



The Metropolitan District

water supply · environmental services · geographic information

**DISTRICT BOARD  
555 MAIN STREET, HARTFORD, CT  
REGULAR MEETING**

**MONDAY, JULY 1, 2024 5:30 PM**

Dial in #: (415)-655-0001; Access Code: 2314 036 1384#

[Meeting Video Link](#)

*The general public is welcome to call into the meeting. Everyone on the call will need to mute their phone to limit background noise disrupting the meeting. Please silence your cell phones during the meeting.*

1. MEETING CALLED TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF MEETING MINUTES OF JUNE 3, 2024
5. PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS
6. REPORT FROM DISTRICT CHAIRMAN
7. REPORT FROM CHIEF EXECUTIVE OFFICER
8. REPORT FROM DISTRICT COUNSEL
9. WATER BUREAU - CONSIDERATION AND POTENTIAL ACTION RE: (June 26, 2024)
  - A. ABANDONMENT OF WATER MAIN 458 WINDSOR AVENUE, WINDSOR
  - B. GRANTING OF EASEMENT IN NEW HARTFORD TO AQUARION WATER COMPANY
10. BUREAU OF PUBLIC WORKS - CONSIDERATION AND POTENTIAL ACTION RE: (June 26, 2024)
  - A. ENCROACHMENT AGREEMENT – CLOVER STREET PARK, WINDSOR
  - B. ENCROACHMENT AGREEMENT – 923 WINDSOR AVENUE, WINDSOR
  - C. ENCROACHMENT AGREEMENT – 2180 BERLIN TURNPIKE, WETHERSFIELD
11. BOARD OF FINANCE - CONSIDERATION AND POTENTIAL ACTION RE: (June 24, 2024)
  - A. AUTHORIZATION FOR ISSUANCE & SALE OF GENERAL OBLIGATION BONDS IN AN AMOUNT NOT TO EXCEED \$85,000,000
  - B. AUTHORIZATION FOR ISSUANCE & SALE GENERAL OBLIGATION REFUNDING BONDS IN AN AMOUNT NOT TO EXCEED \$25,000,000
  - C. REALLOCATION OF BOND PROCEEDS IN THE AMOUNT OF \$14,757,000
  - D. AUTHORIZATION FOR ISSUANCE & SALE OF REVENUE BONDS FOR THE INTEGRATED PLAN IN AN AMOUNT NOT TO EXCEED \$40,000,000
12. OPPORTUNITY FOR GENERAL PUBLIC COMMENTS
13. COMMISSIONER REQUESTS FOR FUTURE AGENDA ITEMS
14. ADJOURNMENT

**WATER BUREAU  
ABANDONMENT OF WATER MAIN 458 WINDSOR AVENUE, WINDSOR**

To: District Board

July 1, 2024

From: Water Bureau

On June 18, 2024, the District received a letter from Suzanne Choate, P.E., Town Engineer of Windsor, requesting that the Metropolitan District abandon a portion of the existing water mains within 458 Windsor Avenue, Windsor, which is now part of the Wilson Gateway Park and formerly Deerfield Road and Drake Street rights of way in Windsor, as shown on the accompanying map. The purpose of the request is to enable the construction and installation of site improvements as part of the Wilson Park Revitalization Project within the property.

The proposal submitted includes the abandonment of approximately 95 feet of 6-inch, and 100 feet of 10-inch water main, as shown on the aforementioned map. The existing water mains were originally constructed in a public roadway; therefore, no easements exist. The existing water mains were built in 1923 and 1941. A portion of the 12-inch and 10-inch water mains on private property will remain to allow for service connections to the park. The Town of Windsor will grant the MDC new 20-foot easements for these portions of water main.

From an engineering standpoint, the abandonment of the existing water mains will not have a negative impact on the District's water distribution system, and no hardship or detriment would be imposed on others. All new connections and services to the buildings constructed as part of this project will utilize the existing utilities within private property off of Windsor Avenue.

At a meeting of the Water Bureau held on June 26, 2024 it was:

**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 abandonment of the existing water mains within the former Deerfield Road and Drake Street rights of way in Windsor, as shown on the accompanying map.

Respectively submitted,



John S. Mirtle, Esq.  
District Clerk



## ENGINEERING DEPT.

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June 18, 2024

Metropolitan District Commission  
555 Main Street  
Hartford, CT

Attn: Michael Curley, Engineering

RE: 485 Windsor Avenue, Water Lines

Mr. Curley,

I am requesting that the existing water mains (6 and 10 inch) on the subject property be abandoned. The lines were once within Deerfield Road across from East Wolcott Street. The road has since been relocated. A portion of the 10 and 12 inch mains are to remain on site for connection to rest rooms. The Town will grant an easement to MDC for water mains on private property.

I am also requesting abandonment of inch 6 inch water main and service line on the former Drake Street as it no longer exists.

All mentioned water lines appear on the Water Bureau Map, The Metropolitan District, Hartford, Connecticut, Deerfield Road, Windsor dated 4-12-1955, scale 1"=40'.

Please let me know if you need further information. I appreciate your review and assistance.

Sincerely,

Suzanne Choate, P.E.  
Town Engineer  
Town of Windsor  
275 Broad Street  
Windsor, CT 06095

Cc: Jennifer Ottalagana, P.E., MDC

**WATER BUREAU  
WATER TANKS EASEMENT TO  
AQUARION WATER COMPANY OF CONNECTICUT  
INDUSTRIAL PARK ROAD, NEW HARTFORD, CT**

To: District Board

July 1, 2024

From: Water Bureau

On August 9, 2023, The State of Connecticut Public Utilities Regulatory Authority approved the transfer of the New Hartford, Connecticut ("New Hartford") Water and Wastewater System Assets to Aquarion Water Company of Connecticut. As part of this transfer an existing lease of two (2) water tanks (collectively, the "Tanks") from The Metropolitan District ("MDC"), as landlord, to New Hartford, as tenant, was assigned to Aquarion (the "Lease"). The Lease will expire on October 19, 2024, and Aquarion has requested that MDC grant to Aquarion an easement for the Tanks. In connection with this request, Aquarion has agreed to pay \$41,375.00 to MDC for the easement.

At a meeting of the Water Bureau held on June 26, 2024, it was:

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

**RESOLVED:** That the Chief Executive Officer is hereby authorized to execute an easement for the Tanks to Aquarion Water Company of Connecticut upon and subject to the above enumerated terms and conditions, and such other terms and conditions that the District Counsel shall deem appropriate and in the best interests of the MDC; **and be it further**

**RESOVLED:** That no entity shall be entitled to rely on, or otherwise claim any benefit by reason of this resolution should the Chief Executive Officer fail to execute the aforementioned easement; it being the intention of the District Board that all approvals and authorizations provided hereby are contingent upon, and only shall be effective on and by means of, the parties executing such easement, which are in form and substance, acceptable to the Chief Executive Officer and the District Counsel.

Respectfully submitted,



John S. Mirtle  
District Clerk

**BUREAU OF PUBLIC WORKS  
CLOVER STREET PARK, WINDSOR ENCROACHMENT AGREEMENT**

To: District Board

July 1, 2024

From: Bureau of Public Works

In a letter dated April 19, 2024, Mr. Robert S. Newton, P.E., Senior Project Manager at BSC Group, on behalf of the Town of Windsor, owner of the above-referenced property (“Owner”), has requested permission from The Metropolitan District (“MDC” or “District”) to encroach on the MDC’s existing 20-foot-wide Deckers Brook Trunk Sewer easement or right-of-way, encompassing an existing 15-inch sanitary trunk sewer and its appurtenant infrastructure (collectively, the “Sewer”), situated on the Property (“ROW”) for the purpose of constructing and installing site improvements for and in connection with the Clover Street Park Revitalization Project (the “Project”).

The proposed work for the Project entails (i) removal of topsoil, filling of up to 2 feet of fill, with loaming and seeding, (ii) installation of new cricket pitch, (iii) installation of new 3-inch underdrainage system, (iv) installation of new 12-inch drainage piping and catch basins, and (v) removal of existing and installation of new bituminous driveway and parking as shown on the accompanying map (collectively, the “Improvements”). The Sewer was built in 1956 under Contract 56-3, and was rehabilitated in 2010 under Contract 2008-63.

MDC staff has concluded that the Improvements are minor and that there will be no detriment to the Sewer as a result, provided Owner enters into and executes an encroachment agreement with the MDC, whereby Owner complies with the following conditions and other conditions required hereby.

Owner has agreed to the following conditions in order to satisfy the District’s concerns for protection of the Sewer located within the Property and to maintain accessibility along the length of the MDC’s ROW:

1. Care must be taken during the performance of work for the Improvements or any maintenance, repair or replacement of the same not to disturb the Sewer. All heavy construction equipment and materials must be located outside of the limits of the ROW when not in use. Any earth moving equipment that will be utilized on the ROW over and adjacent to the Sewer shall be reviewed and approved by District staff prior to mobilization to the site. Any damage to the Sewer caused by any construction, maintenance, repair, replacement or associated activities by or on behalf of Owner within the ROW shall be the responsibility of the Owner.
2. No additional permanent improvements, other than the proposed Improvements, shall be located within the ROW.
3. The District reserves the right to remove Improvements within the ROW at any time if so required for maintenance, repair or replacement of the Sewer. Owner shall bear any additional maintenance, repair or replacement costs necessitated by the

presence of Improvements within the ROW, including any such costs incurred by the District.

4. In the event of a sewer emergency caused by the proposed excavation described above, the Owner shall provide, install, operate and remove, at the Owner's expense, an appropriately sized bypass pump and appurtenances.
5. An MDC or MDC hired-consultant inspector must be on the job site whenever work is being performed within the ROW, and Owner shall be responsible for the cost and expense of such inspector. Any construction of the Improvements as well as any subsequent construction, maintenance, repair or replacement of the Improvements shall conform to District standards and 48-hours advance notice must be given to the District and a preconstruction meeting shall be held prior to commencing any such activities within the ROW, except in the case of an emergency, in which case notice must be provided to the District as soon as practicable. Such inspector shall have the unilateral right to halt performance of any such work in the event the integrity of the Sewer is in any way threatened as determined by such inspector in his or her sole and absolute discretion.
6. The Owner shall perform a CCTV inspection, witnessed by an MDC inspector, of the Sewer in the areas of the construction prior to and upon completion of backfilling and restoration of the excavated areas. The videos will be delivered to the District for the purposes of assessing the pre- and post-activity condition of the Sewer.
7. The Owner shall maintain the District's standard form of insurance as stipulated in the MDC's most current Guidance Manual for Developers' Permit Agreements, which insurance shall remain in force and effect during the performance of any work with in the ROW pursuant to the encroachment contemplated herein.

Staff has reviewed this request and considers it feasible, subject to the terms and conditions herein.

Accordingly, a formal written encroachment agreement shall be entered into and executed by the Owner and the District, which agreement shall include the above conditions and any other conditions set forth herein, and filed on the Town of Windsor Land Records.

At a meeting of the Bureau of Public Works held on June 26, 2024 it was:

**VOTED:** That the Bureau of Public Works 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, with the above conditions and subject to approval of form by District Counsel, granting permission to Owner to encroach upon the existing 20-foot sanitary sewer easement situated on the Property in order to: (i) perform the work for the Improvements in connection with the Project as shown on the plan submitted by BSC Group entitled "Clover Street School Field Improvements, Clover Street in

Windsor, Connecticut (Hartford County), Proposed Improvements Near MDC Sewer, April 19, 2024, Prepared for Town of Windsor, 275 Broad Street, Windsor, CT 06095”, Sheet MDC, and (ii) maintain, repair and replace such Improvements, provided that: (a) the District shall not be held liable for any cost or damage of any kind from the present and in the following years as a result of any encroachment authorized hereby, (b) Owner shall reimburse MDC for any attorney fees and other costs incurred by MDC in enforcing the encroachment agreement, and (c) such agreement shall not be effective until fully executed by the District and Owner, and recorded on the Windsor Land Records. In the event that such full execution and recording does not occur within three (3) months of the date this resolution is passed by the District Board, then such resolution shall be null and void, and of no further force and effect.

Respectfully submitted,

A handwritten signature in black ink that reads "John Mirtle". The signature is written in a cursive style with a large initial "J" and "M".

John S. Mirtle

District Clerk

APRIP 19, 2024

Mr. Michael Curley  
Manager of Technical Services  
The Metropolitan District  
555 Main Street, P.O. Box 800  
Hartford, CT 06142-080

RE: Clover Street Park Revitalization  
Clover Street  
Windsor CT 06095

Dear Mr. Curley,

On behalf of the Town of Windsor CT (Town), BSC Group (BSC) would like to request an encroachment permit for the reconstruction of a cricket oval for the community at Clover Street Park. There is a 15" MDC Sanitary Sewer (Deckers Brook Trunkline) that is located across the field from west to east (from I-91 – Clover Street). No record of an easement in favor of the MDC has been found on town records.

The proposed improvements to the existing cricket field include the importing of well-draining material, installation of an underdrain system, improvements to the pitch, additional parking, and the replacement of the restroom facility.

