

**Bristol Water & Sewer Department**  
**Board of Sewer Commissioners**  
**Regular Meeting Agenda**  
**Tuesday, April 21, 2020 @ 6:00 p.m.**  
**Webex Meeting:**

<https://bristolct.my.webex.com/bristolct.my/j.php?MTID=mfc8f1f0970ee4f0e10217d4fe8e6760a>

**Login:** Meeting number (access code): 795-212-322

**Password:** Sewer2020@1

**Call in:** 1-408-418-9388

1. Call to Order
2. Moment of Silence
3. Approval of the minutes of the February 18, 2020 Special Board Meeting
4. Approval of the minutes of the March 6, 2020 Special Board Meeting
5. Approval of the minutes of the March 19, 2020 Special Board Meeting
6. Public Participation
7. Customer Complaints:
  - 1) 75 Rosemont Avenue - Gerald Gonsalves
  - 2) 95 Terryville Road - Attorney Robert Cohen/Louie Elezovski
8. Governor Executive Order 7S Municipal Certification, Tax Deferral Form and Guidelines
9. Superintendent's Report
10. Adjournment

**MINUTES OF THE BOARD OF SEWER COMMISSIONERS  
SPECIAL MEETING – FEBRUARY 18, 2020**

**Present:** Chairwoman Elizabeth Phelan, Commissioner Ramiro Suarez, Commissioner Kathy Ferrier and Commissioner Sean Dunn (arrived 6:15 p.m.)

**Staff Present:** Superintendent Robert Longo and Sean Hennessey, Director of Sewer

**Also in attendance:** Loui Elezovski, 93-95 Terryville Ave.

**Absent:** Commissioner Robert A. Badal and Council Liaison Mary Fortier

Chairwoman Phelan called the meeting of the Board of Sewer Commissioners held at the Water Treatment Plant, 1080 Terryville Ave to order at 6:00 p.m.

**1) PLEDGE OF ALLEGIANCE**

**2) MOMENT OF SILENCE**

Commissioner Ferrier dedicated a moment of silence for all those infected by the Corona Virus.

**3) PUBLIC PARTICIPATION**

None

**4) CUSTOMER COMPLAINTS**

**1) 359 Broad St – Skytop Motors, LLC – Jeremy Berube**

Superintendent Longo noted that Skytop Motors requested the sewer consumption be reduced on the October 2020 bill. In Mr. Berube's letter, he noted that the Engineer, Architect and the town neglected to inform him that his irrigation system was directly connected to the regular water meter. Superintendent Longo noted the water did not drain into the sewer and recommended that the October 2019 bill be adjusted to a winter quarter read. He also recommended, a lawn irrigation meter needs to be installed and if they choose not to install one, no further consideration should be given.

On motion of Commissioner Suarez and seconded, unanimously voted to grant recourse to Skytop Motors October 2019 bill to reflect a winter quarter

usage. No further recourse will be given if they choose not to install an irrigation meter.

2) 93-95 Terryville Avenue - Louie Elezovski

Superintendent Longo gave a brief overview to the new Board of Sewer Commissioners the ongoing requests from Mr. Elezovski in regards to his sewer bills. He noted an adjustment was given to Mr. Elezovski along with penalty and liens removed during the complaint process. Mr. Elezovski's complaint is about his property being changed from residential to commercial and still feels he should not have to pay for the high sewer bills while his water consumption is low.

Superintendent Longo informed the new Board that at the Sewer Committee meeting in August 2019 Mr. Elezovski complained that his sewer bills did not reflect what was used. After the August Sewer Committee meeting, Mr. Elezovski met with Superintendent Longo again on the high bills. After that meeting, it was discovered the City Assessors' records show the property as commercial. Therefore, his account was updated and changed from residential to commercial, which now will address Mr. Elezovski's questions of measuring and billing of sewer usage. He also noted that if Mr. Elezovski had been rated at the commercial rate he would have saved money.

A lengthy discussion ensued to the zoning of 93-95 Terryville Avenue. Chairwoman Phelan arranged to meet with Mr. Elezovski on February 19, 2020 at the Assessor's office to find out what the property is actually zoned.

Superintendent Longo requested the Board to address Mr. Elezovski's outstanding sewer bills noting a payment has not been made in years. He also noted the Department has removed all penalties and liens during the complaint process.

