

**THE WATER BUREAU
SPECIAL MEETING**

555 Main Street
Hartford, Connecticut 06103
Monday, March 7, 2016

Present: Commissioners Daniel A. Camilliere, Timothy Curtis, Joseph Klett, Kathleen Kowalyszyn, Mark A. Pappa, Pasquale J. Salemi, Raymond Sweezy and District Chairman William A. DiBella (7)

Absent: Commissioner Mary Ann Charron, James Needham, Helene Shay and Special Representative Michael Carrier (4)

Also

Present: Scott W. Jellison, Chief Executive Officer
John M. Zinzarella, Deputy Chief Executive Officer, Business Services
Christopher R. Stone, Assistant District Counsel
R. Bartley Halloran, District Counsel
Brendan Fox, Assistant District Counsel
John S. Mirtle, District Clerk
Rob Constable, Director of Finance
Sue Negrelli, Director of Engineering
Robert Schwarm, Director of Information Technology
Kerry E. Martin, Assistant to the Chief Executive Officer
Carrie Blardo, Assistant to the Chief Operating Officer
Jennifer Ottalagana, Project Manager
Julie McLaughlin, Communications Administrator

CALL TO ORDER

Chairman Curtis called the meeting to order at 4:03 P.M.

APPROVAL OF MINUTES

On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of February 24, 2016 were approved.

DISCUSSION RE: REVISED WATER BILL

Rob Constable, Director of Finance, briefed the Water Bureau on the Revised Water Bill

**DISCUSSION RE: WATER UTILITY COORDINATING COMMITTEE AND STATE WATER
PLANNING COUNCIL STEERING COMMITTEE**

Scott W. Jellison, Chief Executive Officer and R. Bartley Halloran, District Counsel briefed the Water Bureau on the Water Utility Coordinating Committee and State Water Planning Council Steering Committee

DISCUSSION RE: RADIO FREQUENCY PROGRAM – PHASE 4

Scott W. Jellison, Chief Executive Officer briefed the Water Bureau on Phase 4 of the Radio Frequency Program

**BRIGHTON PARK PHASE 2, BLOOMFIELD
RELEASE OF RIGHT-OF-WAY**

To: Water Bureau for consideration on March 7, 2016

On February 16, 2016, the District received a request from Attorney Thomas M. Daniells of Murtha Cullina LLP, for The Metropolitan District (the “District”) to release an existing water easement within the properties owned by Bloomfield Realty Partners, LLC and Realty Investors VII Bloomfield, LLC (collectively, the “Developer”), as shown on the accompanying map. The purpose of this request is to release the original easement obtained in Phase 1 of this project in order to construct new buildings within the area of such easement.

The Developer intends to install a new water main on this property under a Developer’s Permit Agreement for Phase 2 of this project and in January, 2016 granted the District a new 20-foot permanent water easement along the proposed water main. The original easement was acquired by the District through the Developer’s Permit-Agreement process for Brighton Park Phase 1 on October 3, 2007.

From an engineering standpoint and taking into account the granting of the new 20-foot permanent water easement to the District by Developer, the release of the original easement will not have a negative impact on the water distribution system, and no hardship or detriment would be imposed on others.

