BOARD OF WATER COMMISSIONERS

Regular Meeting Agenda

Tuesday September 15, 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 August 18, 2026 Regular Board Meeting
5. Approval of the Department Reports for the Month of August 2026
6. Public Participation
7. Customer Correspondence
8. Committee Reports
9. Superintendent's Report
10. Chairperson's Report
11. Old Business
12. New Business
13. Adjournment

Next Meeting: Tuesday, October 20, 2026 6:15 p.m.

BOARD OF WATER 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: Assistant Superintendent Pagliaruli and Dawn LaBella, Office Manager.

1) CALL TO ORDER.

Chairperson Phelan called the meeting of the Board of Water Commission to order at 6:29 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 DEPARTMENT REPORTS FOR THE MONTH OF JULY 2026.

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

6) PUBLIC PARTICIPATION.

None.

7) CUSTOMER CORRESPONDENCE.

a. 35 Wolcott Street: Requesting discount or reduced bill on the high-water bill caused by a faulty flapper in one of his bathrooms.

On motion of Commissioner Dunn and seconded; it was unanimously voted that no recourse be given to 35 Wolcott Street.
Motion passed.

8) COMMITTEE REPORTS.

None.

9) 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 Cunningham and seconded; it was unanimously voted to approve the revision on the Department Policy on Processing Payments as presented.
Motion passed.

10) 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 proposed Closing Procedures for Calculating Final Invoices as presented.
Motion passed.

11) SUPERINTENDENTS REPORT.

No action taken.

12) CHAIRPERSONS REPORT.

No action taken.

13) OLD BUSINESS.

None.

14) NEW BUSINESS.

Transfer of $113,156.07 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 Miscellaneous Utility Assets to Fund Over Expenditure of

- $159,755.15 in the Contractor Services 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.

15) ADJOURNMENT.

At 6:51 p.m., on motion of Commissioner Porrini and seconded; it was unanimously voted to adjourn.

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

BRISTOL WATER DEPARTMENT
AUGUST 2026

WATER BILLING

Water Bills rendered August 2026	$1,228,720.60
Water Bills remaining unpaid as of August 2026	$370,513.00

PRECIPITATION

For the Month	2.91 "	Normal	2.30 "	Departure from Normal	0.61 "
For the Year	22.55 "	Normal	20.87 "	Departure from Normal	1.68 "

RESERVOIR CAPACITY

Total Available Capacity - August 2026	1,259,350,000	Gallons	98.513%

PRODUCTION

Monthly Production - August 2026	136,661,940	Gallons
Monthly Production - August 2025	200,910,180	Gallons

CASH STATEMENT WATER

BALANCE:AUG 1 2026	5,485,360.58
REVENUE:	
ACCOUNTS RECEIVABLE	1,033,030.38
SERVICE ACCOUNTS	17,093.88
FINES	
SEWER ACCOUNTS	907,279.20
LIENS	1,767.05
PENALTIES	5,007.19
REMOVE METER	100.00
CLOSING COSTS	7,500.00
REINSTATE FEES	
ASSESSMENTS	3,255.10
ADMIN FEE/LIENS (WPC)	
LAND LEASE	9,316.24
CELL TOWER LEASE	18,428.82
SCRAP METAL SALES	
TIMBER SALES	
STATE BOND TRANSFERS	
TOTAL REVENUE:	2,002,777.86
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	2,002,777.86
DISBURSEMENTS (VOUCHERS):	1,119,600.35
TRANSFERS:	
SEWER TRANSFER (BWSD)	907,279.18
TRANSFER TO PROCUREMENT ACCOUNT	

ACCOUNT BALANCES:

SUPER NOW CHECKING ACCOUNT	
BALANCE: AUG 31 , 2026	5,461,258.91
GOALS ENABLING FUND	
BALANCE: AUG 31 , 2026	5,853,493.13
CONSTRUCTION ACCOUNT	
BALANCE: AUG 1, 2026	129,840.50
DEPOSIT	13,580.00
DISBURSEMENTS	(300.00)
BALANCE: AUG 31, 2026	143,120.50
PAYROLL CASH ACCOUNT	
BALANCE: AUG 1, 2026	185,158.10
DEPOSIT	264,571.70
DISBURSEMENTS	(263,638.83)
BALANCE: AUG 31 , 2026	186,090.97

