BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda

Tuesday, September 15, 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 August 18, 2026 Regular Board Meeting
5. Approval of the Department Reports for the Month of August 2026
6. Public Participation
7. Customer Correspondence
    a. 35 View St., Unit B
    b. 221 Greene St., Unit A
8. Committee Reports
9. I & I Study
10. Superintendent's Report
11. Old Business
12. New Business
13. Adjournment

Next Meeting: Tuesday, October 20, 2026 6:00 p.m.

BOARD OF SEWER COMMISSION
AUGUST 18, 2026 – REGULAR MEETING

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

PRESENT by videoconference: Commissioners Dunn and Ferrier. Superintendent Longo.

STAFF PRESENT: Sean Hennessey, Sewer Director; Assistant Superintendent Pagliaruli 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 JULY 21, 2026 REGULAR MEETING.

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

5) APPROVAL OF THE MINUTES OF THE AUGUST 5, 2026 SPECIAL MEETING.

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

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

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

7) PUBLIC PARTICIPATION.

None.

8) CUSTOMER CORRESPONDENCE.

a. 222 East Main Street: Requesting a reduction in the bill and a waiver penalty charges.

On motion of Commissioner Cunningham and seconded; it was unanimously voted that no recourse be given to 222 East Main Street, but to offer a payment plan on the large balance.
Motion passed.

9) COMMITTEE REPORTS.

None

10) REVISION: DEPARTMENT POLICY ON PROCESSING PAYMENTS (ADOPTED MARCH 6, 2020).

All payments are applied in the following order:

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

On motion of Commissioner Porrini and seconded; it was unanimously voted to approve the proposed changes for the Department Policy on Processing Payments as presented.
Motion passed.

11) 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 for that quarter and the new owner will not get a billed until they have been there for at least one billing cycle.

On motion of Commissioner Dunn and seconded; it was unanimously voted to adopt the Closing Procedures for Calculating Final Invoices as presented.
Motion passed.

12) I & I STUDY.

No action taken.

13) SUPERINTENDENTS REPORT.

No action taken.

14) OLD BUSINESS.

None.

15) NEW BUSINESS.

Transfer of $194,408.75 from Capital Outlay to Fund Over Expenditures of

- $747.52 in the Natural Gas Account
- $13,392.98 in the Water and Sewer Charges Account
- $49,428.43 in the Tipping Fees Account
- $1,028.85 in the Rents and Leases Account
- $45,088.29 in the Professional Fees Account
- $2,145.00 in the Liens Account
- $20,871.72 in the Interest Expense Account
- $61,705.96 in the Maintenance Supplies & Materials Account

Transfer of $73,904.24 from Program Supplies to Fund Over Expenditures of

- $71,263.68 in the Maintenance Supplies and Materials Account
- $2,640.56 in the Tires Account

On motion of Commissioner Porrini and seconded; it was unanimously voted to bring to the table and to approve the transfers to fund over expenditures in the 2025/2026 Budget as presented.
Motion passed.

16) ADJOURNMENT.

At 6:27 p.m., on motion of Commissioner Dunn and seconded; it was unanimously voted to adjourn.

ATTEST: ___________________________________

Renee M. Ratta
Water & Sewer Administrative Assistant

CASH STATEMENT SEWER

SEWER OPERATING

BALANCE: AUG 1, 2026	$	14,205,346.57
ACCOUNTS RECEIVABLE	$	855,637.96
SERVICE ACCOUNTS	$	52,316.24
TRANSFERS IN (OUT)	$	-
DISBURSEMENTS	$	(698,529.57)
TRANSFER TO INVESTMENTS		
BALANCE: AUG 31, 2026	$	14,414,771.20

SEWER CAP/NR

BALANCE: AUG 1, 2026	$	2,366,565.86
TRANSFERS IN (OUT)		
DISBURSEMENTS	$	(120,281.10)
BALANCE: AUG 31, 2026	$	2,246,284.76

SEWER PAYROLL

BALANCE: AUG 1, 2026	$	156,656.99
TRANSFERS IN (OUT)	$	138,361.24
DISBURSEMENTS	$	(138,493.24)
BALANCE: AUG 31, 2026	$	156,524.99

