



**BOARD OF SEWER COMMISSIONERS**  
Regular Meeting Agenda  
Tuesday, September 21, 2021 6:00 p.m.

If anyone from the public would like to attend and provide comment in person as opposed to calling in or using Zoom, may do so at the Water Filtration Plant, 1080 Terryville Avenue, Bristol, Connecticut.

**WEBSITE:** [www.zoom.us/join](http://www.zoom.us/join)

**MEETING ID#:** 845 169 6140

**PASSWORD:** WaterSewer

**CALL IN:** 1 (929) 205-6099

1. Call to Order
2. Pledge of Allegiance
3. Moment of Silence
4. Approval of the minutes of the August 17, 2021 Regular Board Meeting
5. Approval of the minutes of the August 27, 2021 Special Board Meeting
6. Public Participation
7. Customer Correspondence
8. Transfer \$1,292.00 from Contingency Fund to Funded Additional Expenses on Pumping Station Control Upgrades
9. Asset Management Software RFQ - \$110,000 Sewer Portion
10. On-call Engineering RFQ
11. Superintendent's Report
12. Old Business
13. New Business
14. Adjournment

*Next Meeting: Tuesday, October 19, 2021 at 6:00 pm*

# **BOARD OF SEWER COMMISSIONERS AUGUST 17, 2021 – REGULAR MEETING**

**PRESENT by videoconference:** Chairperson Dunn, Commissioners Phelan and Porrini.  
Council Liaison Mary Fortier arrived at 6:09 p.m.

**STAFF PRESENT by videoconference:** Superintendent Robert Longo, Sean Hennessey,  
Director of Sewer, Assistant Superintendents Lynch, Pagliaruli, Bolduc and Office Manager  
Dawn LaBella.

**Absent:** Commissioners Ferrier and Suarez.

## **1) CALL TO ORDER.**

Chairperson Dunn called the meeting of the Board of Sewer Commissioners held via  
videoconference to order at 6:03 p.m.

## **2) PLEDGE OF ALLEGIANCE.**

## **3) MOMENT OF SILENCE.**

## **4) APPROVAL OF THE MINUTES OF THE JULY 20, 2021 REGULAR BOARD MEETING.**

On motion of Commissioner Phelan and seconded, it was unanimously voted to approve  
the July 20, 2021 minutes as presented.

Roll call vote: Chairperson Dunn – Yes  
Commissioner Phelan – Yes  
Commissioner Porrini – Yes

Motion passed.

## **5) PUBLIC PARTICIPATION.**

None.

## **6) CUSTOMER CORRESPONDENCE.**

(1) 486 Barlow Street – Priscilla Brown via videoconference explained her situation and  
requested assistance from the Board. A lengthy discussion ensued and the Board tabled the  
matter to the September meeting so the customer could explore all of her options. The Board  
also they will waive future penalty charges and liens until the September's Board meeting.

On motion of Commissioner Porrini and seconded, it was unanimously voted to table the  
matter for the customer to gather more information and to suspend future liens and penalties  
that would occur until the September Board meeting.

Roll Call Vote: Chairperson Dunn – Yes  
Commissioner Phelan – Yes  
Commissioner Porrini – Yes

Motion passed.

(2) 102 Redstone Street: Superintendent Longo gave a brief overview of the customer's

request to consider reducing the increased sewer rate.

On motion of Commissioner Porrini and seconded, it was unanimously voted that no recourse be given to 102 Redstone Street.

Roll Call Vote: Chairperson Dunn – Yes  
Commissioner Phelan – Yes  
Commissioner Porrini – Yes

Motion passed.

**7) TRANSFER \$59,500 FROM CONTINGENCY FUND AND PUBLIC UTILITIES TO OFF-SET UNDER-FUNDED EXPENDITURES.**

On motion of Commissioner Phelan and seconded, it was unanimously voted to transfer \$59,000 from Contingency Fund and Public Utilities to offset under-funded expenditures.

Roll Call Vote: Chairperson Dunn – Yes  
Commissioner Phelan – Yes  
Commissioner Porrini – Yes

Motion passed.

