



BOARD OF WATER COMMISSIONERS

Regular Meeting Agenda

Tuesday, January 20, 2026 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 December 16, 2025 Regular Board Meeting
5. Approval of the Department Reports for the Month of December 2025
6. Public Participation
7. Customer Correspondence
 - A. 15 Rosemont Ave.
 - B. 180 Sunnydale Ave.
8. Committee Reports
 - A. Budget
9. Superintendent's Report
10. Chairperson's Report
11. Old Business
12. New Business
13. Adjournment

Next Meeting: Tuesday, February 17, 2026 6:15 p.m.

BOARD OF WATER 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 Water Commission to order at 6:15 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 Cunningham 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 Dunn 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) THE WATER WE DRINK 2026 EDUCATION PROGRAM - ENVIRONMENTAL LEARNING CENTER

Kirsten Tomlinson requested funds for the Water We Drink Education Program for 2026 Proposed budget of \$17,195.00. A brief discussion ensued.

On motion of Commissioner Dunn and seconded; it was unanimously voted to approve the 2026 Water We Drink Education Program funding in the amount of \$25,000.00.

Motion passed.

10) SUPERINTENDENTS REPORT.

No action taken.

11) CHAIRPERSONS REPORT.

No action taken.

12) APPROVAL OF THE BOARD OF WATER COMMISSIONERS 2026 MEETING SCHEDULE.

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

Motion passed.

13) ELECTION OF OFFICERS.

Commissioner Dunn nominated, it was seconded and passed unanimously that Commissioner Phelan serve as Chairperson for the Board of Water & Sewer Commission for the 2026 Calendar Year.

Commissioner Phelan nominated, it was seconded and passed unanimously that Commissioner Dunn serve as Vice Chairperson for the Board of Water & Sewer Commission for the 2026 Calendar Year.

14) OLD BUSINESS.

None.

15) NEW BUSINESS.

None.

16) ADJOURNMENT.

At 6:48 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

DECEMBER 2025

WATER BILLING

Water Bills rendered December 2025	<u>\$1,067,126.48</u>
Water Bills remaining unpaid as of December 2025	<u>\$380,025.99</u>

PRECIPITATION

For the Month	<u>3.61 "</u>	Normal	<u>3.70 "</u>	Departure from Normal	<u>-0.09 "</u>
For the Year	<u>46.33 "</u>	Normal	<u>42.40 "</u>	Departure from Normal	<u>3.93 "</u>

RESERVOIR CAPACITY

Total Available Capacity - December 2025	<u>1,063,740,000</u>	Gallons	<u>83.211%</u>
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PRODUCTION

Monthly Production - December 2025	<u>138,848,960</u>	Gallons
Monthly Production - December 2024	<u>160,378,920</u>	Gallons

CASH STATEMENT WATER	
BALANCE: DEC 1 2025	4,053,179.19
REVENUE:	
ACCOUNTS RECEIVABLE	1,172,208.35
SERVICE ACCOUNTS	30,489.28
FINES	
SEWER ACCOUNTS	843,930.49
LIENS	2,350.00
PENALTIES	7,110.42
REMOVE METER	400.00
CLOSING COSTS	14,375.00
REINSTATE FEES	8,575.00
ASSESSMENTS	
ADMIN FEE/LIENS (WPC)	920.00
LAND LEASE	2,485.24
CELL TOWER LEASE	18,012.20
SCRAP METAL SALES	
TIMBER SALES	
STATE BOND TRANSFERS	237,863.24
TOTAL REVENUE:	2,338,719.22
TOTAL REVENUE SUPER NOW CHECKING ACCOUNT	2,338,719.22
DISBURSEMENTS (VOUCHERS):	983,717.97
TRANSFERS:	
SEWER TRANSFER (BWSD)	843,930.41
TRANSFER TO PROCUREMENT ACCOUNT	
<u>ACCOUNT BALANCES:</u>	
SUPER NOW CHECKING ACCOUNT	
BALANCE: DEC 31 , 2025	4,564,250.03
GOALS ENABLING FUND	
BALANCE: DEC 31 , 2025	5,793,390.90
CONSTRUCTION ACCOUNT	
BALANCE: DEC 1, 2025	193,775.51
DEPOSIT	9,725.00
DISBURSEMENTS	(17,945.01)
BALANCE: DEC 31, 2025	185,555.50
PAYROLL CASH ACCOUNT	
BALANCE: DEC 1, 2025	187,164.84
DEPOSIT	276,855.72
DISBURSEMENTS	(278,917.72)
BALANCE: DEC 31 , 2025	185,102.84