SEWER BILLING

SEWER BILLS RENDERED AUG 2026:	$	880,673.66
SEWER BILLS REMAINING UNPAID AS OF AUG 31 2026:	$	229,253.22

2026 2027 WPC BUDGET						
Aug-26						
		APPROVED	EXPENDED	EXPENDED	EXPENDED	%
		BUDGET	JULY	AUGUST	TO DATE	TO DATE
CLASSIFICATION		2026 2027	2026 2027	2026 2027	2026 2027	2026 2027
SALARIES	$	**2,307,338.00**	$127,222.09	$127,564.07	$254,786.16	**11.04%**
FRINGE BENEFITS	$	**911,700.00**	$56,042.94	$50,789.47	$106,832.41	**11.72%**
OPERATING SERVICES	$	**4,275,783.50**	$166,389.63	$246,080.46	$412,470.09	**9.65%**
MATERIALS & SUPPLIES	$	**1,394,580.00**	$112,192.68	$187,733.97	$299,926.65	**21.51%**
CAPITAL OUTLAY	$	**1,723,500.00**	$3,905.18	$70,909.82	$74,815.00	**4.34%**
GRAND TOTAL	$	**10,612,901.50**	**$465,752.52**	**$683,077.79**	**$1,148,830.31**	**10.82%**
OPERATING SERVICES						
PUBLIC UTILITIES	$	**950,000.00**	$120,612.81	$47,243.51	$167,856.32	**17.67%**
NATURAL GAS	$	**32,000.00**	$1,805.91	$1,806.80	$3,612.71	**11.29%**
WATER AND SEWER CHARGES	$	**19,000.00**	$5,496.46		$5,496.46	**28.93%**
TIPPING FEES	$	**1,200,000.00**		$111,254.83	$111,254.83	**9.27%**
REFUSE	$	**500.00**			$0.00	**0.00%**
TELEPHONE	$	**5,620.00**	$419.34	$422.40	$841.74	**14.98%**
POSTAGE	$	**25,000.00**			$0.00	**0.00%**
ADVERTISING	$	**500.00**			$0.00	**0.00%**
PRINTING/BINDING	$	**300.00**			$0.00	**0.00%**
TRAVEL REIMBURSEMENT	$	**100.00**			$0.00	**0.00%**
CLOTHING/UNIFORMS	$	**3,500.00**		$360.93	$360.93	**10.31%**
REPAIRS AND MAINTENANCE	$	**60,000.00**			$0.00	**0.00%**
COLLECT SYSTEM MAIN AND REHAB	$	**140,000.00**			$0.00	**0.00%**
MAJOR REPAIRS	$	**150,000.00**		$74,177.00	$74,177.00	**49.45%**
RENTS AND LEASES	$	**5,000.00**	$169.28	$169.28	$338.56	**6.77%**
ADMIN FEES	$	**65,000.00**	$14,250.00		$14,250.00	**21.92%**
PROFESSIONAL FEES	$	**160,000.00**		$1,844.12	$1,844.12	**1.15%**
LIENS	$	**9,500.00**	$685.00	$135.00	$820.00	**8.63%**
MISCELLANEOUS	$	**5,000.00**			$0.00	**0.00%**
CNR ANNUAL CONTRIBUTION	$	**650,000.00**			$0.00	**0.00%**
CWF PRINCIPAL	$	**394,068.00**			$0.00	**0.00%**
DEBT SERVICE PRINCIPAL	$	**148,000.00**			$0.00	**0.00%**
INTEREST EXPENSE	$	**143,695.50**	$22,950.83	$8,666.59	$31,617.42	**22.00%**
CONTINGENCY	$	**100,000.00**			$0.00	**0.00%**
CONFERENCES AND MEMBERSHIPS	$	**4,500.00**			$0.00	**0.00%**
SCHOOLING AND EDUCATION	$	**4,500.00**			$0.00	**0.00%**
TOTAL OPERATING SERVICES	$	**4,275,783.50**	**$166,389.63**	**$246,080.46**	**$412,470.09**	**9.65%**
SUPPLIES AND MATERIALS						
WORKERS COMP INS	$	**55,030.00**			$0.00	**0.00%**
CHEMICAL TREATMENT	$	**675,000.00**	$45,593.66	$78,805.52	$124,399.18	**18.43%**
DISABILITY INS	$	**550.00**			$0.00	**0.00%**
MOTOR FUELS	$	**28,500.00**			$0.00	**0.00%**
OFFICE SUPPLIES	$	**3,000.00**	$109.62	$44.72	$154.34	**5.14%**
MAINTENANCE SUP & MATERIALS	$	**420,000.00**	$63,476.54	$74,776.61	$138,253.15	**32.92%**
MV PARTS & SUPPLIES	$	**5,000.00**	$121.50	$2,626.81	$2,748.31	**54.97%**
MV SERVICE & REPAIRS	$	**24,000.00**		$30,123.35	$30,123.35	**125.51%**
GENERATOR FUEL	$	**8,500.00**			$0.00	**0.00%**
LABORATORY SUPPLIES	$	**18,500.00**	$2,891.36	$1,356.96	$4,248.32	**22.96%**
PROGRAM SUPPLIES	$	**30,000.00**			$0.00	**0.00%**
TIRES	$	**4,000.00**			$0.00	**0.00%**
REFUNDS OF SEWER USE FEES	$	**2,500.00**			$0.00	**0.00%**
LIABILITY INSURANCE	$	**120,000.00**			$0.00	**0.00%**
TOTAL SUPPLIES & MATERAILS	$	**1,394,580.00**	**$ 112,192.68**	**$ 187,733.97**	**$ 299,926.65**	**21.51%**
CAPITAL OUTLAY						
CAPITAL OUTLAY	$	**1,723,500.00**	$3,905.18	$70,909.82	$74,815.00	**4.34%**
CAPITAL OUTLAY TOTAL	$	**1,723,500.00**	**$3,905.18**	**$70,909.82**	**$74,815.00**	**4.34%**
GRAND TOTAL	$	**10,612,901.50**	**$465,752.52**	**$683,077.79**	**$1,148,830.31**	**10.82%**

