



## **BOARD OF SEWER COMMISSIONERS**

Regular Meeting Agenda  
Tuesday, December 17, 2024 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 November 19, 2024 Regular Board Meeting
5. Approval of the Department Reports for the Month of November 2024
6. Public Participation
7. Customer Correspondence
8. Review 4B.4 Appeals to Sewer Usage Billing Associated with Extremely High Meter Readings.
9. Committee Reports
10. Investments
11. I & I Study
12. Superintendent's Report
13. Approval of the Board of Sewer Commission 2025 Meeting Schedule
14. Old Business
15. New Business
16. Adjournment

*Next Meeting: Tuesday, January 21, 2025 6:00 p.m.*

# **BOARD OF SEWER COMMISSION**

## **NOVEMBER 19, 2024 – REGULAR MEETING**

**PRESENT:** Chairperson Phelan; Commissioners Ferrier, Porrini, Cunningham, and Dunn.

**PRESENT by videoconference:** Superintendent Longo (6:15 pm).

**STAFF PRESENT:** Assistant Superintendents Pagliaruli, Bolduc (6:20 pm), Keegan and Dawn LaBella, Office Manager.

### **1) CALL TO ORDER.**

Chairperson Phelan called the meeting of the Board of Sewer Commission to order at 6:00 p.m.

### **2) PLEDGE OF ALLEGIANCE.**

### **3) MOMENT OF SILENCE.**

### **4) APPROVAL OF THE MINUTES OF THE OCTOBER 15, 2024 REGULAR MEETING.**

On motion of Commissioner Dunn and seconded, it was unanimously voted to approve the October 15, 2024, regular meeting minutes as presented.  
Motion passed.

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

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

### **6) PUBLIC PARTICIPATION.**

None.

### **7) CUSTOMER CORRESPONDENCE.**

A. 83-85 North Pond Street: Requested an adjustment on the high winter quarter consumption used to reflect the sewer rate which was caused by a leaking toilet.

On motion of Commissioner Dunn and seconded, it was unanimously voted that no recourse be given to 83-85 North Pond Street.  
Motion passed.

B. 104 Carpenter Avenue: Requested an adjustment on the sewer winter quarter.

On motion of Commissioner Ferrier and seconded, it was voted unanimously to offer recourse based on the sewer usage policy to 104 Carpenter Avenue.  
Motion passed unanimously.

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

On motion of Commissioner Ferrier and seconded, it was unanimously voted to table this matter.

Motion passed.

**9) COMMITTEE REPORTS.**

None.

**10) INVESTMENTS.**

None.

**11) I&I STUDY.**

No action taken.

**12) SUPERINTENDENTS REPORT.**

No action taken.

**13) OLD BUSINESS.**

None.

**14) NEW BUSINESS.**

None.

**15) 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: NOV 1, 2024  | \$ | 10,755,032.24        |
| ACCOUNTS RECEIVABLE   | \$ | 650,347.67           |
| SERVICE ACCOUNTS      | \$ | 26,552.19            |
| TRANSFERS IN (OUT)    | \$ | -                    |
| DISBURSEMENTS         | \$ | (530,134.39)         |
| BALANCE: NOV 30, 2024 | \$ | <u>10,901,797.71</u> |

### SEWER CAP/NR

|                       |    |                     |
|-----------------------|----|---------------------|
| BALANCE: NOV 1, 2024  | \$ | 4,937,929.93        |
| TRANSFERS IN (OUT)    | \$ | -                   |
| DISBURSEMENTS         | \$ | (58,504.99)         |
| BALANCE: NOV 30, 2024 | \$ | <u>4,879,424.94</u> |

### SEWER PAYROLL

|                       |    |                   |
|-----------------------|----|-------------------|
| BALANCE: NOV 1, 2024  | \$ | 163,682.15        |
| TRANSFERS IN (OUT)    | \$ | 146,778.69        |
| DISBURSEMENTS         | \$ | (153,183.64)      |
| BALANCE: NOV 30, 2024 | \$ | <u>157,277.20</u> |

### SEWER BILLING

|                                                 |    |                   |
|-------------------------------------------------|----|-------------------|
| SEWER BILLS RENDERED NOV 2024:                  | \$ | 723,245.38        |
| SEWER BILLS REMAINING UNPAID AS OF NOV 30 2024: | \$ | <u>404,619.57</u> |



[illegible]



City of Bristol  
Office of Town and City Clerk  
111 North Main Street  
Bristol, Connecticut 06010

To: Town & City Clerk

From: Board of Sewer Commission  
(Name of Board or Commission)

Contact Person: Robert J. Longo, Superintendent Telephone Number: 860-582-7431

Address: 119 Riverside Ave., Bristol, CT 06010 E-mail Address: robertlongo@bristolct.gov

In compliance with Section 1-225 of the Connecticut General Statutes the following is a listing of dates of the regular meetings of the Bristol Board of Sewer Commission  
(Name of Board or Commission)

| MONTH        | DATE/DATES        | TIME & PLACE OF MEETING                            |
|--------------|-------------------|----------------------------------------------------|
| JANUARY 2025 | Tuesday, 01/21/25 | 6:00 PM – Filtration Plant, 1080 Terryville Avenue |
| FEBRUARY     | Tuesday, 02/18/25 | 6:00 PM – Filtration Plant, 1080 Terryville Avenue |
| MARCH        | Tuesday, 03/18/25 | 6:00 PM – Filtration Plant, 1080 Terryville Avenue |
| APRIL        | Tuesday, 04/15/25 | 6:00 PM – Filtration Plant, 1080 Terryville Avenue |
| MAY          | Tuesday, 05/20/25 | 6:00 PM – Filtration Plant, 1080 Terryville Avenue |
| JUNE         | Tuesday, 06/17/25 | 6:00 PM – Filtration Plant, 1080 Terryville Avenue |
| JULY         | Tuesday, 07/15/25 | 6:00 PM – Filtration Plant, 1080 Terryville Avenue |
| AUGUST       | Tuesday, 08/19/25 | 6:00 PM – Filtration Plant, 1080 Terryville Avenue |
| SEPTEMBER    | Tuesday, 09/16/25 | 6:00 PM – Filtration Plant, 1080 Terryville Avenue |
| OCTOBER      | Tuesday, 10/21/25 | 6:00 PM – Filtration Plant, 1080 Terryville Avenue |
| NOVEMBER     | Tuesday, 11/18/25 | 6:00 PM – Filtration Plant, 1080 Terryville Avenue |
| DECEMBER     | Tuesday, 12/16/25 | 6:00 PM – Filtration Plant, 1080 Terryville Avenue |
| JANUARY 2026 | Tuesday, 01/20/26 | 6:00 PM – Filtration Plant, 1080 Terryville Avenue |

Yours very truly,

\_\_\_\_\_  
(Signature) **Chairman**

\_\_\_\_\_  
(Signature) **Secretary**

\_\_\_\_\_  
(Date)