BOARD OF WATER COMMISSIONERS

Regular Meeting Agenda

Tuesday, August 19, 2025 6:15 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 July 15, 2025 Regular Board Meeting

5. Approval of the Department Reports for the Month of July 2025

6. Public Participation

7. Customer Correspondence
   A. 598 Pine Street
   B. 18 Main Street

8. Committee Reports

9. Transfer of $107,326.93 from Fringe Benefits to Fund Over Expenditures of:
   - $107,326.93 in the Salaries Account

10. Transfer of $30,144.20 from Maintenance/Service and $89,987.56 from Taxes to Fund Over Expenditures of:
    - $2,185.09 in the Light and Power Account
    - $116,462.02 in the Professional Service Account
    - $1,134.69 in the Miscellaneous Account
    - $349.96 in the Debt Service Account

11. Transfer of $253,207.34 from Miscellaneous Utility Asset to Fund Over Expenditures of:
    - $8,290.86 in the Motor Fuels Account
    - $4,207.44 in the Office Supplies Account
    - $149,286.47 in the Maintenance Supplies & Materials Account
    - $11,784.21 in the Motor Vehicle Service & Repairs Account
    - $79,638.36 in the Chemical Treatment Account

12. Investments

13. Superintendent's Report
14. Chairperson's Report
15. Old Business
16. New Business
17. Adjournment

Next Meeting: Tuesday, September 16, 2025 6:15 p.m.

BOARD OF WATER COMMISSION
JULY 15, 2025 – REGULAR MEETING

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

ABSENT: Commissioner Ferrier

STAFF PRESENT: Superintendent Longo; Assistant Superintendents Bolduc and Keegan.

1) **CALL TO ORDER.**

   Chairperson Phelan called the meeting of the Board of Water Commission to order at 6:28 p.m.

2) **PLEDGE OF ALLEGIANCE.**

3) **MOMENT OF SILENCE.**

4) **APPROVAL OF THE MINUTES OF THE JUNE 17, 2025 REGULAR MEETING.**

   On motion of Commissioner Dunn and seconded; it was unanimously voted to approve the June 17, 2025 regular meeting minutes as presented.
   Motion passed.

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

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

6) **PUBLIC PARTICIPATION.**

   None.

7) **CUSTOMER CORRESPONDENCE.**

   A. 78 Daniel Road: Requested to have the $175.00 reinstatement fee reimbursed.

   On motion of Commissioner Porrini and seconded; it was unanimously voted that no recourse be given to 78 Daniel Road.
   Motion passed.

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 Bristol Water and Sewer Department Investment Policy Statement (IPS) as a living document.

10) SUPERINTENDENTS REPORT.

No action taken.

11) CHAIRPERSONS REPORT.

No action taken.

12) OLD BUSINESS.

None.

13) NEW BUSINESS.

None.

14) ADJOURNMENT.

At 7:14 p.m., on motion of Commissioner Dunn and seconded; it was unanimously voted to adjourn.

ATTEST: ____________________________________

Renee M. LaMarre
Water & Sewer Administrative Assistant

BRISTOL WATER DEPARTMENT
JULY 2025

WATER BILLING

Water Bills rendered July 2025	$932,259.82
Water Bills remaining unpaid as of July 2025	$425,471.05

PRECIPITATION

For the Month	2.90 "	Normal	3.90 "	Departure from Normal	-1.00 "
For the Year	30.43 "	Normal	23.90 "	Departure from Normal	6.53 "

RESERVOIR CAPACITY

Total Available Capacity - July 2025	1,135,870,000	Gallons	88.854%

PRODUCTION

Monthly Production - July 2025	195,601,340	Gallons
Monthly Production - July 2024	194,760,080	Gallons

CASH STATEMENT WATER

BALANCE:JULY 1 2025	4,638,340.81
REVENUE:	
ACCOUNTS RECEIVABLE	955,128.60
SERVICE ACCOUNTS	31,379.47
FINES	
SEWER ACCOUNTS	860,333.59
LIENS	968.19
PENALTIES	4,456.71
REMOVE METER	200.00
CLOSING COSTS	7,747.00
REINSTATE FEES	8,050.00
ASSESSMENTS	
ADMIN FEE/LIENS (WPC)	14,610.00
LAND LEASE	6,632.48
CELL TOWER LEASE	17,422.69
SCRAP METAL SALES	
TIMBER SALES	
STATE BOND TRANSFERS	80,042.77
TOTAL REVENUE:	1,986,971.50
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	1,986,971.50
DISBURSEMENTS (VOUCHERS):	1,151,423.87
TRANSFERS:	
SEWER TRANSFER (BWSD)	860,333.59
TRANSFER TO PROCUREMENT ACCOUNT	5,000.00