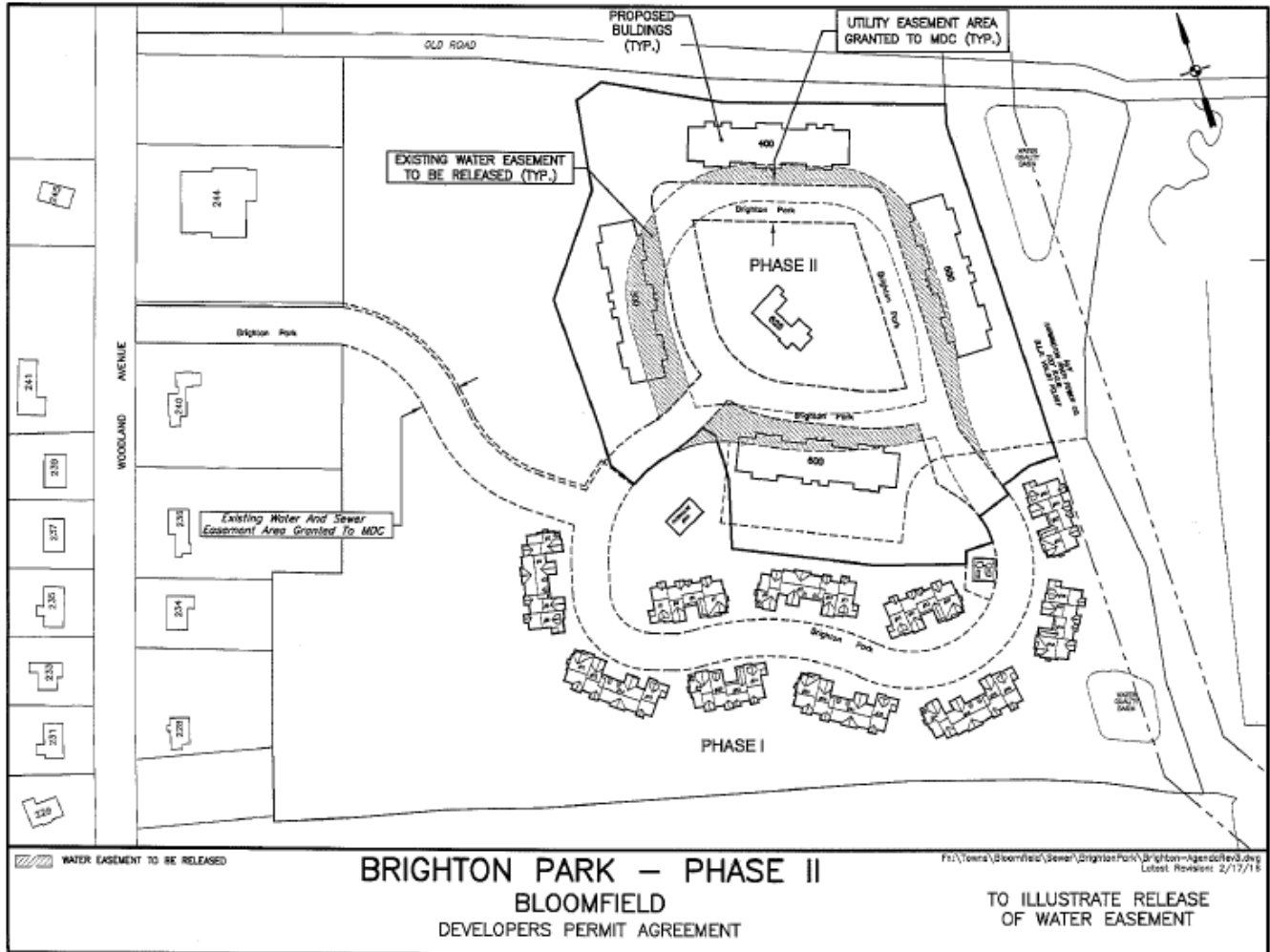
It is therefore RECOMMENDED that it be

Voted: That the Water Bureau recommends to the District Board passage of the following resolution:

Resolved: That the Chairman or Vice Chairman of the District Board be authorized to execute the release of the original water easement on properties owned by Bloomfield Realty Partners, LLC and Realty Investors VII Bloomfield, LLC, as shown on the accompanying map and as recorded in the Town of Bloomfield land records, Volume 1485, Page 82. The release shall be subject to approval by District Counsel as to form and content.

Respectively submitted,

Scott W. Jellison
Chief Executive Officer



On motion made by Commissioner Sweezy and duly seconded, the report was received and the resolution adopted by unanimous vote of those present.

