BOARD OF WATER COMMISSIONERS

Regular Meeting Agenda

Tuesday, September 16, 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: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. 20-26 Gridley Street
8. Committee Reports
9. Investments
10. Superintendent's Report
11. Chairperson's Report
12. Old Business
13. New Business
14. Adjournment

Next Meeting: Tuesday, October 21, 2025 6:15 p.m.

BOARD OF WATER 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 Water Commission to order at 6:28 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 Dunn 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 Porrini and seconded; it was unanimously voted to approve the July 2025 Department Reports as presented.
Motion passed.

6) PUBLIC PARTICIPATION.

None.

7) CUSTOMER CORRESPONDENCE.

A. 598 Pine Street: Requested to have late fees and penalties waive.

On motion of Commissioner Porrini and seconded; it was unanimously voted that no recourse be given to 598 Pine Street.
Motion passed.

B. 18 Main Street: Disputing Invoice 1106559 consumption amount.

On motion of Commissioner Porrini and seconded; it was unanimously voted to accept the proposed payment plan of four (4) equal installments of $2,625.32. Any future penalties/interest will be waived starting August 19, 2025 as long as payments have been kept.
Motion passed

8) COMMITTEE REPORTS.

None.

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

- $107,326.93 in the Salaries Account

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

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

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

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

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

12) INVESTMENTS.

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 7:12 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
AUGUST 2025

WATER BILLING

Water Bills rendered August 2025	$1,022,686.81
Water Bills remaining unpaid as of August 2025	$518,604.48

PRECIPITATION

For the Month	2.50 "	Normal	3.50 "	Departure from Normal	-1.00 "
For the Year	32.93 "	Normal	27.40 "	Departure from Normal	5.53 "

RESERVOIR CAPACITY

Total Available Capacity - August 2025	1,004,710,000	Gallons	78.594%

PRODUCTION

Monthly Production - August 2025	200,910,180	Gallons
Monthly Production - August 2024	174,678,000	Gallons

CASH STATEMENT WATER

BALANCE:AUG 1 2025	4,607,071.47
REVENUE:	
ACCOUNTS RECEIVABLE	845,478.61
SERVICE ACCOUNTS	9,943.67
FINES	2,000.00
SEWER ACCOUNTS	752,941.89
LIENS	1,608.10
PENALTIES	4,297.39
REMOVE METER	200.00
CLOSING COSTS	7,875.00
REINSTATE FEES	8,050.00
ASSESSMENTS	1,409.40
ADMIN FEE/LIENS (WPC)	40.00
LAND LEASE	9,060.64
CELL TOWER LEASE	17,422.69
SCRAP METAL SALES	
TIMBER SALES	
STATE BOND TRANSFERS	74,897.65
TOTAL REVENUE:	1,735,225.04
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	1,735,225.04
DISBURSEMENTS (VOUCHERS):	1,203,181.39
TRANSFERS:	
SEWER TRANSFER (BWSD)	752,941.89
TRANSFER TO PROCUREMENT ACCOUNT	

<u>ACCOUNT BALANCES:</u>

SUPER NOW CHECKING ACCOUNT	
BALANCE: AUG 31 , 2025	4,386,173.23
GOALS ENABLING FUND	
BALANCE: AUG 31 , 2025	5,758,436.44
CONSTRUCTION ACCOUNT	
BALANCE: AUG 1, 2025	197,960.62
DEPOSIT	13,100.00
DISBURSEMENTS	(100.00)
BALANCE: AUG 31, 2025	210,960.62
PAYROLL CASH ACCOUNT	
BALANCE: AUG 1, 2025	189,180.21
DEPOSIT	254,238.05
DISBURSEMENTS	(254,161.65)
BALANCE: AUG 31 , 2025	189,256.61