2025 2026 BRISTOL WATER DEPARTMENT BUDGET											
Dec-25											
	APPROVED BUDGET	EXPENDED JULY	EXPENDED AUGUST	EXPENDED SEPTEMBER	EXPENDED OCTOBER	EXPENDED NOVEMBER	EXPENDED DECEMBER	EXPENDED TO DATE	% TO DATE		
CLASSIFICATION	2025 2026	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	\$230,844.67	\$1,401,206.51	45.08%		
FRINGE BENEFITS	\$ 1,746,690.00	\$125,920.75	\$121,582.83	\$126,653.21	\$123,136.57	\$120,054.91	\$121,832.83	\$739,181.10	42.32%		
OPERATING SERVICES	\$ 2,744,537.00	\$172,670.43	\$213,394.15	\$289,350.01	\$356,900.82	\$269,619.00	\$196,291.94	\$1,498,226.35	54.59%		
MATERIALS & SUPPLIES	\$ 1,286,740.00	\$39,639.78	\$119,306.80	\$78,955.21	\$138,453.23	\$217,149.83	\$90,226.37	\$683,731.22	53.14%		
CAPITAL OUTLAY	\$ 1,966,156.00	\$0.00	\$26,280.00	\$21,142.91	\$81,160.39	\$92,709.58	\$81,273.08	\$302,565.96	15.39%		
GRAND TOTAL	\$ 10,852,081.00	\$551,207.97	\$711,812.65	\$756,319.44	\$964,256.76	\$920,845.43	\$720,468.89	\$4,624,911.14	42.62%		
OPERATING SERVICES											
LIGHT & POWER	\$ 574,558.00	\$13,845.46	\$38,953.96	\$48,349.99	\$78,657.99	\$16,400.87	\$65,190.17	\$261,398.44	45.50%		
TELEPHONE	\$ 24,240.00	\$1,791.65	\$1,918.94	\$691.85	\$2,802.92	\$1,951.06	\$1,751.05	\$10,907.47	45.00%		
POSTAGE	\$ 32,300.00	\$4,064.36	\$4,028.00	\$8,255.86	\$440.72	\$28.38	\$8,033.38	\$24,850.70	76.94%		
ADVERTISING	\$ 1,000.00							\$0.00	0.00%		
CLOTHING/UNIFORMS	\$ 6,700.00	\$180.00	\$398.41	\$90.00	\$1,465.77	\$442.30	\$952.56	\$3,529.04	52.67%		
MAINTENANCE/SERVICE	\$ 97,800.00	\$5,741.54	\$7,179.07		\$9,096.92	\$1,305.00	\$126.85	\$23,449.38	23.98%		
LEASE	\$ 16,509.00	\$169.28	\$169.28	\$1,440.00	\$7,540.04	\$169.27	\$169.28	\$9,657.15	58.50%		
CONFERENCE & MEMBERSHIP	\$ 34,950.00	\$651.00		\$1,280.00	\$4,041.71	\$526.40	\$1,820.00	\$8,319.11	23.80%		
TAXES	\$ 561,185.00	\$47,289.72	\$47,289.72	\$47,289.72	\$47,289.72	\$47,289.72	\$47,289.72	\$283,738.32	50.56%		
PROFESSIONAL SERVICES	\$ 329,220.00	\$41,760.84	\$32,175.01	\$28,538.76	\$12,937.10	\$62,435.64	\$27,945.24	\$205,792.59	62.51%		
LIENS	\$ 4,300.00	\$250.00	\$370.00	\$145.00	\$335.00		\$1,595.00	\$2,695.00	62.67%		
MISCELLANEOUS	\$ 10,000.00	\$249.51	\$355.37	\$767.37	\$1,935.65	\$179.58	\$357.62	\$3,845.10	38.45%		
CONTRACTOR SERVICES	\$ 628,800.00		\$28,973.25	\$105,125.95	\$179,274.50	\$117,793.97	\$3,452.73	\$434,620.40	69.12%		
DEBT SERVICES	\$ 132,175.00	\$53,977.07	\$6,727.07	\$6,727.07	\$6,727.07	\$6,727.07	\$6,727.07	\$87,612.42	66.29%		
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	\$30,881.27	\$132,411.23	47.29%		
TOTAL OPERATING SERVICES	\$ 2,744,537.00	\$172,670.43	\$213,394.15	\$289,350.01	\$356,900.82	\$269,619.00	\$196,291.94	\$1,498,226.35	54.59%		
SUPPLIES AND MATERIALS											
MOTOR FUELS	\$ 62,857.00		\$6,235.28	\$5,120.00	\$4,138.41	\$4,853.16	\$3,668.76	\$24,015.61	38.21%		
OFFICE SUPPLIES	\$ 33,285.00	\$742.14	\$1,521.74	\$6,338.36	\$2,476.34	\$3,164.77	\$1,142.19	\$15,385.54	46.22%		
MAINTENANCE SUP & MATERIALS	\$ 496,000.00	\$12,402.19	\$75,506.81	\$28,319.72	\$55,752.66	\$56,841.70	\$53,338.18	\$282,161.26	56.89%		
MV PARTS & SUPPLIES	\$ 15,150.00	\$823.68	\$339.98	\$977.69	\$2,863.92	\$1,249.99	\$1,173.17	\$7,428.43	49.03%		
MV SERVICE & REPAIRS	\$ 44,000.00	\$2,431.43	\$993.41	\$10,644.85	\$2,404.00	\$1,813.40	\$2,543.82	\$20,830.91	47.34%		
FUEL OIL	\$ 44,750.00						\$7,932.60	\$7,932.60	17.73%		
CHEMICAL TREATMENT	\$ 350,000.00	\$23,240.34	\$34,709.58	\$27,554.59	\$36,856.65	\$21,915.55	\$20,427.65	\$164,704.36	47.06%		
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	\$90,226.37	\$683,731.22	53.14%		
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	\$81,273.08	\$248,322.88	24.35%		
CAPITAL OUTLAY TOTAL	\$ 1,966,156.00	\$0.00	\$26,280.00	\$21,142.91	\$81,160.39	\$92,709.58	\$81,273.08	\$302,565.96	15.39%		
GRAND TOTAL	\$ 10,852,081.00	\$551,207.97	\$711,812.65	\$756,319.44	\$964,256.76	\$920,845.43	\$720,468.89	\$4,624,911.14	42.62%		

