BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda

Tuesday, April 15, 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: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 March 18, 2025 Regular Board Meeting
5. Approval of the Department Reports for the Month of March 2025
6. Public Participation
7. Customer Correspondence
8. Committee Reports
9. Investments – Board of Finance Approved Banks
10. I & I Study
11. Superintendent's Report
12. Old Business
13. New Business
14. Adjournment

Next Meeting: Tuesday, May 20, 2025 6:00 p.m.

BOARD OF SEWER COMMISSION
MARCH 18, 2025 - REGULAR MEETING

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

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 Sewer Commission to order at 6:00 p.m.

2) PLEDGE OF ALLEGIANCE.

3) MOMENT OF SILENCE.

4) APPROVAL OF THE MINUTES OF THE FEBRUARY 18, 2025 REGULAR MEETING.

On motion of Commissioner Dunn and seconded; it was unanimously voted to approve the February 18, 2025 regular meeting minutes as presented.
Motion passed.

5) APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF FEBRUARY 2025.

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

6) PUBLIC PARTICIPATION.

None

7) CUSTOMER CORRESPONDENCE.

A. 146 Farmington Avenue: Customer requesting a reduction in his sewer usage due to his water heater that burst in November.

On motion of Commissioner Dunn and seconded; it was unanimously voted that no recourse be given to 146 Farmington Avenue.
Motion passed.

B. 111 Debra Lane: Customer requesting to have the penalty charge be waived and the Board consider a flexible plan like Eversource offers.

On motion of Commissioner Ferrier and seconded; it was unanimously voted that no recourse be given and a flexible payment plan is not offered.
Motion passed.

8) **SEWER USAGE BILLING ASSOCIATED WITH EXTREMELY HIGH METER READINGS, REVIEWED AND REVISED.**

A discussion to adopt the new Winter Sewer Read Adjustment Qualifications and Procedures to replace the 4B.4 Appeals to Sewer Usage Billing Associated with Extremely High Meter Readings.

On motion of Commissioner Dunn and seconded; it was unanimously voted to accept the new language as presented on Winter Sewer Read Adjustment Qualifications and Procedures.
Motion passed.

9) **APPROVAL OF THE FISCAL YEAR 2025-2026 BUDGET.**

A brief overview of the proposed sewer budget for the Fiscal Year 2025-2026 was discussed.

On motion of Commissioner Dunn and seconded; it was unanimously voted to approve the proposed Sewer Budget for the Fiscal Year 2025-2026, as presented.
Motion passed.

10) **INVESTMENTS.**

No action taken.

11) **I&I STUDY**

No action taken.

12) **SUPERINTENDENTS REPORT.**

No action taken.

13) **OLD BUSINESS.**

None.

14) **NEW BUSINESS.**

None.

15) **ADJOURNMENT.**

At 6:31 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: MAR 1, 2025	$	11,623,404.28
ACCOUNTS RECEIVABLE	$	643,321.93
SERVICE ACCOUNTS	$	13,556.90
TRANSFERS IN (OUT)	$	-
DISBURSEMENTS	$	(531,350.96)
BALANCE: MAR 31, 2025	$	11,748,932.15

SEWER CAP/NR

BALANCE: MAR 1, 2025	$	4,655,984.85
TRANSFERS IN (OUT)		
DISBURSEMENTS	$	(76,060.83)
BALANCE:MAR 31, 2025	$	4,579,924.02

SEWER PAYROLL

BALANCE: MAR 1, 2025	$	158,687.67
TRANSFERS IN (OUT)	$	152,111.31
DISBURSEMENTS	$	(151,924.83)
BALANCE: MAR 31, 2025	$	158,874.15