2026 2027 BRISTOL WATER DEPARTMENT BUDGET						
Aug-26						
CLASSIFICATION		APPROVED BUDGET 2026 2027	EXPENDED JULY 2026 2027	EXPENDED AUGUST 2026 2027	EXPENDED TO DATE 2026 2027	% TO DATE 2026 2027
SALARIES	**$**	**3,025,290.00**	$230,365.10	$249,140.54	$479,505.64	**15.85%**
FRINGE BENEFITS	**$**	**1,825,194.00**	$126,446.22	$126,191.23	$252,637.45	**13.84%**
OPERATING SERVICES	**$**	**2,911,962.00**	$137,714.44	$378,742.74	$516,457.18	**17.74%**
MATERIALS & SUPPLIES	**$**	**1,373,908.00**	$49,093.31	$144,202.56	$193,295.87	**14.07%**
CAPITAL OUTLAY	**$**	**3,479,755.30**	$0.00	$84,688.58	$84,688.58	**2.43%**
GRAND TOTAL	**$**	**12,616,109.30**	**$543,619.07**	**$982,965.65**	**$1,526,584.72**	**12.10%**
OPERATING SERVICES						
LIGHT & POWER	**$**	**580,300.00**	$5,474.98	$74,806.90	$80,281.88	**13.83%**
TELEPHONE	**$**	**24,240.00**	$1,808.69	$1,808.69	$3,617.38	**14.92%**
POSTAGE	**$**	**35,530.00**	$8,500.00	$8,520.12	$17,020.12	**47.90%**
ADVERTISING	**$**	**1,000.00**			$0.00	**0.00%**
CLOTHING/UNIFORMS	**$**	**7,600.00**		$391.41	$391.41	**5.15%**
MAINTENANCE/SERVICE	**$**	**133,580.00**	$523.57	$1,381.87	$1,905.44	**1.43%**
LEASE	**$**	**16,509.00**	$1,814.41	$169.27	$1,983.68	**12.02%**
CONFERENCE & MEMBERSHIP	**$**	**34,950.00**		-$2,551.23	-$2,551.23	**-7.30%**
TAXES	**$**	**567,668.00**	$47,306.00	$47,943.09	$95,249.09	**16.78%**
PROFESSIONAL SERVICES	**$**	**346,400.00**	$16,469.00	$56,084.96	$72,553.96	**20.95%**
LIENS	**$**	**4,300.00**		$115.00	$115.00	**2.67%**
MISCELLANEOUS	**$**	**10,000.00**	$190.79	$611.95	$802.74	**8.03%**
CONTRACTOR SERVICES	**$**	**728,800.00**		$138,621.88	$138,621.88	**19.02%**
DEBT SERVICES	**$**	**130,285.00**	$52,927.00	$6,727.07	$59,654.07	**45.79%**
SEWER USE FEE	**$**	**10,800.00**	$2,700.00		$2,700.00	**25.00%**
NEW BRITAIN AGREEMENT	**$**	**280,000.00**		$44,111.76	$44,111.76	**15.75%**
TOTAL OPERATING SERVICES	**$**	**2,911,962.00**	**$137,714.44**	**$378,742.74**	**$516,457.18**	**17.74%**
SUPPLIES AND MATERIALS						
MOTOR FUELS	**$**	**62,857.00**	$4,819.96		$4,819.96	**7.67%**
OFFICE SUPPLIES	**$**	**38,080.00**	$2,267.55	$8,455.24	$10,722.79	**28.16%**
MAINTENANCE SUP & MATERIALS	**$**	**581,000.00**	$12,329.38	$94,014.12	$106,343.50	**18.30%**
MV PARTS & SUPPLIES	**$**	**15,150.00**	$45.98	$4,200.40	$4,246.38	**28.03%**
MV SERVICE & REPAIRS	**$**	**60,000.00**	$1,544.28	$1,142.32	$2,686.60	**4.48%**
FUEL OIL	**$**	**35,750.00**			$0.00	**0.00%**
CHEMICAL TREATMENT	**$**	**350,000.00**	$28,086.16	$36,390.48	$64,476.64	**18.42%**
INSURANCE	**$**	**231,071.00**			$0.00	**0.00%**
TOTAL SUPPLIES & MATERAILS	**$**	**1,373,908.00**	**$49,093.31**	**$144,202.56**	**$193,295.87**	**14.07%**
CAPITAL OUTLAY						
CAPITAL EQUIPMENT	**$**	**464,000.00**			$0.00	**0.00%**
CAPITAL OUTLAY	**$**	**612,854.30**		$66,688.58	$66,688.58	**10.88%**
MISC. UTILITY ASSETS	**$**	**2,402,901.00**		$18,000.00	$18,000.00	**0.75%**
CAPITAL OUTLAY TOTAL	**$**	**3,479,755.30**	**$0.00**	**$84,688.58**	**$84,688.58**	**2.43%**
GRAND TOTAL	**$**	**12,616,109.30**	**$543,619.07**	**$982,965.65**	**$1,526,584.72**	**12.10%**