594 ALBANY TURNPIKE (ROUTE 44), CANTON ENCROACHMENT AGREEMENT

To: Water Bureau for consideration on March 7, 2016

On February 11, 2016, the Metropolitan District received a letter from David and Jacqueline Mott, property owners of 594 Albany Turnpike, Canton (the "Owners"), requesting permission to permanently encroach upon the Barkhamsted-Nepaug Pipeline Right-of-Way, containing an existing 48-inch RCP raw water transmission main, located across private lands south of Albany Turnpike in Canton (the "Right-of-Way") for the purpose of installing electric, telephone and cable lines and a new paved driveway to serve a proposed house on the lot.

The 75-foot raw water pipeline right-of-way across the parcel was conveyed to The Metropolitan District by Wallace Bradley Thompson in November, 1939 in conjunction with the construction of the Barkhamsted-Nepaug Pipe line, and is recorded in the Town of Canton land records: Volume 35, Page 372.

As stated previously, the purpose of this encroachment is to cross the existing Right-of-Way with electric, telephone and cable lines and a new paved driveway to serve a proposed house (such service lines and driveway hereinafter collectively referred to as the "Improvements"). As can be seen on the attached sketch, the only possibility the Owner has to develop this property is to cross the MDC Right-of-Way with utilities and a driveway.

The Owner has agreed to the following conditions in order to satisfy the District's concerns for protection of the existing 48-inch raw water transmission main located within the subject Right-of-Way and the District's accessibility along the length of the Right-of-Way:

1. Any foundations associated with the construction of the proposed house must be located outside of the limits of the existing Right-of-Way. No additional permanent structures, other than the proposed Improvements shall be located within the District's Right-of-Way.
2. Pipes crossing over or under the District's raw water pipelines shall maintain an eighteen (18") inch vertical clearance. Any new pipes located on the parcel shall also maintain a minimum ten (10) foot horizontal clearance.
3. The Metropolitan District shall not be held liable for any damage caused to any utility listed above located within or adjacent to the Right-of-Way in the event of an emergency water main repair. The Metropolitan District will make every effort feasible to minimize damage to these utilities; however the cost for repairs to such utilities shall be the responsibility of the Owner.
4. No vibratory compaction equipment shall be used within 25 feet of the District's raw water pipeline.
5. The District reserves the right to remove pavement or structures within the Right-of-Way at any time if so required for maintenance or repair of the water main. The Owner shall bear any additional maintenance or repair costs necessitated by the presence of pavement and/or structures upon the Right-of-Way.
6. Care must be taken during construction not to disturb the existing water main. All heavy construction equipment must be located outside the limits of the Right-of-Way. Any earth moving equipment that will be utilized on the site over and adjacent to the water main shall be reviewed and approved by District staff prior to mobilization to the site.

7. An MDC inspector must be on the job site whenever work is being performed by or on behalf of Owner to construct, maintain or repair any Improvements within the Right-of-Way, at the expense of the Owner. Any construction, maintenance or repair of the Improvements shall conform to District standards and 48-hours advance notice must be given to the District prior to any such construction, maintenance or repair within the Right-of-Way.

Staff has reviewed the proposed construction plans and determined that there will be no negative impact on District property or infrastructure.

Upon approval by the Water Bureau and the District Board, a formal encroachment agreement shall be executed between the owner and the Metropolitan District, consistent with current practice involving similar requests.