Construction activities within 20' of the MDC trunkline will include:

- Removal of Topsoil
- Earthwork inclusive of importing fill (1-2 feet within the area of trunkline)
- Installation of new cricket pitch
- Installation of new underdrainage system.
- Installation of new drainage piping and catch basins.
- Removal of existing driveway
- Installation of new bituminous driveway and associated parking.
- Installation of temporary erosion controls during construction
- Loaming and seeding

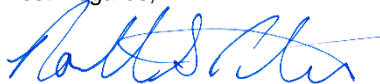
Long-term maintenance activities within the easement will include:

- Mowing and other horticultural practices to maintain turf. Currently, fertilizer and other turf chemicals are not proposed for use.

A detailed drawing showing the improvements is included in Attachment 1.

Please consider this a formal request for a permanent encroachment permit to develop and maintain site improvements within the vicinity of the MDC sanitary sewer trunk line. Please do not hesitate to contact me with any comments or questions regarding this request.

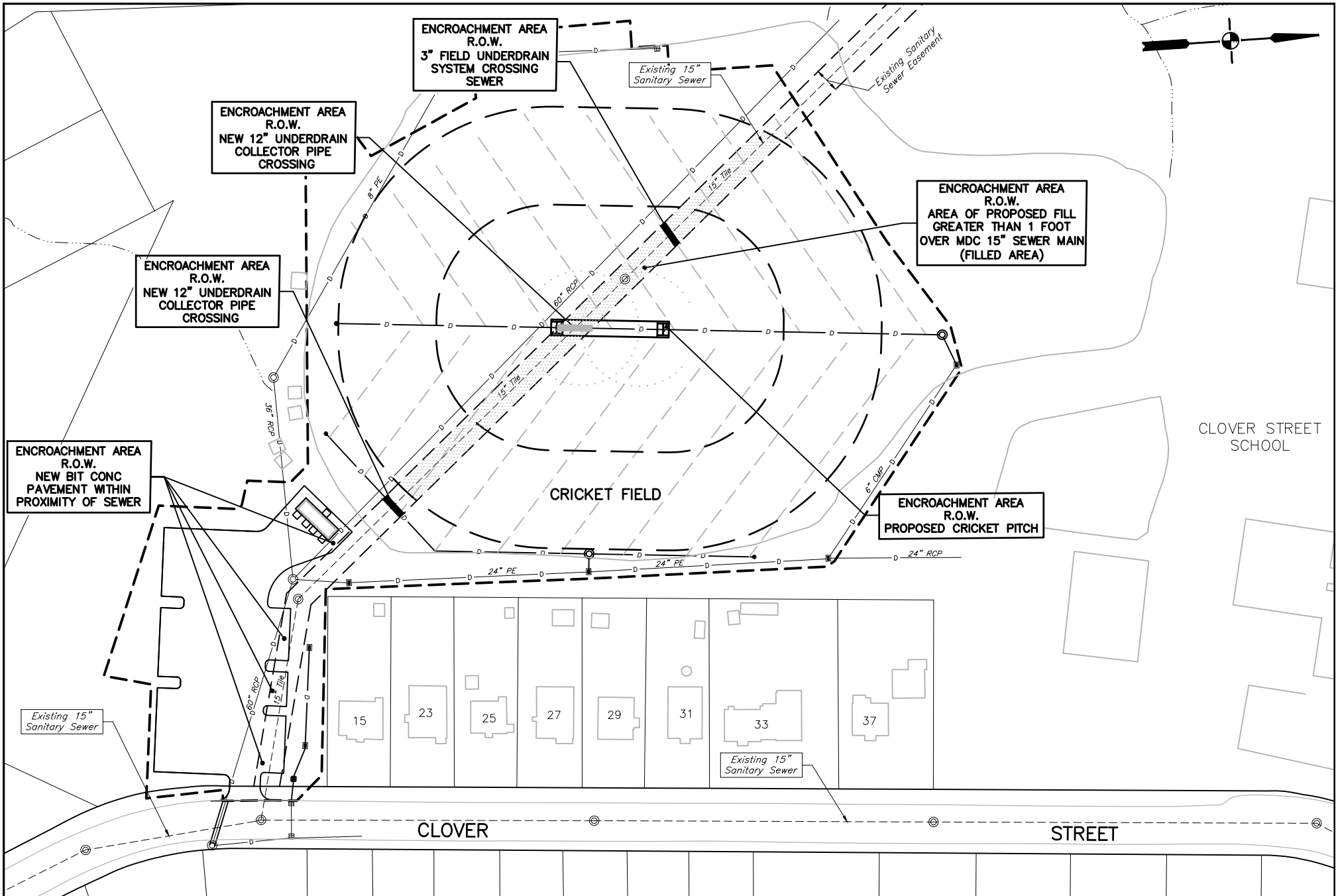
Best Regards,



**Robert S. Newton, P.E.**  
Senior Project Manager

encl: Topographic Survey; Grading Drainage and Utility Plan  
CC: Frank Vacca – BSC; Suzanne Choate – Town of Windsor





**CLOVER STREET SCHOOL  
FIELD IMPROVEMENTS**

F:\Town\Windsor\Sewer\CloverSt\CloverSt-Ecmt.dwg  
Latest Revision: 6/5/24

**TO ILLUSTRATE SANITARY SEWER  
EASEMENT ENCROACHMENT**

WINDSOR

**BUREAU OF PUBLIC WORKS**  
**923 WINDSOR AVENUE, WINDSOR ENCROACHMENT AGREEMENT**

To: District Board

July 1, 2024

From: Bureau of Public Works

In a letter dated July 20, 2023, Gregory Robertson (“Owner”) current owner of the above-referenced property (the “Property”), has requested permission from The Metropolitan District (“MDC” or “District”) to encroach on the MDC’s existing twenty-foot-wide (20’) sewer easement situated on the Property (the “Easement”) for the purpose of installing a gas service line for 11 Woody Brook Road, Windsor. Both properties, 923 Windsor Avenue and 11 Woody Brook Road, are owned by Gregory Robertson and abut each other, as shown on the attached map (the “Map”).

The proposed work entails installing a ¾-inch gas service line through the property of 923 Windsor Avenue to serve the property located at 11 Woody Brook Road within the Easement as shown on the Map (the “Improvements”). The proposed line will be installed approximately 3-feet deep with minimal earthwork above the MDC’s existing eight-inch (8”) styrene plastic sanitary sewer and its appurtenances situated within the Easement (collectively, the “Sewer”) with a minimum of two- and one-half feet (2.5’) of vertical clearance between this Sewer and such line, and the grades will not change. Eversource will require a fifteen-foot-wide (15’) easement (centered on this line) which will overlap perpendicularly with the Easement (the “Eversource Easement”). The Sewer was built in 1964 and the Easement was acquired by the MDC through the Layout for Sanitary Sewers in Private Lands West of Windsor Avenue, Windsor, Near Scarborough Road and Woodybrook Road, Certificate of Certain Rights Acquired for Proposed Sewer, Bureau of Public Works, Volume 196, Page 546.

MDC staff has concluded that the Improvements are minor and that there will be no detriment to the Sewer as a result, provided Owner enters into and executes an encroachment agreement with the MDC, whereby Owner complies with the following conditions and other conditions required hereby.

Owner has agreed to the following conditions in order to satisfy the District’s concerns for protection of the Sewer located within the Property and to maintain accessibility along the length of the MDC’s ROW:

1. Care must be taken during the performance of work for the Improvements or any maintenance, repair or replacement of the same not to disturb the Sewer. All heavy construction equipment and materials must be located outside of the limits of the ROW when not in use. Any earth moving equipment that will be utilized on the ROW over and adjacent to the Sewer shall be reviewed and approved by District staff prior to mobilization to the site. Any damage to the Sewer caused by any construction, maintenance, repair, replacement or associated activities by or on behalf of Owner within the ROW shall be the responsibility of the Owner.
2. No additional permanent improvements, other than the proposed Improvements, shall be located within the ROW.

3. The District reserves the right to remove Improvements within the ROW at any time if so required for maintenance, repair or replacement of the Sewer. Owner shall bear any additional maintenance, repair or replacement costs necessitated by the presence of Improvements within the ROW, including any such costs incurred by the District.
  
4. An MDC or MDC hired-consultant inspector must be on the job site whenever work is being performed within the ROW, and Owner shall be responsible for the cost and expense of such inspector. Any construction of the Improvements as well as any subsequent construction, maintenance, repair or replacement of the Improvements shall conform to District standards and 48-hours advance notice must be given to the District and a preconstruction meeting shall be held prior to commencing any such activities within the ROW, except in the case of an emergency, in which case notice must be provided to the District as soon as practicable. Such inspector shall have the unilateral right to halt performance of any such work in the event the integrity of the Sewer is in any way threatened as determined by such inspector in his or her sole and absolute discretion.

Staff has reviewed this request and considers it feasible, subject to the terms and conditions herein.

Accordingly, a formal written encroachment agreement shall be entered into and executed by the Owner and the District, which agreement shall include the above conditions and any other conditions set forth herein, and filed on the Town of Windsor Land Records.

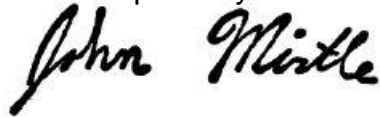
At a meeting of the Bureau of Public Works held on June 26, 2024 it was:

**VOTED:** That the Bureau of Public Works 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, with the above conditions and subject to approval of form by District Counsel, granting permission to Owner to encroach upon the existing 20-foot sanitary sewer easement situated on the Property in order to: (i) perform the work for the Improvements in connection with the Project as shown on the plan submitted by Gregory Robertson entitled "Property/Lot Line Revision Prepared for Gregory Robertson, Windsor Avenue & Woody Brook Road, Windsor, Connecticut, Scale: 1" = 30', Date: 10/31/2022, Drawn By: MLE, Checked By: JEJ, Jones Engineering LLC, Civil Engineering & Land Surveying, 962 Savage Street, P.O. Box 249, Southington, CT 06489", Sheet Number 1 of 1, and (ii) maintain, repair and replace such Improvements, provided that: (a) the District shall not be held liable for any cost or damage of any kind from the present and in the following years as a result of any encroachment authorized hereby, (b) Owner shall reimburse MDC for any attorney fees and other costs incurred by MDC in enforcing the encroachment agreement, and (c) such agreement shall not be effective until fully

executed by the District and Owner, and recorded on the Windsor Land Records. In the event that such full execution and recording does not occur within three (3) months of the date this resolution is passed by the District Board, then such resolution shall be null and void, and of no further force and effect.

Respectfully submitted,

A handwritten signature in black ink that reads "John Mirtle". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

John S. Mirtle

District Clerk

July 20, 2023

Mr. Michael Curley, Manager of Technical Services  
The Metropolitan District  
Engineering & Planning  
555 Main Street Hartford, CT 06103

**RE: 923 Windsor Ave. Windsor (Easement)**

**Easement Encroachment Permit Request**

Good day MDC's Engineering team,

I would like to request an Easement Encroachment Permit for the above-mentioned property. We are currently clearing an easement with EverSource Gas, to install a gas service through the property of 923 Windsor Ave. Windsor, CT. 06095. The purpose of the request is to service an adjacent property, which is located at 11 Woody Brook Rd, rear of 923 Windsor Ave. The existing gas main is located within Windsor Ave., (route 159). The EverSource gas construction team surveyed the site and determined a gas service can be provided to serve 11Woody Brook Rd., by way of the rear of both properties. The existing MDC main sewer easement in the rear of 923 Windsor Ave. runs from Woody Brook Rd to the property next door which is 919 Windsor Ave. The main sewer services the two **(2)** Windsor Ave properties, 919 & 923 only. The construction activities within the MDC easement will consist of installing a  $\frac{3}{4}$ " gas service line, approximately 3' deep within an approximate 6' section of the MDC easement in the rear of 923 Windsor Ave. EverSource gas construction team will perform the installation and restoration of the site, back to its original position.

A sketch of the property and proposed work site is attached.

Please consider this a formal request for a permanent encroachment permit to install a gas service line within the MDC easement.

