# BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda

Tuesday, March 18, 2025 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:845 169 6140, 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 18, 2025 Regular Board Meeting
5. Approval of the Department Reports for the Month of February 2025
6. Public Participation
7. Customer Correspondence
   A. 146 Farmington Ave.
   B. 111 Debra Ln.
8. Review 4B.4 Appeals to Sewer Usage Billing Associated with Extremely High Meter Readings
9. Committee Reports
   A. Budget Committee
10. Investments
11. I & I Study
12. Superintendent's Report
13. Old Business
14. New Business
15. Adjournment

*Next Meeting: Tuesday, April 15, 2025 6:00 p.m.*

# BOARD OF SEWER COMMISSION
# FEBRUARY 18, 2025 – REGULAR MEETING

**PRESENT:** Chairperson Phelan; Commissioners Dunn, Ferrier, Porrini and Cunningham; Council Liaison Jacqueline Olsen.

**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 6:00 p.m.

2) **PLEDGE OF ALLEGIANCE.**

3) **MOMENT OF SILENCE.**

4) **APPROVAL OF THE MINUTES OF THE DECEMBER 17, 2024 REGULAR MEETING.**

   On motion of Commissioner Dunn and seconded, it was unanimously voted to approve the December 17, 2024 regular meeting minutes as presented.
   Motion passed.

5) **APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF DECEMBER 2024.**

   On motion of Commissioner Ferrier and seconded, it was unanimously voted to approve the December 2024 Department Reports as presented.
   Motion passed.

6) **APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF JANUARY 2025.**

   On motion of Commissioner Dunn and seconded, it was unanimously voted to approve the January 2025 Department Reports as presented.
   Motion passed.

7) **PUBLIC PARTICIPATION.**

   None.

8) **CUSTOMER CORRESPONDENCE.**

   A. 37 Chestnut St.: Customer requested a sewer adjustment on his high sewer usage charge based on the winter quarter.

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

   B. 102 Norwood Rd.: Customer requested late penalty fees be waived.

   On motion of Commissioner Dunn and seconded, it was unanimously voted that no

recourse be given.
Motion passed.

9) REVIEW 4B.4 APPEALS TO SEWER USAGE BILLING ASSOCIATED WITH EXTREMELY HIGH METER READINGS.

On motion of Commissioner Dunn to table this matter to the March 2025 meeting.
Motion passed.

10) COMMITTEE REPORTS.

A. Budget Committee – No action taken.

11) INVESTMENTS.

None.

12) I&I STUDY

No action taken.

13) SUPERINTENDENTS REPORT.

No action taken.

14) OLD BUSINESS.

None.

15) NEW BUSINESS.

None.

16) ADJOURNMENT.

At 6:35 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: FEB 1, 2025 | $ | 11,430,005.34 |
| ACCOUNTS RECEIVABLE | $ | 653,237.91 |
| SERVICE ACCOUNTS | $ | 26,972.05 |
| TRANSFERS IN (OUT) | $ | - |
| DISBURSEMENTS | $ | (486,802.51) |
| BALANCE: FEB 28, 2025 | $ | 11,623,412.79 |

SEWER CAP/NR

| | | |
|---|---|---|
| BALANCE: FEB 1, 2025 | $ | 4,721,931.66 |
| TRANSFERS IN (OUT) | $ | 4,500.00 |
| DISBURSEMENTS | $ | (70,446.74) |
| BALANCE:FEB 28, 2025 | $ | 4,655,984.92 |

SEWER PAYROLL

| | | |
|---|---|---|
| BALANCE: FEB 1, 2025 | $ | 156,901.62 |
| TRANSFERS IN (OUT) | $ | 148,850.12 |
| DISBURSEMENTS | $ | (147,064.07) |
| BALANCE: FEB 28, 2025 | $ | 158,687.67 |

