BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda

Tuesday, May 20, 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 April 15, 2025 Regular Board Meeting
5. Approval of the Department Reports for the Month of April 2025
6. Public Participation
7. Customer Correspondence
8. Committee Reports
9. Investments
10. I & I Study
11. Superintendent's Report
12. Old Business
13. New Business
14. Adjournment

Next Meeting: Tuesday, June 17, 2025 6:00 p.m.

BOARD OF SEWER COMMISSION
APRIL 15, 2025 – REGULAR MEETING

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

PRESENT via videoconference: Commissioner Dunn.

STAFF PRESENT: Sean Hennessey, Sewer Director; Assistant Superintendent's Pagliaruli, Bolduc and Keegan; 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 MARCH 18, 2025 REGULAR MEETING.**

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

5) **APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF MARCH 2025.**

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

6) **PUBLIC PARTICIPATION.**

   None

7) **CUSTOMER CORRESPONDENCE.**

   None

8) **COMMITTEE REPORTS.**

   None

9) **INVESTMENTS – BOARD OF FINANCE APPROVED BANKS.**

   On motion of Commissioner Dunn and seconded; it was unanimously voted to accept the City of Bristol Approved Banks for Investments, as presented by the Treasurer's office and to participate in the State of CT Treasurers Short-Term Investment Fund (STIF).
   Motion passed.

10) **I&I STUDY**

No action taken.

11) **SUPERINTENDENTS REPORT.**

No action taken.

12) **OLD BUSINESS.**

None.

13) **NEW BUSINESS.**

None.

14) **ADJOURNMENT.**

At 6:09 p.m., on motion of Commissioner Ferrier and seconded; it was unanimously voted to adjourn.

ATTEST: ____________________________________
Renee M. LaMarre
Water & Sewer Administrative Assistant

CASH STATEMENT SEWER

SEWER OPERATING

BALANCE: APR 1, 2025	$	11,748,932.04
ACCOUNTS RECEIVABLE	$	732,202.92
SERVICE ACCOUNTS	$	12,271.33
TRANSFERS IN (OUT)	$	-
DISBURSEMENTS	$	(581,994.75)
BALANCE: APR 30, 2025	$	11,911,411.54

SEWER CAP/NR

BALANCE: APR 1, 2025	$	4,579,924.02
TRANSFERS IN (OUT)		
DISBURSEMENTS	$	(48,243.74)
BALANCE:APR 30, 2025	$	4,531,680.28

SEWER PAYROLL

BALANCE: APR 1, 2025	$	158,874.15
TRANSFERS IN (OUT)	$	212,820.35
DISBURSEMENTS	$	(142,165.44)
BALANCE: APR 30, 2025	$	229,529.06