SEWER BILLING

SEWER BILLS RENDERED MAR 2025:	$	572,809.22
SEWER BILLS REMAINING UNPAID AS OF MAR 31 2025:	$	320,722.70

2024 2025 WPC BUDGET					
Mar-25					
		APPROVED	EXPENDED	EXPENDED	%
		BUDGET	MARCH	TO DATE	TO DATE
CLASSIFICATION		2024 2025	2024 2025	2024 2025	2024 2025
SALARIES	$	1,973,840.00	$141,763.49	$1,303,908.47	66.06%
FRINGE BENEFITS	$	776,563.00	$51,282.07	$450,118.52	57.96%
OPERATING SERVICES	$	4,110,409.00	$261,024.72	$2,418,720.73	58.84%
MATERIALS & SUPPLIES	$	1,232,140.00	$17,941.77	$770,640.17	62.54%
CAPITAL OUTLAY	$	830,000.00	$0.00	$134,188.12	16.17%
GRAND TOTAL	$	8,922,952.00	$472,012.05	$5,077,576.01	56.90%
OPERATING SERVICES					
PUBLIC UTILITIES	$	654,000.00	$36,300.84	$620,852.61	94.93%
NATURAL GAS	$	33,000.00	$4,640.14	$20,532.13	62.22%
WATER AND SEWER CHARGES	$	13,400.00		$12,880.73	96.12%
TIPPING FEES	$	1,215,000.00	$73,861.32	$803,889.86	66.16%
REFUSE	$	500.00	$21.60	$188.20	37.64%
TELEPHONE	$	2,800.00	$368.45	$4,834.80	172.67%
POSTAGE	$	25,000.00		$350.00	1.40%
ADVERTISING	$	500.00		$118.56	23.71%
PRINTING/BINDING	$	300.00		$360.00	120.00%
TRAVEL REIMBURSEMENT	$	100.00		$0.00	0.00%
CLOTHING/UNIFORMS	$	3,500.00	$165.90	$1,814.36	51.84%
REPAIRS AND MAINTENANCE	$	115,000.00		$45,866.76	39.88%
COLLECT SYSTEM MAIN AND REHAB	$	150,000.00	$87,360.00	$123,399.02	82.27%
MAJOR REPAIRS	$	130,000.00	$4,607.71	$59,454.71	45.73%
RENTS AND LEASES	$	5,000.00	$169.28	$1,083.71	21.67%
ADMIN FEES	$	70,000.00		$42,750.00	61.07%
PROFESSIONAL FEES	$	160,000.00	$7,634.73	$73,071.97	45.67%
LIENS	$	7,500.00	$140.00	$5,500.00	73.33%
MISCELLANEOUS	$	11,000.00		$4,023.70	36.58%
CNR ANNUAL CONTRIBUTION	$	650,000.00		$0.00	0.00%
CWF PRINCIPAL	$	406,541.00	$34,019.26	$304,143.49	74.81%
DEBT SERVICE PRINCIPAL	$	144,500.00		$144,500.00	100.00%
INTEREST EXPENSE	$	174,268.00	$9,627.49	$137,168.97	78.71%
CONTINGENCY	$	130,000.00	$1,363.00	$10,035.15	7.72%
CONFERENCES AND MEMBERSHIPS	$	2,500.00	$650.00	$872.00	34.88%
SCHOOLING AND EDUCATION	$	6,000.00	$95.00	$1,030.00	17.17%
TOTAL OPERATING SERVICES	$	4,110,409.00	$261,024.72	$2,418,720.73	58.84%
SUPPLIES AND MATERIALS					
WORKERS COMP INS	$	114,000.00	$31,600.00	$63,200.00	55.44%
DISABILITY INS	$	550.00		$0.00	0.00%
OPEB RETIREMENT BENEFITS	$	59,090.00		$0.00	0.00%
MOTOR FUELS	$	32,000.00	$1,747.53	$16,455.99	51.42%
OFFICE SUPPLIES	$	3,000.00	$98.38	$1,770.81	59.03%
MAINTENANCE SUP & MATERIALS	$	800,000.00	-$22,131.06	$523,235.92	65.40%
MV PARTS & SUPPLIES	$	5,000.00	$850.84	$1,986.98	39.74%
MV SERVICE & REPAIRS	$	20,000.00	$1,555.80	$15,770.21	78.85%
GENERATOR FUEL	$	9,000.00	$2,992.30	$7,890.58	87.67%
LABORATORY SUPPLIES	$	17,000.00	$1,227.98	$30,224.82	177.79%
PROGRAM SUPPLIES	$	71,500.00		$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	114.32%
TOTAL SUPPLIES & MATERAILS	$	1,232,140.00	$ 17,941.77	$ 770,640.17	62.54%
CAPITAL OUTLAY					
CAPITAL OUTLAY	$	830,000.00		$134,188.12	16.17%
CAPITAL OUTLAY TOTAL	$	830,000.00	$0.00	$134,188.12	16.17%
GRAND TOTAL	$	8,922,952.00	$472,012.05	$5,077,576.01	56.90%

2024-2025 WPC CAPITAL OUTLAY		**BUDGET REQUEST 2024-2025**	**EXPENDED MAR 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
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**	**$99,460.00**
CARRY OVER FROM 2023-2024	**Project**			
BUILDING HEATERS	24003			**4,665.71**
REPLACE ATS BROAD ST	20010			**19,048.00**
SECONDARY CLARIFIER UNIT	22038			**91,362.65**
AERATION TANKS REHAB	24006			**186,013.09**
RENOVATE OPERATIONS INTERIOR	24001		500.00	**500.00**

City of Bristol BOF Approved Banks for Investments 2025/2026

M&T Bank
Liberty Bank
Santander
TD Bank
Thomaston Bank
Torrington Savings Bank
Webster Bank
Northern Capital
StoneCastle