



BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda

Tuesday, June 17, 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 May 20, 2025 Regular Board Meeting
5. Approval of the Department Reports for the Month of May 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, July 15, 2025 6:00 p.m.

BOARD OF SEWER COMMISSION

MAY 20, 2025 - REGULAR MEETING

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

PRESENT via videoconference: Commissioner Dunn.

ABSENT: Commissioner Ferrier

STAFF PRESENT: Superintendent Longo, Sean Hennessey, Sewer Director; Assistant Superintendents 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 APRIL 15, 2025 REGULAR MEETING.

On motion of Commissioner Dunn and seconded; it was unanimously voted to approve the April 15, 2025 regular meeting minutes as presented.
Motion passed.

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

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

6) PUBLIC PARTICIPATION.

Sally Hushak, 67 Beckwith Drive addressed the Board regarding her property being terminated for non-compliance meter change and all the service charges. No action taken.

7) CUSTOMER CORRESPONDENCE.

None

8) COMMITTEE REPORTS.

None

9) INVESTMENTS - BOARD OF FINANCE APPROVED BANKS.

No action taken.

10) I&I STUDY.

No action taken.

11) SUPERINTENDENTS REPORT.

No action taken.

12) OLD BUSINESS.

None.

13) NEW BUSINESS.

None.

14) ADJOURNMENT.

At 6:38 p.m., on motion of Commissioner Porrini and seconded; it was unanimously voted to adjourn.

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

CASH STATEMENT SEWER

SEWER OPERATING

BALANCE: MAY 1, 2025	\$	11,897,490.23
ACCOUNTS RECEIVABLE	\$	731,201.35
SERVICE ACCOUNTS	\$	25,803.78
TRANSFERS IN (OUT)	\$	-
DISBURSEMENTS	\$	(666,564.07)
BALANCE: MAY 31, 2025	\$	<u>11,987,931.29</u>

SEWER CAP/NR

BALANCE: MAY 1, 2025	\$	4,545,180.28
TRANSFERS IN (OUT)		
DISBURSEMENTS	\$	(48,984.24)
BALANCE: MAY 31, 2025	\$	<u>4,496,196.04</u>

SEWER PAYROLL

BALANCE: MAY 1, 2025	\$	229,529.06
TRANSFERS IN (OUT)	\$	145,812.15
DISBURSEMENTS	\$	(215,276.62)
BALANCE: MAY 31, 2025	\$	<u>160,064.59</u>

SEWER BILLING

SEWER BILLS RENDERED MAY 2025:	\$	698,761.47
SEWER BILLS REMAINING UNPAID AS OF MAY 31 2025:	\$	<u>341,282.90</u>

2024 2025 WPC BUDGET				
May-25				
	APPROVED	EXPENDED	EXPENDED	%
	BUDGET	MAY	TO DATE	TO DATE
CLASSIFICATION	2024 2025	2024 2025	2024 2025	2024 2025
SALARIES	\$ 1,973,840.00	\$ 203,380.27	\$1,637,730.33	82.97%
FRINGE BENEFITS	\$ 776,563.00	\$ 52,351.28	\$550,539.09	70.89%
OPERATING SERVICES	\$ 4,110,409.00	\$253,369.30	\$2,988,806.26	72.71%
MATERIALS & SUPPLIES	\$ 1,232,140.00	\$125,185.87	\$1,008,604.71	81.86%
CAPITAL OUTLAY	\$ 830,000.00	\$0.00	\$122,001.00	14.70%
GRAND TOTAL	\$ 8,922,952.00	\$634,286.72	\$6,307,681.39	70.69%
OPERATING SERVICES				
PUBLIC UTILITIES	\$ 654,000.00	\$ 89,220.26	\$768,020.04	117.43%
NATURAL GAS	\$ 33,000.00	\$ 2,311.00	\$25,998.40	78.78%
WATER AND SEWER CHARGES	\$ 13,400.00		\$18,445.53	137.65%
TIPPING FEES	\$ 1,215,000.00	\$ 94,842.46	\$1,009,006.25	83.05%
REFUSE	\$ 500.00		\$285.40	57.08%
TELEPHONE	\$ 2,800.00	\$ (500.34)	\$4,373.03	156.18%
POSTAGE	\$ 25,000.00		\$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		\$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	\$ 15,233.38	\$112,692.09	86.69%
RENTS AND LEASES	\$ 5,000.00	\$ 1,922.80	\$3,657.19	73.14%
ADMIN FEES	\$ 70,000.00		\$57,000.00	81.43%
PROFESSIONAL FEES	\$ 160,000.00	\$ 4,938.00	\$95,833.36	59.90%
LIENS	\$ 7,500.00	\$ 1,535.00	\$8,055.00	107.40%
MISCELLANEOUS	\$ 11,000.00		\$4,023.70	36.58%
CNR ANNUAL CONTRIBUTION	\$ 650,000.00		\$0.00	0.00%
CWF PRINCIPAL	\$ 406,541.00	\$ 34,132.75	\$372,352.20	91.59%
DEBT SERVICE PRINCIPAL	\$ 144,500.00		\$144,500.00	100.00%
INTEREST EXPENSE	\$ 174,268.00	\$ 9,513.99	\$155,641.59	89.31%
CONTINGENCY	\$ 130,000.00		\$10,035.15	7.72%
CONFERENCES AND MEMBERSHIPS	\$ 2,500.00	\$ 110.00	\$982.00	39.28%
SCHOOLING AND EDUCATION	\$ 6,000.00	\$ 110.00	\$1,352.00	22.53%
TOTAL OPERATING SERVICES	\$ 4,110,409.00	\$253,369.30	\$2,988,806.26	72.71%
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	\$ 1,812.41	\$20,337.53	63.55%
OFFICE SUPPLIES	\$ 3,000.00	\$ 145.46	\$1,977.08	65.90%
MAINTENANCE SUP & MATERIALS	\$ 800,000.00	\$ 119,930.15	\$770,072.23	96.26%
MV PARTS & SUPPLIES	\$ 5,000.00	\$ 201.32	\$2,562.65	51.25%
MV SERVICE & REPAIRS	\$ 20,000.00	\$ 2,761.85	\$18,532.06	92.66%
GENERATOR FUEL	\$ 9,000.00		\$7,890.58	87.67%
LABORATORY SUPPLIES	\$ 17,000.00	\$ 334.68	\$13,927.72	81.93%
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	\$ 125,185.87	\$ 1,008,604.71	81.86%
CAPITAL OUTLAY				
CAPITAL OUTLAY	\$ 830,000.00		\$122,001.00	14.70%
CAPITAL OUTLAY TOTAL	\$ 830,000.00	\$0.00	\$122,001.00	14.70%
GRAND TOTAL	\$ 8,922,952.00	\$634,286.72	\$6,307,681.39	70.69%