ACCOUNT BALANCES:

SUPER NOW CHECKING ACCOUNT	
BALANCE: JULY 31 , 2025	4,608,554.85
GOALS ENABLING FUND	
BALANCE: JULY 31 , 2025	5,748,437.35
CONSTRUCTION ACCOUNT	
BALANCE: JULY 1, 2025	183,128.35
DEPOSIT	38,783.49
DISBURSEMENTS	(23,951.22)
BALANCE: JULY 31, 2025	197,960.62
PAYROLL CASH ACCOUNT	
BALANCE: JULY 1, 2025	189,124.26
DEPOSIT	252,870.18
DISBURSEMENTS	(252,814.23)
BALANCE: JULY 31 , 2025	189,180.21

2024 2025 BRISTOL WATER DEPARTMENT BUDGET

Jun-25

CLASSIFICATION	APPROVED BUDGET 2024 2025	EXPENDED TO DATE 2024 2025	% TO DATE 2024 2025	BUDGET ADJUSTMENTS 2024 2025	ADJUSTED BUDGET 2024 2025	ADJ % TO DATE 2024 2025
SALARIES	$ **2,976,773.70**	$3,084,100.63	**103.61%**	107,326.93	$ 3,084,100.63	**100.00%**
FRINGE BENEFITS	$ **1,628,704.00**	$1,363,591.00	**83.72%**	(107,326.93)	$ 1,521,377.07	**89.63%**
OPERATING SERVICES	$ **2,830,250.00**	$2,442,902.64	**86.31%**	0.00	$ 2,830,250.00	**86.31%**
MATERIALS & SUPPLIES	$ **1,242,158.00**	$1,461,065.77	**117.62%**	253,207.34	$ 1,495,365.34	**97.71%**
CAPITAL OUTLAY	$ **2,561,014.00**	$390,573.12	**15.25%**	(253,207.34)	$ 2,307,806.66	**16.92%**
GRAND TOTAL	$ **11,238,899.70**	**$8,742,233.16**	**77.79%**	0.00	**$ 11,238,899.70**	**77.79%**
OPERATING SERVICES						
LIGHT & POWER	$ **574,558.00**	$576,743.09	**100.38%**	2,185.09	$ 576,743.09	**100.00%**
TELEPHONE	$ **24,240.00**	$17,797.49	**73.42%**		$ 24,240.00	**73.42%**
POSTAGE	$ **30,300.00**	$28,868.58	**95.28%**		$ 30,300.00	**95.28%**
ADVERTISING	$ **1,000.00**	$312.00	**31.20%**		$ 1,000.00	**31.20%**
CLOTHING/UNIFORMS	$ **6,700.00**	$6,094.51	**90.96%**		$ 6,700.00	**90.96%**
MAINTENANCE/SERVICE	$ **78,470.00**	$45,580.80	**58.09%**	(30,144.20)	$ 48,325.80	**94.32%**
LEASE	$ **16,509.00**	$14,122.45	**85.54%**		$ 16,509.00	**85.54%**
CONFERENCE & MEMBERSHIP	$ **34,950.00**	$30,846.12	**88.26%**		$ 34,950.00	**88.26%**
TAXES	$ **605,783.00**	$515,795.44	**85.15%**	(89,987.56)	$ 515,795.44	**100.00%**
PROFESSIONAL SERVICES	$ **289,220.00**	$405,682.02	**140.27%**	116,462.02	$ 405,682.02	**100.00%**
LIENS	$ **4,300.00**	$4,035.00	**93.84%**		$ 4,300.00	**93.84%**
MISCELLANEOUS	$ **6,570.00**	$7,704.69	**117.27%**	1,134.69	$ 7,704.69	**100.00%**
CONTRACTOR SERVICES	$ **621,600.00**	$393,656.94	**63.33%**		$ 621,600.00	**63.33%**
DEBT SERVICES	$ **133,250.00**	$133,599.96	**100.26%**	349.96	$ 133,599.96	**100.00%**
SEWER USE FEE	$ **10,800.00**	$10,800.00	**100.00%**		$ 10,800.00	**100.00%**
NEW BRITAIN AGREEMENT	$ **392,000.00**	$251,263.55	**64.10%**		$ 392,000.00	**64.10%**
TOTAL OPERATING SERVICES	$ **2,830,250.00**	**$2,442,902.64**	**86.31%**	**0.00**	$ 2,830,250.00	**86.31%**
SUPPLIES AND MATERIALS						
MOTOR FUELS	$ **62,857.00**	$71,147.86	**113.19%**	8,290.86	$ 71,147.86	**100.00%**
OFFICE SUPPLIES	$ **33,285.00**	$37,492.44	**112.64%**	4,207.44	$ 37,492.44	**100.00%**
MAINTENANCE SUP & MATERIALS	$ **484,000.00**	$633,286.47	**130.84%**	149,286.47	$ 633,286.47	**100.00%**
MV PARTS & SUPPLIES	$ **15,150.00**	$13,363.28	**88.21%**		$ 15,150.00	**88.21%**
MV SERVICE & REPAIRS	$ **44,000.00**	$55,784.21	**126.78%**	11,784.21	$ 55,784.21	**100.00%**
FUEL OIL	$ **44,963.00**	$32,913.23	**73.20%**		$ 44,963.00	**73.20%**
CHEMICAL TREATMENT	$ **284,200.00**	$363,838.36	**128.02%**	79,638.36	$ 363,838.36	**100.00%**
INSURANCE	$ **273,703.00**	$253,239.92	**92.52%**		$ 273,703.00	**92.52%**
TOTAL SUPPLIES & MATERAILS	$ **1,242,158.00**	**$1,461,065.77**	**117.62%**	**253,207.34**	**$ 1,495,365.34**	**97.71%**
CAPITAL OUTLAY						
CAPITAL EQUIPMENT	$ **300,000.00**	$10,427.70	**3.48%**		$ 300,000.00	**3.48%**
CAPITAL OUTLAY	$ **1,734,750.00**	$168,579.06	**9.72%**		$ 1,734,750.00	**9.72%**
MISC. UTILITY ASSETS	$ **526,264.00**	$211,566.36	**40.20%**	(253,207.34)	$ 273,056.66	**77.48%**
CAPITAL OUTLAY TOTAL	$ **2,561,014.00**	**$390,573.12**	**15.25%**	**(253,207.34)**	**$ 2,307,806.66**	**16.92%**
GRAND TOTAL	$ **11,238,899.70**	**$8,742,233.16**	**77.79%**	**0.00**	**$ 11,238,899.70**	**77.79%**