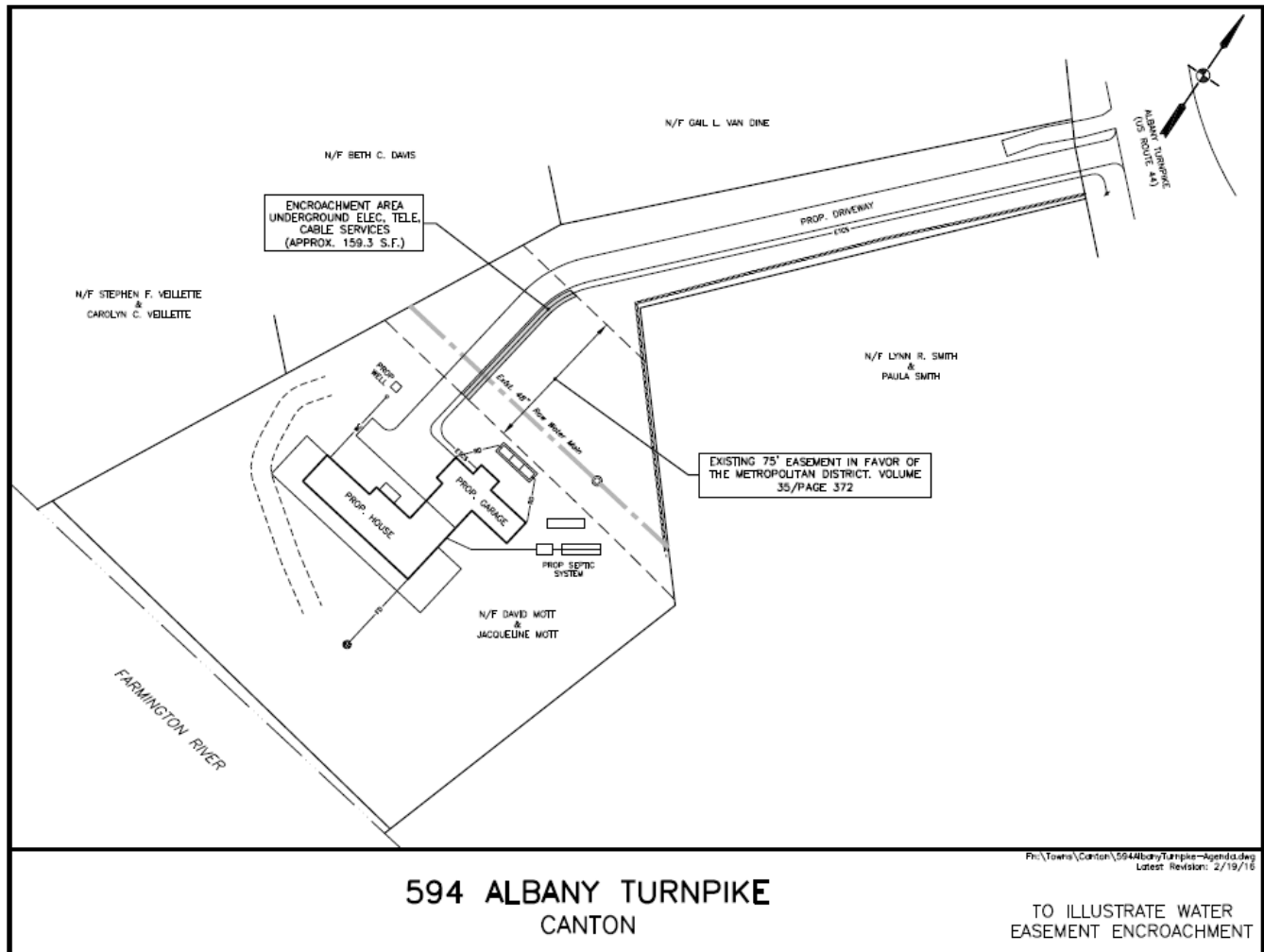
It is therefore RECOMMENDED that it be

VOTED: That the Water Bureau recommends to the District Board passage of the following resolution:

RESOLVED: That the Chairman or Vice Chairman of the District Board be authorized to execute an agreement, subject to approval as to form and content by District Counsel, granting permission to David and Jacqueline Mott to encroach upon the existing Barkhamsted-Nepaug Pipeline 75-foot Right-of-Way south of Albany Turnpike in Canton, with electrical, telephone and cable lines and a paved driveway, as shown on the plan submitted by Robert Green Associates, LLC, Surveyors and Engineers, 6 Old Waterbury Road, Terryville, CT, dated December 18, 2015 revised through February 9, 2016, provided that the District shall not be held liable for any costs or damages of any kind which may result during initial construction or in the following years with respect to any subsequent construction, maintenance or repair as a result of such encroachment.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer



On motion made by Commissioner Sweezy and duly seconded, the report was received and the resolution adopted by unanimous vote of those present.