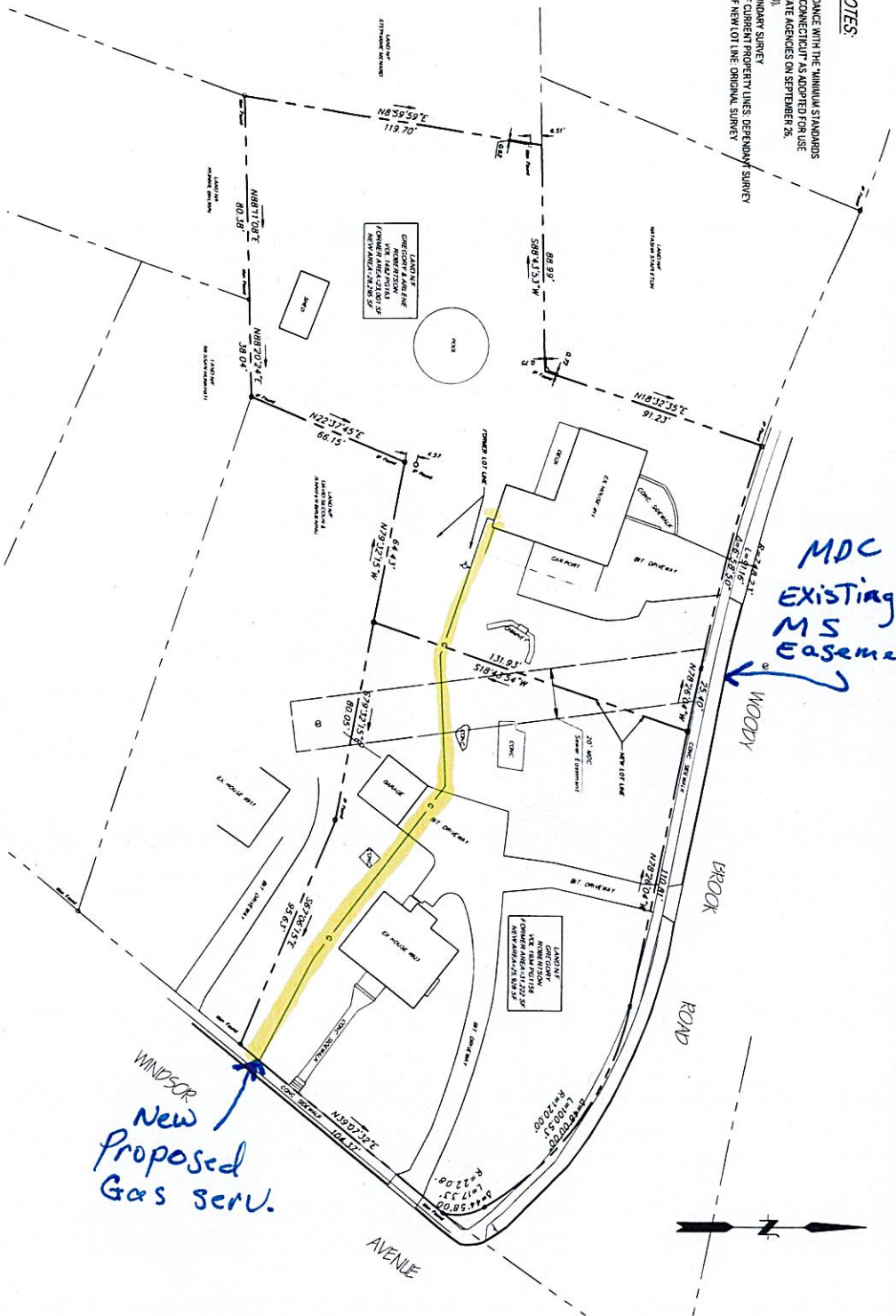
Respectfully,



Gregory Robertson, (properties owner)  
11 Woody Brook Rd, Windsor CT 06095  
Cell: 860-471-1507  
email: Gcowboys62@gmail.com

**SURVEY NOTES:**

1. THIS MAP WAS PREPARED IN ACCORDANCE WITH THE MINIMUM STANDARDS FOR SURVEYS AND MAPS IN THE STATE OF CONNECTICUT AS ADOPTED FOR USE BY THE DEPARTMENT OF CONSTRUCTION STATE AGENCIES ON SEPTEMBER 26, 1996. (C.F.R. SECTIONS 26-280a - 1) TO 26-280a-40).
2. THE SURVEY LIMITED PROPERTY BOUNDARY SURVEY - BOUNDARY DETERMINATION CLASS OF HIGH LOT LINE ORIGINAL SURVEY - HORIZONTAL ACCURACY CLASS A.2



**MAP REFERENCES**

- A. PROPERTY BOUNDARY SURVEY PREPARED FOR GREGORY ROBERTSON WINDSOR AVENUE WOODY BROOK ROAD WINDSOR CONNECTICUT 1-30 DATED AUGUST 2022 BY JONES ENGINEERING, LLC

Zoning Information Zone R-11	
REGULATION	ALLOWED
MINIMUM LOT AREA	11,250
MINIMUM LOT WIDTH	75 FT
MINIMUM SETBACKS FRONT	40
MINIMUM SETBACKS SIDE	8
MINIMUM SETBACKS REAR	20
MAX COVERAGE	25%

THESE DRAWINGS ARE INSTRUMENTS OF PROFESSIONAL SERVICE OF JONES ENGINEERING, LLC, AND HAVE BEEN PREPARED SPECIFICALLY FOR THE OWNER OF THIS PROJECT AT THIS SITE, AND ARE NOT INTENDED TO BE REPRODUCED OR COPIED IN ANY MANNER WITHOUT WRITTEN CONSENT OF JONES ENGINEERING, LLC.

FILE NUMBER: SHEET NUMBER: 1 of 1

**PROPERTY/LOT LINE REVISION**  
 PREPARED FOR  
**GREGORY ROBERTSON**  
 WINDSOR AVENUE & WOODY BROOK ROAD  
 WINDSOR CONNECTICUT

SCALE: 1"=30'  
 DATE: 10/31/2022  
 DRAWN BY: MLE  
 CHECKED BY: JEJ

**JONES ENGINEERING LLC**  
 CIVIL ENGINEERING & LAND SURVEYING  
 962 SAVAGE STREET  
 P.O. BOX 249  
 SOUTHTONING, CT 06489  
 PHONE: (860) 621-0700  
 FAX: (860) 621-6066

SURVEYOR'S SEAL

TO MY KNOWLEDGE AND BELIEF, THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.  
 FRANK J. CAHILL CT. L.S. REG. NO. 22898  
 DATE



**BUREAU OF PUBLIC WORKS**  
**2180 BERLIN TURNPIKE, WETHERSFIELD ENCROACHMENT AGREEMENT**

To: District Board

July 1, 2024

From: Bureau of Public Works

In a letter dated January 25, 2024, Jason Montagno, P.E., of Solli Engineering, on behalf of Stack-N-Stor Wethersfield LLC, (“Owner”) owner of the above-referenced property (the “Property”), has requested permission from The Metropolitan District (“MDC” or “District”) to encroach on the MDC’s existing twenty-foot-wide (20’) sewer easement situated on the Property (the “Easement”) for the purpose of constructing and installing site improvements for and in connection with a proposed self-storage development project, as shown on the attached map (the “Map”).

The proposed work for the Project entails (i) removal of topsoil, installation of fill varying from 3 feet to 11 feet, (ii) installation of curbing and guardrail, (iii) installation of electrical, telecom and cable conduits, (iv) installation of new natural gas service, (v) installation of water services and sanitary sewer lateral, (vi) installation of new 18” HDPE drainage piping, and (vii) installation of new bituminous driveway and parking as shown on the accompanying map (collectively, the “Improvements”). The eight-inch (8”) PVC sanitary sewer and its appurtenances situated within the Easement (collectively, the “Sewer”) was built in 1985 and the Easement acquired by the MDC through Contract 85-55 known as “Berlin Turnpike North of Prospect St. #2, Newington-Wethersfield”.

MDC staff has concluded that the Improvements are minor and that there will be no detriment to the Sewer as a result, provided Owner enters into and executes an encroachment agreement with the MDC, whereby Owner complies with the following conditions and other conditions required hereby.

Owner has agreed to the following conditions in order to satisfy the District’s concerns for protection of the Sewer located within the Property and to maintain accessibility along the length of the MDC’s ROW:

1. Care must be taken during the performance of work for the Improvements or any maintenance, repair or replacement of the same not to disturb the Sewer. All heavy construction equipment and materials must be located outside of the limits of the ROW when not in use. Any earth moving equipment that will be utilized on the ROW over and adjacent to the Sewer shall be reviewed and approved by District staff prior to mobilization to the site. Any damage to the Sewer caused by any construction, maintenance, repair, replacement or associated activities by or on behalf of Owner within the ROW shall be the responsibility of the Owner.
2. No additional permanent improvements, other than the proposed Improvements, shall be located within the ROW.
3. The District reserves the right to remove Improvements within the ROW at any time if so required for maintenance, repair or replacement of the Sewer. Owner shall bear



any additional maintenance, repair or replacement costs necessitated by the presence of Improvements within the ROW, including any such costs incurred by the District.

4. In the event of a sewer emergency caused by the proposed excavation described above, the Owner shall provide, install, operate and remove, at the Owner's expense, an appropriately sized bypass pump and appurtenances.
5. An MDC or MDC hired-consultant inspector must be on the job site whenever work is being performed within the ROW, and Owner shall be responsible for the cost and expense of such inspector. Any construction of the Improvements as well as any subsequent construction, maintenance, repair or replacement of the Improvements shall conform to District standards and 48-hours advance notice must be given to the District and a preconstruction meeting shall be held prior to commencing any such activities within the ROW, except in the case of an emergency, in which case notice must be provided to the District as soon as practicable. Such inspector shall have the unilateral right to halt performance of any such work in the event the integrity of the Sewer is in any way threatened as determined by such inspector in his or her sole and absolute discretion.
6. The Owner shall perform a CCTV inspection, witnessed by an MDC inspector, of the Sewer in the areas of the construction prior to and upon completion of backfilling and restoration of the excavated areas. The videos will be delivered to the District for the purposes of assessing the pre- and post-activity condition of the Sewer.
7. The Owner shall maintain the District's standard form of insurance as stipulated in the MDC's most current Guidance Manual for Developers' Permit Agreements, which insurance shall remain in force and effect during the performance of any work with in the ROW pursuant to the encroachment contemplated herein.

Staff has reviewed this request and considers it feasible, subject to the terms and conditions herein.

Accordingly, a formal written encroachment agreement shall be entered into and executed by the Owner and the District, which agreement shall include the above conditions and any other conditions set forth herein, and filed on the Town of Newington/Wethersfield Land Records.

At a meeting of the Bureau of Public Works held on June 26, 2024 it was:

**VOTED:** That the Bureau of Public Works 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, with the above conditions and subject to approval of form by District Counsel, granting permission to Owner to encroach upon the existing 20-foot sanitary sewer easement situated on the Property in order to: (i) perform the work for the Improvements in

connection with the Project as shown on the plan submitted by Solli Engineering entitled "Stack-N-Stor, 2176 & 2180 Berlin Turnpike, Newington/Wethersfield, CT, Utility Plan" Rev. #3 Date 01/25/24, Final Filing, Sheet #2.51, and (ii) maintain, repair and replace such Improvements, provided that: (a) the District shall not be held liable for any cost or damage of any kind from the present and in the following years as a result of any encroachment authorized hereby, (b) Owner shall reimburse MDC for any attorney fees and other costs incurred by MDC in enforcing the encroachment agreement, and (c) such agreement shall not be effective until fully executed by the District and Owner, and recorded on the Newington/Wethersfield Land Records. In the event that such full execution and recording does not occur within three (3) months of the date this resolution is passed by the District Board, then such resolution shall be null and void, and of no further force and effect.

Respectfully submitted,

A handwritten signature in black ink that reads "John Mirtle". The signature is written in a cursive style with a large initial "J" and "M".

John S. Mirtle  
District Clerk



January 25, 2024

Mr. Michael Curley, Manager of Technical Services  
The Metropolitan District  
Engineering & Planning  
555 Main Street  
P.O. Box 800  
Hartford, CT 06142-0800

**RE: Encroachment Permit Request  
2176 & 2180 Berlin Turnpike  
Newington/Wethersfield, Connecticut  
Solli Project Number: 22104401**

Dear Mr. Curley,

On behalf of the Applicant, Stack-N-Stor Wethersfield LLC, please except this request for an encroachment permit for the proposed self-storage facility located at 2176 & 2180 Berlin Turnpike in Newington/Wethersfield, CT. The project features the construction of an 84,920± SF self-storage facility, 5,000± SF of outdoor storage and associated site improvements, grading and drainage, utility work, landscaping, and lighting. The proposed project is located on approximately 11.40 acres of land east of the Berlin Turnpike and south of Lifeway Church. The portion of the project that will require an encroachment permit from The MDC is located at the northwestern corner of the site. The development is anticipated to begin construction in the spring of 2024.

Construction activities within the MDC Easement include:

- Clearing & grubbing
- Earth moving (excavation & fill)
- Installation of utility and stormwater system infrastructure
- Installation of bituminous concrete roadway and curbing

Detailed plans for all proposed construction within the MDC easement are enclosed with this letter. Please accept this letter as a formal request for a permanent encroachment permit. If you have any comments or questions, please provide them at your earliest convenience. We look forward to working with you on the application.

Respectfully,

**Solli Engineering, LLC**

A handwritten signature in black ink, appearing to read 'J. Montagno', is written over a faint, larger version of the signature.

