BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda

Tuesday, November 18, 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 October 21, 2025 Regular Board Meeting
5. Approval of the Department Reports for the Month of October 2025
6. Public Participation
7. Customer Correspondence
   A. 454 Washington Street
   B. 87 Atkins Avenue
8. Committee Reports
9. I & I Study
10. Superintendent's Report
11. Old Business
12. New Business
13. Adjournment

Next Meeting: Tuesday, December 16, 2025 6:00 p.m.

BOARD OF SEWER COMMISSION
OCTOBER 21, 2025 – REGULAR MEETING

PRESENT: Chairperson Phelan; Commissioners Dunn, Ferrier, Porrini and Cunningham.

ABSENT: Council Liaison Jacqueline Olsen

STAFF PRESENT: Superintendent Longo; 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 SEPTEMBER 16, 2025 REGULAR MEETING.**

   On motion of Commissioner Dunn and seconded; it was unanimously voted to approve the September 16, 2025 regular meeting minutes as presented.
   Motion passed.

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

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

6) **PUBLIC PARTICIPATION.**

   None.

7) **CUSTOMER CORRESPONDENCE.**

   A. 13-15 Tulip Street: Requested a sewer adjustment for their rental property's winter quarter read.

   On motion of Commissioner Dunn and seconded; it was unanimously voted that no recourse be given to 13-15 Tulip Street on the winter quarter read.
   Motion passed.

8) **COMMITTEE REPORTS.**

   None.

9) **INVESTMENTS.**

   No action taken.

10) I & I STUDY.

No action taken.

11) SUPERINTENDENTS REPORT.

No action taken.

12) CHAIRPERSONS REPORT.

No action taken.

13) OLD BUSINESS.

None.

14) NEW BUSINESS.

None.

15) ADJOURNMENT.

At 6:28 p.m., on motion of Commissioner Dunn and seconded; it was unanimously voted to adjourn.

ATTEST: ______________________________________

Renee M. LaMarre
Water & Sewer Administrative Assistant

CASH STATEMENT SEWER

SEWER OPERATING		
BALANCE: OCT 1, 2025	$	11,562,907.53
ACCOUNTS RECEIVABLE	$	880,495.87
SERVICE ACCOUNTS	$	65,963.91
TRANSFERS IN (OUT)	$	-
DISBURSEMENTS	$	(565,685.26)
TRANSFER TO INVESTMENTS		
BALANCE: OCT 31, 2025	$	11,943,682.05
SEWER CAP/NR		
BALANCE: OCT 1, 2025	$	3,961,297.79
TRANSFERS IN (OUT)		
DISBURSEMENTS	$	(50,178.89)
BALANCE: OCT 31, 2025	$	3,911,118.90
SEWER PAYROLL		
BALANCE: OCT 1, 2025	$	156,506.39
TRANSFERS IN (OUT)	$	199,726.12
DISBURSEMENTS	$	(199,328.12)
BALANCE: OCT 31, 2025	$	156,904.39