SEWER BILLING

SEWER BILLS RENDERED APR 2025:	$	698,761.47
SEWER BILLS REMAINING UNPAID AS OF APR 30 2025:	$	335,924.98

2024 2025 WPC BUDGET						
Apr-25						
		APPROVED		EXPENDED	EXPENDED	%
		BUDGET		APRIL	TO DATE	TO DATE
CLASSIFICATION		2024 2025		2024 2025	2024 2025	2024 2025
SALARIES	$	**1,973,840.00**	$	130,441.59	$1,434,350.06	**72.67%**
FRINGE BENEFITS	$	**776,563.00**	$	48,069.29	$498,187.81	**64.15%**
OPERATING SERVICES	$	**4,110,409.00**		$316,716.23	$2,735,436.96	**66.55%**
MATERIALS & SUPPLIES	$	**1,232,140.00**		$112,778.67	$883,418.84	**71.70%**
CAPITAL OUTLAY	$	**830,000.00**		$22,541.00	$156,729.12	**18.88%**
GRAND TOTAL	$	**8,922,952.00**		**$630,546.78**	**$5,708,122.79**	**63.97%**
OPERATING SERVICES						
PUBLIC UTILITIES	$	**654,000.00**	$	57,947.17	$678,799.78	**103.79%**
NATURAL GAS	$	**33,000.00**	$	3,155.27	$23,687.40	**71.78%**
WATER AND SEWER CHARGES	$	**13,400.00**	$	5,564.80	$18,445.53	**137.65%**
TIPPING FEES	$	**1,215,000.00**	$	110,273.93	$914,163.79	**75.24%**
REFUSE	$	**500.00**	$	97.20	$285.40	**57.08%**
TELEPHONE	$	**2,800.00**	$	38.57	$4,873.37	**174.05%**
POSTAGE	$	**25,000.00**	$	24,500.00	$24,850.00	**99.40%**
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**	$	144.63	$1,958.99	**55.97%**
REPAIRS AND MAINTENANCE	$	**115,000.00**			$45,866.76	**39.88%**
COLLECT SYSTEM MAIN AND REHAB	$	**150,000.00**			$123,399.02	**82.27%**
MAJOR REPAIRS	$	**130,000.00**	$	38,004.00	$97,458.71	**74.97%**
RENTS AND LEASES	$	**5,000.00**	$	650.68	$1,734.39	**34.69%**
ADMIN FEES	$	**70,000.00**	$	14,250.00	$57,000.00	**81.43%**
PROFESSIONAL FEES	$	**160,000.00**	$	17,823.39	$90,895.36	**56.81%**
LIENS	$	**7,500.00**	$	1,020.00	$6,520.00	**86.93%**
MISCELLANEOUS	$	**11,000.00**			$4,023.70	**36.58%**
CNR ANNUAL CONTRIBUTION	$	**650,000.00**			$0.00	**0.00%**
CWF PRINCIPAL	$	**406,541.00**	$	34,075.96	$338,219.45	**83.19%**
DEBT SERVICE PRINCIPAL	$	**144,500.00**			$144,500.00	**100.00%**
INTEREST EXPENSE	$	**174,268.00**	$	8,958.63	$146,127.60	**83.85%**
CONTINGENCY	$	**130,000.00**			$10,035.15	**7.72%**
CONFERENCES AND MEMBERSHIPS	$	**2,500.00**			$872.00	**34.88%**
SCHOOLING AND EDUCATION	$	**6,000.00**	$	212.00	$1,242.00	**20.70%**
TOTAL OPERATING SERVICES	$	**4,110,409.00**		**$316,716.23**	**$2,735,436.96**	**66.55%**
SUPPLIES AND MATERIALS						
WORKERS COMP INS	$	**114,000.00**			$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**	$	2,069.13	$18,525.12	**57.89%**
OFFICE SUPPLIES	$	**3,000.00**	$	60.81	$1,831.62	**61.05%**
MAINTENANCE SUP & MATERIALS	$	**800,000.00**	$	126,906.16	$650,142.08	**81.27%**
MV PARTS & SUPPLIES	$	**5,000.00**	$	374.35	$2,361.33	**47.23%**
MV SERVICE & REPAIRS	$	**20,000.00**			$15,770.21	**78.85%**
GENERATOR FUEL	$	**9,000.00**			$7,890.58	**87.67%**
LABORATORY SUPPLIES	$	**17,000.00**	$	(16,631.78)	$13,593.04	**79.96%**
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**	$	**112,778.67**	**$ 883,418.84**	**71.70%**
CAPITAL OUTLAY						
CAPITAL OUTLAY	$	**830,000.00**	$	22,541.00	$156,729.12	**18.88%**
CAPITAL OUTLAY TOTAL	$	**830,000.00**		**$22,541.00**	**$156,729.12**	**18.88%**
GRAND TOTAL	$	**8,922,952.00**		**$630,546.78**	**$5,708,122.79**	**63.97%**

2024-2025 WPC CAPITAL OUTLAY		BUDGET REQUEST 2024-2025	EXPENDED APR 2025	EXPENDED TO-DATE
REBUILD/REPLACE GRIT GEAR BOXES AND PUMPS		$75,000.00	$22,541.00	$22,541.00
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	**$22,541.00**	**$122,001.00**
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		3,453.67	**189,466.76**
RENOVATE OPERATIONS INTERIOR	24001			**500.00**