Jason Montagno, P.E.  
Senior Project Engineer

501 Main Street, Suite 2A  
Monroe, CT 06468  
Office: (203) 880-5455

11 Vanderbilt Avenue, Suite 240  
Norwood, MA 02062  
Office: (781) 352-8491

[www.SolliEngineering.com](http://www.SolliEngineering.com)



**Enclosures:**

Sewer Encroachment Map  
Sanitary Profile  
Civil Design Plans

**CC:**

Cosmo Marfione, The BDC Group  
Shane Reynolds, The BDC Group  
Jack Esler, The BDC Group  
Jennifer Ottalagana, The Metropolitan District

X:\SE Files\Project Data\2022\22104401 - 2180 Berlin Turnpike - Weathersfield, CT\Office Data\Correspondence\2024-01-25 Encroachment Request Letter.docx

501 Main Street, Suite 2A  
Monroe, CT 06468  
Office: (203) 880-5455

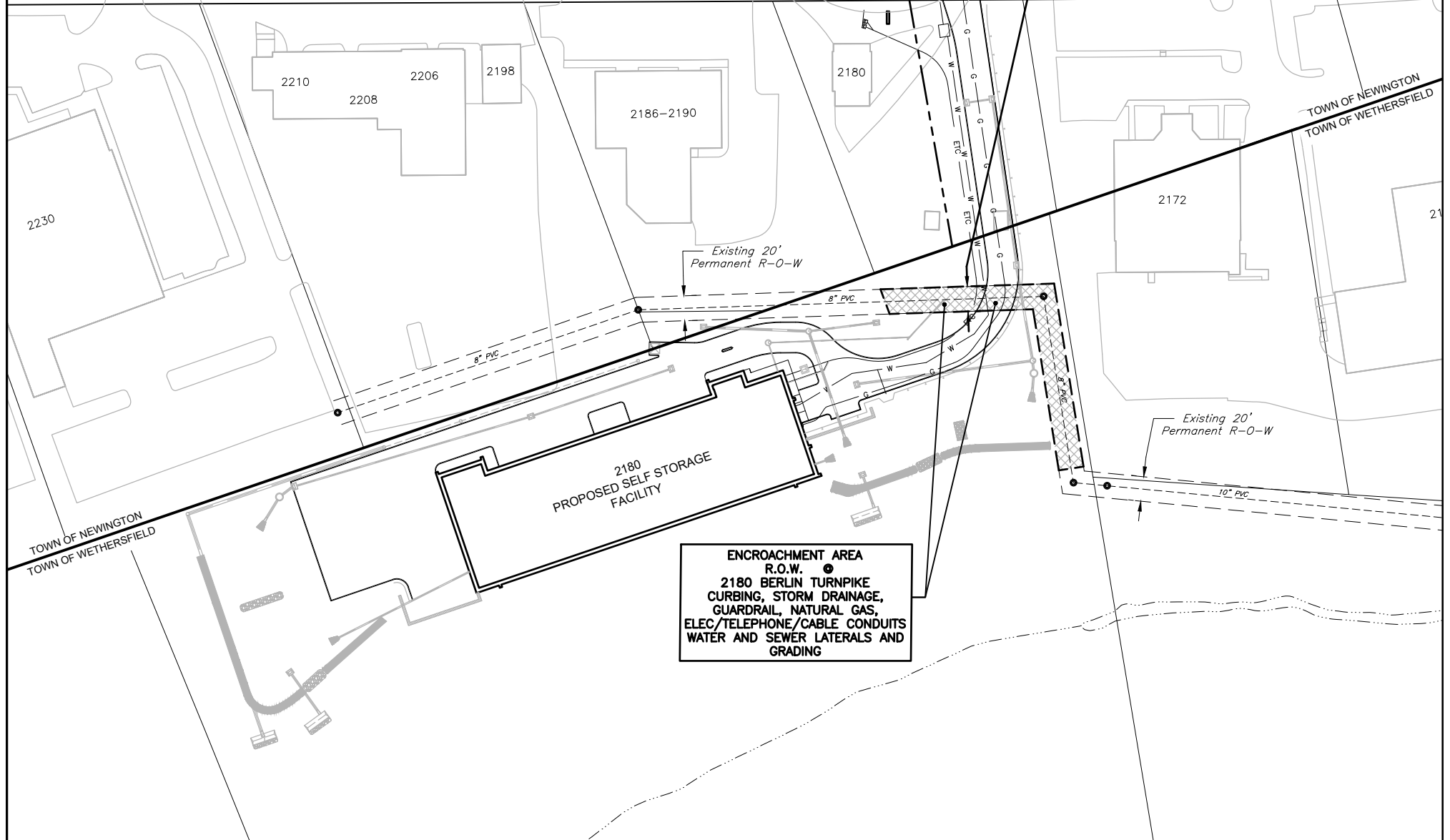
11 Vanderbilt Avenue, Suite 240  
Norwood, MA 02062  
Office: (781) 352-8491

[www.SolliEngineering.com](http://www.SolliEngineering.com)

BERLIN TURNPIKE (ROUTES 5 & 15)



20' SANITARY SEWER EASEMENT  
IN FAVOR OF  
THE METROPOLITAN DISTRICT



ENCROACHMENT AREA  
R.O.W. ●  
2180 BERLIN TURNPIKE  
CURBING, STORM DRAINAGE,  
GUARDRAIL, NATURAL GAS,  
ELEC/TELEPHONE/CABLE CONDUITS  
WATER AND SEWER LATERALS AND  
GRADING

2180 BERLIN TURNPIKE  
PROPOSED ENCROACHMENT

Fn:\Towns\Wethersfield\Sewer\BerlinTpke\2180BerlinTpke-Ecmt.dwg  
Lotest Revision: 6/18/24

TO ILLUSTRATE SANITARY SEWER  
EASEMENT ENCROACHMENT

NEWINGTON & WETHERSFIELD

**BOARD OF FINANCE**  
**RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF GENERAL**  
**OBLIGATION BONDS OF THE METROPOLITAN DISTRICT IN AN AMOUNT NOT TO**  
**EXCEED \$85,000,000**

To: District Board

July 1, 2024

From: Board of Finance

At a meeting of the Board of Finance held on June 24, 2024, it was:

**VOTED:** That the Board of Finance recommends to the District Board adoption of the following resolution:

**BE IT RESOLVED:**

SECTION 1. The Metropolitan District (the “**District**”) General Obligation Bonds (the “**Bonds**”) in an amount not to exceed \$85,000,000, are hereby authorized to be issued to: (a) fund Capital Improvement Projects (the “**Projects**”) and (b) pay certain costs of issuance for the Bonds. The Bonds are authorized to be issued to fund such portion of the authorized and unissued balances of the capital appropriations contained in certain bond resolutions adopted to finance capital budget items enacted by the District Board, and for such Projects as determined by the Chairman, or in his absence, the Vice Chairman, and the District Treasurer, or in his absence the Deputy Treasurer (the “**Authorized Officers**”). Proceeds of the Bonds shall be used to finance the expenditures for any of the purposes or Projects and for any supplemental purposes or projects the Board of Finance and the District Board may from the date hereof authorize to be financed by the issuance of bonds.

SECTION 2. The Bonds shall have maturity dates in accordance with the Connecticut General Statutes, as amended, and shall bear interest payable semiannually each year until maturity and be issued in fully registered form. The Bonds shall be payable at and certified by U.S. Bank Trust Company, National Association, which bank shall also serve as certifying, registrar, paying and transfer agent for the Bonds. The Bonds may be sold as a single issue or consolidated with any other authorized issues of bonds of the District. The Bonds shall be sold by the District Treasurer, or in his absence, the Deputy Treasurer, in one or more competitive offerings or negotiated offerings, in the discretion of the District Treasurer, or in his absence, the Deputy Treasurer. If sold in one or more competitive offerings, the Bonds shall be awarded to the bidder or bidders offering to purchase the Bonds at the lowest true interest cost to the District, and in no case for a sum less than par and accrued interest to the date of delivery, and the District Treasurer, or in his absence the Deputy Treasurer, is hereby authorized to determine the principal amount to be issued, the principal amount to mature in each year, the optional redemption date(s) and redemption premium(s), if any, and the rate or rates of interest on the Bonds, and deliver the Bonds to the purchaser(s) thereof in accordance with this resolution. If sold in one or more negotiated offerings, the Authorized Officers are authorized to negotiate, execute and deliver one or more bond purchase agreements for the Bonds setting forth all the terms and conditions of the sale in such form as they shall deem

necessary and appropriate, and deliver the Bonds to the purchaser(s) thereof in accordance with this resolution.

SECTION 3. The Authorized Officers are authorized to prepare and distribute a Preliminary Official Statement and a final Official Statement of the District for use in connection with the offering and sale of the Bonds and are further authorized to execute and deliver a Continuing Disclosure Agreement in connection with the issuance and sale of the Bonds on behalf of the District in such form as they shall deem necessary and appropriate.

SECTION 4. The Bonds shall be executed in the name and on behalf of the District by the manual or facsimile signatures of the Authorized Officers, bear the District seal or a facsimile thereof, and be approved as to their legality by Shipman & Goodwin LLP, Bond Counsel to the District. The Authorized Officers are authorized to execute and deliver a Tax Certificate and Tax Compliance Agreement on behalf of the District in such forms as they shall deem necessary and appropriate, and to rebate to the federal government such amounts as may be required pursuant to the Tax Certificate for the purpose of complying with the requirements of the Internal Revenue Code of 1986, as amended. The Authorized Officers are authorized to execute and deliver any and all agreements and documents necessary to effect the issuance and sale of the Bonds in accordance with the terms of this resolution. The Authorized Officers are authorized to execute and deliver on behalf of the District any documents or instruments necessary or desirable for the issuance of the Bonds.

SECTION 5. That the District hereby declares its official intent under Treasury Regulation Section 1.150-2 of the Internal Revenue Code of 1986, as amended, that project costs may be paid from temporary advances of available funds and that the District reasonably expects to reimburse any such advances from the proceeds of borrowings in an aggregate principal amount not in excess of the amount of borrowing authorized for the Projects.

Respectfully submitted,

A handwritten signature in black ink that reads "John Mirtle". The signature is written in a cursive, slightly slanted style.

John S. Mirtle  
District Clerk

**BOARD OF FINANCE  
RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF GENERAL  
OBLIGATION REFUNDING BONDS OF THE METROPOLITAN DISTRICT IN AN  
AMOUNT NOT TO EXCEED \$25,000,000**

To: District Board

July 1, 2024

From: Board of Finance

At a meeting of the Board of Finance held on June 24, 2024, it was:

**VOTED:** That the Board of Finance recommends to the District Board adoption of the following resolution:

**BE IT RESOLVED:**

SECTION 1. General Obligation Refunding Bonds of The Metropolitan District (the “**District**”) in a principal amount not exceeding \$25,000,000 (the “**Bonds**”) are hereby authorized to be issued, and the proceeds thereof appropriated, in such amount or in such lesser amount as shall be necessary to refund all or any portion of the District’s outstanding general obligation bonds, including, but not limited to, the District’s outstanding General Obligation Bonds, Series 2014A, dated and issued July 16, 2014 (the “**Refunded Bonds**”) as determined by the Chairman, or in his absence, the Vice Chairman, and the District Treasurer, or in his absence the Deputy Treasurer (the “**Authorized Officers**”). The Bond proceeds may be expended to fund the escrow account provided for in Section 3 hereof, to pay an underwriter’s discount on the Bonds and to pay all costs of issuance related to the Bonds.

SECTION 2. The Bonds shall have maturity dates in accordance with the Connecticut General Statutes, as amended, and shall bear interest payable semiannually each year until maturity and be issued in fully registered form. The Bonds shall be payable at and certified by U.S. Bank Trust Company, National Association, which bank shall also serve as registrar, certifying, paying, escrow and transfer agent for the Bonds. The Bonds may be sold as a single issue or consolidated with any other authorized issues of bonds of the District. The Bonds shall be sold by the District Treasurer, or in his absence, the Deputy Treasurer, in one or more competitive offerings or negotiated offerings, in the discretion of the District Treasurer, or in his absence, the Deputy Treasurer. If sold in one or more competitive offerings, the Bonds shall be awarded to the bidder or bidders offering to purchase the Bonds at the lowest true interest cost to the District, and in no case for a sum less than par and accrued interest to the date of delivery, and the District Treasurer, or in his absence the Deputy Treasurer, is hereby authorized to determine the principal amount to be issued, the principal amount to mature in each year, the optional redemption date(s) and redemption premium(s), if any, and the rate or rates of interest on the Bonds, and deliver the Bonds to the purchaser(s) thereof in accordance with this resolution. If sold in one or more negotiated offerings, the Authorized Officers are authorized to negotiate, execute and deliver one or more bond purchase agreements for the Bonds setting forth all the terms and conditions of the sale in such



form as they shall deem necessary and appropriate, and deliver the Bonds to the purchaser(s) thereof in accordance with this resolution.

SECTION 3. The net proceeds from the sale of the Bonds, after payment of underwriter's discount and other costs of issuance, may be deposited in an irrevocable escrow account and invested in a portfolio of non-callable direct obligations of, or obligations guaranteed by, the United States of America, including United States Treasury State and Local Government Series ("**SLGS**") securities, Federal National Mortgage Association ("**FNMA**") securities and any other securities permitted by Section 7-400 of the Connecticut General Statutes, all of which shall not be callable or prepayable at the option of the issuer thereof (the "**Government Obligations**") in an amount sufficient to pay at maturity, or to redeem at the redemption price prior to maturity, the Refunded Bonds. The District Treasurer, or in his absence, the Deputy Treasurer, are authorized to appoint a verification agent to verify the sufficiency of the Government Obligations and to execute and deliver any and all escrow and related agreements necessary to provide for the payment when due of the principal of and interest on and the redemption premium, if any, on the Refunded Bonds.

