



BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda
Tuesday, July 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 June 17, 2025 Regular Board Meeting
5. Approval of the Department Reports for the Month of June 2025
6. Public Participation
7. Customer Correspondence
8. Clarifier Coating Bid/Sanitary Rehab 2025 Bid
9. Committee Reports
10. Investments
11. I & I Study
12. Superintendent's Report
13. Old Business
14. New Business
15. Adjournment

Next Meeting: Tuesday, August 19, 2025 6:00 p.m.

BOARD OF SEWER COMMISSION

JUNE 17, 2025 - REGULAR MEETING

PRESENT: Chairperson Phelan; Commissioners Ferrier and Porrini.

PRESENT via phone: Commissioner Dunn.

ABSENT: Commissioner Cunningham

STAFF PRESENT: Sean Hennessey, Sewer Director; Assistant Superintendents Pagliaruli, Bolduc and Keegan.

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 MAY 20, 2025 REGULAR MEETING.

On motion of Commissioner Porrini and seconded; it was unanimously voted to approve the May 20, 2025 regular meeting minutes as presented.
Motion passed.

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

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

6) PUBLIC PARTICIPATION.

None.

7) CUSTOMER CORRESPONDENCE.

None

8) COMMITTEE REPORTS.

None

9) INVESTMENTS.

None

10) I&I STUDY.

No action taken.

11) SUPERINTENDENTS REPORT.

No action taken.

12) OLD BUSINESS.

None.

13) NEW BUSINESS.

None.

14) ADJOURNMENT.

At 6:06 p.m., on motion of Commissioner Porrini and seconded; it was unanimously voted to adjourn.

ATTEST: _____

Renee M. LaMarre

Water & Sewer Administrative Assistant

DRAFT

CASH STATEMENT SEWER

SEWER OPERATING

BALANCE: JUNE 1, 2025	\$	11,978,070.13
ACCOUNTS RECEIVABLE	\$	599,902.11
SERVICE ACCOUNTS	\$	76,771.86
TRANSFERS IN (OUT)	\$	-
DISBURSEMENTS	\$	(812,873.92)
BALANCE: JUNE 30, 2025	\$	<u>11,841,870.18</u>

SEWER CAP/NR

BALANCE: JUNE 1, 2025	\$	4,496,196.04
TRANSFERS IN (OUT)		
DISBURSEMENTS	\$	(63,658.74)
BALANCE: JUNE 30, 2025	\$	<u>4,432,537.30</u>

SEWER PAYROLL

BALANCE: JUNE 1, 2025	\$	160,064.59
TRANSFERS IN (OUT)	\$	146,881.49
DISBURSEMENTS	\$	(148,180.89)
BALANCE: JUNE 30, 2025	\$	<u>158,765.19</u>