SEWER BILLING

| | | |
|---|---|---|
| SEWER BILLS RENDERED FEB 2025: | $ | 701,756.92 |
| SEWER BILLS REMAINING UNPAID AS OF FEB 28 2025: | $ | 369,620.20 |

| 2024 2025 WPC BUDGET | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Feb-25 | | | | | | | | | | | |
| **CLASSIFICATION** | **APPROVED BUDGET 2024 2025** | **EXPENDED JULY 2024 2025** | **EXPENDED AUGUST 2024 2025** | **EXPENDED SEPTEMBER 2024 2025** | **EXPENDED OCTOBER 2024 2025** | **EXPENDED NOVEMBER 2024 2025** | **EXPENDED DECEMBER 2024 2025** | **EXPENDED JANUARY 2024 2025** | **EXPENDED FEBRUARY 2024 2025** | **EXPENDED TO DATE 2024 2025** | **% TO DATE 2024 2025** |
| **SALARIES** | $ 1,973,840.00 | $125,546.17 | $128,093.79 | $144,390.09 | $214,203.99 | $136,727.59 | $138,858.82 | $135,593.44 | $138,731.09 | $1,162,144.98 | 58.88% |
| **FRINGE BENEFITS** | $ 776,563.00 | $52,803.18 | $45,438.33 | $49,345.73 | $54,365.36 | $49,764.97 | $49,972.15 | $48,480.05 | $48,666.68 | $398,836.45 | 51.36% |
| **OPERATING SERVICES** | $ 4,110,409.00 | $227,946.52 | $345,682.45 | $208,144.06 | $233,194.00 | $258,756.96 | $163,877.23 | $279,233.03 | $198,306.59 | $1,915,140.84 | 46.59% |
| **MATERIALS & SUPPLIES** | $ 1,232,140.00 | $42,956.12 | $139,190.92 | $89,703.76 | $63,101.90 | $85,593.00 | $43,204.66 | $177,732.85 | $111,215.19 | $752,698.40 | 61.09% |
| **CAPITAL OUTLAY** | $ 830,000.00 | $0.00 | $0.00 | $0.00 | $134,188.12 | $0.00 | $0.00 | $0.00 | $0.00 | $134,188.12 | 16.17% |
| **GRAND TOTAL** | $ 8,922,952.00 | $449,251.99 | $658,405.49 | $491,583.64 | $699,053.37 | $530,842.52 | $395,912.86 | $641,039.37 | $496,919.55 | $4,363,008.79 | 48.90% |
| **OPERATING SERVICES** | | | | | | | | | | | |
| PUBLIC UTILITIES | $ 654,000.00 | $1,414.11 | $112,540.24 | $98,655.23 | $34,044.48 | $98,614.27 | $65,746.09 | $81,634.95 | $91,902.40 | $584,551.77 | 89.38% |
| NATURAL GAS | $ 33,000.00 | | $1,295.61 | $1,247.25 | $1,202.19 | $1,420.76 | $2,347.71 | $3,725.48 | $4,652.99 | $15,891.99 | 48.16% |
| WATER AND SEWER CHARGES | $ 13,400.00 | $5,060.45 | | | $5,276.48 | | | $1,913.80 | $630.00 | $12,880.73 | 96.12% |
| TIPPING FEES | $ 1,215,000.00 | | $191,076.63 | $92,505.36 | $106,668.86 | $101,448.75 | $82,219.55 | $85,119.04 | $70,990.35 | $730,028.54 | 60.08% |
| REFUSE | $ 500.00 | | | $63.40 | | $20.40 | | | $82.80 | $166.60 | 33.32% |
| TELEPHONE | $ 2,800.00 | | $1,050.15 | $512.30 | $405.43 | $1,092.91 | $689.01 | $348.85 | $367.70 | $4,466.35 | 159.51% |
| POSTAGE | $ 25,000.00 | | | | $350.00 | | | | | $350.00 | 1.40% |
| ADVERTISING | $ 500.00 | $118.56 | | | | | | | | $118.56 | 23.71% |
| PRINTING/BINDING | $ 300.00 | | | | | | | | $360.00 | $360.00 | 120.00% |
| TRAVEL REIMBURSEMENT | $ 100.00 | | | | | | | | | $0.00 | 0.00% |
| CLOTHING/UNIFORMS | $ 3,500.00 | | $444.02 | $170.15 | $550.15 | | $180.00 | | $304.14 | $1,648.46 | 47.10% |
| REPAIRS AND MAINTENANCE | $ 115,000.00 | $2,340.00 | $3,687.83 | $1,627.23 | $3,466.42 | $6,161.10 | $596.90 | $24,381.43 | $3,605.85 | $45,866.76 | 39.88% |
| COLLECT SYSTEM MAIN AND REHAB | $ 150,000.00 | | $6,530.02 | | $29,509.00 | | | | | $36,039.02 | 24.03% |
| MAJOR REPAIRS | $ 130,000.00 | | $6,512.00 | | $4,686.00 | $17,528.00 | | $26,121.00 | | $54,847.00 | 42.19% |
| RENTS AND LEASES | $ 5,000.00 | | | | $169.27 | $237.34 | $169.27 | $169.28 | $169.27 | $914.43 | 18.29% |
