrini and seconded; it was unanimously voted that no recourse be given to 412 Shrub Road.
Motion passed.

b. 67 Beckwith Drive: No action taken.

8) COMMITTEE REPORTS.

None

9) AWARD CONTRACT TO DPC ENGINEERING, LLC: ENGINEERING SERVICES RELATED TO SCREW PUMP

The Board discussed awarding the contract to DPC Engineering, LLC. Per Superintendent Longo, these types of contracts are not typically awarded based on pricing, but recommended approval in the amount of $296,718.50. During the discussion, Commissioner Dunn addressed concerns about line item 7 and the possibility of additional costs beyond the stated contract amount. Superintendent Longo clarified that there should be no need for additional funds beyond the contract value, and it is likely that the full amount allocated to line item 7 ($148,639.90) will not be needed.

On motion of Commissioner Cunningham and seconded; to award RFP-2P26-053 for the Screw Pump Replacement project to DPC Engineering Services, in the total amount of $296,718.50.
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 6:24 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: MAY 1, 2026	$	13,590,592.30
ACCOUNTS RECEIVABLE	$	690,798.85
SERVICE ACCOUNTS	$	29,624.64
TRANSFERS IN (OUT)	$	-
DISBURSEMENTS	$	(582,267.45)
TRANSFER TO INVESTMENTS		
BALANCE: MAY 31, 2026	$	13,728,748.34

SEWER CAP/NR

BALANCE: MAY 1, 2026	$	2,786,749.92
TRANSFERS IN (OUT)		
DISBURSEMENTS	$	(131,484.56)
BALANCE: MAY 31, 2026	$	2,655,265.36

SEWER PAYROLL

BALANCE: MAY 1, 2026	$	159,775.69
TRANSFERS IN (OUT)	$	151,356.05
DISBURSEMENTS	$	(152,382.90)
BALANCE: MAY 31, 2026	$	158,748.84

SEWER BILLING

SEWER BILLS RENDERED MAY 2026:	$	778,258.72
SEWER BILLS REMAINING UNPAID AS OF MAY 31 2026:	$	300,287.95

2025 2026 WPC BUDGET				
May-26				
CLASSIFICATION	**APPROVED BUDGET 2025 2026**	**EXPENDED MAY 2025 2026**	**EXPENDED TO DATE 2025 2026**	**% TO DATE 2025 2026**
SALARIES	**$ 2,019,593.00**	$ 140,966.99	$1,683,876.50	**83.38%**
FRINGE BENEFITS	**$ 719,587.00**	$ 49,522.54	$589,543.65	**81.93%**
OPERATING SERVICES	**$ 4,137,917.00**	$251,814.59	$2,818,639.06	**68.12%**
MATERIALS & SUPPLIES	**$ 1,523,506.00**	$101,585.32	$1,153,907.38	**75.74%**
CAPITAL OUTLAY	**$ 1,760,000.00**	$85,250.00	$503,293.83	**28.60%**
GRAND TOTAL	**$ 10,160,603.00**	**$629,139.44**	**$6,749,260.42**	**66.43%**
OPERATING SERVICES				
PUBLIC UTILITIES	**$ 780,000.00**	$ 58,798.23	$679,892.02	**87.17%**
NATURAL GAS	**$ 33,000.00**	$ 3,025.24	$31,821.78	**96.43%**
WATER AND SEWER CHARGES	**$ 17,700.00**	$ 2,015.46	$31,092.98	**175.67%**
TIPPING FEES	**$ 1,140,000.00**	$ 120,623.13	$1,066,451.33	**93.55%**
REFUSE	**$ 600.00**	$ 62.00	$220.20	**36.70%**
TELEPHONE	**$ 9,500.00**	$ 421.64	$4,605.98	**48.48%**
POSTAGE	**$ 25,000.00**	$ 25,000.00	$25,000.00	**100.00%**
ADVERTISING	**$ 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**		$2,064.75	**48.02%**
REPAIRS AND MAINTENANCE	**$ 115,000.00**		$12,449.05	**10.83%**
COLLECT SYSTEM MAIN AND REHAB	**$ 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	$5,816.58	**116.33%**
ADMIN FEES	**$ 70,000.00**		$57,000.00	**81.43%**
PROFESSIONAL FEES	**$ 150,000.00**	$ 30,435.59	$141,439.47	**94.29%**
LIENS	**$ 9,400.00**	$ 2,435.00	$10,560.00	**112.34%**
MISCELLANEOUS	**$ 6,000.00**		$672.00	**11.20%**
CNR ANNUAL CONTRIBUTION	**$ 650,000.00**		$0.00	**0.00%**
CWF PRINCIPAL	**$ 407,575.00**		$342,659.28	**84.07%**
DEBT SERVICE PRINCIPAL	**$ 146,500.00**		$144,500.00	**98.63%**
INTEREST EXPENSE	**$ 143,942.00**	$ 8,829.02	$156,038.75	**108.40%**
CONTINGENCY	**$ 130,000.00**		$22,987.67	**17.68%**
CONFERENCES AND MEMBERSHIPS	**$ 2,500.00**		$120.00	**4.80%**
SCHOOLING AND EDUCATION	**$ 6,000.00**		$2,898.40	**48.31%**
TOTAL OPERATING SERVICES	**$ 4,137,917.00**	**$251,814.59**	**$2,818,639.06**	**68.12%**
SUPPLIES AND MATERIALS				
WORKERS COMP INS	**$ 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**	$ 1,375.31	$16,586.02	**51.83%**
OFFICE SUPPLIES	**$ 4,000.00**	$ 36.23	$1,403.57	**35.09%**
MAINTENANCE SUP & MATERIALS	**$ 950,000.00**	$ 99,802.79	$904,883.14	**95.25%**
MV PARTS & SUPPLIES	**$ 6,500.00**	$ 370.99	$2,692.25	**41.42%**
MV SERVICE & REPAIRS	**$ 40,000.00**		$18,456.72	**46.14%**
GENERATOR FUEL	**$ 8,500.00**		$5,959.65	**70.11%**
LABORATORY SUPPLIES	**$ 19,000.00**		$15,460.08	**81.37%**
PROGRAM SUPPLIES	**$ 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**	**$ 101,585.32**	**$ 1,153,907.38**	**75.74%**
CAPITAL OUTLAY				
CAPITAL OUTLAY	**$ 1,760,000.00**	$ 85,250.00	$503,293.83	**28.60%**
CAPITAL OUTLAY TOTAL	**$ 1,760,000.00**	**$85,250.00**	**$503,293.83**	**28.60%**
GRAND TOTAL	$ 10,160,603.00	**$629,139.44**	**$6,749,260.42**	**66.43%**

