



BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda

Tuesday, October 21, 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 September 16, 2025 Regular Board Meeting
5. Approval of the Department Reports for the Month of September 2025
6. Public Participation
7. Customer Correspondence
 - A. 13-15 Tulip Street
8. Committee Reports
9. Investments
10. I & I Study
11. Superintendent's Report
12. Old Business
13. New Business
14. Adjournment

Next Meeting: Tuesday, November 18, 2025 6:00 p.m.

BOARD OF SEWER COMMISSION

SEPTEMBER 16, 2025 - REGULAR MEETING

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

PRESENT by videoconference: Commissioner Dunn.

STAFF PRESENT: Superintendent Longo; Sean Hennessey, Sewer Director; Assistant Superintendent Keegan; Dawn LaBella, Office Manager

1) CALL TO ORDER.

Chairperson Phelan called the meeting of the Board of Sewer Commission to order at 6:30 p.m.

2) PLEDGE OF ALLEGIANCE.

3) MOMENT OF SILENCE.

4) APPROVAL OF THE MINUTES OF THE AUGUST 19, 2025 REGULAR MEETING.

On motion of Commissioner Dunn and seconded; it was unanimously voted to approve the August 19, 2025 regular meeting minutes as presented.
Motion passed.

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

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

6) PUBLIC PARTICIPATION.

None.

7) CUSTOMER CORRESPONDENCE.

A. 25 Coolidge Avenue: Requested a sewer adjustment for their winter quarter read.

On motion of Commissioner Porrini and seconded; it was unanimously voted that no recourse be given to 25 Coolidge Avenue on their winter quarter read.
Motion passed.

B. 5 Fairway View Drive: Requested a sewer adjustment on their winter quarter read.

On motion of Commissioner Porrini and seconded; it was unanimously voted that no recourse be given to 5 Fairway View Drive on their winter quarter read.
Motion passed.

C. 15 Wolcott Street: Kathy Laferriere requested a sewer adjustment for her rental property for the winter quarter read.

On motion of Commissioner Ferrier and seconded; it was unanimously voted that no recourse be given to 15 Wolcott Street for the winter quarter read.
Motion passed.

8) 2C26-004 NON-EXCAVATED SANITARY SEWER REHABILITATION

On motion of Commissioner Dunn and seconded; it was unanimously voted to award the 2C26-004 Non-Excavated Sanitary Sewer Rehabilitation to National Water Main Cleaning for \$279,765.00.
Motion passed.

9) COMMITTEE REPORTS.

None.

10) INVESTMENTS.

On motion of Commissioner Porrini and seconded; to bring to the table a Resolution for adoption.
Motion passed.

WHEREAS, the Board of Commissioners of the Bristol Water and Sewer Department deem it in their best interest to authorize the Chairperson and Superintendent to execute certain bank-related documents on its behalf; and

WHEREAS, the Board desires to formally delegate such authority to the Chairperson and Superintendent within defined parameters;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners hereby authorizes and empowers the Chairperson, Elizabeth A. Phelan, and the Superintendent, Robert J. Longo, to execute, endorse, and deliver on behalf of the Department any and all documents necessary to conduct the setup of Certificates of Deposit, including but not limited to, opening and closing accounts, execution of all documents related to said transactions, transfer or rolling over of funds upon maturity, and entering into agreements with financial institutions.

RESOLVED FURTHER, that the Chairperson's and Superintendent's authority is limited to transactions to setup Certificates of Deposit with Liberty Bank, Thomaston Savings Bank and Torrington Savings Bank.

RESOLVED FURTHER, that this resolution shall be effective immediately and remain in effect until revoked or superseded by a subsequent resolution of the Board of Commissioners.

On motion of Commissioner Porrini and seconded; to authorize the Chairperson and Superintendent to execute bank-related documents pertaining to Certificates of Deposit on behalf of the Bristol Water and Sewer Department.

Roll call: Chairperson Phelan - Yes.
Commissioner Dunn - Yes.
Commissioner Ferrier - Yes.

Commissioner Porrini - Yes.
Commissioner Cunningham - Yes.

Motion passed.

11) I & I STUDY.

No action taken.

12) SUPERINTENDENTS REPORT.

No action taken.

13) CHAIRPERSONS REPORT.

