BOARD OF SEWER COMMISSIONERS

Regular Meeting Agenda
Tuesday, January 20, 2026 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 December 16, 2025 Regular Board Meeting
5. Approval of the Department Reports for the Month of December 2025
6. Public Participation
7. Customer Correspondence
8. Committee Reports
   A. Budget
9. I & I Study
10. Superintendent's Report
11. Old Business
12. New Business
13. Adjournment

Next Meeting: Tuesday, February 17, 2026 6:00 p.m.

BOARD OF SEWER COMMISSION
DECEMBER 16, 2025 – REGULAR MEETING

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

ABSENT: Commissioner Porrini

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

1) **CALL TO ORDER.**

   Chairperson Phelan called the meeting of the Board of Sewer Commission to order at 6:00 p.m.

2) **PLEDGE OF ALLEGIANCE.**

3) **MOMENT OF SILENCE.**

4) **APPROVAL OF THE MINUTES OF THE NOVEMBER 18, 2025 REGULAR MEETING.**

   On motion of Commissioner Dunn and seconded; it was unanimously voted to approve the November 18, 2025 regular meeting minutes as presented.
   Motion passed.

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

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

6) **PUBLIC PARTICIPATION.**

   None.

7) **CUSTOMER CORRESPONDENCE.**

   None.

8) **COMMITTEE REPORTS.**

   None.

9) **I & I STUDY.**

   No action taken.

10) **SUPERINTENDENTS REPORT.**

    No action taken.

11) APPROVAL OF THE BOARD OF SEWER COMMISSION 2026 MEETING SCHEDULE.

On motion of Commissioner Dunn and seconded; it was unanimously voted to approve the Board of Sewer Commission 2026 Meeting Schedule as presented.

12) OLD BUSINESS.

None.

13) NEW BUSINESS.

None.

14) ADJOURNMENT.

At 6:07 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: DEC 1, 2025	$	11,964,878.38
ACCOUNTS RECEIVABLE	$	806,562.38
SERVICE ACCOUNTS	$	37,368.11
TRANSFERS IN (OUT)	$	-
DISBURSEMENTS	$	(507,650.97)
TRANSFER TO INVESTMENTS		
BALANCE: DEC 31, 2025	$	12,301,157.90
SEWER CAP/NR		
BALANCE: DEC 1, 2025	$	3,733,413.66
TRANSFERS IN (OUT)		
DISBURSEMENTS	$	(98,684.25)
BALANCE: DEC 31, 2025	$	3,634,729.41
SEWER PAYROLL		
BALANCE: DEC 1, 2025	$	172,912.51
TRANSFERS IN (OUT)	$	198,284.40
DISBURSEMENTS	$	(214,539.92)
BALANCE: DEC 31, 2025	$	156,656.99