2026-2027 WPC CAPITAL OUTLAY		BUDGET REQUEST 2026-2027	EXPENDED JULY 2026	EXPENDED AUG 2026	EXPENDED TO-DATE
Replace WP5 2011 F150 w/F250		$70,000.00			$0.00
Sludge Storage Tanks Exterior Masonary/Concrete Resoration		$120,000.00			$0.00
Spare Aeration Recirculation Pump		$50,000.00			$0.00
Sludge Conveyor		$75,000.00			$0.00
Spare Influent Submersible Pump		$100,000.00			$0.00
Replace Garage Bay Door 3		$10,000.00			$0.00
Biofilter Media		$40,000.00		$4,221.24	$4,221.24
Engineering Screw Pump Replacement		$150,000.00			$0.00
Sliplining / Smoke Testing		$150,000.00	$1,952.59		$1,952.59
Diffuser Replacement Project / Screw Pump Replacement Project		$700,000.00			$0.00
GIS		$100,000.00			$0.00
Security System for Plant		$50,000.00			$0.00
OFFICE PAINTING		$6,000.00		$6,000.00	$6,000.00
BUILDING REPAIRS		$75,000.00		$33,188.58	$33,188.58
DESKS,CUBICLES,CHAIRS,FILE CABINETS		$25,000.00		$25,000.00	$25,000.00
RECONFIGURE ELECTRICAL DROPS AND OUTLETS		$2,500.00		$2,500.00	$2,500.00
TOTAL CAPITAL OUTLAY REQUEST		$1,723,500.00	$1,952.59	$70,909.82	$72,862.41
		$765,000.00	**$3,905.18**	**$141,819.64**	**$145,724.82**
CARRYOVER ITEMS FROM 2025-2026					
	Project				
					0.00
SECONDARY CLARIFIER	26002			$56,321.00	**56,321.00**
AERATION PROJECT	24006			$22,700.25	**10,987.42**

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