No action taken.

14) OLD BUSINESS.

None.

15) NEW BUSINESS.

None.

16) ADJOURNMENT.

At 6:33 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: SEP 1, 2025	\$	12,323,340.54
ACCOUNTS RECEIVABLE	\$	742,555.22
SERVICE ACCOUNTS	\$	13,005.00
TRANSFERS IN (OUT)	\$	-
DISBURSEMENTS	\$	(515,993.23)
TRANSFER TO INVESTMENTS	\$	(1,000,000.00)
BALANCE: SEP 30, 2025	\$	<u>11,562,907.53</u>

SEWER CAP/NR

BALANCE: SEP 1, 2025	\$	4,234,966.28
TRANSFERS IN (OUT)		
DISBURSEMENTS	\$	(273,668.50)
BALANCE: SEP 30, 2025	\$	<u>3,961,297.78</u>

SEWER PAYROLL

BALANCE: SEP 1, 2025	\$	158,911.14
TRANSFERS IN (OUT)	\$	144,507.95
DISBURSEMENTS	\$	(146,912.70)
BALANCE: SEP 30, 2025	\$	<u>156,506.39</u>

SEWER BILLING

SEWER BILLS RENDERED SEP 2025:	\$	<u>629,140.32</u>
SEWER BILLS REMAINING UNPAID AS OF SEP 30 2025:	\$	<u>288,894.26</u>

2025 2026 WPC BUDGET Sep-25						
	APPROVED	EXPENDED	EXPENDED	EXPENDED	EXPENDED	%
	BUDGET	JULY	AUGUST	SEPTEMBER	TO DATE	TO DATE
CLASSIFICATION	2025 2026	2025 2026	2025 2026	2025 2026	2025 2026	2025 2026
SALARIES	\$ 2,019,593.00	\$137,126.57	\$136,300.62	\$134,723.22	\$408,150.41	20.21%
FRINGE BENEFITS	\$ 719,587.00	\$62,743.68	\$55,293.37	\$51,683.34	\$169,720.39	23.59%
OPERATING SERVICES	\$ 4,137,917.00	\$460,251.85	\$196,419.06	\$261,486.48	\$918,157.39	22.19%
MATERIALS & SUPPLIES	\$ 1,523,506.00	\$113,102.76	\$144,289.44	\$45,859.68	\$303,251.88	19.90%
CAPITAL OUTLAY	\$ 1,760,000.00	\$0.00	\$0.00	\$234,652.00	\$234,652.00	13.33%
GRAND TOTAL	\$ 10,160,603.00	\$773,224.86	\$532,302.49	\$728,404.72	\$2,033,932.07	20.02%
OPERATING SERVICES						
PUBLIC UTILITIES	\$ 780,000.00	\$82,960.21	\$78,821.84	\$42,211.87	\$203,993.92	26.15%
NATURAL GAS	\$ 33,000.00	\$1,100.84	\$1,093.97	\$1,146.88	\$3,341.69	10.13%
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	\$100,382.03	\$341,693.13	29.97%
REFUSE	\$ 600.00	\$64.20	\$16.60	\$10.80	\$91.60	15.27%
TELEPHONE	\$ 9,500.00	\$566.00	\$195.65	\$421.46	\$1,183.11	12.45%
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	\$9,947.24	\$10,130.11	8.81%
COLLECT SYSTEM MAIN AND REHAB	\$ 130,000.00				\$0.00	0.00%
MAJOR REPAIRS	\$ 155,000.00			\$16,701.02	\$16,701.02	10.77%
RENTS AND LEASES	\$ 5,000.00	\$179.27	\$169.27	\$1,884.29	\$2,232.83	44.66%
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	\$195.00	\$1,085.00	11.54%
MISCELLANEOUS	\$ 6,000.00				\$0.00	0.00%
CNR ANNUAL CONTRIBUTION	\$ 650,000.00				\$0.00	0.00%
CWF PRINCIPAL	\$ 407,575.00	\$34,246.62		\$68,664.57	\$102,911.19	25.25%
DEBT SERVICE PRINCIPAL	\$ 146,500.00	\$140,500.00			\$140,500.00	95.90%
INTEREST EXPENSE	\$ 143,942.00	\$27,142.63		\$18,628.92	\$45,771.55	31.80%
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	\$1,292.40	\$1,377.40	22.96%
TOTAL OPERATING SERVICES	\$ 4,137,917.00	\$460,251.85	\$196,419.06	\$261,486.48	\$918,157.39	22.19%
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	\$2,716.15	\$5,805.66	18.14%
OFFICE SUPPLIES	\$ 4,000.00	\$28.36	\$34.70	\$47.48	\$110.54	2.76%
MAINTENANCE SUP & MATERIALS	\$ 950,000.00	\$111,652.08	\$133,321.98	\$39,537.47	\$284,511.53	29.95%
MV PARTS & SUPPLIES	\$ 6,500.00	\$47.01		\$980.77	\$1,027.78	15.81%
MV SERVICE & REPAIRS	\$ 40,000.00		\$3,906.00	\$2,069.05	\$5,975.05	14.94%
GENERATOR FUEL	\$ 8,500.00				\$0.00	0.00%
LABORATORY SUPPLIES	\$ 19,000.00			\$508.76	\$508.76	2.68%
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	\$ 144,289.44	\$ 45,859.68	\$ 303,251.88	19.90%
CAPITAL OUTLAY						
CAPITAL OUTLAY	\$ 1,760,000.00			\$234,652.00	\$234,652.00	13.33%
CAPITAL OUTLAY TOTAL	\$ 1,760,000.00	\$0.00	\$0.00	\$234,652.00	\$234,652.00	13.33%
GRAND TOTAL	\$ 10,160,603.00	\$773,224.86	\$532,302.49	\$728,404.72	\$2,033,932.07	20.02%