2025 2026 BRISTOL WATER DEPARTMENT BUDGET						
Aug-25						
CLASSIFICATION		APPROVED BUDGET 2025 2026	EXPENDED JULY 2025 2026	EXPENDED AUGUST 2025 2026	EXPENDED TO DATE 2025 2026	% TO DATE 2025 2026
SALARIES	$	**3,107,958.00**	$212,977.01	$231,248.87	$444,225.88	**14.29%**
FRINGE BENEFITS	$	**1,746,690.00**	$125,920.75	$121,582.83	$247,503.58	**14.17%**
OPERATING SERVICES	$	**2,744,537.00**	$97,445.17	$166,652.17	$264,097.34	**9.62%**
MATERIALS & SUPPLIES	$	**1,286,740.00**	$61,705.66	$119,306.80	$181,012.46	**14.07%**
CAPITAL OUTLAY	$	**1,966,156.00**	$0.00	$26,280.00	$26,280.00	**1.34%**
GRAND TOTAL	$	**10,852,081.00**	**$498,048.59**	**$665,070.67**	**$1,163,119.26**	**10.72%**
OPERATING SERVICES						
LIGHT & POWER	$	**574,558.00**	$17,312.31	$38,953.96	$56,266.27	**9.79%**
TELEPHONE	$	**24,240.00**	$1,791.65	$1,918.94	$3,710.59	**15.31%**
POSTAGE	$	**32,300.00**	$4,064.36	$4,028.00	$8,092.36	**25.05%**
ADVERTISING	$	**1,000.00**			$0.00	**0.00%**
CLOTHING/UNIFORMS	$	**6,700.00**	$711.39	$398.41	$1,109.80	**16.56%**
MAINTENANCE/SERVICE	$	**97,800.00**	$5,741.54	$7,179.07	$12,920.61	**13.21%**
LEASE	$	**16,509.00**	$169.28	$169.28	$338.56	**2.05%**
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	$32,175.01	$50,920.31	**15.47%**
LIENS	$	**4,300.00**	$250.00	$370.00	$620.00	**14.42%**
MISCELLANEOUS	$	**10,000.00**	$355.37	$355.37	$710.74	**7.11%**
CONTRACTOR SERVICES	$	**628,800.00**		$36,248.06	$36,248.06	**5.76%**
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	$44,856.07	$89,809.04	**32.07%**
TOTAL OPERATING SERVICES	$	**2,744,537.00**	**$97,445.17**	**$166,652.17**	**$264,097.34**	**9.62%**
SUPPLIES AND MATERIALS						
MOTOR FUELS	$	**62,857.00**			$0.00	**0.00%**
OFFICE SUPPLIES	$	**33,285.00**	$742.14	$1,521.74	$2,263.88	**6.80%**
MAINTENANCE SUP & MATERIALS	$	**496,000.00**	$26,472.24	$75,506.81	$101,979.05	**20.56%**
MV PARTS & SUPPLIES	$	**15,150.00**	$823.68	$339.98	$1,163.66	**7.68%**
MV SERVICE & REPAIRS	$	**44,000.00**	$3,971.73	$993.41	$4,965.14	**11.28%**
FUEL OIL	$	**44,750.00**	$4,518.86	$6,235.28	$10,754.14	**24.03%**
CHEMICAL TREATMENT	$	**350,000.00**	$25,177.01	$34,709.58	$59,886.59	**17.11%**
INSURANCE	$	**240,698.00**			$0.00	**0.00%**
TOTAL SUPPLIES & MATERAILS	$	**1,286,740.00**	**$61,705.66**	**$119,306.80**	**$181,012.46**	**14.07%**
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**		$26,280.00	$26,280.00	**2.58%**
CAPITAL OUTLAY TOTAL	$	**1,966,156.00**	**$0.00**	**$26,280.00**	**$26,280.00**	**1.34%**
GRAND TOTAL	$	**10,852,081.00**	**$498,048.59**	**$665,070.67**	**$1,163,119.26**	**10.72%**

CITY OF BRISTOL WATER DEPARTMENT CAPITAL OUTLAY BUDGET YEAR 2025-26				
CAPITAL EQUIPMENT	**BUDGET REQUEST 2025-2026**	**EXPENDED JULY 2025**	**EXPENDED AUG 2025**	**EXPENDED TO-DATE**
F150 4-DOOR TO REPLACE TRUCK 16	$65,000.00			$0.00
F550 1 TON DUMP TRUCK W/FISHER PLOW AND SPREADER TO REPLACE TRUCK 14	$120,000.00			$0.00
TOTAL CAPITAL EQUIPMENT	**$185,000.00**		**$0.00**	**$0.00**
UTILITY ASSETS				
DISTRIBUTION SECTION				
(2) Mueller B101 Tap Machine	$14,000.00			$0.00
(3) 2" Pump - Wacker PS2800 Sub Pump 2" - 1HP	$2,000.00			$0.00
(2) Trash Pump - Wacker PDT3A Diaphram Pump 3" GX	$4,000.00			$0.00
Hilti Hammer Drill	$1,800.00			$0.00
Pipe Locators	$2,400.00			$0.00
Signage	$5,000.00			$0.00
(3) Mueller Electric Power Head	$5,500.00			$0.00
TOTAL UTILITY ASSETS DISTRIBUTION SECTION	**$34,700.00**	**$0.00**	**$0.00**	**$0.00**
METER SHOP SECTION				
5/8" Meters 650@158	$102,700.00		$9,480.00	$9,480.00
Transmitters 500 @140.00	$70,000.00		$16,800.00	$16,800.00
1 1/2" T-10 METER (10)	$8,215.40			$0.00
1" T-10 METER (10)	$3,969.30			$0.00
2" T-10 METER (10)	$10,553.80			$0.00
2" UME	$17,094.00			$0.00
3" NEPTUNE TR/FLO COMPUND UME	$12,820.52			$0.00
3" NEPTUNE HP TURBINE UME	$6,410.24			$0.00
3/4" T-10 METER(20)	$5,692.40			$0.00
TOTAL UTILITY ASSETS METER SHOP SECTION	**$237,455.66**	$0.00	**$26,280.00**	**$26,280.00**
WATER TREATMENT PLANT SECTION				
Blue White Chemical Feed Pump	$10,000.00			$0.00
Chemical Feed Maintenance Parts	$15,000.00			$0.00
Flow Meter	$12,000.00			$0.00
TOTAL UTILITY ASSETS WATER TREATMENT PLANT	**$37,000.00**	**$0.00**	**$0.00**	**$0.00**