2024 2025 BRISTOL WATER DEPARTMENT BUDGET					
Jul-25					
		APPROVED	EXPENDED	EXPENDED	%
		BUDGET	JULY	TO DATE	TO DATE
CLASSIFICATION		2025 2026	2025 2026	2024 2025	2024 2025
SALARIES	$	3,107,958.00	$212,977.01	$212,977.01	6.85%
FRINGE BENEFITS	$	1,746,690.00	$125,920.75	$125,920.75	7.21%
OPERATING SERVICES	$	2,744,537.00	$97,445.17	$97,445.17	3.55%
MATERIALS & SUPPLIES	$	1,286,740.00	$61,705.66	$61,705.66	4.80%
CAPITAL OUTLAY	$	1,966,156.00	$0.00	$0.00	0.00%
GRAND TOTAL	$	10,852,081.00	$498,048.59	$498,048.59	4.59%
OPERATING SERVICES					
LIGHT & POWER	$	574,558.00	$17,312.31	$17,312.31	3.01%
TELEPHONE	$	24,240.00	$1,791.65	$1,791.65	7.39%
POSTAGE	$	32,300.00	$4,064.36	$4,064.36	12.58%
ADVERTISING	$	1,000.00		$0.00	0.00%
CLOTHING/UNIFORMS	$	6,700.00	$711.39	$711.39	10.62%
MAINTENANCE/SERVICE	$	97,800.00	$5,741.54	$5,741.54	5.87%
LEASE	$	16,509.00	$169.28	$169.28	1.03%
CONFERENCE & MEMBERSHIP	$	34,950.00	$651.00	$651.00	1.86%
TAXES	$	561,185.00		$0.00	0.00%
PROFESSIONAL SERVICES	$	329,220.00	$18,745.30	$18,745.30	5.69%
LIENS	$	4,300.00	$250.00	$250.00	5.81%
MISCELLANEOUS	$	10,000.00	$355.37	$355.37	3.55%
CONTRACTOR SERVICES	$	628,800.00		$0.00	0.00%
DEBT SERVICES	$	132,175.00		$0.00	0.00%
SEWER USE FEE	$	10,800.00	$2,700.00	$2,700.00	25.00%
NEW BRITAIN AGREEMENT	$	280,000.00	$44,952.97	$44,952.97	16.05%
TOTAL OPERATING SERVICES	$	2,744,537.00	$97,445.17	$97,445.17	3.55%
SUPPLIES AND MATERIALS					
MOTOR FUELS	$	62,857.00		$0.00	0.00%
OFFICE SUPPLIES	$	33,285.00	$742.14	$742.14	2.23%
MAINTENANCE SUP & MATERIALS	$	496,000.00	$26,472.24	$26,472.24	5.34%
MV PARTS & SUPPLIES	$	15,150.00	$823.68	$823.68	5.44%
MV SERVICE & REPAIRS	$	44,000.00	$3,971.73	$3,971.73	9.03%
FUEL OIL	$	44,750.00	$4,518.86	$4,518.86	10.10%
CHEMICAL TREATMENT	$	350,000.00	$25,177.01	$25,177.01	7.19%
INSURANCE	$	240,698.00		$0.00	0.00%
TOTAL SUPPLIES & MATERAILS	$	1,286,740.00	$61,705.66	$61,705.66	4.80%
CAPITAL OUTLAY					
CAPITAL EQUIPMENT	$	185,000.00		$0.00	0.00%
CAPITAL OUTLAY	$	761,156.00		$0.00	0.00%
MISC. UTILITY ASSETS	$	1,020,000.00		$0.00	0.00%
CAPITAL OUTLAY TOTAL	$	1,966,156.00	$0.00	$0.00	0.00%
GRAND TOTAL	$	10,852,081.00	$498,048.59	$498,048.59	4.59%