2025-2026 WPC CAPITAL OUTLAY		BUDGET REQUEST 2025-2026	EXPENDED MAY 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		$248,500.00
				$0.00
SCADA UPGRADE		$75,000.00		$0.00
				$0.00
SLIP LINING OF SEWER MAINS		$700,000.00	$85,250.00	$85,250.00
				$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	**$85,250.00**	**$503,293.83**
CARRY OVER FROM 2024-2025	**Project**			
AERATON TANKS REHAB	24006		4,974.70	**76,905.04**
VAC TRUCK	25003			**574,039.31**
PLANT AND STATION EQUIP	25004		44,219.13	**44,219.13**
				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	1/5/2027	3.74%	14,239.28	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

INVESTMENT CALCULATIONS

DIVISION	BANK	AMOUNT	Length	Maturity Date	Interest Rate	Projected Earned Interest	Projected Earned Interest
Water	Torrington	$ 514,916.38	9 months	4/9/2027	3.72%	14,300.38	529,216.76
Water*	Liberty	$ 510,120.49	9 months	1/5/2027	3.74%	14,470.45	524,590.94
							1,053,807.70
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	1/5/2027	3.74%	14,239.28	524,226.36
							1,042,176.36
5/12/2026		$ 2,035,023.95		TOTAL Water & Sewer		60,960.11	**2,095,984.06**

* original CD, matured and rolled over

CASH STATEMENT SEWER

SEWER OPERATING

BALANCE: JUNE 1, 2026	$	13,728,455.68
ACCOUNTS RECEIVABLE	$	727,159.68
SERVICE ACCOUNTS	$	11,973.94
TRANSFERS IN (OUT)	$	-
DISBURSEMENTS	$	(690,123.63)
TRANSFER TO INVESTMENTS		
BALANCE: JUNE 30, 2026	$	13,777,465.67

SEWER CAP/NR

BALANCE: JUNE 1, 2026	$	2,655,265.40
TRANSFERS IN (OUT)		
DISBURSEMENTS	$	(78,269.67)
BALANCE: JUNE 30, 2026	$	2,576,995.73

SEWER PAYROLL

BALANCE: JUNE 1, 2026	$	158,748.84
TRANSFERS IN (OUT)	$	150,401.30
DISBURSEMENTS	$	(150,443.35)
BALANCE: JUNE 30, 2026	$	158,706.79