WINTER SEWER READ ADJUSTMENT FORM

sent to Heidi
Date Requested: 9/14/25 How: email = (sent email to me 10/10/25 - for review)
Requested by: Mira Zani Elezovski
Property Address: 13-15 Tulip St.
Account #: 0206529000
→ spoke with Mayor + Mira)

QUALIFIES IF ALL LISTED ITEMS ARE MET:

1. Property is owner occupied? YES or NO
2. Property is residential (3 units or less)? YES or NO
3. Current winter read is double or more than the amount of the previous read?
YES or NO.

Current Winter Read: 11,150

Last Winter Read: 1485

4. Owner requested an adjustment within 3 months after the invoice in which the new winter read takes effect? YES or NO Invoice Month of New Rate: _____

5. Owner has submitted leak repair receipts for review? YES or NO - CUZ they were told not eligible by KM.

If submitting receipts by email should be sent to bristolwater@bristolct.gov only.

If all criteria items are met, then:

1. Owner will pay 1st bill based on current winter rate \$394.71.
2. Adjustment will be based on the read before and the read after the new sewer rate:
(add read before and after, dived by 2=new winter usage.)

Read before: 1995 Read after: 1360 Adjusted winter usage 1678
adjusted winter usage x (current rate .0354) = \$ 59.41

OFFICE USE ONLY:

APPROVED: ☐ DENIED: ☒ WHY: Not owner occupied.
COMPLETED BY: Bene Hammar DATE: 10/10/25

Update the sewer usage in customer account under utilities

Renee LaMarre

From: mira elez <mira4276@hotmail.com>
Sent: Friday, October 10, 2025 11:48 AM
To: Renee LaMarre
Subject: Fwd: Regarding a high sewer bill

From: Heidi Caruso <HeidiCaruso@bristolct.gov>
Date: September 8, 2025 at 9:18:23 AM EDT
Subject: RE: Regarding a high water bill

-----Original Message-----

From: BristolWater <BristolWater@bristolct.gov>
Sent: Thursday, September 4, 2025 9:15 AM
To: Heidi Caruso <HeidiCaruso@bristolct.gov>
Cc: Renee LaMarre <ReneeLaMarre@bristolct.gov>
Subject: FW: Regarding a high sewer bill

-----Original Message-----

From: mira elez <mira4276@hotmail.com>
Sent: Thursday, September 4, 2025 9:12 AM
To: BristolWater <BristolWater@bristolct.gov>
Subject: Regarding a high sewer bill

Dear Bristol water and sewer department,

I Zani Elezovski , property owner of 13-15 Tulip place Bristol CT am writing regarding our recent water bill. This was based on a December meter reading. This reading resulted in the highest bill we have received to date due to a sewer leak, which has since been fully resolved by a licensed plumber (Paul's plumbing LLC (860) 940-9471).

