BOARD OF WATER COMMISSIONERS

Regular Meeting Agenda
Tuesday August 18, 2026 6:15 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 July 21, 2026 Regular Board Meeting
5. Approval of the Department Reports for the Month of July 2026
6. Public Participation
7. Customer Correspondence
   a. 35 Wolcott Street
8. Committee Reports
9. Revision: Department Policy on Processing Payments (Adopted March 6, 2020)
10. Proposed Closing Procedures for Calculating Final Invoices
11. Superintendent's Report
12. Chairperson's Report
13. Old Business
14. New Business
15. Adjournment

Next Meeting: Tuesday, September 15, 2026 6:15 p.m.

BOARD OF WATER COMMISSION
JULY 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 Bolduc and Dawn LaBella, Office Manager.

1) CALL TO ORDER.

Chairperson Phelan called the meeting of the Board of Water Commission to order at 6:40 p.m.

2) PLEDGE OF ALLEGIANCE.

3) MOMENT OF SILENCE.

4) APPROVAL OF THE MINUTES OF THE MAY 19, 2026 REGULAR MEETING.

On motion of Commissioner Dunn and seconded; it was unanimously voted to approve the May 19, 2026 regular meeting minutes as presented.
Motion passed.

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

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

6) APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF JUNE 2026.

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

7) PUBLIC PARTICIPATION.

None.

8) CUSTOMER CORRESPONDENCE.

a. 34 Pinehurst Road: Requesting waiver on service charges on new purchased home.

On motion of Commissioner Dunn and seconded; it was unanimously voted that no recourse be given to 34 Pinehurst Road.

Motion passed.

b. 12 Riverside Avenue: Requesting an adjustment for water excessive water charge caused by leak.

On motion of Commissioner Porrini and seconded; it was unanimously voted that no recourse be given to 12 Riverside Avenue.
Motion passed unanimously.

9) COMMITTEE REPORTS.

None

10) SUPERINTENDENTS REPORT.

No action taken.

11) CHAIRPERSONS REPORT.

No action taken.

12) OLD BUSINESS.

None.

13) NEW BUSINESS.

None.

14) ADJOURNMENT.

At 7:14 p.m., on motion of Commissioner Dunn and seconded; it was unanimously voted to adjourn.

ATTEST: ______________________________
Renee M. Ratta
Water & Sewer Administrative Assistant

BRISTOL WATER DEPARTMENT
JULY 2026

WATER BILLING

Water Bills rendered July 2026	$1,108,983.56
Water Bills remaining unpaid as of July 2026	$310,202.20

PRECIPITATION

For the Month	8.25 "	Normal	3.00 "	Departure from Normal	5.25 "
For the Year	27.89 "	Normal	18.57 "	Departure from Normal	9.32 "

RESERVOIR CAPACITY

Total Available Capacity - July 2026	1,163,120,000	Gallons	90.985%

PRODUCTION

Monthly Production - July 2026	188,342,640	Gallons
Monthly Production - July 2025	195,601,340	Gallons

CASH STATEMENT WATER	
BALANCE:JULY 1 2026	5,198,403.07
REVENUE:	
ACCOUNTS RECEIVABLE	1,127,804.69
SERVICE ACCOUNTS	(13,588.65)
FINES	1,000.00
SEWER ACCOUNTS	987,010.84
LIENS	1,936.73
PENALTIES	5,134.48
REMOVE METER	
CLOSING COSTS	11,500.00
REINSTATE FEES	9,450.00
ASSESSMENTS	300.00
ADMIN FEE/LIENS (WPC)	14,560.00
LAND LEASE	6,848.67
CELL TOWER LEASE	18,292.69
SCRAP METAL SALES	5,000.00
TIMBER SALES	7,000.00
STATE BOND TRANSFERS	95,950.00
TOTAL REVENUE:	2,278,199.45
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	2,278,199.45
DISBURSEMENTS (VOUCHERS):	1,000,288.77
TRANSFERS:	
SEWER TRANSFER (BWSD)	987,010.84
TRANSFER TO PROCUREMENT ACCOUNT	5,000.00
<u>ACCOUNT BALANCES:</u>	
SUPER NOW CHECKING ACCOUNT	
BALANCE: JULY 31 , 2026	5,484,302.91
GOALS ENABLING FUND	
BALANCE: JULY 31 , 2026	5,845,791.30
CONSTRUCTION ACCOUNT	
BALANCE: JULY 1, 2026	151,640.48
DEPOSIT	2,850.00
DISBURSEMENTS	(24,649.98)
BALANCE: JULY 31, 2026	129,840.50
PAYROLL CASH ACCOUNT	
BALANCE: JULY 1, 2026	189,596.90
DEPOSIT	257,115.67
DISBURSEMENTS	(261,554.47)
BALANCE: JULY 31 , 2026	185,158.10