2025 SHUT-OFFS BREAKDOWN   **Still off to date for non-pay: (39)**

MONTH/ DISTRICT	*TERMINATION LETTERS SENT*	*# ACCTS. OUTSTANDING @ START OF SHUT-OFF DAY*	*# ACCTS. ACTUALLY SHUT-OFF THROUGHOUT SHUT-OFF DAY*	*# ACCTS. STILL OFF @ END OF SHUT-OFF DAY*	*# ACCTS. THAT REMAINED OFF @ END OF MONTH*
JANUARY 03	488	81	52	16	6
FEBRUARY 01	346	67	48	13	4
MARCH 02	409	64	52	11	4
APRIL 03	359	63	48	12	6
MAY 01	358	46	33	8	5
JUNE 02	354	53	40	7	3
JULY 2024	317	79	62	13	6
JULY 03	413	69	48	12	2
AUGUST 01	424				
SEPTEMBER 02					
OCTOBER 03					
NOVEMBER 01					
DECEMBER 02					

BEFORE RECEIVING A TERMINATION LETTER, THE CUSTOMER HAS RECEIVED THEIR ORIGINAL BILL PLUS A SECOND AND THIRD NOTICE.

Example: Invoiced 8/1, 2nd Notice 9/1, 3rd Notice 10/1. THE TERMINATION LETTER IS SENT APPROX. 1 WEEK AFTER 3RD NOTICE.

Current Monthly Summary ★

Current Month Payment Summary

Payment Type	Number Of Transactions	Total Paid
PayPal	80	$15,800.87
Credit/Debit Card	992	$202,263.57
EFT (Check)	291	$82,794.92
Venmo	13	$2,555.80
Online Bank Direct	254	$42,702.11
Total	1630	$346,117.27

Monthly Invoice Summary

Invoice Count
No records to display.

Paperless Statistics

Invoice Type	Paperless
Water	7005

Auto-Pay Statistics

Invoice Type	AutoPay
Water	3917

Customer Registration Statistics

Customer Count	Registered Count	Registered %
22363	11050	49.41

Pay By Text Registration Statistics

Customer Count	Registered Count	Registered %
5053	3859	76.37

TRANSFER OF $107,326.93 FROM FRINGE BENEFITS TO FUND OVER EXPENDITURES OF

- $107,326.93 in the Salaries Account

TRANSFER OF $30,144.20 FROM MAINTENANCE/SERVICE AND $89,987.56 FROM TAXES TO FUND OVER EXPENDITURES OF

- $2,185.09 in the Light and Power Account
- $116,462.02 in the Professional Service Account
- $1,134.69 in the Miscellaneous Account
- $349.96 in the Debt Service Account

TRANSFER OF $253,207.34 FROM MISC UTILITY ASSETS TO FUND OVER EXPENDITURES OF

- $8,290.86 in the Motor Fuels Account
- $4,207.44 in the Office Supplies Account
- $149,286.47 in the Maintenance Supplies & Materials Account
- $11,784,21 in the Motor Vehicle Service & Repairs Account
- $79,638.36 in the Chemical Treatment Account