| ADMIN FEES | $ 70,000.00 | $14,250.00 | | | $14,250.00 | | | | $14,250.00 | $42,750.00 | 61.07% |
| PROFESSIONAL FEES | $ 160,000.00 | $916.65 | $6,816.05 | $3,162.44 | $21,161.15 | $20,417.35 | $7,200.00 | $5,763.60 | | $65,437.24 | 40.90% |
| LIENS | $ 7,500.00 | $495.00 | $1,005.00 | $160.00 | $1,545.00 | | $705.00 | $515.00 | $935.00 | $5,360.00 | 71.47% |
| MISCELLANEOUS | $ 11,000.00 | | | | | | $4,023.70 | | | $4,023.70 | 36.58% |
| CNR ANNUAL CONTRIBUTION | $ 650,000.00 | | | | | | | | | $0.00 | 0.00% |
| CWF PRINCIPAL | $ 406,541.00 | $33,569.06 | | | | | | | | $33,569.06 | 8.26% |
| DEBT SERVICE PRINCIPAL | $ 144,500.00 | $138,500.00 | | | | | | | | $138,500.00 | 95.85% |
| INTEREST EXPENSE | $ 174,268.00 | $31,282.69 | $10,021.75 | $9,965.70 | $9,909.57 | $11,452.08 | | $45,225.60 | $9,684.09 | $127,541.48 | 73.19% |
| CONTINGENCY | $ 130,000.00 | | $4,583.15 | | | | | $4,089.00 | | $8,672.15 | 6.67% |
| CONFERENCES AND MEMBERSHIPS | $ 2,500.00 | | | | | | | | $222.00 | $222.00 | 8.88% |
| SCHOOLING AND EDUCATION | $ 6,000.00 | | $120.00 | $75.00 | | $364.00 | | $226.00 | $150.00 | $935.00 | 15.58% |
| **TOTAL OPERATING SERVICES** | $ 4,110,409.00 | $227,946.52 | $345,682.45 | $208,144.06 | $233,194.00 | $258,756.96 | $163,877.23 | $279,233.03 | $198,306.59 | $1,915,140.84 | 46.59% |
| **SUPPLIES AND MATERIALS** | | | | | | | | | | | |
| WORKERS COMP INS | $ 114,000.00 | $31,600.00 | | | | | | | | $31,600.00 | 27.72% |
| DISABILITY INS | $ 550.00 | | | | | | | | | $0.00 | 0.00% |
| OPEB RETIREMENT BENEFITS | $ 59,090.00 | | | | | | | | | $0.00 | 0.00% |
| MOTOR FUELS | $ 32,000.00 | | $1,606.38 | $2,319.08 | $1,647.80 | $2,547.55 | $2,028.94 | $2,135.33 | $2,423.38 | $14,708.46 | 45.96% |
| OFFICE SUPPLIES | $ 3,000.00 | $572.41 | $122.50 | $226.73 | | $182.96 | $27.43 | $112.65 | $427.75 | $1,672.43 | 55.75% |
| MAINTENANCE SUP & MATERIALS | $ 800,000.00 | $10,204.78 | $129,666.38 | $80,338.37 | $55,959.25 | $82,810.08 | $29,482.79 | $50,157.09 | $106,748.24 | $545,366.98 | 68.17% |
| MV PARTS & SUPPLIES | $ 5,000.00 | | $104.02 | | $334.79 | $45.24 | $303.46 | -$36.00 | $384.63 | $1,136.14 | 22.72% |
| MV SERVICE & REPAIRS | $ 20,000.00 | $578.93 | | $5,522.32 | $2,585.55 | | | $5,527.61 | | $14,214.41 | 71.07% |
| GENERATOR FUEL | $ 9,000.00 | | $4,714.44 | | | | | $183.84 | | $4,898.28 | 54.43% |
| LABORATORY SUPPLIES | $ 17,000.00 | | $1,617.23 | $1,182.72 | $2,574.51 | $7.17 | $11,336.50 | $11,047.52 | $1,231.19 | $28,996.84 | 170.57% |
| PROGRAM SUPPLIES | $ 71,500.00 | | $1,359.97 | $114.54 | | | $25.54 | | | $1,500.05 | 2.10% |
| TIRES | $ 3,500.00 | | | | | | | | | $0.00 | 0.00% |
| REFUNDS OF SEWER USE FEES | $ 2,500.00 | | | | | | | | | $0.00 | 0.00% |
| LIABILITY INSURANCE | $ 95,000.00 | | | | | | | $108,604.81 | | $108,604.81 | 114.32% |
| **TOTAL SUPPLIES & MATERAILS** | $ 1,232,140.00 | $ 42,956.12 | $ 139,190.92 | $ 89,703.76 | $ 63,101.90 | $ 85,593.00 | $ 43,204.66 | $ 177,732.85 | $ 111,215.19 | $ 752,698.40 | 61.09% |
| **CAPITAL OUTLAY** | | | | | | | | | | | |
| CAPITAL OUTLAY | $ 830,000.00 | | | | $134,188.12 | | | | | $134,188.12 | 16.17% |
| **CAPITAL OUTLAY TOTAL** | $ 830,000.00 | $0.00 | $0.00 | $0.00 | $134,188.12 | $0.00 | $0.00 | $0.00 | $0.00 | $134,188.12 | 16.17% |
| **GRAND TOTAL** | $ 8,922,952.00 | $449,251.99 | $658,405.49 | $491,583.64 | $699,053.37 | $530,842.52 | $395,912.86 | $641,039.37 | $496,919.55 | $4,363,008.79 | 48.90% |