**8) ASSET MANAGEMENT SOFTWARE RFQ.**

No action taken.

**9) ON-CALL ENGINEERING RFQ.**

No action taken.

**10) SUPERINTENDENT'S REPORT.**

No action taken.

**11) OLD BUSINESS.**

None.

**12) NEW BUSINESS.**

None.

**13) ADJOURNMENT.**

At 7:07 p.m., on motion of Commissioner Phelan and seconded, it was unanimously voted to adjourn.

ATTEST: \_\_\_\_\_

Renee M. LaMarre  
Water & Sewer Administrative Assistant

**BOARD OF SEWER COMMISSIONERS  
AUGUST 27, 2021 – SPECIAL MEETING**

**PRESENT by videoconference:** Chairperson Dunn and Commissioners Phelan and Porrini.

**STAFF PRESENT:** Superintendent Robert Longo and Office Manager Dawn LaBella.

**Absent:** Commissioners Ferrier and Suarez.

**1) CALL TO ORDER.**

Chairperson Dunn called the meeting of the Board of Sewer Commissioners to order at 9:02 a.m.

**2) SEWER ACCOUNT BILLING FOR 486 BARLOW STREET.**

Superintendent Longo explained to the Board that Mrs. Brown offered to pay \$2,950 on her outstanding balance. He stated that she would still need the liens released in order to finalize her banking arrangements before August 31, 2021.

On motion of Commissioner Phelan and seconded, it was unanimously voted to waive the late fees in the amount of \$1,144.48 and to make monthly payments on the remaining outstanding balance of \$320.55 per the Superintendent's discretion.

Roll Call Vote:   Chairperson Dunn – Yes  
                          Commissioner Phelan – Yes  
                          Commissioner Porrini – Yes

Motion passed unanimously.

**3) ADJOURNMENT.**

At 9:18 a.m., on motion of Commissioner Phelan and seconded, it was unanimously voted to adjourn.

ATTEST:

\_\_\_\_\_  
Renee M. LaMarre  
Water & Sewer Administrative Assistant



**CITY OF BRISTOL  
BOARD OF FINANCE AGENDA REQUEST FORM**

To: Board of Finance Commissioners

From: Water & Sewer  
(Requesting Department)

Date: 8/31/21  
(Submission Date)

For the 28 September 2021 Board of  
Finance Meeting Agenda  
(Date of Meeting)

This request is for:  
(Please check the type of request and list in whole dollar amounts)

- Additional Appropriation \$ \_\_\_\_\_
- Transfer from Contingency \$ \$1,292
- Transfer(s) \$ \_\_\_\_\_
- Grant \$ \_\_\_\_\_
- Carry-over(s) \$ \_\_\_\_\_
- Other

**Approval:**

This request was approved by the Board of Water & Sewer Commissioners  
(governing Board of your department)  
at its meeting held on 9/21/21  
(date)

*All requests to appear on the Board of Finance meeting agenda for consideration must be submitted to Jodi McGrane in the Comptroller's Office by 10:00 a.m. Monday of the preceding week of the meeting. Board of Finance Meetings are held on the fourth Tuesday of each month at 5:30 p.m. in the Council Chambers.*



(Department Head's signature)

**Board of Finance Agenda Request Form**

Reason for request:

Additional funds needed to complete pumping station control upgrades from FY19 and FY21

Additional Appropriation(s) and/or Appropriation(s) complete the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

Transfer(s) complete the following:

<b>From:</b> 1183014 589000	<b>To:</b> 1183014 570400 19005	<b>Amount:</b> \$1,173
<b>From:</b> 1183014 589000	<b>To:</b> 1183014 570400 21010	<b>Amount:</b> \$ 119
<b>From:</b> _____	<b>To:</b> _____	<b>Amount:</b> _____

Grants:

Total Amount: Grant \$ \_\_\_\_\_

City Share \$ \_\_\_\_\_ %

Federal/State Share \$ \_\_\_\_\_ %

Carry-overs list the following:

Account	Account Name	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____