



BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda

Tuesday, December 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 November 18, 2025 Regular Board Meeting
5. Approval of the Department Reports for the Month of November 2025
6. Public Participation
7. Customer Correspondence
8. Committee Reports
9. I & I Study
10. Superintendent's Report
11. Approval of the Board of Sewer Commissioners 2026 Meeting Schedule
12. Old Business
13. New Business
14. Adjournment

Next Meeting: Tuesday, January 20, 2026 6:00 p.m.

BOARD OF SEWER COMMISSION

NOVEMBER 18, 2025 - REGULAR MEETING

PRESENT: Chairperson Phelan; Commissioners Dunn, Ferrier, Porrini and Cunningham; Council Liaison Peter Kelley.

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

1) CALL TO ORDER.

Chairperson Phelan called the meeting of the Board of Sewer Commission to order at 6:03 p.m.

2) PLEDGE OF ALLEGIANCE.

3) MOMENT OF SILENCE.

4) APPROVAL OF THE MINUTES OF THE OCTOBER 21, 2025 REGULAR MEETING.

On motion of Commissioner Dunn and seconded; it was unanimously voted to approve the October 21, 2025 regular meeting minutes as presented.
Motion passed.

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

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

6) PUBLIC PARTICIPATION.

None.

7) CUSTOMER CORRESPONDENCE.

A. 454 Washington Street: Owner requested a waiver on the high sewer invoices.

On motion of Commissioner Dunn and seconded; it was unanimously voted that no recourse be given and the owner is obligated to pay the balance in full within 30 days.
Motion passed.

B. 87 Atkins Avenue: Owner request an adjustment on the high sewer invoices.

On motion of Commissioner Porrini and seconded; it was unanimously voted that no recourse be given and that a payment plan be offered to bring the invoice up to date.
Motion passed.

8) COMMITTEE REPORTS.

None.

9) I & I STUDY.

No action taken.

10) SUPERINTENDENTS REPORT.

No action taken.

11) CHAIRPERSONS REPORT.

No action taken.

12) OLD BUSINESS.

None.

13) NEW BUSINESS.

None.

14) ADJOURNMENT.

At 6:30 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: NOV 1, 2025	\$	11,944,254.19
ACCOUNTS RECEIVABLE	\$	707,986.25
SERVICE ACCOUNTS	\$	30,702.54
TRANSFERS IN (OUT)	\$	-
DISBURSEMENTS	\$	(718,064.60)
TRANSFER TO INVESTMENTS		
BALANCE: NOV 30, 2025	\$	<u>11,964,878.38</u>

SEWER CAP/NR

BALANCE: NOV 1, 2025	\$	3,911,118.88
TRANSFERS IN (OUT)		
DISBURSEMENTS	\$	(177,705.24)
BALANCE: NOV 30, 2025	\$	<u>3,733,413.64</u>

SEWER PAYROLL

BALANCE: NOV 1, 2025	\$	156,904.39
TRANSFERS IN (OUT)	\$	158,878.67
DISBURSEMENTS	\$	(142,870.55)
BALANCE: NOV 30, 2025	\$	<u>172,912.51</u>

