



March 3, 2020

To Whom It May Concern:

There will be a Special Meeting of the Board of Sewer Commissioners on Friday, March 6, 2020, 8:40 AM at the Bristol Water & Sewer Department, 119 Riverside Avenue, Bristol, CT 06010.

Very truly yours,

Robert J. Longo
Superintendent

RJL/rl



Special Meeting
Board of Water Commissioners
March 6, 2020
Agenda

1. Call to order.
2. Department policy on processing payments
3. Adjournment



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Office of the Corporation Counsel

MEMORANDUM

TO: Robert Longo, Water Department Superintendent,
Sewer Department Superintendent

FROM: Thomas W. Conlin, Assistant Corporation Counsel *TWC*

DATE: February 25, 2020

RE: 93 Terryville Avenue

We have reviewed your request from February 19, 2020 regarding clarification of City policy on application of water and sewer charges. It is our understanding that for many years it has been the common practice of the Water Department to apply payments, and any past due payments, in the following order of priority:

- 1) The oldest outstanding bill (sewer 1st in order)
- 2) Sewer liens
- 3) Sewer penalties
- 4) Sewer bills
- 5) Water liens
- 6) Water penalties
- 7) Water bill

We recommend that the Water Department and the newly created Sewer Department restate this policy, and adopt it formally in the form of a motion at their earliest possible convenience to clear up any misunderstandings the public or staff may have regarding billing procedures and the correct application of payments. Once adopted, please let this policy be widely circulated to your customers and staff.