2026 2027 BRISTOL WATER DEPARTMENT BUDGET					
Jul-26					
		APPROVED	EXPENDED	EXPENDED	%
		BUDGET	JULY	TO DATE	TO DATE
CLASSIFICATION		2026 2027	2026 2027	2026 2027	2026 2027
SALARIES	$	3,025,290.00	$230,365.10	$230,365.10	7.61%
FRINGE BENEFITS	$	1,825,194.00	$126,446.22	$126,446.22	6.93%
OPERATING SERVICES	$	2,911,962.00	$137,714.44	$137,714.44	4.73%
MATERIALS & SUPPLIES	$	1,373,908.00	$49,093.31	$49,093.31	3.57%
CAPITAL OUTLAY	$	3,479,755.30	$0.00	$0.00	0.00%
GRAND TOTAL	$	12,616,109.30	$543,619.07	$543,619.07	4.31%
OPERATING SERVICES					
LIGHT & POWER	$	580,300.00	$5,474.98	$5,474.98	0.94%
TELEPHONE	$	24,240.00	$1,808.69	$1,808.69	7.46%
POSTAGE	$	35,530.00	$8,500.00	$8,500.00	23.92%
ADVERTISING	$	1,000.00		$0.00	0.00%
CLOTHING/UNIFORMS	$	7,600.00		$0.00	0.00%
MAINTENANCE/SERVICE	$	133,580.00	$523.57	$523.57	0.39%
LEASE	$	16,509.00	$1,814.41	$1,814.41	10.99%
CONFERENCE & MEMBERSHIP	$	34,950.00		$0.00	0.00%
TAXES	$	567,668.00	$47,306.00	$47,306.00	8.33%
PROFESSIONAL SERVICES	$	346,400.00	$16,469.00	$16,469.00	4.75%
LIENS	$	4,300.00		$0.00	0.00%
MISCELLANEOUS	$	10,000.00	$190.79	$190.79	1.91%
CONTRACTOR SERVICES	$	728,800.00		$0.00	0.00%
DEBT SERVICES	$	130,285.00	$52,927.00	$52,927.00	40.62%
SEWER USE FEE	$	10,800.00	$2,700.00	$2,700.00	25.00%
NEW BRITAIN AGREEMENT	$	280,000.00		$0.00	0.00%
TOTAL OPERATING SERVICES	$	2,911,962.00	$137,714.44	$137,714.44	4.73%
SUPPLIES AND MATERIALS					
MOTOR FUELS	$	62,857.00	$4,819.96	$4,819.96	7.67%
OFFICE SUPPLIES	$	38,080.00	$2,267.55	$2,267.55	5.95%
MAINTENANCE SUP & MATERIALS	$	581,000.00	$12,329.38	$12,329.38	2.12%
MV PARTS & SUPPLIES	$	15,150.00	$45.98	$45.98	0.30%
MV SERVICE & REPAIRS	$	60,000.00	$1,544.28	$1,544.28	2.57%
FUEL OIL	$	35,750.00		$0.00	0.00%
CHEMICAL TREATMENT	$	350,000.00	$28,086.16	$28,086.16	8.02%
INSURANCE	$	231,071.00		$0.00	0.00%
TOTAL SUPPLIES & MATERAILS	$	1,373,908.00	$49,093.31	$49,093.31	3.57%
CAPITAL OUTLAY					
CAPITAL EQUIPMENT	$	464,000.00		$0.00	0.00%
CAPITAL OUTLAY	$	612,854.30		$0.00	0.00%
MISC. UTILITY ASSETS	$	2,402,901.00		$0.00	0.00%
CAPITAL OUTLAY TOTAL	$	3,479,755.30	$0.00	$0.00	0.00%
GRAND TOTAL	$	12,616,109.30	$543,619.07	$543,619.07	4.31%