SEWER BILLING

SEWER BILLS RENDERED NOV 2025:	\$	800,057.22
SEWER BILLS REMAINING UNPAID AS OF NOV 30 2025:	\$	<u>385,807.76</u>

2025 2026 WPC BUDGET									
Nov-25									
CLASSIFICATION	APPROVED BUDGET 2025 2026	EXPENDED JULY 2025 2026	EXPENDED AUGUST 2025 2026	EXPENDED SEPTEMBER 2025 2026	EXPENDED OCTOBER 2025 2026	EXPENDED NOVEMBER 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	\$ 133,106.54	\$ 727,211.63	36.01%	
FRINGE BENEFITS	\$ 719,587.00	\$ 62,743.68	\$ 55,293.37	\$ 51,683.34	\$ 54,320.12	\$ 51,668.48	\$ 275,708.99	38.31%	
OPERATING SERVICES	\$ 4,137,917.00	\$ 460,251.85	\$ 196,419.06	\$ 261,486.48	\$ 231,333.75	\$ 259,464.56	\$ 1,408,955.70	34.05%	
MATERIALS & SUPPLIES	\$ 1,523,506.00	\$ 113,102.76	\$ 144,289.44	\$ 45,859.68	\$ 138,627.54	\$ 195,876.03	\$ 637,755.45	41.86%	
CAPITAL OUTLAY	\$ 1,760,000.00	\$ 0.00	\$ 0.00	\$ 234,652.00	\$ 0.00	\$ 117,933.50	\$ 352,585.50	20.03%	
GRAND TOTAL	\$ 10,160,603.00	\$ 773,224.86	\$ 532,302.49	\$ 728,404.72	\$ 610,236.09	\$ 758,049.11	\$ 3,402,217.27	33.48%	
OPERATING SERVICES									
PUBLIC UTILITIES	\$ 780,000.00	\$ 82,960.21	\$ 78,821.84	\$ 42,211.87	\$ 63,140.51	\$ 63,818.40	\$ 330,952.83	42.43%	
NATURAL GAS	\$ 33,000.00	\$ 1,100.84	\$ 1,093.97	\$ 1,146.88		\$ 1,502.56	\$ 4,844.25	14.68%	
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	\$ 91,900.37	\$ 533,886.64	46.83%	
REFUSE	\$ 600.00	\$ 64.20	\$ 16.60	\$ 10.80	\$ 11.40	\$ 36.00	\$ 139.00	23.17%	
TELEPHONE	\$ 9,500.00	\$ 566.00	\$ 195.65	\$ 421.46	\$ 421.49	\$ 421.49	\$ 2,026.09	21.33%	
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		\$ 182.87	\$ 9,947.24		\$ 329.99	\$ 329.99	7.67%	
REPAIRS AND MAINTENANCE	\$ 115,000.00						\$ 10,130.11	8.81%	
COLLECT SYSTEM MAIN AND REHAB	\$ 130,000.00						\$ 0.00	0.00%	
MAJOR REPAIRS	\$ 155,000.00	\$ 179.27	\$ 169.27	\$ 16,701.02	\$ 2,186.33	\$ 18,671.19	\$ 35,372.21	22.82%	
RENTS AND LEASES	\$ 5,000.00			\$ 1,884.29		\$ 169.28	\$ 4,588.44	91.77%	
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	\$ 13,522.64	\$ 40,218.33	26.81%	
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	\$ 34,418.15	\$ 34,475.50	\$ 171,804.84	42.15%	
DEBT SERVICE PRINCIPAL	\$ 146,500.00	\$ 140,500.00				\$ 4,000.00	\$ 144,500.00	98.63%	
INTEREST EXPENSE	\$ 143,942.00	\$ 27,142.63		\$ 18,628.92	\$ 11,188.60	\$ 9,171.24	\$ 86,131.39	45.94%	
CONTINGENCY	\$ 130,000.00					\$ 20,688.90	\$ 20,688.90	15.91%	
CONFERENCES AND MEMBERSHIPS	\$ 2,500.00		\$ 120.00				\$ 120.00	4.80%	
SCHOOLING AND EDUCATION	\$ 6,000.00		\$ 85.00	\$ 1,292.40		\$ 757.00	\$ 2,134.40	35.57%	
TOTAL OPERATING SERVICES	\$ 4,137,917.00	\$ 460,251.85	\$ 196,419.06	\$ 261,486.48	\$ 231,333.75	\$ 259,464.56	\$ 1,408,955.70	34.05%	
SUPPLIES AND MATERIALS									
WORKERS COMP INS	\$ 61,990.00						\$ 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	\$ 1,631.12	\$ 8,777.82	27.43%	
OFFICE SUPPLIES	\$ 4,000.00	\$ 28.36	\$ 34.70	\$ 47.48	\$ 32.39	\$ 34.33	\$ 177.26	4.43%	
MAINTENANCE SUP & MATERIALS	\$ 950,000.00	\$ 111,652.08	\$ 133,321.98	\$ 39,537.47	\$ 104,152.35	\$ 83,086.12	\$ 471,750.00	49.66%	
MV PARTS & SUPPLIES	\$ 6,500.00	\$ 47.01		\$ 980.77	\$ 29.37	\$ 154.26	\$ 1,211.41	18.64%	
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					\$ 1,860.57	\$ 1,860.57	2.19%	
TIRES	\$ 4,000.00		\$ 5,312.56			\$ 370.00	\$ 5,682.56	142.06%	
REFUNDS OF SEWER USE FEES	\$ 2,500.00						\$ 0.00	0.00%	
LIABILITY INSURANCE	\$ 119,466.00					\$ 108,739.63	\$ 108,739.63	91.02%	
TOTAL SUPPLIES & MATERAILS	\$ 1,523,506.00	\$ 113,102.76	\$ 144,289.44	\$ 45,859.68	\$ 138,627.54	\$ 195,876.03	\$ 637,755.45	41.86%	
CAPITAL OUTLAY									
CAPITAL OUTLAY	\$ 1,760,000.00			\$ 234,652.00		\$ 117,933.50	\$ 352,585.50	20.03%	
CAPITAL OUTLAY TOTAL	\$ 1,760,000.00	\$ 0.00	\$ 0.00	\$ 234,652.00	\$ 0.00	\$ 117,933.50	\$ 352,585.50	20.03%	
GRAND TOTAL	\$ 10,160,603.00	\$ 773,224.86	\$ 532,302.49	\$ 728,404.72	\$ 610,236.09	\$ 758,049.11	\$ 3,402,217.27	33.48%	