A discussion ensued; Commissioner Dunn addressed Mr. Elezovski stating that the Department has given him a reduction on his sewer bill as well as removing all penalties and lien fees. The Board is now expecting Mr. Elezovski to reciprocate by making payments. He noted that if Mr. Elezovski does not make payments, the Department will need to seek further means to collect. The Board agreed and it was noted that penalties and liens will now start to accrue with no further adjustments given.

On motion of Commissioner Suarez and seconded, unanimously voted that the customer at 93-95 Terryville Avenue start to make payments by the end of February 2020. The customer has to make payment arrangements with the Superintendent or the office. Penalties and liens will start to accrue

at the end of February 2020.

**5) SUPERINTENDENT'S REPORT**

Superintendent Longo informed the Board that the sewer budget workshop will be scheduled the same day as the water budget workshop.

**6) APPROVAL OF THE BOARD OF SEWER COMMISSIONERS 2020 MEETING SCHEDULE**

On motion of Commissioner Suarez and seconded, unanimously voted to approve the Board of Sewer Commissioners 2020 Meeting Schedule as presented.

**7) ADJOURNMENT**

At 6:37 p.m., on motion of Commissioner Dunn and seconded, it was unanimously voted to adjourn.

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

Renee LaMarre  
Administrative Assistant/Accountant

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# MINUTES OF THE BOARD OF SEWER COMMISSIONERS

## SPECIAL MEETING – MARCH 6, 2020

**Present:** Chairwoman Elizabeth Phelan, Commissioner Robert A. Badal and Commissioner Kathy Ferrier

**Staff Present:** Superintendent Robert Longo, Sean Hennessey, Director of Sewer and Joyce DeFelippi, Office Manager

**Absent:** Commissioner Ramiro Suarez, Commissioner Sean Dunn and Council Liaison Mary Fortier

### 1) CALL TO ORDER

Chairman Phelan called the meeting of the Board of Sewer Commissioners held at the Bristol Water & Sewer Department, 119 Riverside Avenue to order at 8:42 a.m.

### 2) DEPARTMENT POLICY ON PROCESSING PAYMENTS

Superintendent Longo explained that the Board of Sewer Commissioners need to approve the Water Department policy on processing payments. The Water Department collects the payments for sewer.

On motion by Commissioner Badal and seconded, unanimously voted to approve the Bristol Water Department policy on processing payments in the following order and to allow Superintendent of the Water & Sewer Department the authority to make adjustments from the policy for individual customers as he/she feels necessary to collect outstanding balances.

1. The oldest outstanding bill (sewer 1<sup>st</sup> in order)
2. Sewer Liens
3. Sewer Penalties
4. Sewer Bills
5. Water Liens
6. Water Penalties
7. Water Bills

**3) ADJOURNMENT**

At 8:43 a.m., on motion by Commissioner Ferrier and seconded, unanimously voted to adjourn.

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

Renee LaMarre  
Water & Sewer Administrative Assistant

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# MINUTES OF THE BOARD OF WATER COMMISSIONERS

## SPECIAL MEETING – MARCH 19, 2020

**Present:** Chairwoman Elizabeth Phelan, Commissioner Robert A. Badal (via Facetime), Commissioner Kathy Ferrier (via Facetime) and Commissioner Sean Dunn

**Staff Present:** Superintendent Robert Longo

**Absent:** Commissioner Ramiro Suarez and Council Liaison Mary Fortier

### 1) CALL TO ORDER

Chairman Phelan called the meeting of the Board of Water Commissioners held at the Bristol Water & Sewer Department, 119 Riverside Avenue to order at 8:38 a.m.

### 2) BUDGET APPROVAL FOR FISCAL YEAR 2020-2021

Superintendent Longo noted there were no changes from the Budget Workshop held on March 6, 2020.

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On motion of Commissioner Dunn and seconded, unanimously voted to approve the Sewer Department Budget for the Fiscal Year 2020-2021 as presented.

### 3) PENALITIES

Superintendent Longo requested the Board consider waiving penalties and late fees for a three-month period for March, April and May to help with the economy.

On motion Commissioner Dune and seconded, unanimously voted to waive penalties and late fees for three months on the recommendation of Superintendent Longo.

**4) ADJOURNMENT**

At 8:42 a.m., on motion by Commissioner Ferrier and seconded, unanimously voted to adjourn.

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

Renee LaMarre  
Water & Sewer Administrative Assistant