2025 2026 BRISTOL WATER DEPARTMENT BUDGET						
Jun-26						**ADJ**
	APPROVED BUDGET 2025 2026	**EXPENDED TO DATE 2025 2026**	**% TO DATE 2025 2026**	**BUDGET ADJUSTMENTS 2025 2026**	**ADJUSTED BUDGET 2025 2026**	**% TO DATE 2025 2026**
CLASSIFICATION						
SALARIES	**$ 3,107,958.00**	$3,067,589.80	**98.70%**		$ 3,107,958.00	**98.70%**
FRINGE BENEFITS	**$ 1,746,690.00**	$1,458,019.74	**83.47%**		$ 1,746,690.00	**83.47%**
OPERATING SERVICES	**$ 2,744,537.00**	$3,019,765.56	**110.03%**		$ 2,744,537.00	**110.03%**
MATERIALS & SUPPLIES	**$ 1,286,740.00**	$1,176,136.90	**91.40%**		$ 1,286,740.00	**91.40%**
CAPITAL OUTLAY	**$ 1,966,156.00**	$532,010.71	**27.06%**		$ 1,966,156.00	**27.06%**
GRAND TOTAL	**$ 10,852,081.00**	**$9,253,522.71**	**85.27%**	0.00	**$ 10,852,081.00**	**85.27%**
OPERATING SERVICES						
LIGHT & POWER	**$ 574,558.00**	$545,888.32	**95.01%**		$ 574,558.00	**95.01%**
TELEPHONE	**$ 24,240.00**	$19,755.27	**81.50%**		$ 24,240.00	**81.50%**
POSTAGE	**$ 32,300.00**	$52,253.96	**161.78%**	19,953.96	$ 52,253.96	**100.00%**
ADVERTISING	**$ 1,000.00**	$0.00	**0.00%**		$ 1,000.00	**0.00%**
CLOTHING/UNIFORMS	**$ 6,700.00**	$6,834.78	**102.01%**	134.78	$ 6,834.78	**100.00%**
MAINTENANCE/SERVICE	**$ 97,800.00**	$46,788.87	**47.84%**		$ 97,800.00	**47.84%**
LEASE	**$ 16,509.00**	$17,303.79	**104.81%**	794.79	$ 17,303.79	**100.00%**
CONFERENCE & MEMBERSHIP	**$ 34,950.00**	$22,846.98	**65.37%**		$ 34,950.00	**65.37%**
TAXES	**$ 561,185.00**	$567,476.64	**101.12%**	6,291.64	$ 567,476.64	**100.00%**
PROFESSIONAL SERVICES	**$ 329,220.00**	$530,177.51	**161.04%**	200,957.51	$ 530,177.51	**100.00%**
LIENS	**$ 4,300.00**	$5,565.00	**129.42%**	1,265.00	$ 5,565.00	**100.00%**
MISCELLANEOUS	**$ 10,000.00**	$8,447.84	**84.48%**		$ 10,000.00	**84.48%**
CONTRACTOR SERVICES	**$ 628,800.00**	$788,555.15	**125.41%**	159,755.15	$ 788,555.15	**100.00%**
DEBT SERVICES	**$ 132,175.00**	$127,974.84	**96.82%**		$ 132,175.00	**96.82%**
SEWER USE FEE	**$ 10,800.00**	$10,800.00	**100.00%**		$ 10,800.00	**100.00%**
NEW BRITAIN AGREEMENT	**$ 280,000.00**	$269,096.61	**96.11%**		$ 280,000.00	**96.11%**
					$ -	
TOTAL OPERATING SERVICES	**$ 2,744,537.00**	**$3,019,765.56**	**110.03%**	389,152.83	$ 3,133,689.83	**96.36%**
SUPPLIES AND MATERIALS						
MOTOR FUELS	**$ 62,857.00**	$51,361.85	**81.71%**		$ 62,857.00	**81.71%**
OFFICE SUPPLIES	**$ 33,285.00**	$32,959.89	**99.02%**		$ 33,285.00	**99.02%**
MAINTENANCE SUP & MATERIALS	**$ 496,000.00**	$576,192.14	**116.17%**	80,192.14	$ 576,192.14	**100.00%**
MV PARTS & SUPPLIES	**$ 15,150.00**	$15,820.19	**104.42%**	670.19	$ 15,820.19	**100.00%**
MV SERVICE & REPAIRS	**$ 44,000.00**	$48,052.26	**109.21%**	4,052.26	$ 48,052.26	**100.00%**
FUEL OIL	**$ 44,750.00**	$42,548.40	**95.08%**		$ 44,750.00	**95.08%**
CHEMICAL TREATMENT	**$ 350,000.00**	$288,718.16	**82.49%**		$ 350,000.00	**82.49%**
INSURANCE	**$ 240,698.00**	$120,484.01	**50.06%**	(113,354.76)	$ 127,343.24	**94.61%**
TOTAL SUPPLIES & MATERAILS	**$ 1,286,740.00**	**$1,176,136.90**	**91.40%**	(28,440.17)	$ 1,258,299.83	**93.47%**
CAPITAL OUTLAY						
CAPITAL EQUIPMENT	**$ 185,000.00**	$153,608.90	**83.03%**		$ 185,000.00	**83.03%**
CAPITAL OUTLAY	**$ 761,156.00**	$77,843.08	**10.23%**	(200,957.51)	$ 560,198.49	**13.90%**
MISC. UTILITY ASSETS	**$ 1,020,000.00**	$300,558.73	**29.47%**	(159,755.15)	$ 860,244.85	**34.94%**
CAPITAL OUTLAY TOTAL	**$ 1,966,156.00**	**$532,010.71**	**27.06%**	(360,712.66)	$ 1,605,443.34	**33.14%**
GRAND TOTAL	**$ 10,852,081.00**	**$9,253,522.71**	**85.27%**	0.00	$ 10,852,081.00	**85.27%**