SECTION 4. The Authorized Officers are authorized to prepare and distribute a Preliminary Official Statement and a final Official Statement of the District for use in connection with the offering and sale of the Bonds and are further authorized to execute and deliver a Continuing Disclosure Agreement in connection with the issuance and sale of the Bonds on behalf of the District in such form as they shall deem necessary and appropriate.

SECTION 5. The Bonds shall be executed in the name and on behalf of the District by the manual or facsimile signatures of the Authorized Officers, bear the District seal or a facsimile thereof, and be approved as to their legality by Shipman & Goodwin LLP, Bond Counsel to the District. The Authorized Officers are authorized to execute and deliver a Tax Certificate and Tax Compliance Agreement on behalf of the District in such forms as they shall deem necessary and appropriate, and to rebate to the federal government such amounts as may be required pursuant to the Tax Certificate for the purpose of complying with the requirements of the Internal Revenue Code of 1986, as amended. The Authorized Officers are authorized to execute and deliver on behalf of the District any documents or instruments necessary or desirable for the issuance of the Bonds and the refunding of the Refunded Bonds.

SECTION 6. The Bonds, or any portion thereof, may bear interest which is includable in the gross income of holders thereof for Federal income tax purposes pursuant to the Internal Revenue Code of 1986, as amended, as the issuance of such taxable bonds is hereby determined to be in the public interest.

Respectfully submitted,



John S. Mirtle  
District Clerk

**BOARD OF FINANCE  
REALLOCATION OF PROCEEDS OF CERTAIN GENERAL OBLIGATION BONDS  
OF THE METROPOLITAN DISTRICT**

To: District Board

July 1, 2024

From: Board of Finance

Staff is seeking authority for the District to reallocate \$14,757,000 of proceeds originally secured from the below three debt issues:

1. A total of \$236,000 of the District's \$110,770,000 General Obligation Bonds, Issue of 2018, dated July 31, 2018 from the capital improvement projects set forth on Exhibit A-1 (attached hereto) to the capital improvement projects set forth on Exhibit A-1;
2. A total of \$12,849,000 of the District's \$130,810,000 General Obligation Bonds, Issue of 2021, Series A, dated August 31, 2021 from the capital improvement projects set forth on Exhibit A-2 (attached hereto) to the capital improvement projects set forth on Exhibit A-2; and
3. A total of \$1,672,000 of the District's \$75,730,000 General Obligation Bonds, Issue of 2023, dated August 10, 2023 from the capital improvement projects set forth on Exhibit A-3 (attached hereto) to the capital improvement projects set forth on Exhibit A-3.

At a meeting of the Board of Finance held on June 24, 2024, it was:

**Voted:** That the Board of Finance recommends to the District Board passage of the following resolution:

**BE IT RESOLVED:**

**RESOLUTION AUTHORIZING THE REALLOCATION OF PROCEEDS OF CERTAIN  
GENERAL OBLIGATION BONDS OF THE METROPOLITAN DISTRICT**

Proceeds from certain of the District's General Obligation Bonds are hereby reallocated as follows:

1. Proceeds from the District's \$110,770,000 General Obligation Bonds, Issue of 2018, dated July 31, 2018 from the capital improvement projects set forth on Exhibit A-1 (attached hereto) to the capital improvement projects set forth on Exhibit A-1;
2. Proceeds from the District's \$130,810,000 General Obligation Bonds, Issue of 2021, Series A, dated August 31, 2021 from the capital improvement projects set forth on Exhibit A-2 (attached hereto) to the capital improvement projects set forth on Exhibit A-2; and
3. Proceeds from the District's \$75,730,000 General Obligation Bonds, Issue of 2023, dated August 10, 2023 from the capital improvement projects set forth on Exhibit A-3 (attached hereto) to the capital improvement projects set forth on Exhibit A-3.

Respectfully submitted,

A handwritten signature in black ink that reads "John Mirtle". The signature is written in a cursive, flowing style.

John S. Mirtle  
District Clerk

**EXHIBIT A-1**

District's \$110,770,000 General Obligation Bonds, Issue of 2018,  
dated July 31, 2018

BOND	TYPE	FROM	DESCRIPTION	AMOUNT	TO	DESCRIPTION	AMOUNT
<b>I. Reallocated from the 2018 GO Bond Sewer</b>							
	Sewer	C-17008	2017 Hartford WPCF DAFT	(236,000)	C-15012	2015 Hartford WPCF DAFT 1 & 2 (SPB Solids)	236,000
			<b>Total 2018 GO Bond Reallocations</b>	<b>(236,000)</b>			<b>236,000</b>

**EXHIBIT A-2**

District's \$130,810,000 General Obligation Bonds, Issue of 2021, Series A,  
dated August 31, 2021

BOND	TYPE	FROM	DESCRIPTION	AMOUNT	TO	DESCRIPTION	AMOUNT
<b>II. Reallocated from the 2021 GO Bond Sewer</b>							
	Sewer	C-20038	2020 Water Pollution Control Facilities Infrastructure Rehabilitation, Upgrades and Replacements	(5,800,000)	C-24S01	2024 General Purpose Sewer	67,000
					C-99P23	2023 Paving Program & Restoration	182,000
					C-99P21	2021 Paving Program and Restoration	236,000
					C-20044	2020 General Purpose Sewer Program	2,036,000
					C-20012	2020 Hartford Large Diameter Sewer Rehabilitation - Phase I	2,058,000
					C-15012	2015 Hartford WPCF DAFT 1 & 2 (SPB Solids)	142,000
					C-12007	2012 Hartford WPC Solids Handling & Processing	1,071,000
					C-22012	2022 Easement Sewer Lining Program - Phase 1	8,000
	Sewer	C-20001	2020 Levee Protection System, East Hartford and Hartford	(1,488,000)	C-20005	2020 Water Pollution Control Facilities Infrastructure Rehabilitation, Upgrades and Replacements	1,963,000

	C-21001	2021 Northern Interceptor Sewer Rehabilitation/Replacement, East Hfd	(283,000)			
	C-15025	2015 Sewer Rehabilitation Program	(192,000)			
Sewer	C-21003	2021 Large Diameter Sewer Cleaning Program	(1,244,000)	C-21005	2021 Various Sewer Pipe Replacement/Rehabilitation Program	5,000
				C-14019	2014 Levee Protection System Improvements, East Hartford and Hartford	98,000
				C-15024	2015 Sanitary Sewer Easements Acquisitions & Improvements	141,000
				C-99P20	2020 Paving Program and Restoration	1,000,000
Sewer	C-20037	2020 Water Pollution Control Facilities Infrastructure Rehabilitation, Upgrades and Replacements	(1,102,000)	C-22012	2022 Easement Sewer Lining Program - Phase 1	2,977,000
	C-19014	2019 Oakwood Avenue Area Sewer Replacement - Phase I	(928,000)			
	C-21004	2021 Sanitary Sewer Repair and Rehabilitation Program	(624,000)			
	C-17007	2017 WPC SCADA Upgrades	(213,000)			
	C-17012	2017 Sewer System Gate Replacement - Collection System	(110,000)			
Sewer	C-18005	2018 WPC Infrastructure Rehabilitation, Upgrades & Replacements	(844,000)	C-99P18	2018 Paving Program & Restoration	56,000
				C-20046	2020 Sewer Rehabilitation Program	247,000
				C-10007	2010 WPC Electrical Systems Modernization Program	541,000
	C-11004	2011 WPC Renewal & Replacements	(21,000)	C-13008	2013 WPC Plant Infrastructure Renewal and Replacements	9,000
				C-99P24	2024 Paving Program & Restoration	12,000
		<b>Total 2021 GO Bond</b>	<b>(12,849,000)</b>			<b>12,849,000</b>

**EXHIBIT A-3**

District's \$75,730,000 General Obligation Bonds, Issue of 2023,  
dated August 10, 2023

<b>BOND</b>	<b>TYPE</b>	<b>FROM</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>TO</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
<b>III. Reallocated from the 2023 GO Bond Combined</b>							
	Combined	C1H05	2023 Technical Services Staffing	(829,000)	C1H03	2024 Engineering Services	1,544,000
		C1H03	2023 Engineering Services Staffing	(715,000)			
	Combined	C1H04	2023 Construction/Inspection Services Staffing	(128,000)	C1H04	2024 Construction Services	128,000
			<b>Total 2023 GO Bond Reallocations</b>	<b>(1,672,000)</b>			<b>1,672,000</b>
			<b>Grand Total Reallocations</b>	<b>(14,757,000)</b>			<b>14,757,000</b>

**BOARD OF FINANCE  
RESOLUTION AUTHORIZING THE ISSUANCE OF REVENUE BONDS FOR NEW  
MONEY FOR INTEGRATED PLAN PROJECTS**

To: District Board

July 1, 2024

From: Board of Finance

At a meeting of the Board of Finance held on June 24, 2024, it was:

**VOTED:** That the Board of Finance recommends to the District Board adoption of the following resolution:

**RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF NOT EXCEEDING  
\$40,000,000 REVENUE BONDS FOR INTEGRATED PLAN PROJECTS OF THE  
METROPOLITAN DISTRICT, THE EXECUTION AND DELIVERY OF A  
SUPPLEMENT TO THE SPECIAL OBLIGATION INDENTURE OF TRUST, AND  
RELATED AGREEMENTS**

**WHEREAS**, the Metropolitan District (the “**District**”) has entered into a consent decree of the United States District Court of the District of Connecticut, by and between the District, the United States Department of Justice, the U.S. Attorney’s Office, the United States Environmental Protection Agency and the State of Connecticut Attorney General (the “U.S. Consent Decree”), and a consent order and a general permit for nitrogen discharges, and existing municipal national pollutant discharge elimination system permits of the State of Connecticut Department of Energy and Environmental Protection, formerly the State of Connecticut Department of Environmental Protection (“**CDEP**”) entered into by and between the District and the Commissioner of the CDEP (the “**Connecticut Consent Order**” and together with the U.S. Consent Decree, the “**Governmental Orders**”), including, but not limited to the obligation to provide for (i) the rehabilitation and reconstruction of portions of the District’s sanitary sewer systems, (ii) the renovation of the combined sewer system, (iii) improvements to water pollution control facilities, (iv) development of a nitrogen removal program, (v) the separation of sewerage and storm water drainage collection systems, (vi) the construction of additional storage, conveyance and treatment facilities (herein referred to as the “**Project**”);

**WHEREAS**, the District has by ordinance adopted October 1, 2007 adopted Section S12x of its Ordinances Relating to Sewers, which provides for a Special Sewer Service Charge for customers of the District who utilize the District’s sewer system and are furnished water directly by the District (the “**Special Sewer Surcharge**”), which Special Sewer Surcharge shall be established annually through the District’s budget approval process, shall be uniformly applied to, and be proportional to the quantity of water used by, such customers, and shall be used exclusively for the payment of principal and interest on certain bonds issued or which may be issued and other loans, to finance all costs associated with any and all measures necessary to comply with the Governmental Orders, including the costs of the Project;

**WHEREAS**, Chapter 103 of the General Statutes, the Municipal Sewerage Act (the “**Municipal Act**”) provides for the issuance of bonds, notes and other obligations by a municipality, including the District, which may be secured as to both principal and interest by a pledge of revenues to be derived from sewerage system use charges, including the Special Sewer Surcharge;

**WHEREAS**, the District’s Charter, as amended by Special Act 90-27, and as it may be amended from time to time (the “**Charter**” and together with the Municipal Act, the “**Authorizing Acts**”), provides for the issuance of bonds, notes and other obligations by the District, and in connection therewith to enter into reimbursement agreements or similar agreements in connection with credit facilities, including, but not limited to, letters of credit or policies of bond insurance, remarketing agreements and agreements for the purpose of moderating interest rate fluctuations;

**WHEREAS**, the District proposes to issue special obligation bonds to be secured by a pledge of the Special Sewer Surcharge pursuant to the Authorizing Acts;

**WHEREAS**, special obligation bonds issued pursuant to the Municipal Act are not subject to the limit on indebtedness of the District provided for in the Charter;

**WHEREAS**, the District proposes to issue bonds pursuant to the Special Obligation Indenture of Trust dated as of June 1, 2013 (the “**Special Obligation Indenture**”) and a Fifth Supplemental Indenture thereto (the “**Fifth Supplemental Indenture**” and together with the Special Obligation Indenture, the “**Indenture**”) with U.S. Bank Trust Company, National Association, to finance the costs of the Project;

**WHEREAS**, the Indenture provides for the issuance of the Special Obligation Bonds (the “**Bonds**”) of the District, payable solely from the Special Sewer Surcharge, and other receipts, funds or moneys pledged under the Indenture, if any, and that such Bonds shall be special obligations of the District, payable solely from Pledged Revenues, and other receipts, funds or moneys pledged under the Indenture, and respective supplemental indentures thereto for each series of Bonds;

**WHEREAS**, the District proposes to issue up to \$40,000,000 of its revenue bonds (the “**2024 New Money Obligations**”) to fund costs of the Project;

**WHEREAS**, the District intends to prepare a preliminary official statement and final official statement for the purpose of presenting information in connection with the offering and sale of the 2024 New Money Obligations;

**WHEREAS**, the District proposes to issue and sell the 2024 New Money Obligations to an underwriter or underwriters pursuant to a bond purchase agreement (the “**Contract for Purchase**”), to be negotiated between the District and the underwriters;

**WHEREAS**, the 2024 New Money Obligations are expected to be issued on terms such that the interest thereon shall be excludable from gross income for federal income



tax purposes, and for the purpose of establishing such terms and giving assurance as to future compliance with the Internal Revenue Code of 1986, the District proposes to enter into a Tax Certificate and Tax Compliance Agreement;

**WHEREAS**, pursuant to Rule 15c2-12 promulgated by the U.S. Securities and Exchange Commission under the Securities Exchange Act of 1934, as amended, as part of the offering of the 2024 New Money Obligations the District proposes to enter into a Continuing Disclosure Agreement; and

**WHEREAS**, capitalized terms not defined herein shall have the meaning ascribed to such terms in the Indenture.

**NOW THEREFORE, BE IT RESOLVED**, by the District Board as follows:

**Section 1.** Not exceeding \$40,000,000 revenue bonds of the Metropolitan District, (the "**2024 New Money Obligations**") are hereby authorized to be issued to fund such portion of the authorized and unissued balances of the capital appropriations for the Project, plus the costs of issuing the 2024 New Money Obligations. The 2024 New Money Obligations shall be dated the date of their delivery, shall mature in annual installments of principal and bear interest semi-annually each year until maturity. The 2024 New Money Obligations shall be payable at and certified by U.S. Bank Trust Company, National Association, which bank shall also serve as registrar and transfer agent for the 2024 New Money Obligations. The Chairman, or in his absence, the Vice Chairman, and the District Treasurer, or in his absence the Deputy Treasurer (the "**Authorized Officers**") are authorized to execute and deliver one or more Tax Certificates and Tax Compliance Agreements for the 2024 New Money Obligations on behalf of the District in such form as they shall deem necessary and appropriate, and to rebate to the federal government such amounts as may be required pursuant to the Tax Certificate for the purpose of complying with the requirements of the Internal Revenue Code of 1986, as amended.

