BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda
Tuesday, September 16, 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:845 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 August 19, 2025 Regular Board Meeting
5. Approval of the Department Reports for the Month of August 2025
6. Public Participation
7. Customer Correspondence
   A. 25 Coolidge Avenue
   B. 5 Fairway View Drive
   C. 15 Wolcott Street
8. 2C26-004 Non Excavated Sanitary Sewer Rehabilitation
9. Committee Reports
10. Investments
11. I & I Study
12. Superintendent's Report
13. Old Business
14. New Business
15. Adjournment

Next Meeting: Tuesday, October 21, 2025 6:00 p.m.

BOARD OF SEWER COMMISSION
AUGUST 19, 2025 – REGULAR MEETING

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

PRESENT by videoconference: Commissioner Dunn.

STAFF PRESENT: Superintendent Longo; Assistant Superintendents 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 6:01 p.m.

2) **PLEDGE OF ALLEGIANCE.**

3) **MOMENT OF SILENCE.**

4) **APPROVAL OF THE MINUTES OF THE JULY 15, 2025 REGULAR MEETING.**

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

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

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

6) **PUBLIC PARTICIPATION.**

   None.

7) **CUSTOMER CORRESPONDENCE.**

   None

8) **TRANSFER OF $199, 210.27 FROM REGULAR WAGES & $109,891.21 FROM FRINGE BENEFITS TO FUND OVER EXPENDITURES OF:**

   - $239,716.33 in the Public Utilities Account
   - $5,045.53 in the Water and Sewer Charges Account
   - $1,981.34 in the Telephone Account
   - $60.00 in the Printing/Binding Account
   - $15,559.54 in the Major Repairs Account
   - $41,513.54 in the Professional Fees Account
   - $1,355.00 in the Liens Account
   - $2,383.20 in the Interest Expense Account
   - $1,487.00 in the Conferences and Membership Account Salaries Account

On motion of Commissioner Ferrier and seconded; it was unanimously voted to approve the transfer as presented.
Motion passed.

9) **TRANSFER OF $$184,386.13 FROM CAPITAL OUTLAY TO FUND OVER EXPENDITURES OF:**

- $170,781.32 in the Maintenance, Supplies and Materials Account
- $13,604.81 in the Liability Insurance Account

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

10) **COMMITTEE REPORTS.**

None.

11) **INVESTMENTS.**

None.

12) **I & I STUDY.**

No action taken.

13) **SUPERINTENDENTS REPORT.**

No action taken.

14) **CHAIRPERSONS REPORT.**

No action taken.

15) **OLD BUSINESS.**

None.

16) **NEW BUSINESS.**

None.

17) **ADJOURNMENT.**

At 6:27 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: AUG 1, 2025	$	12,230,189.83
ACCOUNTS RECEIVABLE	$	719,780.28
SERVICE ACCOUNTS	$	33,161.61
TRANSFERS IN (OUT)	$	-
DISBURSEMENTS	$	(471,773.28)
BALANCE: AUG 31, 2025	$	12,511,358.44

SEWER CAP/NR

BALANCE: AUG 1, 2025	$	4,230,648.11
TRANSFERS IN (OUT)	$	6,775.58
DISBURSEMENTS	$	(2,457.40)
BALANCE:AUG 31, 2025	$	4,234,966.29

SEWER PAYROLL

BALANCE: AUG 1, 2025	$	158,755.82
TRANSFERS IN (OUT)	$	146,655.97
DISBURSEMENTS	$	(146,500.65)
BALANCE: AUG 31, 2025	$	158,911.14