TRANSFER OF $113,354.76 FROM INSURANCE TO FUND OVER EXPENDITURES OF

- $80,192.14 in the Maintenance Supplies and Materials Account
- $19,755.27 in the Postage Account
- $134.78 in the Clothing/Uniforms Account
- $794.79 in the Lease Account
- $6,291.64 in the Taxes Account
- $1,265.00 in the Liens Account
- $670.19 in the Motor Vehicle Parts and Supplies Account
- $4,052.26 in the Motor Vehicle Service and Repairs Account

TRANSFER OF $200,957.51 FROM CAPITAL OUTLAY TO FUND OVER EXPENDITURES OF

- $200,957.51 in the Professional Services Account

TRANSFER OF $159,755.15 FROM MISC UTILITY ASSETS TO FUND OVER EXPENDITURES OF

- $159,755.15 in the Contractor Services Account

2026 SHUT-OFFS BREAKDOWN **Still off to date for non-pay: (51)**

MONTH/ DISTRICT	TERMINATION LETTERS SENT	# ACCTS. OUTSTANDING @ START OF SHUT-OFF DAY	# ACCTS. ACTUALLY SHUT-OFF THROUGHOUT SHUT-OFF DAY	# ACCTS. STILL OFF @ END OF SHUT-OFF DAY	# ACCTS. THAT REMAINED OFF @ END OF MONTH
JANUARY 03	513	80	53	25	9
FEBRUARY 01	392	68	39	16	2
MARCH 02	422	70	53	11	9
APRIL 03	339	56	44	13	5
MAY 01	368	59	52	23	4
JUNE 02	336	58	45	31	3
JULY 03	**413**	**69**	**48**	**12**	**2**
JULY 03	468	68	50	16	5
AUGUST 01					
SEPTEMBER 02					
OCTOBER 03					
NOVEMBER 01					
DECEMBER 02					

BEFORE RECEIVING A TERMINATION LETTER, THE CUSTOMER HAS RECEIVED THEIR ORIGINAL BILL PLUS A SECOND AND THIRD NOTICE. Example: Invoiced 8/1, 2nd Notice 9/1, 3rd Notice 10/1. THE TERMINATION LETTER IS SENT APPROX. 1 WEEK AFTER 3RD NOTICE.