SEWER BILLING

SEWER BILLS RENDERED JUNE 2025:	\$	559,688.97
SEWER BILLS REMAINING UNPAID AS OF JUNE 30 2025:	\$	<u>322,156.33</u>

2024 2025 WPC BUDGET				
Jun-25				
	APPROVED	EXPENDED	EXPENDED	%
	BUDGET	JUNE	TO DATE	TO DATE
CLASSIFICATION	2024 2025	2024 2025	2024 2025	2024 2025
SALARIES	\$ 1,973,840.00	\$ 136,899.40	\$1,774,629.73	89.91%
FRINGE BENEFITS	\$ 776,563.00	\$ 52,482.96	\$603,022.05	77.65%
OPERATING SERVICES	\$ 4,110,409.00	\$452,880.55	\$3,453,239.31	84.01%
MATERIALS & SUPPLIES	\$ 1,232,140.00	\$214,204.88	\$1,222,809.59	99.24%
CAPITAL OUTLAY	\$ 830,000.00	\$0.00	\$122,001.00	14.70%
GRAND TOTAL	\$ 8,922,952.00	\$856,467.79	\$7,175,701.68	80.42%
OPERATING SERVICES				
PUBLIC UTILITIES	\$ 654,000.00	\$ 125,696.29	\$893,716.33	136.65%
NATURAL GAS	\$ 33,000.00	\$ 1,507.75	\$27,506.15	83.35%
WATER AND SEWER CHARGES	\$ 13,400.00		\$18,445.53	137.65%
TIPPING FEES	\$ 1,215,000.00	\$ 136,586.93	\$1,145,593.18	94.29%
REFUSE	\$ 500.00	\$ 19.40	\$304.80	60.96%
TELEPHONE	\$ 2,800.00	\$ 408.31	\$4,781.34	170.76%
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	\$ 576.39	\$2,535.38	72.44%
REPAIRS AND MAINTENANCE	\$ 115,000.00	\$ 1,315.82	\$47,182.58	41.03%
COLLECT SYSTEM MAIN AND REHAB	\$ 150,000.00		\$123,399.02	82.27%
MAJOR REPAIRS	\$ 130,000.00	\$ 32,867.45	\$145,559.54	111.97%
RENTS AND LEASES	\$ 5,000.00	\$ 212.28	\$3,869.47	77.39%
ADMIN FEES	\$ 70,000.00	\$ 260.00	\$57,260.00	81.80%
PROFESSIONAL FEES	\$ 160,000.00	\$ 105,680.18	\$201,513.54	125.95%
LIENS	\$ 7,500.00	\$ 800.00	\$8,855.00	118.07%
MISCELLANEOUS	\$ 11,000.00		\$4,023.70	36.58%
CNR ANNUAL CONTRIBUTION	\$ 650,000.00		\$0.00	0.00%
CWF PRINCIPAL	\$ 406,541.00	\$ 34,189.64	\$406,541.84	100.00%
DEBT SERVICE PRINCIPAL	\$ 144,500.00		\$144,500.00	100.00%
INTEREST EXPENSE	\$ 174,268.00	\$ 9,457.11	\$176,651.20	101.37%
CONTINGENCY	\$ 130,000.00		\$10,035.15	7.72%
CONFERENCES AND MEMBERSHIPS	\$ 2,500.00	\$ 3,005.00	\$3,987.00	159.48%
SCHOOLING AND EDUCATION	\$ 6,000.00	\$ 298.00	\$1,650.00	27.50%
TOTAL OPERATING SERVICES	\$ 4,110,409.00	\$452,880.55	\$3,453,239.31	84.01%
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	\$ 1,669.30	\$22,006.83	68.77%
OFFICE SUPPLIES	\$ 3,000.00	\$ 38.79	\$2,015.87	67.20%
MAINTENANCE SUP & MATERIALS	\$ 800,000.00	\$ 200,709.09	\$970,781.32	121.35%
MV PARTS & SUPPLIES	\$ 5,000.00	\$ 266.28	\$2,828.93	56.58%
MV SERVICE & REPAIRS	\$ 20,000.00	\$ 1,284.56	\$19,816.62	99.08%
GENERATOR FUEL	\$ 9,000.00		\$7,890.58	87.67%
LABORATORY SUPPLIES	\$ 17,000.00	\$ 2,671.85	\$16,599.57	97.64%
PROGRAM SUPPLIES	\$ 71,500.00	\$ 7,386.01	\$8,886.06	12.43%
TIRES	\$ 3,500.00	\$ 179.00	\$179.00	5.11%
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	\$ 214,204.88	\$ 1,222,809.59	99.24%
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	\$856,467.79	\$7,175,701.68	80.42%

2024-2025 WPC CAPITAL OUTLAY		BUDGET REQUEST 2024-2025	EXPENDED JUNE 2025	EXPENDED TO-DATE
REBUILD/REPLACE GRIT GEAR BOXES AND PUMPS		\$75,000.00		\$22,541.00
REPLACE SECOND SECONDARY DRIVE		\$110,000.00		\$99,460.00
PLANT AND STATION EQUIPMENT PARTS		\$65,000.00		\$0.00
VAC TRUCK		\$580,000.00		\$0.00
				\$0.00
				\$0.00
		\$830,000.00	\$0.00	\$122,001.00
CARRY OVER FROM 2023-2024	Project			
BUILDING HEATERS	24003			4,665.71
REPLACE ATS BROAD ST	20010			80,866.06
SECONDARY CLARIFIER UNIT	22038			91,362.65
AERATION TANKS REHAB	24006		20,012.00	214,816.26
RENOVATE OPERATIONS INTERIOR	24001			500.00
BROAD ST PUMP STATION	21007			12,783.79

Renee LaMarre

From: Robert Longo
Sent: Wednesday, July 2, 2025 9:24 AM
To: Roger Rousseau
Cc: Sean Hennessey; John Vontell; Dustin Payanis; Robin Klug; Nancy Haynes; Renee LaMarre; Dawn Labella
Subject: Re: Clarifier coating bid / Sanitary Rehab 2025 bid

Hi,
The award should go to the Board for their July 15th meeting. I have included Renee on this to add to the agenda.
Thanks,
Rob

On Jun 27, 2025, at 8:56 AM, Roger Rousseau <RogerRousseau@bristolct.gov> wrote:

Hi Sean, we got three bid submissions as follows:

\$168,963.00 – MacKenzie Service Corp
\$348,348.00 – Decco International LLC
\$369,950.00 – PIM Corporation

I'm assuming it was Olivier Garrigue that was asking. Do you need to bring this to your board, or is that all set?

Roger D. Rousseau
Purchasing Agent, City of Bristol CT
Tel (860) 584-6195



From: Sean Hennessey <SeanHennessey@bristolct.gov>
Sent: Thursday, June 26, 2025 9:11 AM
To: Roger Rousseau <RogerRousseau@bristolct.gov>; Robin Klug <RobinKlug@bristolct.gov>
Cc: Robert Longo <RobertLongo@bristolct.gov>; John Vontell <JohnVontell@bristolct.gov>; Dustin Payanis <DustinPayanis@bristolct.gov>
Subject: Clarifier coating bid / Sanitary Rehab 2025 bid

Hi Roger/Robin,

Can you send me the bid results for the clarifier coating? I have a contractor asking about start date.

We also have the sewer rehab bid that needs to go out, can you provide an ETA?

Thanks,

Sean Hennessey, Director of Sewer



Bristol Water and Sewer Department

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