City of Bristol
Office of Town and City Clerk
111 North Main Street
Bristol, Connecticut 06010

To: Town & City Clerk

From: Board of Sewer Commission
(Name of Board or Commission)

Contact Person: Robert J. Longo, Superintendent Telephone Number: 860-582-7431

Address: 119 Riverside Ave., Bristol, CT 06010 E-mail Address: robertlongo@bristolct.gov

In compliance with Section 1-225 of the Connecticut General Statutes the following is a listing of dates of the regular meetings of the Bristol Board of Sewer Commission
(Name of Board or Commission)

MONTH	DATE/DATES	TIME & PLACE OF MEETING
JANUARY 2026	Tuesday, 01/20/26	6:00 PM – Filtration Plant, 1080 Terryville Avenue
FEBRUARY	Tuesday, 02/17/26	6:00 PM – Filtration Plant, 1080 Terryville Avenue
MARCH	Tuesday, 03/17/26	6:00 PM – Filtration Plant, 1080 Terryville Avenue
APRIL	Tuesday, 04/21/26	6:00 PM – Filtration Plant, 1080 Terryville Avenue
MAY	Tuesday, 05/19/26	6:00 PM – Filtration Plant, 1080 Terryville Avenue
JUNE	Tuesday, 06/16/26	6:00 PM – Filtration Plant, 1080 Terryville Avenue
JULY	Tuesday, 07/21/26	6:00 PM – Filtration Plant, 1080 Terryville Avenue
AUGUST	Tuesday, 08/18/26	6:00 PM – Filtration Plant, 1080 Terryville Avenue
SEPTEMBER	Tuesday, 09/15/26	6:00 PM – Filtration Plant, 1080 Terryville Avenue
OCTOBER	Tuesday, 10/20/26	6:00 PM – Filtration Plant, 1080 Terryville Avenue
NOVEMBER	Tuesday, 11/17/26	6:00 PM – Filtration Plant, 1080 Terryville Avenue
DECEMBER	Tuesday, 12/15/26	6:00 PM – Filtration Plant, 1080 Terryville Avenue
JANUARY 2027	Tuesday, 01/19/27	6:00 PM – Filtration Plant, 1080 Terryville Avenue

Yours very truly,

(Signature) **Chairman**

(Signature) **Secretary**

(Date)