Current Monthly Summary

Current Month Payment Summary

Payment Type	Number Of Transactions	Total Paid
Credit/Debit Card	1046	$246,751.30
EFT (Check)	265	$72,351.32
Online Bank Direct	266	$55,635.25
PayPal	86	$18,611.27
PayPal Credit	4	$696.15
Venmo	20	$4,063.81
Total	1687	$398,109.10

Monthly Invoice Summary

Invoice Count

No records to display.

Paperless Statistics

Invoice Type	Paperless
Water	7111

Auto-Pay Statistics

Invoice Type	AutoPay
Water	4288

Customer Registration Statistics

Customer Count	Registered Count	Registered %
22410	11296	50.41

Pay By Text Registration Statistics

Customer Count	Registered Count	Registered %
5471	4148	75.82

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

DEPARTMENT POLICY ON PROCESSING PAYMENTS

All payments are applied in the following order:

1. The oldest outstanding bill (sewer 1st in order)
2. Sewer Liens
3. Sewer Penalties
4. Sewer Bills
5. Water Liens
6. Water Penalties
7. Water Bills

Department Payment Policy was set by the Board of Water Commissioners and the Board of Sewer Commissioners at their Special Meeting held on March 6, 2020. Department administrative staff does not have the ability to adjust processing order.

PROPOSED CHANGES

1. The oldest outstanding bill (miscellaneous 1st in order)
2. Miscellaneous Charges
3. Sewer Penalties
4. Sewer Bills
5. Sewer Liens
6. Water Penalties
7. Water Bills
8. Water Liens

MINUTES OF THE BOARD OF WATER COMMISSIONERS
SPECIAL MEETING – MARCH 6, 2020

Present: Chairwoman Elizabeth Phelan, Commissioner Robert A. Badal and Commissioner Kathy Ferrier

Staff Present: Superintendent Robert Longo and Joyce DeFelippi, Office Manager

Absent: Commissioner Ramiro Suarez, Commissioner Sean Dunn and Council Liaison Mary Fortier

1) CALL TO ORDER

Chairman Phelan called the meeting of the Board of Water Commissioners held at the Bristol Water & Sewer Department, 119 Riverside Avenue to order at 8:35 a.m.

2) DEPARTMENT POLICY ON PROCESSING PAYMENTS

Superintendent Longo explained that he reached out to Corporation Council in regard to a procedure that the Department has been adhering to regarding the order of processing payments. He noted that looking through procedural documents, he could not find a formal procedure approved by the Board. A discussion ensued to the procedure.

On motion by Commissioner Badal and seconded, unanimously voted to approve the Bristol Water Department policy on processing payment in the following order and to allow Superintendent of the Water & Sewer Department the authority to make adjustments from the policy for individual customers as he/she feels necessary to collect outstanding balances.

1. The oldest outstanding bill (sewer 1st in order)
2. Sewer Liens
3. Sewer Penalties
4. Sewer Bills
5. Water Liens
6. Water Penalties
7. Water Bills

3) ADJOURNMENT

At 8:41 a.m., on motion by Commissioner Ferrier and seconded, unanimously voted to adjourn.

ATTEST: Renee LaMarre

Renee LaMarre
Water & Sewer Administrative Assistant

Proposed Closing Procedures for Calculating Final Invoices.

If a closing occurs within the month before their quarterly bill is issued, then the seller will be charged at closing for the entire water and sewer service charges and all consumption.

The new owner will not get a bill until they have been there for at least one billing cycle.