**Section 2.** The District Board determines it is advisable and in the best interest of the District to authorize, and does hereby authorize, the District to enter into the Fifth Supplemental Indenture to the Special Obligation Indenture and to effect the pledge of the Special Sewer Surcharge as provided for therein, such Fifth Supplemental Indenture to be in the form, or substantially the form, as has been or shall be distributed to the District Board, and authorizes the Authorized Officers to execute and deliver such Fifth Supplemental Indenture in such form, with such further changes and additions as they shall approve, such approval to be conclusively evidenced by the execution and delivery of such Fifth Supplemental Indenture by such Authorized Officers.

**Section 3.** The District Board also determines to deposit into the Rate Stabilization Fund established under the Indenture and subject to the pledge of the Indenture, all Special Sewer Surcharge revenues of the District which have not heretofore been used by the District to pay indebtedness of the District.

**Section 4.** The District Board authorizes the use of such preliminary official statement in connection with the public offering of the 2024 New Money Obligations as

the Authorized Officers shall deem advisable, and authorizes the Authorized Officers, in the name of the District, to deem the preliminary official statement and such supplements final when appropriate and execute a final official statement and such supplements, and any further amendment or supplement thereto, in connection with and after the sale of the 2024 New Money Obligations.

**Section 5.** The Authorized Officers are hereby authorized to determine the principal amount, maturities, rate or rates of interest, redemption terms, and the other particulars of the 2024 New Money Obligations, and to deliver the 2024 New Money Obligations to the purchaser thereof in accordance with this resolution. The Authorized Officers are authorized to negotiate, execute and deliver one or more Contracts of Purchase setting forth all the terms of sale of the 2024 New Money Obligations, including the underwriters' discount for such sale, in such form as they shall deem necessary and appropriate. The 2024 New Money Obligations shall be executed in the name and on behalf of the District by the manual or facsimile signatures of the Authorized Officers, bear the District seal or a facsimile thereof, and be approved as to their legality by Shipman & Goodwin LLP, Bond Counsel to the District. The Authorized Officers are authorized to execute and deliver a Tax Certificate and Tax Compliance Agreement for the 2024 New Money Obligations issued on a tax-exempt basis on behalf of the District in such form as they shall deem necessary and appropriate, and to rebate to the federal government such amounts as may be required pursuant to the Tax Certificate for the purpose of complying with the requirements of the Internal Revenue Code of 1986, as amended. The Authorized Officers are authorized to execute and deliver a Continuing Disclosure Agreement and any and all agreements and documents necessary to effect the issuance and sale of the 2024 New Money Obligations in accordance with the terms of this resolution. The Authorized Officers and other proper officers of the District are hereby authorized to do and perform such acts, and execute and deliver, in the name of the District, such additional instruments, agreements and certificates as they deem necessary or appropriate to carry into effect the intent of the foregoing resolutions, and as shall not be inconsistent with the foregoing resolutions.

**Section 6.** The District hereby determines and declares, for purposes of Section 7-263 of the Connecticut General Statutes, that the 2024 New Money Obligations are part of a single plan of finance for the purpose of financing the Project, and all prior general obligation bonds of the District (but not any bond anticipation notes issued in anticipation of the issuance of such general obligation bonds) issued for purposes of financing the Project.

**Section 7.** The District hereby expresses its official intent pursuant to §1.150-2 of the Federal Income Tax Regulations (the "**Regulations**"), to reimburse expenditures paid sixty days prior to and any time after the date of passage of this resolution, or otherwise as may be allowed under the Regulations, in the maximum amount and for the Project with the proceeds of the 2024 New Money Obligations authorized to be issued by the District. The 2024 New Money Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The District hereby certifies that the intention to reimburse as expressed herein is based

upon its reasonable expectations as of this date. The Authorized Officers are authorized to amend such expression of official intent to bind the District pursuant to such changes he deems necessary or advisable to maintain the continued exemption from federal income taxation of interest on the 2024 New Money Obligations.

**Section 8.** This resolution will take effect immediately.

Respectfully submitted,

A handwritten signature in black ink that reads "John Mirtle". The signature is written in a cursive, slightly slanted style.

John S. Mirtle  
District Clerk

**THE METROPOLITAN DISTRICT COMMISSION**

555 Main Street  
Hartford, Connecticut 06103  
Monday, June 3, 2024

**PRESENT:** Commissioners Andrew Adil, Kyle Anderson, John Avedisian, John Bazzano, William A. DiBella, David Drake, John Gale, Peter Gardow, Allen Hoffman, Jean Holloway, Gary Johnson, Diane Lewis, Jacqueline Mandyck, Pasquale J Salemi, David Steuber, Alvin Taylor, Calixto Torres, James Woulfe and District Chairman Donald Currey (19)

**REMOTE ATTENDANCE:** Commissioner Dimple Desai, Joan Gentile, Christian Hoheb, Mary LaChance, Dominic Pane and Bhupen Patel (6)

**ABSENT:** Commissioners Clifford Avery Buell, Richard Bush, Esther Clarke, James Healy, Byron Lester, Maureen Magnan, Michael Maniscalco, and New Britain Special Representative Michael Carrier (8)

**ALSO PRESENT:** Citizen Member Awet Tsegai  
Scott W. Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Kelly Shane, Chief Administrative Officer  
Susan Negrelli, Director of Engineering  
Robert Barron, Chief Financial Officer  
Tom Tyler, Director of Facilities  
David Rutty, Director of Operations  
Michael Curley, Manager of Technical Services (Remote Attendance)  
Jason Waterbury, Assistant Manager of Engineering  
Nick Salemi, Communications Administrator  
Carrie Blardo, Assistant to the Chief Executive Officer  
Julie Price, Executive Assistant  
Victoria Escoriza, Executive Assistant  
Dylan Pecego, IT Consultant (Remote Attendance)

**CALL TO ORDER**

The meeting was called to order by District Chairman Currey at 5:30 PM

***Commissioner Gale entered the meeting at 5:31 PM***

**APPROVAL OF MINUTES**

***On motion by Commissioner Adil and duly seconded, the meeting minutes of May 6, 2024 and May 9, 2024 were approved unanimously.***

***Commissioner Gentile entered the meeting remotely at 5:33 PM***

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

Alma Elder of Third Act congratulated the MDC on their recent opening of the Barbour Street Outreach Office.

**REPORT FROM DISTRICT CHAIRMAN**

No report was provided

**REPORT FROM CHIEF EXECUTIVE OFFICER**

Chief Executive Officer, Scott Jellison, stated that the Barbour Street outreach office has opened and a ribbon cutting held on May 15<sup>th</sup>. He also stated that bids were recently received for electricity rates. New rates for electricity and natural gas were locked in for 3 years. Scott Jellison stated on May 8<sup>th</sup> he and the CEO's of Regional Water, Aquarion Water and CT Water met with the DPH Commissioner in a positive meeting to discuss interconnections, the lead and copper rule, and PFAS. An emergency interconnection request was received from Town of Cromwell and the Town of Manchester requested an interconnection due to PFAS in some of its wells.

Mr. Jellison stated that there have been great movement in recent developments including apartments at 65 Elm and the Bushnell South Project. He also provided an update on an interim agreement between MDC and US Army Corps of Engineers about releases from Colebrook Dam, that will allow for the Commissioner of DEEP to request water releases.

**REPORT FROM DISTRICT COUNSEL**

District Counsel, Christopher Stone, provided an update on the temporary resolution regarding Colebrook water releases and an amendment to the federal WRDA bill to address the Colebrook Issue. He also stated there is a hearing this Friday before the State Claims Commissioner regarding the Hartford landfill discharge.

**BOARD OF FINANCE  
 APPROPRIATION OF \$2,600,000 FOR 2024 ASSESSABLE SEWER PROGRAM  
 AUTHORIZATION FOR ISSUANCE OF BONDS OR NOTES NOT TO EXCEED  
 \$2,600,000**

To: District Board

June 3, 2024

From: Board of Finance

Program – Assessable Sewer Program – Arrowhead/Flatiron Development

<u>Amount</u>	<u>Project #</u>	<u>Fund</u>
\$2,600,000		3110

Description

Installation of storm sewers resulting from property owner requests for public storm sewer service within the District's combined sewer service area in the vicinity of the Arrowhead and Flatiron developments in Hartford. This project includes design, construction and project administration. District forces may be utilized for this program. District costs may include salary, benefits and overhead.

Purpose

To provide public storm sewer service to property owners within the District's service area in the vicinity of the Arrowhead and Flatiron developments in Hartford by extending local storm sewers.

Future Appropriations

Additional appropriation requests for similar requests may be anticipated over the next four years.

Bond Language

Project is appropriated for installation of storm sewers resulting from property owner requests for public storm sewer service within the District's combined sewer service area in the vicinity of the Arrowhead and Flatiron developments in Hartford. This project includes design, construction, project administration, legal, administrative and other financing costs related thereto. District forces may be utilized for this program. District costs may include salary, benefits and overhead.

Funding Sources

Assessable Sewer Fund will be used to fund the project. Bonds or notes of the District are authorized to be issued in accordance with applicable General

Statutes of Connecticut. This project may also be eligible for CT DEEP CWF Financing.

Bond Counsel prepared the following resolution.

At a meeting of the Board of Finance held on May 20, 2024, it was:

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

RESOLUTION APPROPRIATING \$2,600,000 FOR THE INSTALLATION OF STORM SEWERS FOR PUBLIC STORM SEWER SERVICE WITHIN THE DISTRICT'S COMBINED SEWER SERVICE AREA IN THE VICINITY OF THE ARROWHEAD AND FLATIRON DEVELOPMENTS IN HARTFORD AND AUTHORIZING THE ISSUANCE OF \$2,600,000 OF BONDS OR NOTES OF THE DISTRICT TO MEET SAID APPROPRIATION

RESOLVED:

Section 1. The sum of \$2,600,000 is hereby appropriated for design, construction and inspection costs, engineering and professional fees, materials, equipment, project administration, legal fees, administrative and financing costs, interest expense on temporary borrowings, and other costs related to the installation of storm sewers for public storm sewer service within the District's combined sewer service area in the vicinity of the Arrowhead and Flatiron developments in Hartford (collectively, the "Project"). District resources may be utilized for the Project. The District costs may include salary, benefits and overhead. The District's Assessable Sewer Fund may be utilized as the funding source for the Project and for the payment of debt service on bonds or notes issued to pay for the Project.

Section 2. To meet said appropriation \$2,600,000 of bonds of the District are authorized to be issued in one or more series in accordance with applicable General Statutes of Connecticut, Revision of 1958, as amended to date and as amended from time to time in the future, public acts of the Connecticut General Assembly, as amended to date and as amended from time to time in the future, and special acts of the Connecticut General Assembly, as amended to date and as amended from time to time in the future (together, "Connecticut laws"), and the District's Charter. The form, date, maturities and other details of such authorized but unissued bonds shall be hereafter determined by the District Board acting in accordance with the District's Charter. Said bonds shall be issued in fully registered form, be executed in the name and on behalf of the District by the manual or facsimile signatures of the Chairman or Vice Chairman and the Treasurer or the Deputy Treasurer, and bear the District seal or a facsimile thereof. The bonds may be

secured by the full faith and credit of the District and/or by special revenues of the District pledged thereto by the District Board, in accordance with Connecticut laws and the District's Charter. Each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with and that such bond is within every debt and other limit prescribed by law. The aggregate principal amount of the bonds to be issued, the form of issuance as serial, term or discount bonds, the dated date, final maturity, annual installments of principal, whether interest on the bonds will be fixed or variable, the rate or rates of interest, or method of determining interest rates thereon, whether such interest shall be excluded or included in gross income for federal income tax purposes, denominations, terms of redemption, if any, the date, time of issue and sale and all other terms, details and particulars of such bonds shall be determined by the District Board, in accordance with Connecticut laws and the District's Charter, following the recommendation of the Board of Finance. It is hereby found and determined that the issuance of any such bonds the interest on which is included in gross income for federal income tax purposes is in the public interest. The bonds may be sold by competitive bid or negotiated sale, as determined by the District Board. If sold by negotiated sale, the Chairman or Vice Chairman and Treasurer or Deputy Treasurer are hereby authorized, on behalf of the District, to enter into a bond purchase agreement for the sale of the bonds.