SEWER BILLING

SEWER BILLS RENDERED DEC 2025:	$	572,181.17
SEWER BILLS REMAINING UNPAID AS OF DEC 31 2025:	$	235,167.11

2025 2026 WPC BUDGET
Dec-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 DECEMBER 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	$185,395.19	$912,606.82	**45.19%**
FRINGE BENEFITS	$ **719,587.00**	$62,743.68	$55,293.37	$51,683.34	$54,320.12	$51,668.48	$56,947.48	$332,656.47	**46.23%**
OPERATING SERVICES	$ **4,137,917.00**	$460,251.85	$196,419.06	$261,486.48	$231,333.75	$259,464.56	$206,889.81	$1,615,845.51	**39.05%**
MATERIALS & SUPPLIES	$ **1,523,506.00**	$113,102.76	$144,289.44	$45,859.68	$138,627.54	$195,876.03	$68,047.00	$705,802.45	**46.33%**
CAPITAL OUTLAY	$ **1,760,000.00**	$0.00	$0.00	$234,652.00	$0.00	$117,933.50	$49,700.00	$402,285.50	**22.86%**
GRAND TOTAL	$ **10,160,603.00**	**$773,224.86**	**$532,302.49**	**$728,404.72**	**$610,236.09**	**$758,049.11**	**$566,979.48**	**$3,969,196.75**	**39.06%**
OPERATING SERVICES									
PUBLIC UTILITIES	$ **780,000.00**	$82,960.21	$78,821.84	$42,211.87	$63,140.51	$63,818.40	$79,581.51	$410,534.34	**52.63%**
NATURAL GAS	$ **33,000.00**	$1,100.84	$1,093.97	$1,146.88		$1,502.56	$2,895.36	$7,739.61	**23.45%**
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	$75,949.88	$609,836.52	**53.49%**
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	$421.49	$2,447.58	**25.76%**
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**					$329.99	$596.47	$926.46	**21.55%**
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		$18,671.19	$6,460.00	$41,832.21	**26.99%**
RENTS AND LEASES	$ **5,000.00**	$179.27	$169.27	$1,884.29	$2,186.33	$169.28	$218.12	$4,806.56	**96.13%**
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	$27,621.27	$67,839.60	**45.23%**
LIENS	$ **9,400.00**		$890.00	$195.00	$825.00		$3,095.00	$5,005.00	**53.24%**
MISCELLANEOUS	$ **6,000.00**						$672.00	$672.00	**11.20%**
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	$9,113.71	$75,245.10	**52.27%**
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	$265.00	$2,399.40	**39.99%**
TOTAL OPERATING SERVICES	$ **4,137,917.00**	**$460,251.85**	**$196,419.06**	**$261,486.48**	**$231,333.75**	**$259,464.56**	**$206,889.81**	**$1,615,845.51**	**39.05%**
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	$1,631.12	$1,328.24	$10,106.06	**31.58%**
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	$49,141.27	$520,891.27	**54.83%**
MV PARTS & SUPPLIES	$ **6,500.00**	$47.01		$980.77	$29.37	$154.26	$136.19	$1,347.60	**20.73%**
MV SERVICE & REPAIRS	$ **40,000.00**		$3,906.00	$2,069.05	$2,077.39		$6,954.25	$15,006.69	**37.52%**
GENERATOR FUEL	$ **8,500.00**							$0.00	**0.00%**
LABORATORY SUPPLIES	$ **19,000.00**			$508.76			$293.86	$802.62	**4.22%**
PROGRAM SUPPLIES	$ **85,000.00**					$1,860.57	$9,235.19	$11,095.76	**13.05%**
TIRES	$ **4,000.00**		$5,312.56			$370.00	$958.00	$6,640.56	**166.01%**
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**	$ **68,047.00**	$ **705,802.45**	**46.33%**
CAPITAL OUTLAY									
CAPITAL OUTLAY	$ **1,760,000.00**			$234,652.00		$117,933.50	$49,700.00	$402,285.50	**22.86%**
CAPITAL OUTLAY TOTAL	$ **1,760,000.00**	**$0.00**	**$0.00**	**$234,652.00**	**$0.00**	**$117,933.50**	**$49,700.00**	**$402,285.50**	**22.86%**
GRAND TOTAL	$ **10,160,603.00**	**$773,224.86**	**$532,302.49**	**$728,404.72**	**$610,236.09**	**$758,049.11**	**$566,979.48**	**$3,969,196.75**	**39.06%**

2025-2026 WPC CAPITAL OUTLAY		BUDGET REQUEST 2025-2026	EXPENDED JULY 2025	EXPENDED AUG 2025	EXPENDED SEPT 2025	EXPENDED OCT 2025	EXPENDED NOV 2025	EXPENDED DEC 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					$30,000.00		$30,000.00
									$0.00
BROAD ST TRANSFER SWITCHES		$250,000.00			$186,375.00			$49,700.00	$236,075.00
									$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					$87,933.50		$87,933.50
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**	**$117,933.50**	**$49,700.00**	**$402,285.50**
CARRY OVER FROM 2024-2025	**Project**								
AERATON TANKS REHAB	24006					$572.14	$16,125.00	$5,337.50	**22,034.64**
									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
Water	Torrington	$ 500,000.00	9 months	6/30/2026	3.92%	14,926.22	1,636.87
Water	Liberty	$ 500,000.00	6 months	4/5/2026	4.15%	10,269.54	1,697.12
							3,333.99
Sewer	Liberty	$ 500,000.00	12 months	10/7/2026	3.59%	17,950.00	1,471.77
Sewer	Thomaston	$ 500,000.00	6 months	3/31/2026	4%	9,901.95	1,636.87
							3,108.64
				TOTAL Water & Sewer			**6,442.63**