**BRINLEY AVENUE, HARTFORD
REPORT OF HEARING AND LAYOUT AND ASSESSMENT**

To: The Water Bureau for consideration on March 7, 2016

On July 29, 2014, the District received two petitions requesting public water service from the property owners of 46-48 and 52 Brinley Avenue, Hartford.

There are four properties on Brinley Avenue that could be served by this proposed water main installation. The properties of the two petitioners (nos. 46-48 and 52) will be subject to assessment. The undeveloped property at 40 Brinley Avenue is a 5,400 sq. ft. lot located in a R-4 Zone, which requires a minimum lot area of 7,000 sq. ft.; therefore this lot is unbuildable and nonconforming. The fourth property located at 55 Brinley Avenue is a vacant parcel owned by the City of Hartford.

A public hearing was held on Tuesday, August 25, 2015, and was chaired by Commissioner Curtis. The property owner of 46-48 Brinley Avenue attended and spoke in favor of the installation of the water main. The property owner of 52 Brinley Avenue did not attend the meeting but wrote in favor of the project, as well as the proposed water assessment to his property.

In a letter dated February 23, 2015, Otis Pitts, Operations Manager of the Department of Health and Human Services for the City of Hartford, wrote that the installation of a new public water main on Brinley Avenue in Hartford will advance the efforts to ensure both safe and the highest quality potable water for these residents.

Based on the information presented at the public hearing and the opinions of the property owners, your staff and the Commissioner present at the hearing recommend that this project be approved.

The estimated cost and benefit summary for this project is as follows:

ESTIMATED CONSTRUCTION COST:

Construction of 430 lf (+/-) of 8" water main and appurtenances	\$250,000.00	
Contingency (10%)	\$ 25,000.00	
Total Estimated Construction Cost	\$275,000.00	\$ 275,000.00

ESTIMATED OTHER COSTS:

Legal Advertising	\$ 1,500.00	
Blueprints, Maps & Charts	\$ 500.00	
Soil Borings and Investigations	\$ 5,000.00	
Work by District Forces	<u>\$ 5,000.00</u>	
Total Estimated Other Costs	\$12,000.00	\$ <u>12,000.00</u>

TOTAL ESTIMATED PROJECT COST \$ 287,000.00

The source of funding summary is as follows:

Direct Assessments	\$ 4,920.00
Deficit to be Charged to the Assessable Water Fund	\$ 282,080.00
TOTAL ESTIMATED PROJECT COST	\$ 287,000.00

The deficit on this project is high due to the fact that all of the frontage being assessed is on one side of the road only.

After consideration of the above and any other comments by the Commissioner present at the public hearing, it is recommended that it be:

VOTED: That a layout and schedule of assessments for the construction of water mains in Brinley Avenue, Hartford, be published using the schedule of flat rates adopted December 18, 2014 and effective January 1, 2015 at \$41.00 per front foot or adjusted front foot, with notice to any property owner aggrieved by these proceedings that he or she may appeal from the actions of the Metropolitan District and its Water Bureau to the Superior Court.

AND

VOTED: That the Controller or Chief Administrative Officer be requested to make tentative allocations for this project pending passage of the layout by the District Board, and pending determination of actual costs, in accordance with the following schedule, which schedule is based on the Engineer's estimated cost and on the estimated assessment, as follows:

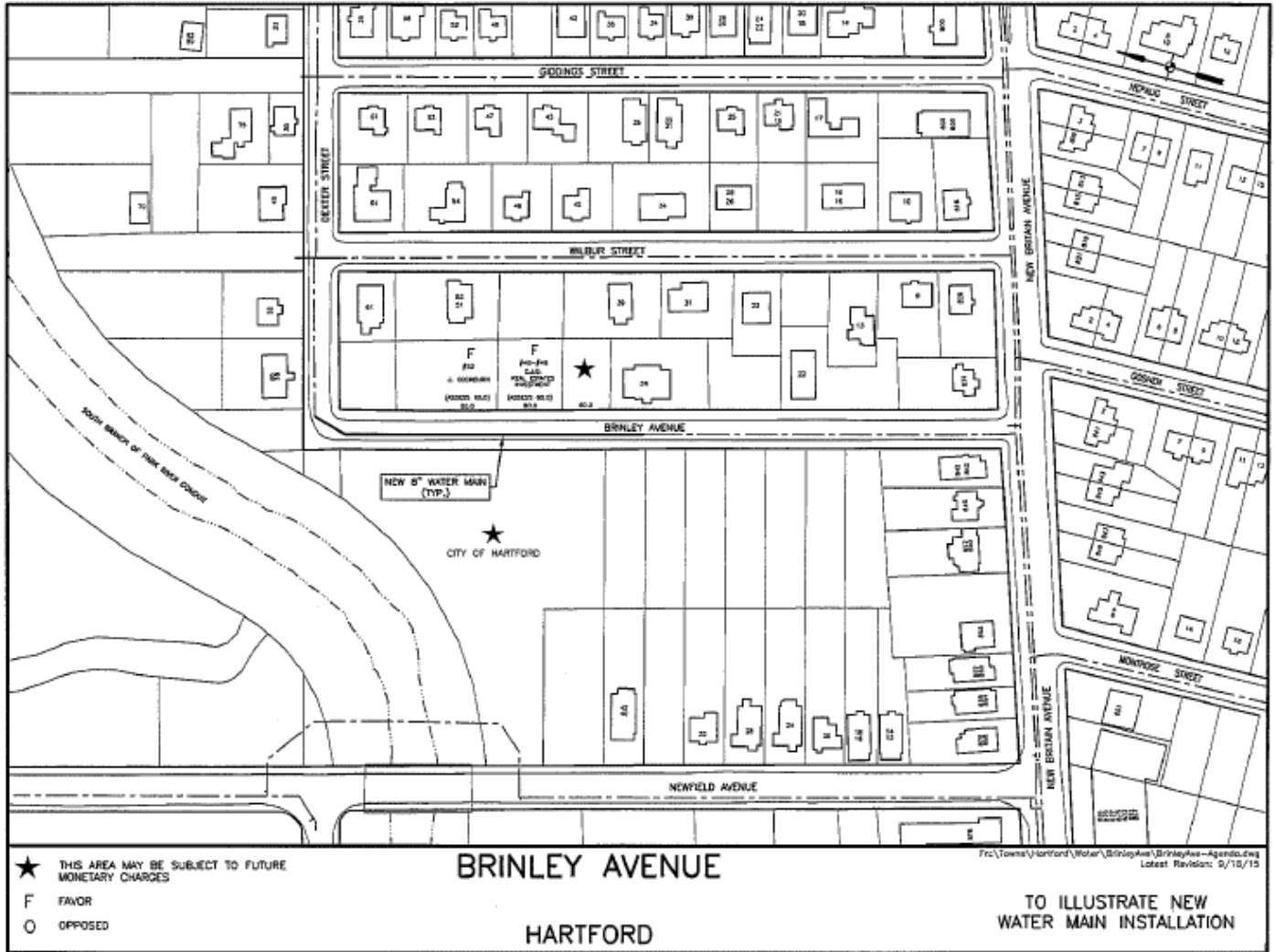
Direct Assessment to be Accrued to the Assessable Water Fund	\$ 4,920.00
Deficit to be Charged to the Assessable Water Fund	<u>\$ 282,080.00</u>
TOTAL ESTIMATED PROJECT COST	\$ 287,000.00

AND

VOTED: To transmit to the District Board a resolution to lay out and to authorize construction of a public water main in Brinley Avenue, Hartford, as set forth in the layout and schedule of assessments by the Water Bureau, and payment for the same is authorized from the Assessable Water Fund.

Respectfully submitted,

Scott W. Jellison
Chief Executive Officer



On motion made by Commissioner Sweezy and duly seconded, the report was received and the resolution adopted by unanimous vote of those present.