Section 3. The Treasurer and the Deputy Treasurer are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds, notes or certificates of indebtedness evidencing such borrowings may be sold by competitive bid or negotiated sale, as determined by the Treasurer or Deputy Treasurer, in such manner as shall be determined by said officers. Said notes or certificates of indebtedness shall be issued in fully registered form, be executed in the name and on behalf of the District by the manual or facsimile signatures of the Chairman or Vice Chairman and the Treasurer or Deputy Treasurer, and bear the District seal or a facsimile thereof. The notes or certificates of indebtedness may be secured by the full faith and credit of the District and/ or by special revenues of the District pledged thereto by the District Board, in accordance with Connecticut laws and the District's Charter. Each of the notes shall recite that every requirement of law relating to its issue has been duly complied with and that such note is within every debt and other limit prescribed by law. The net interest cost on such notes or certificates of indebtedness, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the Project. Upon the sale of the bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on such notes or certificates of indebtedness then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 4. The Chairman or the Vice Chairman and the Treasurer or the Deputy Treasurer are authorized in the name and on behalf of the District to apply for and accept or reject any and all federal and state loans and/or grants-in-aid for the Project and are further authorized to expend said funds in accordance with the terms thereof



and to execute and deliver to the State of Connecticut one or more project loan and project grant agreements ("Project Loan and Grant Agreements") under the State's Clean Water Fund Program (as defined below). To meet any portion of the costs of the Project determined by the State of Connecticut Department of Energy and Environmental Protection to be eligible for funding under Section 22a-478 et seq. of the General Statutes of Connecticut, Revision of 1958, as amended (the "Clean Water Fund Program"), the District may issue bonds, notes or certificates of indebtedness authorized hereby in the form of interim funding obligations in anticipation of project loan obligations and project loan obligations ("Clean Water Fund Obligations") as the District Board shall determine, in accordance with Connecticut laws and the District's Charter, following the recommendation of the Board of Finance. Clean Water Fund Obligations, Project Loan and Grant Agreements and any other instruments, agreements or certificates under the Clean Water Fund Program shall be executed in the name and on behalf of the District by the manual or facsimile signatures of the Chairman or the Vice Chairman and the Treasurer or Deputy Treasurer, and bear the District seal or a facsimile thereof. The aggregate principal amount of the Clean Water Fund Obligations to be issued, the dated date, final maturity, rate or rates of interest, the date, time of issue and sale and all other terms, details and particulars of such Clean Water Fund Obligations, subject to the provisions of the Clean Water Fund Program, shall be determined by the District Board, following the recommendation of the Board of Finance. Clean Water Fund Obligations may be secured by the full faith and credit of the District and/or by special revenues of the District pledged therefore by the District Board in accordance with Connecticut laws and the District's Charter. Each of the Clean Water Fund Obligations shall recite that every requirement of law relating to its issue has been duly complied with and that such obligation is within every debt and other limit prescribed by law.

Section 5. The Chairman or the Vice Chairman and the Treasurer or the Deputy Treasurer are authorized in the name and on behalf of the District to apply for and accept or reject any and all federal and state loans and/or subsidies for the Project and are further authorized to expend said funds in accordance with the terms thereof and to execute and deliver to the State of Connecticut one or more project loan and subsidy agreements ("Project Loan and Subsidy Agreements") under the State's Drinking Water Program (as defined below). To meet any portion of the costs of the Project determined by the State of Connecticut Department of Public Health to be eligible for funding under Section 22a-475 et seq. of the General Statutes of Connecticut, Revision of 1958, as amended (the "Drinking Water Program"), the District may issue bonds, notes or certificates of indebtedness authorized hereby in the form of interim funding obligations in anticipation of project loan obligations and project loan obligations ("Drinking Water Obligations") as the District Board shall determine, in accordance with Connecticut laws and the District's Charter, following the recommendation of the Board of Finance. Drinking Water Obligations, Project Loan and Subsidy Agreements and any other instruments, agreements or certificates under the Drinking Water Program shall be executed in the name and on behalf of the District by the manual or facsimile signatures of the Chairman or the Vice Chairman and the Treasurer or Deputy

Treasurer, and bear the District seal or a facsimile thereof. The aggregate principal amount of the Drinking Water Obligations to be issued, the dated date, final maturity, rate or rates of interest, the date, time of issue and sale and all other terms, details and particulars of such Drinking Water Obligations, subject to the provisions of the Drinking Water Program, shall be determined by the District Board, following the recommendation of the Board of Finance. Drinking Water Obligations may be secured by the full faith and credit of the District and/or by special revenues of the District pledged therefore by the District Board in accordance with Connecticut laws and the District's Charter. Each of the Drinking Water Obligations shall recite that every requirement of law relating to its issue has been duly complied with and that such obligation is within every debt and other limit prescribed by law.

Section 6. In connection with the issuance of the bonds, notes or certificates of indebtedness authorized hereunder, including Clean Water Fund Obligations and Drinking Water Obligations (collectively, the "Authorized Obligations"), the District Board is hereby authorized to approve the terms and conditions of, including necessary covenants, limitations and restrictions on the District necessary to obtain, standby bond purchase agreements, letters of credit, lines of credit, financial guaranty insurance policies, guarantees of the District or third parties, surety agreements, or any similar agreements ("Credit Facilities") with one or more financial institutions providing Credit Facilities ("Credit Facility Providers") to provide for additional security for and the purchase upon tender of the Authorized Obligations, if any, under circumstances set forth in the Indentures (defined herein). Credit Facilities shall be executed in the name and on behalf of the District by the manual or facsimile signatures of the Chairman or Vice Chairman and the Treasurer or Deputy Treasurer.

Section 7. In connection with the issuance of the Authorized Obligations, the District Board is hereby authorized to approve the terms and conditions of indentures of trust or other instruments of trust ("Indentures") with commercial banks or national banking associations with trust powers or trust companies to be appointed by the Chairman or Vice Chairman and the Treasurer or Deputy Treasurer ("Trustees"), which provide for, among other things, the rate of rates of interest, or method of determining interest rates thereon, procedures for conducting auctions in an auction rate mode, the denominations, the tender rights of holders, if any, the rights of redemption and redemption prices, the payment of certain fees, the imposition of certain covenants, limitations and restrictions on the District necessary to issue the variable rate bonds, and the execution of various other instruments. Indentures shall be executed in the name and on behalf of the District by the manual or facsimile signatures of the Chairman or Vice Chairman and the Treasurer or Deputy Treasurer.

Section 8. In connection with the issuance of the Authorized Obligations bearing interest at variable interest rates, the District Board is hereby authorized to approve the terms and conditions of, including necessary covenants, limitations and restrictions on the District necessary to enter into, remarketing agreements, broker-dealer agreements, auction agency agreements and other agreements (the "Reoffering Agreements") with remarketing agents, investment banking firms or other financial

institutions to be appointed by the Chairman or Vice Chairman and the Treasurer or Deputy Treasurer (“Reoffering Agents”), which provide for, among other things, the terms and conditions for reoffering the Authorized Obligations bearing interest at variable interest rates, the Reoffering Agents’ compensation and the disclosure of the District’s financial condition. Reoffering Agreements shall be executed in the name and on behalf of the District by the manual or facsimile signatures of the Chairman or Vice Chairman and the Treasurer or Deputy Treasurer.

Section 9. In connection with the issuance of the Authorized Obligations, if permitted by Connecticut laws and the District’s Charter, the District Board is hereby authorized to approve the terms and conditions of, including necessary covenants, limitations and restrictions on the District necessary to obtain an interest rate swap agreement, together with applicable annexes, schedules and confirmations thereto, contracts to manage interest rate risk, including interest rate caps, options, puts, calls or similar arrangements, or such other agreements permitted by Connecticut laws and the District’s Charter (“Swap Agreements”), with one or more counterparties to be selected by the Chairman or Vice Chairman and Treasurer or Deputy Treasurer, as Swap Provider (the “Swap Providers”), which provides for, among other things, the effective date or dates of the Swap Agreements, the rate of interest to be paid by the District to the Swap Providers on the principal amount of the bonds (which may be a fixed rate or a variable rate based on an index determined by the Chairman or Vice Chairman and Treasurer or Deputy Treasurer), the rate of interest to be received by the District from the Swap Providers (which may be a fixed rate or a variable rate based on an index determined by the Chairman or Vice Chairman and Treasurer or Deputy Treasurer), the payment of certain fees, the imposition of certain covenants, limitations and restrictions on the District and the execution of various other instruments. Swap Agreements shall be executed in the name and on behalf of the District by the manual or facsimile signatures of the Chairman or Vice Chairman and the Treasurer or Deputy Treasurer. To the extent provided by Connecticut laws, the full faith and credit of the District may be pledged to any and all payments to be made by the District with respect to the Swap Agreements, including, any termination or netting payments to be made by the District.

Section 10. The Chairman or Vice Chairman and Treasurer or Deputy Treasurer are hereby authorized, on behalf of the District, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the “MSRB”) or any other information depository, and to provide notices to the MSRB or such depository of material events as enumerated in the Securities and Exchange Commission Securities Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds, notes and certificates of indebtedness authorized by this Resolution. Any agreements or representations to provide information to the MSRB made prior hereto are hereby confirmed, ratified and approved.

Section 11. The District hereby expresses its official intent pursuant to Treasury Regulations Section 1.150-2 to reimburse expenditures of not more than \$2,600,000 paid up to sixty (60) days prior to the date of passage of this Resolution

in connection with the Project with the proceeds of the Authorized Obligations. Said obligations shall be issued to reimburse such expenditures not later than eighteen (18) months after the later of the date of the expenditure or such later date the Regulations may authorize. The District hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Chairman or Vice Chairman and the Treasurer or Deputy Treasurer are each individually authorized to pay Project expenses in accordance herewith pending the issuance of the Authorized Obligations. This Section is included herein solely for purposes of compliance with Treasury Regulations Section 1.150-2 and may not be used or relied on for any other purpose.

Section 12. In connection with the issuance of the Authorized Obligations, the District Board is hereby authorized to, and if any such action shall heretofore have been taken, such action is hereby ratified and confirmed, (a) publish such notices, hold such hearings, make such representations and agreements, and take such other actions as shall be necessary to enable bond counsel to render its opinions as to the validity of the said obligations and the exclusion of the interest thereon, if applicable, from gross income for federal income tax purposes, (b) make, execute and deliver all such additional and supplemental documents, including, but not limited to any tax compliance agreements, tax certificates, tax forms, investment agreements or assignments, and (c) do and perform such acts and take such actions as may be necessary or required for the consummation of the transactions provided for and contemplated by this Resolution.

Section 13. The District Board finds this Project a single item of capital expense not regularly recurring.

Respectfully submitted,



John S. Mirtle  
District Clerk

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

***Without objection, Commissioner Taylor made a motion to  
consider agenda items #10A "Assistant Manager of Budgeting &  
Analysis", 10B "Manager of Treasury" and 10C "Controller"  
together.***

**PERSONNEL PENSION AND INSURANCE COMMITTEE  
AMENDMENT OF JOB SPECIFICATIONS  
ASSISTANT MANAGER OF BUDGETING AND ANALYSIS (E&E)**

To: District Board

June 3, 2024

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Job Specification and Job Classification System be amended to change the current Manager of Budgeting and Analysis (currently EE-18) to Assistant Manager Budgeting and Analysis (proposed EE-18). A copy of the revised specification is attached.

The Assistant Manager of Budgeting and Analysis role would be labor grade EE18 pay range from (range of \$ 136,259.35 to \$177,137.18). The current Manager of Budgeting and Analysis would be eliminated.

**Code:**  
Employee Group: E&E  
FLSA Status: Exempt  
Labor Grade: **EE-18**

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE:** ASSISTANT MANAGER OF BUDGETING & ANALYSIS

**JOB SUMMARY**

The purpose of this classification is to assist the Controller in the management of and responsibility for the budgeting and analysis functions for the District. This position will to-perform professional level work managing the day-to-day operations acting as the head-of the budgeting and analysis function for the organization/division. This position is responsible for the development, implementation and management of the District's financial planning and annual operating (OPEX) and Capital Improvement Planning (CIP) budgeting processes. These plans and budgets include revenue, expenses (O&M) and capital, as well as the development determination of billing and tax rates and user fees needed to satisfy annual revenue requirements. This position is responsible for the budgeting process, as well as the on-going presents the budget to management, monitors monitoring and forecasts forecasting of funds, benchmarks benchmarking performance measures and costs of business against other like organizations, and works in conjunction with internal stakeholders on capital planning and bonding requirements. Treasury on the bonding process.