| 2024-2025 WPC CAPITAL OUTLAY | | BUDGET REQUEST 2024-2025 | EXPENDED JULY 2024 | EXPENDED AUG 2024 | EXPENDED SEPT 2024 | EXPENDED OCT 2024 | EXPENDED NOV 2024 | EXPENDED DEC 2024 | EXPENDED JAN 2025 | EXPENDED TO-DATE |
|---|---|---|---|---|---|---|---|---|---|---|
| REBUILD/REPLACE GRIT GEAR BOXES AND PUMPS | | $75,000.00 | | | | | | | | $0.00 |
| REPLACE SECOND SECONDARY DRIVE | | $110,000.00 | | | | $99,460.00 | | | | $99,460.00 |
| PLANT AND STATION EQIPMENT PARTS | | $65,000.00 | | | | | | | | $0.00 |
| VAC TRUCK | | $580,000.00 | | | | | | | | $0.00 |
| | | | | | | | | | | $0.00 |
| | | | | | | | | | | $0.00 |
| | | **$830,000.00** | **$0.00** | **$0.00** | **$0.00** | **$99,460.00** | **$0.00** | **$0.00** | **$0.00** | **$99,460.00** |
| | | | | | | | | | | |
| **CARRY OVER FROM 2023-2024** | **Project** | | | | | | | | | |
| BUILDING HEATERS | 24003 | | 4,665.71 | | | | | | | **4,665.71** |
| REPLACE ATS BROAD ST | 20010 | | | | | | | | $19,048.00 | **19,048.00** |
| SECONDARY CLARIFIER UNIT | 22038 | | 91,362.65 | | | | | | | **91,362.65** |
| AERATION TANKS REHAB | 24006 | | | $47,644.28 | $40,502.72 | $34,728.12 | $7,259.49 | $29,078.48 | $26,800.00 | **186,013.09** |