We believe it is not fair to be charged based on this unusually high usage, as it does not reflect our typical water consumption. It is particularly concerning that our bill is calculated from this anomaly while other customers' bills are based on their lower or normal usage.

We request that our billing be adjusted to reflect actual water usage, aligned with our typical consumption rather than this one-time high reading. The issue causing the spike has been resolved, and future bills should accurately reflect our usage. Being a senior citizen this places a strain and created a financial burden as well.

Thank you for your attention to this matter. We appreciate your prompt consideration and look forward to your response.

Sincerely,
Zani Elezovski
Invoice number : 1114371

ZANI & GUNARA ELEZOVSKI

0109030000 13-15 TULIP ST

DATE	TIME	USER	TEXT
10/10/25	11:34	1250rratta	RECEIVED A CALL FROM THE MAYOR REGARDING THE ISSUE ON THE SEWER ADJUSTMENT REQUEST MADE BY THE OWNER. THE PROPERTY OWNER WAS IN HIS OFFICE. GAVE THE MAYOR THE PROCEDURES. BASED ON THE CRITERIA, THE OWNER DIDN'T QUALIFY BECAUSE IT IS A RENTAL PROPERTY. THE MAYOR ADVISED THE RESIDENT TO GO TO THE MEETING ON 10/21/25. SENT CUSTOMER RESPONSE AND INVITED TO THE MEETING CC'D THE MAYOR ON THE EMAIL.
09/02/25	14:01	1250kmclaughlin	GUNARA CALLED ABOUT THE HIGH 09/01/2025 BILL. THE SEWER USAGE IS NOW UP DUE TO THEIR HIGH WINTER USAGE. I TOLD HER DUE TO IT BEING A RENTAL PROPERTY THAT I COULDN'T OFFER ANY RELIEF ON THAT. SHE KEPT REPEATING HOW IT DIDN'T SEEM RIGHT FOR THEM TO PAY ALL YEAR WHEN THEY FIXED IT. I REITERATED THAT WE HERE IN THE OFFICE COULD NOT DO ANYTHING. I TOLD HER SHE COULD WRITE TO THE BOARD OF COMMISSIONERS. SHE ASKED IF I THOUGHT SHE'D GET RELIEF AND I TOLD HER I THINK THE FACT IT'S A RENTAL WILL MEAN SHE PROBABLY WON'T. SHE STILL WANTED TO WRITE A LETTER/E-MAIL. I SENT HER THE GUIDELINES AT mira4276@hotmail.com SHE DID ASK WHY I TOLD HER AFTER THE HIGH WINTER READ TO CALL AND SEE IF SHE MET THE REQUIREMENTS FOR RELIEF. I WAS HONEST AND TOLD HER THE RULES ARE MORE CLEAR CUT NOW IN THE OFFICE THAN THEY WERE. ONE OF THEM BEING THAT IF IT'S A RENTAL, WE DON'T OFFER RELIEF.
03/03/25	14:41	1250kmclaughlin	GUNARA CALLED EARLIER TODAY TO SAY THEY FIXED THE LEAKY TOILET. SHE WANTED TO KNOW IF WE COULD SEE IF IT WAS OK NOW. I ASKED HER TO GET ME AN INSIDE READING. SHE CALLED BACK LATER IN THE DAY WITH A READ: 050642. BETWEEN 2/4/2025 AND 3/3/2025 THEY'VE ONLY USED 342 C.F. BARRING ANY OTHER ISSUES ARISING, THEY ARE BACK TO THEIR "NORMAL" USAGE RANGE. I LET HER KNOW THAT IN SEPTEMBER THE SEWER USAGE WILL BE BASED ON THE HIGH USAGE OF THE 03/01/2025 BILL AND TO CALL US TO CHECK IF SHE QUALIFIES FOR RELIEF. I DID LET HER KNOW THAT EVEN IF IT IS APPROVED, THE FIRST QTR IN SEPTEMBER WILL HAVE TO BE PAID IN FULL AND RELIEF WOULD ONLY BE ON THE 3 REMAINING QTRS.
02/11/25	13:44	1250kmclaughlin	HC PC SENT. (11,150 C.F.) 2/11/25 SPOKE TO ZANI. SHE SAID THAT A TOILET WAS LEAKING AND THEY FIXED IT.