SEWER BILLING

SEWER BILLS RENDERED JUNE 2026:	$	613,738.93
SEWER BILLS REMAINING UNPAID AS OF JUNE 30 2026:	$	193,750.84

2025 2026 WPC BUDGET				
Jun-26				
CLASSIFICATION	APPROVED BUDGET 2025 2026	EXPENDED JUNE 2025 2026	EXPENDED TO DATE 2025 2026	% TO DATE 2025 2026
SALARIES	$ **2,019,593.00**	$ 140,089.43	$1,823,965.93	**90.31%**
FRINGE BENEFITS	$ **719,587.00**	$ 49,437.40	$638,981.05	**88.80%**
OPERATING SERVICES	$ **4,137,917.00**	$309,820.45	$3,129,524.51	**75.63%**
MATERIALS & SUPPLIES	$ **1,523,506.00**	$180,806.94	$1,334,714.32	**87.61%**
CAPITAL OUTLAY	$ **1,760,000.00**	$0.00	$503,293.83	**28.60%**
GRAND TOTAL	$ **10,160,603.00**	**$680,154.22**	**$7,430,479.64**	**73.13%**
OPERATING SERVICES				
PUBLIC UTILITIES	$ **780,000.00**	$ 93,020.06	$772,912.08	**99.09%**
NATURAL GAS	$ **33,000.00**	$ 1,925.74	$33,747.52	**102.27%**
WATER AND SEWER CHARGES	$ **17,700.00**		$31,092.98	**175.67%**
TIPPING FEES	$ **1,140,000.00**	$ 122,977.10	$1,189,428.43	**104.34%**
REFUSE	$ **600.00**	$ 39.60	$259.80	**43.30%**
TELEPHONE	$ **9,500.00**	$ 421.64	$5,027.62	**52.92%**
POSTAGE	$ **25,000.00**		$25,000.00	**100.00%**
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**	$ 756.25	$2,821.00	**65.60%**
REPAIRS AND MAINTENANCE	$ **115,000.00**	$ 3,488.33	$15,937.38	**13.86%**
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**	$ 212.27	$6,028.85	**120.58%**
ADMIN FEES	$ **70,000.00**		$57,000.00	**81.43%**
PROFESSIONAL FEES	$ **150,000.00**	$ 53,648.82	$195,088.29	**130.06%**
LIENS	$ **9,400.00**	$ 985.00	$11,545.00	**122.82%**
MISCELLANEOUS	$ **6,000.00**		$672.00	**11.20%**
CNR ANNUAL CONTRIBUTION	$ **650,000.00**		$0.00	**0.00%**
CWF PRINCIPAL	$ **407,575.00**		$342,659.28	**84.07%**
DEBT SERVICE PRINCIPAL	$ **146,500.00**		$144,500.00	**98.63%**
INTEREST EXPENSE	$ **143,942.00**	$ 8,774.97	$164,813.72	**114.50%**
CONTINGENCY	$ **130,000.00**	$ 22,987.67	$45,975.34	**35.37%**
CONFERENCES AND MEMBERSHIPS	$ **2,500.00**		$1,185.00	**47.40%**
SCHOOLING AND EDUCATION	$ **6,000.00**	$ 583.00	$3,481.40	**58.02%**
TOTAL OPERATING SERVICES	$ **4,137,917.00**	**$309,820.45**	**$3,129,524.51**	**75.63%**
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**	$ 1,512.40	$18,098.42	**56.56%**
OFFICE SUPPLIES	$ **4,000.00**	$ 196.35	$1,599.92	**40.00%**
MAINTENANCE SUP & MATERIALS	$ **950,000.00**	$ 178,086.50	$1,082,969.64	**114.00%**
MV PARTS & SUPPLIES	$ **6,500.00**		$2,692.25	**41.42%**
MV SERVICE & REPAIRS	$ **40,000.00**		$18,456.72	**46.14%**
GENERATOR FUEL	$ **8,500.00**		$5,959.65	**70.11%**
LABORATORY SUPPLIES	$ **19,000.00**	$ 1,011.69	$16,471.77	**86.69%**
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**	$ **180,806.94**	$ **1,334,714.32**	**87.61%**
CAPITAL OUTLAY				
CAPITAL OUTLAY	$ **1,760,000.00**		$503,293.83	**28.60%**
CAPITAL OUTLAY TOTAL	$ **1,760,000.00**	**$0.00**	**$503,293.83**	**28.60%**
GRAND TOTAL	$ **10,160,603.00**	**$680,154.22**	**$7,430,479.64**	**73.13%**

2025-2026 WPC CAPITAL OUTLAY		BUDGET REQUEST 2025-2026	EXPENDED JUNE 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		$248,500.00
				$0.00
SCADA UPGRADE		$75,000.00		$0.00
				$0.00
SLIP LINING OF SEWER MAINS		$700,000.00	$27,600.00	$112,850.00
				$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	**$27,600.00**	**$530,893.83**
CARRY OVER FROM 2024-2025	**Project**			
AERATON TANKS REHAB	24006		9,409.81	**86,314.85**
VAC TRUCK	25003			**574,039.31**
PLANT AND STATION EQUIP	25004			**44,219.13**
				0.00
				0.00
				0.00