**DEEPWOOD LANE, WEST HARTFORD
REPORT OF HEARING AND LAYOUT AND ASSESSMENT**

To: The Water Bureau for consideration on March 7, 2016

On January 24, 2015, the District received a petition from all eight property owners on Deepwood Lane, West Hartford, requesting that a public water main be installed in the street.

There are eight properties on Deepwood Lane that this project will serve. All eight properties will be subject to assessment. These eight properties are currently served by MDC water through private connections from a private 4-inch water main with a single meter.

A public hearing was held on Tuesday, August 25, 2015, chaired by Commissioner Curtis. Six (6) property owners attended the hearing and all spoke in favor of the proposed water main layout. There were two (2) properties not represented at the hearing, however, these owners have previously registered in favor of the project.

As part of this project, the proposed 8-inch water main will serve all eight properties on Deepwood Lane, increasing system pressure and fire flow with the installation of a new hydrant, and connect to the existing transmission main near Uplands Drive to provide system redundancy in the event of a water main break in the area.

In a letter dated June 22, 2015, Steven J. Huleatt, Director of Health for the West Hartford-Bloomfield Health District, stated that the Health District supports the installation of a new public water supply line to serve the homes and residents on Deepwood Lane to provide safe water quality and increased capacity in the interest of the public's health and safety.

Based on the information presented at the public hearing and the favorable opinions of the property owners, your staff and the Commissioner present at the hearing recommend that this project be approved.

The estimated cost and benefit summary for this project is as follows:

ESTIMATED CONSTRUCTION COST:

750 feet of 8-inch	\$388,640.00	
Contingencies (10%)	<u>\$ 38,860.00</u>	
Total Estimated Construction Cost	<u>\$427,500.00</u>	\$427,500.00

ESTIMATED OTHER COST:

Damage Awards	\$ 3,000.00	
Legal Advertising	\$ 1,500.00	
Blueprints, Maps & Charts	\$ 500.00	
Soil Borings and Investigations	\$ 7,500.00	
Work by District Forces	<u>\$ 10,000.00</u>	
Total Estimated Other Costs	\$ 22,500.00	<u>\$ 22,500.00</u>

TOTAL ESTIMATED PROJECT COST: **\$450,000.00**

The source of funding summary is as follows:

Estimated Direct Assessments to be Accrued to the Assessable Water Fund	\$ 48,480.00
Deficit to be charged to the Assessable Water Fund	<u>\$401,520.00</u>

TOTAL ESTIMATED PROJECT COST:
\$450,000.00

The deficit on this project is high due to the fact that the water main is being extended an additional 250 feet to connect to the transmission main, both increasing system pressure and providing system redundancy.

After consideration of the above and any other comments by the Commissioner present at the public hearing, it is RECOMMENDED that it be

VOTED: That a layout and schedule of assessments for construction of a water main in Deepwood Land, West Hartford, be published using the schedule of flat rates adopted December 18, 2014 and effective January 1, 2015 at \$41.00 per front foot or adjusted front foot, with notice to any property owner aggrieved by these proceedings that he or she may appeal from the actions of the Metropolitan District and its Water Bureau to the Superior Court.