SEWER BILLING

SEWER BILLS RENDERED OCT 2025:	$	848,488.84
SEWER BILLS REMAINING UNPAID AS OF OCT 31 2025:	$	296,537.44

2025 2026 WPC BUDGET

Oct-25

CLASSIFICATION	APPROVED BUDGET 2025 2026	EXPENDED JULY 2025 2026	EXPENDED AUGUST 2025 2026	EXPENDED SEPTEMBER 2025 2026	EXPENDED OCTOBER 2025 2026	EXPENDED TO DATE 2025 2026	% TO DATE 2025 2026
SALARIES	$ 2,019,593.00	$137,126.57	$136,300.62	$134,723.22	$185,954.68	$594,105.09	29.42%
FRINGE BENEFITS	$ 719,587.00	$62,743.68	$55,293.37	$51,683.34	$54,320.12	$224,040.51	31.13%
OPERATING SERVICES	$ 4,137,917.00	$460,251.85	$196,419.06	$261,486.48	$196,915.60	$1,115,072.99	26.95%
MATERIALS & SUPPLIES	$ 1,523,506.00	$113,102.76	$144,289.44	$45,859.68	$138,627.54	$441,879.42	29.00%
CAPITAL OUTLAY	$ 1,760,000.00	$0.00	$0.00	$234,652.00	$0.00	$234,652.00	13.33%
GRAND TOTAL	$ 10,160,603.00	$773,224.86	$532,302.49	$728,404.72	$575,817.94	$2,609,750.01	25.68%
OPERATING SERVICES							
PUBLIC UTILITIES	$ 780,000.00	$82,960.21	$78,821.84	$42,211.87	$63,140.51	$267,134.43	34.25%
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			$4,110.18	$10,678.28	60.33%
TIPPING FEES	$ 1,140,000.00	$129,967.24	$111,343.86	$100,382.03	$100,293.14	$441,986.27	38.77%
REFUSE	$ 600.00	$64.20	$16.60	$10.80	$11.40	$103.00	17.17%
TELEPHONE	$ 9,500.00	$566.00	$195.65	$421.46	$421.49	$1,604.60	16.89%
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	$2,186.33	$4,419.16	88.38%
ADMIN FEES	$ 70,000.00	$14,250.00			$14,250.00	$28,500.00	40.71%
PROFESSIONAL FEES	$ 150,000.00	$22,706.74	$3,500.00		$488.95	$26,695.69	17.80%
LIENS	$ 9,400.00		$890.00	$195.00	$825.00	$1,910.00	20.32%
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	$11,188.60	$56,960.15	39.57%
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	$196,915.60	$1,115,072.99	26.95%
SUPPLIES AND MATERIALS							
WORKERS COMP INS	$ 61,990.00				$30,995.00	$30,995.00	50.00%
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	$1,341.04	$7,146.70	22.33%
OFFICE SUPPLIES	$ 4,000.00	$28.36	$34.70	$47.48	$32.39	$142.93	3.57%
MAINTENANCE SUP & MATERIALS	$ 950,000.00	$111,652.08	$133,321.98	$39,537.47	$104,152.35	$388,663.88	40.91%
MV PARTS & SUPPLIES	$ 6,500.00	$47.01		$980.77	$29.37	$1,057.15	16.26%
MV SERVICE & REPAIRS	$ 40,000.00		$3,906.00	$2,069.05	$2,077.39	$8,052.44	20.13%
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	$ 138,627.54	$ 441,879.42	29.00%
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	$0.00	$234,652.00	13.33%
GRAND TOTAL	$ 10,160,603.00	$773,224.86	$532,302.49	$728,404.72	$575,817.94	$2,609,750.01	25.68%

2025-2026 WPC CAPITAL OUTLAY		BUDGET REQUEST 2025-2026	EXPENDED JULY 2025	EXPENDED AUG 2025	EXPENDED SEPT 2025	EXPENDED OCT 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			$186,375.00		$186,375.00
							$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			$48,277.00		$48,277.00
		$1,760,000.00	**$0.00**	**$0.00**	**$234,652.00**	**$0.00**	**$234,652.00**
CARRY OVER FROM 2024-2025	**Project**						
AERATON TANKS REHAB	24006					$572.14	**572.14**
							0.00
							0.00
							0.00
							0.00
							0.00

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	1,636.87	1,636.87
Water	Liberty	$ 500,000.00	6 months	4/5/2026	4.15%	10,269.54	1,697.12	1,697.12
							3,333.99	**3,333.99**
Sewer	Liberty	$ 500,000.00	12 months	10/7/2026	3.59%	17,950.00	1,471.77	1,471.77
Sewer	Thomaston	$ 500,000.00	6 months	3/31/2026	4%	9,901.95	1,636.87	1,636.87
							3,108.64	**3,108.64**
11/1/2025				TOTAL Water & Sewer			**6,442.63**	**6,442.63**