



BOARD OF WATER COMMISSIONERS

Regular Meeting Agenda

Tuesday, December 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 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. The Water We Drink 2026 Education Program – Environmental Learning Center
10. Superintendent's Report
11. Chairperson's Report
12. Approval of the Board of Water Commissioners 2026 Meeting Schedule
13. Election of Officers
14. Old Business
15. New Business
16. Adjournment

Next Meeting: Tuesday, January 20, 2026 6:15 p.m.

BOARD OF WATER COMMISSION

NOVEMBER 18, 2025 - REGULAR MEETING

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

STAFF PRESENT: Superintendent Longo; Assistant Superintendent Keegan and Dawn LaBella, Office Manager.

1) CALL TO ORDER.

Chairperson Phelan called the meeting of the Board of Water Commission to order at 6:32 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 Porrini 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. 44 Rockwell Avenue: Requesting relief on a large water bill and asked for a payment arrangement.

On motion of Commissioner Dunn and seconded; it was unanimously voted no relief be given and that a payment plan be set up.
Motion passed.

8) COMMITTEE REPORTS.

None.

9) APPLICATION #413 - SUBDIVISION - LAURENTIDE GLEN PHASE 5 & 6

On motion of Commissioner Dunn and seconded; it was unanimously voted to refer back to the Planning Commission that a water main extension request be submitted for Phases 2 - 6 to be reviewed and approved by the Board. A request for a water main

extension on Barlow Street must be submitted on Phase 1 to be reviewed and approved by the Board. Upon completion the Board of Water Commissioners will refer back to the City to accept as City Streets.
Motion passed.

10) SUPERINTENDENTS REPORT.

No action taken.

11) CHAIRPERSONS REPORT.

No action taken.

12) OLD BUSINESS.

None.

13) NEW BUSINESS.

None.

14) ADJOURNMENT.

At 7:32 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
NOVEMBER 2025**

WATER BILLING

Water Bills rendered November 2025	<u>\$929,312.42</u>
Water Bills remaining unpaid as of November 2025	<u>\$606,990.24</u>

PRECIPITATION

For the Month	<u>2.58 "</u>	Normal	<u>3.30 "</u>	Departure from Normal	<u>-0.72 "</u>
For the Year	<u>42.72 "</u>	Normal	<u>38.70 "</u>	Departure from Normal	<u>4.02 "</u>

RESERVOIR CAPACITY

Total Available Capacity - November 2025	<u>916,510,000</u>	Gallons	<u>71.694%</u>
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PRODUCTION

Monthly Production - November 2025	<u>135,959,240</u>	Gallons
Monthly Production - November 2024	<u>157,712,000</u>	Gallons

CASH STATEMENT WATER	
BALANCE:NOV 1 2025	4,053,179.19
REVENUE:	
ACCOUNTS RECEIVABLE	927,139.17
SERVICE ACCOUNTS	118,324.19
FINES	
SEWER ACCOUNTS	738,537.79
LIENS	2,405.57
PENALTIES	8,147.28
REMOVE METER	2,200.00
CLOSING COSTS	10,250.00
REINSTATE FEES	9,800.00
ASSESSMENTS	
ADMIN FEE/LIENS (WPC)	
LAND LEASE	2,485.24
CELL TOWER LEASE	18,012.20
SCRAP METAL SALES	
TIMBER SALES	
STATE BOND TRANSFERS	9,428.10
TOTAL REVENUE:	1,846,729.54
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	1,846,729.54
DISBURSEMENTS (VOUCHERS):	1,014,042.45
TRANSFERS:	
SEWER TRANSFER (BWSD)	738,537.79
TRANSFER TO PROCUREMENT ACCOUNT	
<u>ACCOUNT BALANCES:</u>	
SUPER NOW CHECKING ACCOUNT	
BALANCE: NOV 30 , 2025	4,147,328.49
GOALS ENABLING FUND	
BALANCE: NOV 30 , 2025	5,785,450.37
CONSTRUCTION ACCOUNT	
BALANCE: NOV 1, 2025	191,360.62
DEPOSIT	61,729.50
DISBURSEMENTS	(59,314.61)
BALANCE: NOV 30, 2025	193,775.51
PAYROLL CASH ACCOUNT	
BALANCE: NOV 1, 2025	185,432.91
DEPOSIT	237,140.46
DISBURSEMENTS	(235,408.53)
BALANCE: NOV 30 , 2025	187,164.84

