

BOARD OF SEWER COMMISSION

AUGUST 18, 2026 - REGULAR MEETING

PRESENT: Chairperson Phelan; Commissioners Porrini and Cunningham. Council Liaison Peter Kelley.

PRESENT by videoconference: Commissioners Dunn and Ferrier. Superintendent Longo.

STAFF PRESENT: Sean Hennessey, Sewer Director; Assistant Superintendent Pagliaruli and Dawn LaBella, Office Manager.

1) CALL TO ORDER.

Chairperson Phelan called the meeting of the Board of Sewer Commission to order at 6:00 p.m.

2) PLEDGE OF ALLEGIANCE.

3) MOMENT OF SILENCE.

4) APPROVAL OF THE MINUTES OF THE JULY 21, 2026 REGULAR MEETING.

On motion of Commissioner Dunn and seconded; it was unanimously voted to approve the July 21, 2026 regular meeting minutes as presented.
Motion passed.

5) APPROVAL OF THE MINUTES OF THE AUGUST 5, 2026 SPECIAL MEETING.

On motion of Commissioner Porrini and seconded; it was unanimously voted to approve the August 5, 2026 special meeting minutes as presented.
Motion passed.

6) APPROVAL OF THE DEPARTMENT REPORTS FOR THE MONTH OF JULY 2026.

On motion of Commissioner Cunningham and seconded; it was unanimously voted to approve the July 2026 Department Reports as presented.
Motion passed.

7) PUBLIC PARTICIPATION.

None.

8) CUSTOMER CORRESPONDENCE.

- a. 222 East Main Street: Requesting a reduction in the bill and a waiver penalty charges.

On motion of Commissioner Cunningham and seconded; it was unanimously voted that no recourse be given to 222 East Main Street, but to offer a payment plan on the large balance.
Motion passed.

9) COMMITTEE REPORTS.

None

10) REVISION: DEPARTMENT POLICY ON PROCESSING PAYMENTS (ADOPTED MARCH 6, 2020).

All payments are applied in the following order:

1. The oldest outstanding bill (miscellaneous 1st in order)
2. Miscellaneous Charges
3. Sewer Penalties
4. Sewer Bills
5. Sewer Liens
6. Water Penalties
7. Water Bills
8. Water Liens

On motion of Commissioner Porrini and seconded; it was unanimously voted to approve the proposed changes for the Department Policy on Processing Payments as presented.
Motion passed.

11) PROPOSED CLOSING PROCEDURES FOR CALCULATING FINAL INVOICES.

If a closing occurs within the month before their quarterly bill is issued, then the seller will be charged at closing for the entire water and sewer service charges and all consumption for that quarter and the new owner will not get a billed until they have been there for at least one billing cycle.

On motion of Commissioner Dunn and seconded; it was unanimously voted to adopt the Closing Procedures for Calculating Final Invoices as presented.
Motion passed.

12) I & I STUDY.

No action taken.

13) SUPERINTENDENTS REPORT.

No action taken.

14) OLD BUSINESS.

None.

15) NEW BUSINESS.

Transfer of \$194,408.75 from Capital Outlay to Fund Over Expenditures of

- \$747.52 in the Natural Gas Account
- \$13,392.98 in the Water and Sewer Charges Account
- \$49,428.43 in the Tipping Fees Account
- \$1,028.85 in the Rents and Leases Account
- \$45,088.29 in the Professional Fees Account
- \$2,145.00 in the Liens Account
- \$20,871.72 in the Interest Expense Account
- \$61,705.96 in the Maintenance Supplies & Materials Account

Transfer of \$73,904.24 from Program Supplies to Fund Over Expenditures of

- \$71,263.68 in the Maintenance Supplies and Materials Account
- \$2,640.56 in the Tires Account

On motion of Commissioner Porrini and seconded; it was unanimously voted to bring to the table and to approve the transfers to fund over expenditures in the 2025/2026 Budget as presented.

Motion passed.

16) ADJOURNMENT.

At 6:27 p.m., on motion of Commissioner Dunn and seconded; it was unanimously voted to adjourn.

ATTEST: Renee M. Ratta

Renee M. Ratta

Water & Sewer Administrative Assistant