AND

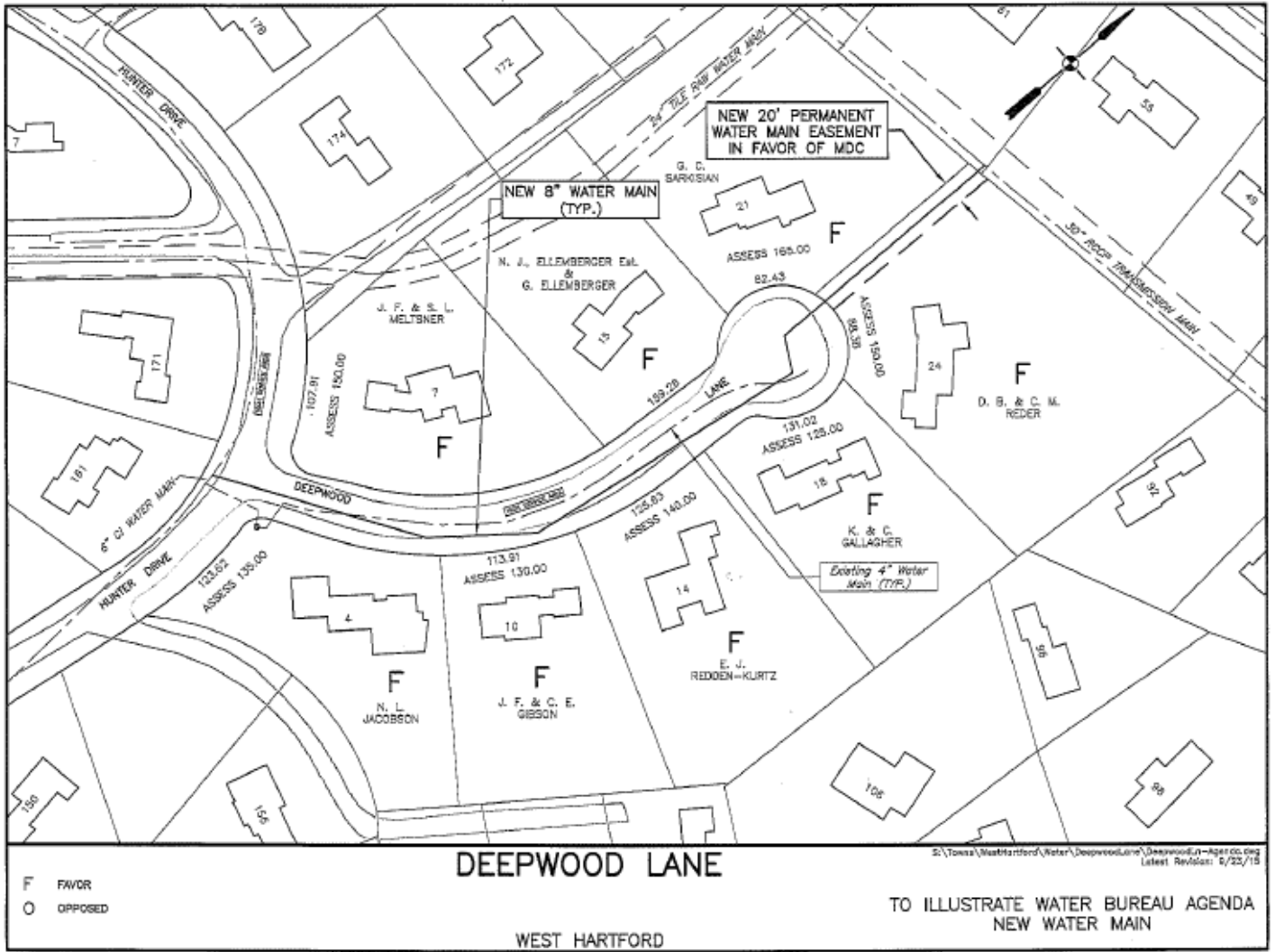
VOTED: That the Controller be requested to make tentative allocations for this project pending passage of the layout by the District Board, and pending determination of actual costs, in accordance with the following schedule, which schedule is based on the Engineer’s estimated cost and on the estimated assessment, as follows:

Direct Assessment to be Accrued to	
the Assessable Water Fund	\$ 48,480.00
Deficit to be charged to the Assessable	
Water Fund	<u>\$ 401,520.00</u>
Total Estimated Project Cost:	\$ 450,000.00

AND

VOTED: To transmit to the District Board a resolution to layout and authorize construction of a public water main in Deepwood Lane, West Hartford, as set forth in the layout and schedule of assessments by the Water Bureau, and payment for the same is authorized from the Assessable Water Fund.

Respectfully submitted,
Scott W. Jellison
Chief Executive Officer



On motion made by Commissioner Sweezy and duly seconded, the report was received and the resolution adopted by unanimous vote of those present.

ADJOURNMENT

The meeting was adjourned at 5:08 P.M.

ATTEST:

John S. Mirtle, Esq.
District Clerk

Date of Approval