2025 2026 BRISTOL WATER DEPARTMENT BUDGET									
Nov-25		APPROVED BUDGET	EXPENDED JULY	EXPENDED AUGUST	EXPENDED SEPTEMBER	EXPENDED OCTOBER	EXPENDED NOVEMBER	EXPENDED TO DATE	%
CLASSIFICATION		2025 2026	2025 2026	2025 2026	2025 2026	2025 2026	2025 2026	2025 2026	2025 2026
SALARIES		\$ 3,107,958.00	\$212,977.01	\$231,248.87	\$240,218.10	\$264,605.75	\$221,312.11	\$1,170,361.84	37.66%
FRINGE BENEFITS		\$ 1,746,690.00	\$125,920.75	\$121,582.83	\$126,653.21	\$123,136.57	\$120,054.91	\$617,348.27	35.34%
OPERATING SERVICES		\$ 2,744,537.00	\$172,670.43	\$213,394.15	\$289,350.01	\$356,900.82	\$269,619.00	\$1,301,934.41	47.44%
MATERIALS & SUPPLIES		\$ 1,286,740.00	\$39,639.78	\$119,306.80	\$78,955.21	\$138,453.23	\$217,149.83	\$593,504.85	46.12%
CAPITAL OUTLAY		\$ 1,966,156.00	\$0.00	\$26,280.00	\$21,142.91	\$81,160.39	\$92,709.58	\$221,292.88	11.26%
GRAND TOTAL		\$ 10,852,081.00	\$551,207.97	\$711,812.65	\$756,319.44	\$964,256.76	\$920,845.43	\$3,904,442.25	35.98%
OPERATING SERVICES									
LIGHT & POWER		\$ 574,558.00	\$13,845.46	\$38,953.96	\$48,349.99	\$78,657.99	\$16,400.87	\$196,208.27	34.15%
TELEPHONE		\$ 24,240.00	\$1,791.65	\$1,918.94	\$691.85	\$2,802.92	\$1,951.06	\$9,156.42	37.77%
POSTAGE		\$ 32,300.00	\$4,064.36	\$4,028.00	\$8,255.86	\$440.72	\$28.38	\$16,817.32	52.07%
ADVERTISING		\$ 1,000.00						\$0.00	0.00%
CLOTHING/UNIFORMS		\$ 6,700.00	\$180.00	\$398.41	\$90.00	\$1,465.77	\$442.30	\$2,576.48	38.45%
MAINTENANCE/SERVICE		\$ 97,800.00	\$5,741.54	\$7,179.07		\$9,096.92	\$1,305.00	\$23,322.53	23.85%
LEASE		\$ 16,509.00	\$169.28	\$169.28	\$1,440.00	\$7,540.04	\$169.27	\$9,487.87	57.47%
CONFERENCE & MEMBERSHIP		\$ 34,950.00	\$651.00		\$1,280.00	\$4,041.71	\$526.40	\$6,499.11	18.60%
TAXES		\$ 561,185.00	\$47,289.72	\$47,289.72	\$47,289.72	\$47,289.72	\$47,289.72	\$236,448.60	42.13%
PROFESSIONAL SERVICES		\$ 329,220.00	\$41,760.84	\$32,175.01	\$28,538.76	\$12,937.10	\$62,435.64	\$177,847.35	54.02%
LIENS		\$ 4,300.00	\$250.00	\$370.00	\$145.00	\$335.00		\$1,100.00	25.58%
MISCELLANEOUS		\$ 10,000.00	\$249.51	\$355.37	\$767.37	\$1,935.65	\$179.58	\$3,487.48	34.87%
CONTRACTOR SERVICES		\$ 628,800.00		\$28,973.25	\$105,125.95	\$179,274.50	\$117,793.97	\$431,167.67	68.57%
DEBT SERVICES		\$ 132,175.00	\$53,977.07	\$6,727.07	\$6,727.07	\$6,727.07	\$6,727.07	\$80,885.35	61.20%
SEWER USE FEE		\$ 10,800.00	\$2,700.00			\$2,700.00		\$5,400.00	50.00%
NEW BRITAIN AGREEMENT		\$ 280,000.00		\$44,856.07	\$40,648.44	\$1,655.71	\$14,369.74	\$101,529.96	36.26%
TOTAL OPERATING SERVICES		\$ 2,744,537.00	\$172,670.43	\$213,394.15	\$289,350.01	\$356,900.82	\$269,619.00	\$1,301,934.41	47.44%
SUPPLIES AND MATERIALS									
MOTOR FUELS		\$ 62,857.00		\$6,235.28	\$5,120.00	\$4,138.41	\$4,853.16	\$20,346.85	32.37%
OFFICE SUPPLIES		\$ 33,285.00	\$742.14	\$1,521.74	\$6,338.36	\$2,476.34	\$3,164.77	\$14,243.35	42.79%
MAINTENANCE SUP & MATERIALS		\$ 496,000.00	\$12,402.19	\$75,506.81	\$28,319.72	\$55,752.66	\$56,841.70	\$228,823.08	46.13%
MV PARTS & SUPPLIES		\$ 15,150.00	\$823.68	\$339.98	\$977.69	\$2,863.92	\$1,249.99	\$6,255.26	41.29%
MV SERVICE & REPAIRS		\$ 44,000.00	\$2,431.43	\$993.41	\$10,644.85	\$2,404.00	\$1,813.40	\$18,287.09	41.56%
FUEL OIL		\$ 44,750.00						\$0.00	0.00%
CHEMICAL TREATMENT		\$ 350,000.00	\$23,240.34	\$34,709.58	\$27,554.59	\$36,856.65	\$21,915.55	\$144,276.71	41.22%
INSURANCE		\$ 240,698.00				\$33,961.25	\$127,311.26	\$161,272.51	67.00%
TOTAL SUPPLIES & MATERAILS		\$ 1,286,740.00	\$39,639.78	\$119,306.80	\$78,955.21	\$138,453.23	\$217,149.83	\$593,504.85	46.12%
CAPITAL OUTLAY									
CAPITAL EQUIPMENT		\$ 185,000.00						\$0.00	0.00%
CAPITAL OUTLAY		\$ 761,156.00				\$11,657.00	\$42,586.08	\$54,243.08	7.13%
MISC. UTILITY ASSETS		\$ 1,020,000.00		\$26,280.00	\$21,142.91	\$69,503.39	\$50,123.50	\$167,049.80	16.38%
CAPITAL OUTLAY TOTAL		\$ 1,966,156.00	\$0.00	\$26,280.00	\$21,142.91	\$81,160.39	\$92,709.58	\$221,292.88	11.26%
GRAND TOTAL		\$ 10,852,081.00	\$551,207.97	\$711,812.65	\$756,319.44	\$964,256.76	\$920,845.43	\$3,904,442.25	35.98%

