



March 3, 2020

To Whom It May Concern:

There will be a Special Meeting of the Board of Water Commissioners on Friday, March 6, 2020, 8:30 AM at the Bristol Water & Sewer Department, 119 Riverside Avenue, Bristol, CT 06010.

Very truly yours,

A handwritten signature in black ink, appearing to read "Robert J. Longo".

Robert J. Longo
Superintendent

RJL/rl



Special Meeting
Board of Sewer Commissioners
March 6, 2020
Agenda

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



WYLAND DALE CLIFT
CORPORATION COUNSEL

RICHARD E. LACEY
ASSISTANT CORPORATION COUNSEL

THOMAS W. CONLIN
ASSISTANT CORPORATION COUNSEL

JEFFREY R. STEEG
ASSISTANT CORPORATION COUNSEL

NOELLE T. BATES
LEGAL ADMINISTRATOR

GENNESIS J. OJEDA
LEGAL ADMINISTRATIVE ASSISTANT

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MEMORANDUM

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

FROM: Thomas W. Conlin, Assistant Corporation Counsel 

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.