BRISTOL WATER AND SEWER DEPARTMENT, CT

UB Consumption History Report



Account #	Customer #	Name	Cd	Read Date	By	Bill#	Parcel#	Usage	Repl	Usage	Location	Charge Amt	Status
Service	Man Meter #						Curr	Read			Billed	Billed Amt	Days
0109030000		202401ZANI & GUNARA ELEZOVSKI									13 TULIP PL		CURRENT
1000	1	NEPT68032468	A	08/04/2025		1114371	52,830		1,170	0	1,170	41.42	95
1000	1	NEPT68032468	A	05/01/2025		1095394	51,660		1,360	0	1,360	518.75	86
1000	1	NEPT68032468	A	02/04/2025		1076472	50,300		11,150	0	11,150	168.44	92
1000	1	NEPT68032468	A	11/04/2024		1057598	39,150		1,995	0	1,995	365.72	91
1000	1	NEPT68032468	A	08/05/2024		1038634	37,155		1,180	0	1,180	489.55	95
1000	1	NEPT68032468	A	05/02/2024		1019709	35,975		1,335	0	1,335	189.27	87
1000	1	NEPT68032468	A	02/05/2024		1000884	34,640		1,485	0	1,485	162.53	91
1000	1	NEPT68032468	A	11/06/2023		982059	33,155		1,520	0	1,520	142.38	95
1000	1	NEPT68032468	A	08/03/2023		963132	31,635		1,125	0	1,125	146.55	91
1000	1	NEPT68032468	A	05/04/2023		944259	30,510		1,340	0	1,340	147.53	91
1000	1	NEPT68032468	A	02/02/2023		925436	29,170		1,610	0	1,610	136.55	91
1000	1	NEPT68032468	A	11/03/2022		906636	27,560		1,565	0	1,565	141.48	91
1000	1	NEPT68032468	A	08/04/2022		887743	25,995		1,655	0	1,655	148.99	93
1000	1	NEPT68032468	A	05/03/2022		868867	24,340		1,525	0	1,525	147.74	89
1000	1	NEPT68032468	A	02/03/2022		850075	22,815		1,575	0	1,575	150.24	92
1000	1	NEPT68032468	A	11/03/2021		831287	21,240		1,455	0	1,455	144.39	91
1000	1	NEPT68032468	A	08/04/2021		812452	19,785		3,065	0	3,065	145.78	91
1000	1	NEPT68032468	A	05/05/2021		793642	16,720		1,725	0	1,725	142.44	90
1000	1	NEPT68032468	A	02/04/2021		774924	14,995		1,500	0	1,500	187.20	91
1000	1	NEPT68032468	A	11/05/2020		756203	13,495		1,405	0	1,405	142.80	93
1000	1	NEPT68032468	A	08/04/2020		737383	12,090		1,525	0	1,525	136.54	92
1000	1	NEPT68032468	A	05/04/2020		718627	10,565		1,650	0	1,650	133.90	90
1000	1	NEPT68032468	A	02/04/2020		699999	8,915		1,260	0	1,260	137.24	92
1000	1	NEPT68032468	A	11/04/2019		681398	7,655		1,210	0	1,210	45.87	91
1000	1	NEPT68032468	A	08/05/2019		662697	6,445		1,025	0	1,025	124.62	95

INVESTMENT CALCULATIONS

DIVISION	BANK	AMOUNT	Length	Maturity Date	Interest Rate	Projected Earned Interest	This Month's Earned Interest	YTD Earned Interest
Water	Torrington	\$ 500,000.00	9 months	6/30/2026	3.92%	14,926.22	-	-
Water	Liberty	\$ 500,000.00	6 months	4/5/2026	4.15%	10,269.54	-	-
							-	-
Sewer	Liberty	\$ 500,000.00	12 months	10/7/2026	3.59%	17,950.00	-	-
Sewer	Thomaston	\$ 500,000.00	6 months	3/31/2026	4%	9,901.95	-	-
							-	-
10/1/2025	TOTAL Water & Sewer						-	-