**CITY OF BRISTOL WATER DEPARTMENT
CAPITAL OUTLAY BUDGET YEAR 2025-26**

WATERSHED SECTION									
Gravely Pro Zero Turn 560 EF1992530									
TOTAL UTILITY ASSETS WATERSHED SECTION									
OFFICE SECTION									
REPLACE OFFICE CARPET - LABOR AND MATERIALS									
OFFICE PAINTING									
SECURITY UPDATES TO OFFICE									
OFFICE DRIVEWAY PAVING									
OFFICE ROOF REPLACEMENT									
BUILDING REPAIRS									
TOTAL UTILITY ASSETS OFFICE SECTION									
TOTAL UTILITY ASSETS									
CAPITAL IMPROVEMENTS									
WATER MAIN REPLACEMENTS									
HYDRANT REPLACEMENTS									
VALVE REPLACEMENT									
REGULATOR PIT MAINTENANCE									
REPAIR WATERSHED GARAGE DRAIN									
MIX ST WELL #4 SURGE AND REPLACE PUMP AND MOTOR									
REPLACE BUTTERFLY VALVES AT WOLCOTT ST PUMP STATION									
SLUDGE DISCHARGE VALVE AIR COMPRESSOR									
WELL REDEVELOPMENT									
ENGINEERING TO REPLACE STEVENS ST TANK									
TOTAL CAPITAL IMPROVEMENTS									
TOTAL CAPITAL OUTLAY									

**CITY OF BRISTOL WATER DEPARTMENT
CAPITAL OUTLAY BUDGET YEAR 2025-26**

[illegible]

2025 SHUT-OFFS BREAKDOWN**Still off to date for non-pay: (33)**

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 01	424	63	53	20	7
SEPTEMBER 02	354	63	49	17	2
OCTOBER 03	432	66	53	17	1
NOVEMBER 2024	377	76	60	20	6
NOVEMBER 01	462	79	59	13	3
DECEMBER 02	454				