CITY OF BRISTOL WATER DEPARTMENT
CAPITAL OUTLAY BUDGET YEAR 2026-27

	BUDGET REQUEST 2026-2027	EXPENDED JULY 2026	EXPENDED AUG 2026	EXPENDED TO-DATE
CAPITAL EQUIPMENT				
2025 CHEVY 2500 (METER SHOP)	$80,000.00			$0.00
BACKHOE	$180,000.00			$0.00
TRUCK 5 REPLACEMENT	$204,000.00			$0.00
TOTAL CAPITAL EQUIPMENT	**$464,000.00**	$0.00	$0.00	$0.00
UTILITY ASSETS				
				$0.00
DISTRIBUTION SECTION				$0.00
				$0.00
VIVAX - MICROTECH VM -810/850	$4,000.00			$0.00
DEMO SAW	$8,000.00			$0.00
MUELLER ELECTRIC POWER HEAD	$10,000.00			$0.00
MUELLER B101	$10,000.00			$0.00
ROAD SAW	$7,500.00			$0.00
2" TRASH PUMP	$5,000.00			$0.00
SIGNAGE	$15,000.00			$0.00
TOTAL UTILITY ASSETS DISTRIBUTION SECTION	**$59,500.00**	$0.00	$0.00	$0.00
METER SHOP SECTION				
5/8" Meters 850@172	$146,200.00			$0.00
Transmitters 500 @150.00	$75,000.00		$18,000.00	$18,000.00
1 1/2" T-10 METER (20)	$16,430.80			$0.00
1" T-10 METER (20)	$8,492.20			$0.00
2" T-10 METER (20)	$22,705.80			$0.00
2" UME	$20,512.80			$0.00
3" NEPTUNE TR/FLO COMPUND UME	$15,384.60			$0.00
3" NEPTUNE HP TURBINE UME	$7,692.32			$0.00
3/4" T-10 METER(20)	$6,092.20			$0.00
6" PROTECHTUS	$25,000.00			$0.00
R900 BELT CLIP TRANSCEIVER	$15,343.58			$0.00
TOTAL UTILITY ASSETS METER SHOP SECTION	**$358,854.30**	$0.00	$18,000.00	$18,000.00
WATER TREATMENT PLANT SECTION				
BLUE WHITE CHEMICAL FEED PUMP	$10,000.00			$0.00