SEWER BILLING

SEWER BILLS RENDERED AUG 2025:	$	770,842.62
SEWER BILLS REMAINING UNPAID AS OF AUG 31 2025:	$	392,754.58

2025 2026 WPC BUDGET					
Jul-25					
CLASSIFICATION	APPROVED BUDGET 2025 2026	EXPENDED JULY 2025 2026	EXPENDED AUGUST 2025 2026	EXPENDED TO DATE 2025 2026	% TO DATE 2025 2026
SALARIES	$ 2,019,593.00	$137,126.57	$136,300.62	$273,427.19	13.54%
FRINGE BENEFITS	$ 719,587.00	$62,743.68	$55,293.37	$118,037.05	16.40%
OPERATING SERVICES	$ 4,137,917.00	$285,505.23		$285,505.23	6.90%
MATERIALS & SUPPLIES	$ 1,523,506.00	$113,102.76		$113,102.76	7.42%
CAPITAL OUTLAY	$ 1,760,000.00	$0.00		$0.00	0.00%
GRAND TOTAL	$ 10,160,603.00	$598,478.24	$191,593.99	$790,072.23	7.78%
OPERATING SERVICES					
PUBLIC UTILITIES	$ 780,000.00	$82,960.21	$78,821.84	$161,782.05	20.74%
NATURAL GAS	$ 33,000.00	$1,100.84	$1,093.97	$2,194.81	6.65%
WATER AND SEWER CHARGES	$ 17,700.00	$6,568.10		$6,568.10	37.11%
TIPPING FEES	$ 1,140,000.00	$129,967.24	$111,343.86	$241,311.10	21.17%
REFUSE	$ 600.00	$64.20	$16.60	$80.80	13.47%
TELEPHONE	$ 9,500.00	$566.00	$195.65	$761.65	8.02%
POSTAGE	$ 25,000.00			$0.00	0.00%
ADVERTISING	$ 500.00			$0.00	0.00%
PRINTING/BINDING	$ 300.00			$0.00	0.00%
TRAVEL REIMBURSEMENT	$ 100.00			$0.00	0.00%
CLOTHING/UNIFORMS	$ 4,300.00			$0.00	0.00%
REPAIRS AND MAINTENANCE	$ 115,000.00		$182.87	$182.87	0.16%
COLLECT SYSTEM MAIN AND REHAB	$ 130,000.00			$0.00	0.00%
MAJOR REPAIRS	$ 155,000.00			$0.00	0.00%
RENTS AND LEASES	$ 5,000.00	$179.27	$169.27	$348.54	6.97%
ADMIN FEES	$ 70,000.00	$14,250.00		$14,250.00	20.36%
PROFESSIONAL FEES	$ 150,000.00	$22,706.74	$3,500.00	$26,206.74	17.47%
LIENS	$ 9,400.00		$890.00	$890.00	9.47%
MISCELLANEOUS	$ 6,000.00			$0.00	0.00%
CNR ANNUAL CONTRIBUTION	$ 650,000.00			$0.00	0.00%
CWF PRINCIPAL	$ 407,575.00			$0.00	0.00%
DEBT SERVICE PRINCIPAL	$ 146,500.00			$0.00	0.00%
INTEREST EXPENSE	$ 143,942.00	$27,142.63		$27,142.63	18.86%
CONTINGENCY	$ 130,000.00			$0.00	0.00%
CONFERENCES AND MEMBERSHIPS	$ 2,500.00		$120.00	$120.00	4.80%
SCHOOLING AND EDUCATION	$ 6,000.00		$85.00	$85.00	1.42%
TOTAL OPERATING SERVICES	$ 4,137,917.00	$285,505.23	$196,419.06	$481,924.29	11.65%
SUPPLIES AND MATERIALS					
WORKERS COMP INS	$ 61,990.00			$0.00	0.00%
DISABILITY INS	$ 550.00			$0.00	0.00%
OPEB RETIREMENT BENEFITS	$ 190,000.00			$0.00	0.00%
MOTOR FUELS	$ 32,000.00	$1,375.31	$1,714.20	$3,089.51	9.65%
OFFICE SUPPLIES	$ 4,000.00	$28.36	$34.70	$63.06	1.58%
MAINTENANCE SUP & MATERIALS	$ 950,000.00	$111,652.08	$72,792.77	$184,444.85	19.42%
MV PARTS & SUPPLIES	$ 6,500.00	$47.01		$47.01	0.72%
MV SERVICE & REPAIRS	$ 40,000.00		$3,906.00	$3,906.00	9.77%
GENERATOR FUEL	$ 8,500.00			$0.00	0.00%
LABORATORY SUPPLIES	$ 19,000.00			$0.00	0.00%
PROGRAM SUPPLIES	$ 85,000.00			$0.00	0.00%
TIRES	$ 4,000.00		$5,312.56	$5,312.56	132.81%
REFUNDS OF SEWER USE FEES	$ 2,500.00			$0.00	0.00%
LIABILITY INSURANCE	$ 119,466.00			$0.00	0.00%
TOTAL SUPPLIES & MATERAILS	$ 1,523,506.00	$ 113,102.76	$ 83,760.23	$ 196,862.99	12.92%
CAPITAL OUTLAY					
CAPITAL OUTLAY	$ 1,760,000.00			$0.00	0.00%
CAPITAL OUTLAY TOTAL	$ 1,760,000.00	$0.00	$0.00	$0.00	0.00%
GRAND TOTAL	$ 10,160,603.00	$598,478.24	$471,773.28	$1,070,251.52	10.53%

2025-2026 WPC CAPITAL OUTLAY		BUDGET REQUEST 2025-2026	EXPENDED JULY 2025	EXPENDED AUG 2025	EXPENDED TO-DATE
REPLACE 1996 FORD L900 10 WHEEL DUMPTRUCK W/F650 OR EQUIV		$100,000.00			$0.00
					$0.00
SLUDGE STORAGE DECANTERS		$100,000.00			$0.00
					$0.00
SECONDARY CLARIFIER LAUNDER COATING		$100,000.00			$0.00
					$0.00
BROAD ST TRANSFER SWITCHES		$250,000.00			$0.00
					$0.00
SCADA UPGRADE		$75,000.00			$0.00
					$0.00
SLIP LINING OF SEWER MAINS		$700,000.00			$0.00
					$0.00
REPLACE OFFICE CARPET - LABOR AND MATERIALS		$4,000.00			$0.00
OFFICE PAINTING		$6,000.00			$0.00
SECURITY UPDATES TO OFFICE		$100,000.00			$0.00
OFFICE DRIVEWAY PAVING		$150,000.00			$0.00
OFFICE ROOF REPLACEMENT		$100,000.00			$0.00
BUILDING REPAIRS		$75,000.00			$0.00
		$1,760,000.00	**$0.00**	**$0.00**	**$0.00**
CARRY OVER FROM 2024-2025	**Project**				
					0.00
					0.00
					0.00
					0.00

				National Water Main Cleaning (		Institute Technologies Inc.			
		UOM	Qty	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	8" diameter cured in place pipe	lf	5000	50.00	250,000.00	50.00	250,000.00		-
2	8" diameter cured in place short liner	lf	50	395.00	19,750.00	550.00	27,500.00		-
3	Cut protruding service connection	Ea.	15	1.00	15.00	400.00	6,000.00		-
4	Manhole rehabilitation with cementious	VF	50	200.00	10,000.00	225.00	11,250.00		-
	manhole lining				-		-		-
					-		-		-
					-		-		-
					-		-		-
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					-		-		-
			Totals:		279,765.00		294,750.00		-