**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.**

Q Search by account, customer name or email address

Give Feedback

Current Monthly Summary ★

Current Month Payment Summary

Payment Type	Number Of Transactions	Total Paid
PayPal	76	\$14,593.31
Credit/Debit Card	1072	\$230,070.10
PayPal Credit	5	\$1,225.26
EFT (Check)	300	\$82,462.37
Venmo	16	\$2,871.76
Online Bank Direct	296	\$58,969.32
Total	1765	\$390,192.12

Paperless Statistics

Invoice Type	Paperless
Water	7035

Auto-Pay Statistics

Invoice Type	AutoPay
Water	4056

Monthly Invoice Summary

Invoice Count
No records to display.

Customer Registration Statistics

Customer Count	Registered Count
22375	11151

Registered %
49.84

Pay By Text Registration Statistics

Customer Count	Registered Count
5195	3959

Registered %
76.21



PROPOSAL FOR BRISTOL WATER DEPARTMENT THE WATER WE DRINK EDUCATION PROGRAM 2026

Program Summary

The Water We Drink is a partnership between the Bristol Water Company and the Environmental Learning Centers of Connecticut (ELCCT) and is held at the Bristol Water Treatment Plant. It is a hands-on, interactive program for 5th and 6th grade students describing the functionality of the water filtration process and technology, the importance of a healthy environment to clean water and the responsibility of all citizens to reduce water contaminants. This program is designed to match state education standards at the 5th and 6th grade level and help teachers meet their educational mandates.

The Water We Drink is offered to all 5th and 6th grade classes in Bristol. Each program lasts one hour and forty-five minutes. Each year we evaluate and modify the program to ensure that it aligns with the current education standards and is meeting the needs of the teachers and students. In 2014, the program was completely redesigned to provide more student interaction including a watershed station with Enviroscope Models purchased by the Bristol Water Department. In 2016, a Next Generation Science Standards (NGSS) training was presented by State of Connecticut Department of Education trainers to align the *Before We Drink* program to newly adopted standards. These techniques were implemented in 2017 providing more student-driven activities. For 2019 the name of the program was changed to better reflect the content of the program and additional hands-on student-driven activities were added that were directly aligned with the Next Generation Science Standards. Students and teachers are responding favorably to these changes citing better attention and increased participation. In 2025 a student and teacher evaluation was implemented. In 2025, we had 23 classes with a total of 503 students attending the program. The other two schools were scheduled to attend but ended up cancelling due to scheduling conflicts at their schools. We are optimistic that this year we will be able to schedule *The Water We Drink* programs for all the 5th grade Bristol Public School classes and 6th grade classes from the parochial schools in Bristol.

During this program students will:

- Conduct experiments with the Enviroscope Model and discuss the function of a watershed;
- Tour the Bristol Water Treatment Plant and learn how it operates;
- Create and test a filter using various materials.
- Test the turbidity of bottled water vs. Plant effluent.
- Test the pH of various liquids and relate the results to the pH control protocols at the Plant.
- Learn the difference between point and nonpoint source pollution;
- Understand the value of the treatment plant to our citizens;
- Brainstorm ways to conserve water and the reasons why; and
- Learn how everyday decisions effect the environment and our water quality.

Implementation

ELCCT staff will:

- Work with BWD personnel on scheduling and to ensure that *The Water We Drink* meets the Department's goals and objectives for the program;
- Create and distribute Pre/Post program materials to participating classes;
- Provide training to ELCCT educators;
- Schedule programs with schools;
- Create a schedule of all tour times and dates to present to BWD in advance of implementing the programs;
- Arrange for bus transportation;
- Present and evaluate programs.

Estimated Budget

	2025	2026	Notes
Marketing, Scheduling, Training and Prep	\$2200	\$2420	Increased staff costs
Presentation materials	\$375	\$375	
Pre/Post Activity Materials for 30 classes	\$1000	\$1000	
30 instructors for 30 classes @ \$225 per class	\$6300	\$6750	Increased by 2 classes due to current number of classes at each school this year
Transportation (19 buses @ \$350/bus)	\$6300	\$6650	Increased number by 1 bus due to some schools needing 3 buses
	\$16,175	\$17,195	

THANK YOU for making this program possible!



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

To: Town & City Clerk

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

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

Yours very truly,

(Signature) **Chairman**

(Signature) **Secretary**

(Date)