CITY OF BRISTOL WATER DEPARTMENT				
CAPITAL OUTLAY BUDGET YEAR 2026-27				
LMI CHEMICAL FEED PUMPS	$10,000.00			$0.00
PERISTALTIC CHEMICAL FEED PUMP	$15,000.00			$0.00
PLC & ANALYZER EQUIPMENT	$20,000.00			$0.00
TURBIDITY METER	$10,000.00			$0.00
FLOW METER	$12,000.00			$0.00
CHLORINE ANALYZER	$9,000.00			$0.00
	$86,000.00	$0.00	$0.00	$0.00
WATERSHED SECTION				
TOTAL UTILITY ASSETS WATERSHED SECTION	$0.00			$0.00
OFFICE SECTION				
OFFICE PAINTING	$6,000.00		$6,000.00	$6,000.00
BUILDING REPAIRS	$75,000.00		$35,688.58	$35,688.58
DESKS,CUBICLES,CHAIRS,FILE CABINETS	$25,000.00		$25,000.00	$25,000.00
RECONFIG ELECTRICAL DROPS AND OUTLETS	$2,500.00			$0.00
TOTAL UTILITY ASSETS OFFICE SECTION	**$108,500.00**	$0.00	$66,688.58	$66,688.58
TOTAL UTILITY ASSETS	**$612,854.30**	$0.00	$84,688.58	$84,688.58
CAPITAL IMPROVEMENTS	**BUDGET REQUEST 2026-2027**	**EXPENDED JULY 2026**	**EXPENDED AUG 2026**	**EXPENDED TO-DATE**
RESERVOIR #3 STREAM FLOW MODIFICATIONS	$250,000.00			$0.00
GIS	$100,000.00			$0.00
RESERVOIR IMPROVEMENTS	$250,000.00			$0.00
CHAPEL STREET/STEVENS ST TANK REPLACEMENT RELOCATION EVALUATION	$150,000.00			$0.00
CLEAN CHAPEL AND GROVE ST TANK	$100,000.00			$0.00
16" AND 12" VALVE REPLACEMENT	$30,000.00			$0.00
REPLACE HILL ST PARCO VALVES	$25,000.00			$0.00
FILTER PLANT BUILDING COSMETICS	$100,000.00			$0.00
REBUILD HIGH SERVICE PUMP	$70,000.00			$0.00
WELL REDEVELOPMENT	$125,000.00			$0.00
REHAB RAW WATER PUMPS 3&4	$70,000.00			$0.00

CITY OF BRISTOL WATER DEPARTMENT						
CAPITAL OUTLAY BUDGET YEAR 2026-27						
GUTTERS AT OFFICE		$9,901.00				$0.00
GARAGE ROOF REPLACEMENT		$38,000.00				$0.00
VALVE REPLACEMENTS		$150,000.00				$0.00
HYDRANT REPLACEMENTS		$180,000.00				$0.00
WATER MAIN REPLACEMENTS		$400,000.00				$0.00
REGULATOR PIT MAINTENANCE		$80,000.00				$0.00
INSERTION VALVE		100,000.00				$0.00
LEAK DETECTION		75,000.00				$0.00
SERVICE REPLACEMENTS (BURLINGTON AVE)		100,000.00				$0.00
TOTAL CAPITAL IMPROVEMENTS		**$2,402,901.00**	$0.00		$0.00	**$0.00**
TOTAL CAPITAL OUTLAY		**$3,479,755.30**	$0.00		$84,688.58	**$84,688.58**
CARRY OVERS FROM PAST BUDGETS						
UPGRADES TO BARLOW ST PUMP STATION		$75,000.00				$0.00
FLOCCULATION AND SEDIMENTATION EQUIPMENT		$120,000.00				$0.00
REPLACE STEEL DOORS - WATERSHED GARAGE AND WELLS		$120,000.00				$0.00
REPLACE AIR COMPRESSOR AT THE PLANT		$40,000.00				$0.00
SECURITY UPDATES TO OFFICE		$100,000.00				$0.00
REPLACE OFFICE CARPET - LABOR AND MATERIALS		$4,000.00				$0.00

2026 SHUT-OFFS BREAKDOWN   Still off to date for non-pay: (44)

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	468	68	50	16	5
AUGUST 01	0	0	0	0	0
SEPTEMBER 2025	**354**	**63**	**49**	**17**	**2**
SEPTEMBER (01) & 02	(76) 387				
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
PayPal	80	$15,970.65
Credit/Debit Card	1011	$226,819.55
PayPal Credit	3	$968.78
EFT (Check)	283	$90,456.24
Venmo	15	$2,377.06
Online Bank Direct	240	$52,183.81
Total	1632	$388,776.09

Monthly Invoice Summary

Invoice Count

No records to display.

Paperless Statistics

Invoice Type	Paperless
Water	7169

Auto-Pay Statistics

Invoice Type	AutoPay
Water	4328

Customer Registration Statistics

Customer Count	Registered Count	Registered %
22418	11349	50.62

Pay By Text Registration Statistics

Customer Count	Registered Count	Registered %
5513	4186	75.93

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