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

CITY OF BRISTOL WATER DEPARTMENT									
CAPITAL OUTLAY BUDGET YEAR 2025-26									
CAPITAL EQUIPMENT									
F150 4-DOOR TO REPLACE TRUCK 16									
F550 1 TON DUMP TRUCK W/FISHER PLOW AND SPREADER TO REPLACE TRUCK 14									
TOTAL CAPITAL EQUIPMENT									
UTILITY ASSETS									
DISTRIBUTION SECTION									
(2) Mueller B101 Tap Machine									
(3) 2" Pump - Wacker PS2800 Sub Pump 2" - 1HP									
(2) Trash Pump - Wacker PDT3A Diaphragm Pump 3" GX									
Hilti Hammer Drill									
Pipe Locators									
Signage									
(3) Mueller Electric Power Head									
TOTAL UTILITY ASSETS DISTRIBUTION SECTION									
METER SHOP SECTION									
5/8" Meters 650@158									
Transmitters 500 @140.00									
1 1/2" T-10 METER (10)									
1" T-10 METER (10)									
2" T-10 METER (10)									
2" UME									
3" NEPTUNE TR/FLO COMPOUND UME									
3" NEPTUNE HP TURBINE UME									
3/4" T-10 METER(20)									
TOTAL UTILITY ASSETS METER SHOP SECTION									
WATER TREATMENT PLANT SECTION									
Blue White Chemical Feed Pump									
Chemical Feed Maintenance Parts									
Flow Meter									
TOTAL UTILITY ASSETS WATER TREATMENT PLANT									

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

[illegible]

BRISTOL WATER DEPARTMENT DECEMBER 2025

WATER BILLING

Water Bills rendered December 2025	<u>\$1,067,126.48</u>
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PRECIPITATION

For the Month	<u>3.61 "</u>	Normal	<u>3.70 "</u>	Departure from Normal	<u>-0.09 "</u>
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RESERVOIR CAPACITY

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2025 SHUT-OFFS BREAKDOWN

Still off to date for non-pay: (41)

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 01	462	79	59	13	3
DECEMBER 2024	442	31	25	6	3
DECEMBER 02	454	66	47	16	8

**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.**

Current Monthly Summary ★

Current Month Payment Summary

Payment Type	Number Of Transactions	Total Paid
PayPal	109	\$22,165.22
Credit/Debit Card	1194	\$234,221.93
PayPal Credit	3	\$1,081.65
EFT (Check)	294	\$61,823.64
Venmo	19	\$3,023.61
Online Bank Direct	309	\$51,142.72
Total	1928	\$373,458.77

Monthly Invoice Summary

Invoice Count
No records to display.

Paperless Statistics

Invoice Type	Paperless
Water	7044

Auto-Pay Statistics

Invoice Type	AutoPay
Water	4066

Customer Registration Statistics

Customer Count	Registered Count	Registered %
22381	11173	49.92

Pay By Text Registration Statistics

Customer Count	Registered Count	Registered %
5231	3988	76.24

INVESTMENT CALCULATIONS

[illegible]