CITY OF BRISTOL WATER DEPARTMENT				
CAPITAL OUTLAY BUDGET YEAR 2025-26				
WATERSHED SECTION				
Gravely Pro Zero Turn 560 EFI992530	$17,000.00			$0.00
TOTAL UTILITY ASSETS WATERSHED SECTION	**$17,000.00**	**$0.00**	**$0.00**	**$0.00**
OFFICE SECTION				
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
TOTAL UTILITY ASSETS OFFICE SECTION	**$435,000.00**	**$0.00**	**$0.00**	**$0.00**
TOTAL UTILITY ASSETS	**$761,155.66**	**$0.00**	**$26,280.00**	**$26,280.00**
	BUDGET REQUEST 2024-25	**EXPENDED JULY 2024**	**EXPENDED AUG 2024**	**EXPENDED TO-DATE**
CAPITAL IMPROVEMENTS				
WATER MAIN REPLACEMENTS	$200,000.00			$0.00
HYDRANT REPLACEMENTS	$160,000.00			$0.00
VALVE REPLACEMENT	$120,000.00			$0.00
REGULATOR PIT MAINTENANCE	$80,000.00			$0.00
REPAIR WATERSHED GARAGE DRAIN	$10,000.00			$0.00
MIX ST WELL #4 SURGE AND REPLACE PUMP AND MOTOR	$70,000.00			$0.00
REPLACE BUTTERFLY VALVES AT WOLCOTT ST PUMP STATION	$20,000.00			$0.00
SLUDGE DISCHARGE VALVE AIR COMPRESSOR	$40,000.00			$0.00
WELL REDEVELOPMENT	$70,000.00			$0.00
ENGINEERING TO REPLACE STEVENS ST TANK	$250,000.00			$0.00
TOTAL CAPITAL IMPROVEMENTS	**$1,020,000.00**	**$0.00**	**$0.00**	**$0.00**
TOTAL CAPITAL OUTLAY	**$1,966,155.66**	**$0.00**	**$26,280.00**	**$26,280.00**

CITY OF BRISTOL WATER DEPARTMENT				
CAPITAL OUTLAY BUDGET YEAR 2025-26				
SCADA IN PROGRESS	$3,518,095.86	$80,042.77	$74,897.65	154,940.42
CARRY OVER FROM 2024-2025				
RESERVOIR IMPROVEMENTS	250,000.00			0.00
UPGRADES TO BARLOW ST PUMP STATION	75,000.00			0.00
16" AND 12" VALVE REPLACEMENT	30,000.00			0.00
FLOCCULATION AND SEDIMENTATION EQUIPMENT	120,000.00			0.00
REPLACE STEEL DOORS - WATERSHED GARAGE AND WELLS	$120,000.00			0.00
UPGRADES TO FIRE ALARM SYSTEM	$150,000.00			0.00
OPERATOR CREW TRUCK	$100,000.00			0.00
ENGINEERING TO REPLACE CHAPEL ST TANK	$150,000.00			0.00
SHRUB ROAD REGULATOR PIT	$250,000.00			0.00
Rebuild Hill Street Pump	$70,000.00			0.00
Rebuild High Service Pump	$55,000.00			0.00
PLC and Analyzer Equipment	$15,000.00			0.00
Chlorine Analyzer	$9,000.00		5914.75	5,914.75
REPLACE FLOCCULATORS AT PLANT	$150,000.00			0.00

What are you looking for?

Current Monthly Summary ★

Current Month Payment Summary

Payment Type	Number Of Transactions	Total Paid
Credit/Debit Card	972	$195,669.82
EFT (Check)	295	$81,143.65
Online Bank Direct	338	$61,461.82
PayPal	65	$11,280.12
PayPal Credit	4	$793.11
Venmo	17	$3,289.37
Total	1691	$353,637.89

Monthly Invoice Summary

Invoice Count
No records to display.

Paperless Statistics

Invoice Type	Paperless
Water	7018

Auto-Pay Statistics

Invoice Type	AutoPay
Water	3951

Customer Registration Statistics

Customer Count	Registered Count	Registered %
22364	11082	49.55

Pay By Text Registration Statistics

Customer Count	Registered Count	Registered %
5089	3902	76.68

2025 SHUT-OFFS BREAKDOWN   Still off to date for non-pay: (40)

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 03	413	69	48	12	2
AUGUST 2024	337	62	55	15	6
AUGUST 01	424	63	53	20	7
SEPTEMBER 02	354				
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.