**ESSENTIAL FUNCTIONS**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Oversees-Manages the development of the District's Annual-annual Operating-operating and Capital-capital Budgets-budgets and rates. Works with the Controller to develop budget to actual variance reports and forecasts for management and the Board of Commissioners. Reports, tracks, and monitors key budgetary performance metrics. Monitors budget to actual variations and initiates the authorization to move budgeted funds among cost centers or budget line items.

- Develops, implements and manages the District's planning and forecasting model. Works closely with budgeting staff and all levels of senior management to ensure District financial plans and budgets achieve financial and operational objectives as outlined in the District's Strategic Plan.
- Provides direction to cost center managers and others regarding the timing, content, and objectives of the District's annual budget and forecasting process throughout the fiscal year.
- Works with the Manager of Treasury to maintain a comprehensive cash flow model for the District.
- Supports the District's other finance functions as well as all other District departments with statistical data and projections as required.
- Assists the Controller in managing any SAP financial system upgrades for the Department. Collaborates with Finance and other department staff on proposed SAP system enhancements or other District Business Enablement Team (BET) projects that have a direct impact on Budgeting and Analysis ~~division~~ functions and/or controls.
- Develops the Budget and Analysis division budget for review.
- Supervises, directs, mentors, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Develops, tracks and communicates objectives and goals for Budget function personnel on an annual basis and manages the annual employee performance appraisal process. Provides timely feedback to all assigned direct reports regarding performance against objectives and goals on a quarterly basis.

Performs other duties as assigned.

## SUPERVISION RECEIVED

Works under the general direction of the Director of Finance/Controller.

## MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, ~~or~~ finance, data analytics, or related business with a minimum of ~~ten-five (10)5~~ years of progressively responsible experience, including ~~three-two (32)~~ years of supervisory and/or managerial experience in accounting, finance, or auditing-data analytics functions for an organization with demonstrated financial modeling and budgeting experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this classification. ~~Practical experience is not an acceptable substitute for degree requirement.~~

## SPECIAL REQUIREMENTS

Municipal or public utility budgeting experience preferred

Master's Degree in Business Administration, Certified Public Accountant (CPA), Certified Management Accountant (CMA), Chartered Financial Analyst (CFA) or Certified Finance Public Officer (CPFO) CPA, CMA or CFA preferred. CPA, CMA, CFA or CPFO preferred.

Driver's License Required.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

**Human Interaction:** Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; and may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

## ADA COMPLIANCE

**Physical Ability:** Tasks involve the ability to exert very light physical effort in sedentary to light work, involving some reaching, handling, fingering and/or feeling of objects and materials.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual and/or auditory cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

At a meeting of the Personnel, Pension and Insurance Committee held on May 20, 2024, it was:

VOTED: That the Personnel, Pension and Insurance Committee recommend to the District Board passage of the following resolution:

RESOLVED: That the job specification for Assistant Manager of Budgeting and Analysis attached hereto be adopted.

Respectfully Submitted,



John S. Mirtle  
District Clerk

**PERSONNEL PENSION AND INSURANCE COMMITTEE  
AMENDMENT OF JOB SPECIFICATIONS  
MANAGER OF TREASURY (E&E)**

To: District Board

June 3, 2024

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Job Specification and Job Classification System be amended to update Manager of Treasury (currently EE-18) to EE-20. A copy of the proposed specification is attached.

The updated Manager of Treasury role would change the pay range from EE18 (range of \$136,259.35 to \$177,137.18) to EE20 (\$144,112.78 to \$201,757.92).

**Code:**  
Employee Group: E&E  
FLSA Exempt: Exempt  
Labor Grade: EE-20

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE:           MANAGER OF TREASURY**



## JOB SUMMARY

The purpose of this classification is to manage revenue, bonding, and all cash of the District, perform professional tasks at the managerial level to develop, plan, and oversee the daily activities of the Treasury Departmentfunction, including cash and liquidity management and overall financial risk management. This position performs-is responsible for all professional work in-of management and staff under its direction managing direct cash investments, bonding, accounts receivable collections and miscellaneous billings, claims, insurance risk, 457b-plan and pension and OPEB asset allocations, OPEB and investment management, daily cash flow, employee benefit accounting, and financial accounting for Federal and or State of Connecticut grant programs, including but not limited to, CT Department of Public Health (CT DPH) and CT Department of Energy and Environmental Protection (DEEP)planning for Clean Water Projects.

## ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Plans and directs the Finance Department's Treasury divisionfunction, including its objectives, policies, procedures, and operations.  
-and operations.
- Directs and manages theOversees and supervises\_ cash and liquidity managementfunctions for the District, including \_Overseeing the management of the District's banking, Accounts accounts Receivable receivables including collections, and miscellaneous billings efforts.
- Directs and manages the debt management function for the District, including identifying appropriate level of debt to fund projects, overseeing cash flow forecasting, identifying and structuring debt arrangements, and overseeing proper debt accounting.
- Directs and manages the debt management function for the District, including identifying appropriate level of debt to fund projects, overseeing cash flow forecasting, identifying and structuring debt arrangements, and overseeing proper debt accounting.
- Assists inDirects and manages \_controllingcontrolling risk management activities including monitoring insurance coverage and managing insurance claims.
- Maintains supporting documentation and provides funding for the administration of employee benefits, including payments to third party administrators of pension, OPEB and workers compensation programs.
- Analyzes finance information on activity effectiveness and efficiency, determines operating policies and approves operating procedures. Prepares orReviews and \_approves reports for submission to executive management.
- Reviews and either recommends or declines proposed SAP system enhancements or other District Business Enablement Team (BET) projects that have a direct impact on Treasury division functions.
- DD develops, coordinates and reviews the Treasury functiondivision budget with the appropriate division staff.

- ~~Manages the creation of~~ ~~Creates annual~~ comprehensive investor relations strategies and presentations ~~as required.~~
- Supervises, directs, mentors, and evaluates assigned assistant managers and/or staff of the Treasury ~~division~~~~function~~, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- ~~May perform other duties as assigned.~~

## SUPERVISION RECEIVED

Works under the general ~~supervision~~~~direction~~ of the Director of Finance/~~Chief Financial Officer~~.

## MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, finance or business administration with a minimum of ten (10) years of ~~progressively responsible~~ experience in accounting, financial management, or related area including ~~three-five~~ (35) years of supervisory and/or managerial experience; ~~or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this classification~~~~practical experience is not an acceptable substitute for degree requirement.~~

## SPECIAL REQUIREMENTS

~~Must be a Certified Finance Professional.~~

Master's Degree in Business Administration, ~~Certified Public Accountant (CPA), Certified Management Accountant (CMA), or Chartered Financial Analyst (CFA) or Certified Finance Public Officer (CPFO)~~ preferred.

~~Driver's License Required~~

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

**Human Interaction:** Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; and may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

## ADA COMPLIANCE

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual and/or auditory cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

At a meeting of the Personnel, Pension and Insurance Committee held on May 20, 2024, it was:

VOTED: That the Personnel, Pension and Insurance Committee recommend to the District Board passage of the following resolution:

RESOLVED: That the job specification for Manager of Treasury attached hereto be adopted.

Respectfully Submitted,



John S. Mirtle  
District Clerk

### PERSONNEL PENSION AND INSURANCE COMMITTEE AMENDMENT OF JOB SPECIFICATIONS CONTROLLER (E&E)

To: District Board

June 3, 2024

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Job Specification and Job Classification System be amended to update the Controller (currently EE-18) to EE-20. A copy of the proposed specification is attached.

The updated Controller role would change the pay range from EE18 (range of \$ 136,259.35 to \$177,137.18) to EE20 (\$144,112.78 to \$201,757.92).

**Code:****Employee Group: E&E****FLSA Status: Exempt****Labor Grade: EE-20**

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: CONTROLLER**

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### JOB SUMMARY

The purpose of this classification is to manage both the financial control and budgeting functions for the District. This position will perform professional level work overseeing the management of and responsibility for Financial Controls functions including: budgeting and analysis, capital improvement planning, District ledger accounting, accounts payable, procurement, payroll, financial reporting and analysis, cost accounting, grant management, strategic financial planning and continuous process improvements, and annual audit submissions. Additionally, this position is Acts as the District's leader Subject Matter Expert (SME) in comprehensive knowledge of Generally Accepted Accounting Principles (GAAP) accounting standards, and must ensure that the organization is— following all relevant accounting principles and standards. This position is responsible will perform professional level work overseeing— the management of and responsibility for the development and , implementation and management of the District's financial planning and for the annual O—operating (OPEX) and Capital Improvement Plan (CIP)CIP budgeting processes. These plans and budgets include revenue, expenses (O&M) and capital, as well as the determination of billing and tax rates and user fees needed to satisfy the District's revenue requirements. This position presents the budget to executive management, monitors and forecasts funds throughout the fiscal year, benchmarks performance measures and costs of business against other organizations, and works in conjunction with the Treasury division on function on the bonding process.

### ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Plans and ,—directs and —and coordinates all themanages the Finance Department's Controller division Financial Controls and Budgeting functions, including its objectives, policies, procedures, and operations.
- Directs and manages District accounting and budgeting functions for the District including through the planning and implementation of goals and objectives for the areas of general accounting, payroll, all accounts payable activities, internal financial controls monitoring, budgeting, and internal and external financial reporting.

- Manages the accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated operating expense funds and capital improvement funds results. Identifies, implements and maintains proper accounting treatment for the District's transactions in accordance with GAAP and Government Accounting Standards. Responsible for evaluating, implementing and maintaining the accounting and internal control system.
- ~~Coordinates~~ Manages and approves the preparation ~~prepared of~~ internal and external fund financial statements for issuance on a monthly, quarterly and annual basis which allows proper monitoring of financial performance. Responsible for the review and assessing ~~assessment of current~~ accounting operations, ~~offering~~ recommendations for improvement, and the implementation of new processes.
- ~~Coordinates~~ Manages the annual audit requirements on behalf of the District. Reviews- documentation and submittals, ensures analyses are complete and documentation is in order prior to submission. the activities of the external auditors Responsible for the delivery of the Annual Comprehensive Financial Report including the Management Discussion and Analysis (MD&A) for the Finance Director/Chief Financial Officer's approval.
- ~~Provides statistical analysis and projections.~~ Analyzes finance information on activity effectiveness and efficiency, determines operating policies and approves operating procedures. Reviews and approves reports for submission to executive management.
- ~~Develops, maintains and reports on key performance indicators which highlight the financial control function performance. Makes recommendations for improving operational efficiency and control.~~
- ~~Performs other duties as required.~~
- Develops, implements and manages the District's planning and forecasting model. Provides statistical analysis and projections as required.
- Works closely with senior management to ensure District financial plans and budgets achieve financial and operational objectives as outlined in the District's Strategic Plan.
- Provides direction to District Managers and Directors, to cost center managers and others regarding the timing, content, and objectives of the District's annual budgeting and forecasting ~~forecasting~~ processes.
- Works with Manager of Treasury to maintain an accurate and comprehensive cash flow model for the District.
- ~~Provides statistical analysis and projections.~~
- Manages any SAP financial system upgrades for the Department. Reviews and either recommends or declines proposed SAP system enhancements or other District Business Enablement Team (BET) projects that have a direct impact on Controller ~~division~~ functions.
- Develops, coordinates and reviews the Financial Controls and Budgeting functions ~~Controller division~~ budgets with the appropriate ~~division~~ staff.
- Supervises, directs, mentors, and evaluates assigned ~~assistant managers and/or staff of the Financial Controls and Budgeting staff~~ Controller division, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

## SUPERVISION RECEIVED

Works under the general direction of the Director of Finance/Chief Financial Officer.

## MINIMUM QUALIFICATIONS

Bachelor's degree in accounting with a minimum of ten (10) years of progressively responsible experience, including ~~three-five (3-5)~~ years of supervisory and/or managerial experience in accounting, finance, and auditing functions for an organization; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this classification. ~~Practical experience is not an acceptable substitute for degree requirement.~~

~~Preferred Qualifications: Public accounting experience and/or Master's in Accounting. Governmental accounting experience with prior work experience in a state, municipality, or utility. Acceptable candidate has working knowledge and understanding of GASB rules along with principles of fund accounting and cost accounting. Enterprise Resource Planning (ERP) System experience a plus with SAP experience and skills preferred. Relevant education, experience, skills, managerial/supervisory ability, and performance aptitudes as reflected in the position's job specification.~~

~~The MDC seeks to enhance the diversity of its workforce. People of color, women, veterans and persons with disabilities are strongly encouraged to apply. The selected candidate will undergo an internal background check.~~

## SPECIAL REQUIREMENTS

~~Certified Public Accountant is preferred.~~

~~Public Accounting and/or Governmental Accounting experience with prior work experience in a Municipality or Public Utility preferred.~~

~~Master's Degree in Accounting Business Administration, and Certified Public Accountant (CPA), Certified Public Accountant (CPA), Certified Management Accountant (CMA), Chartered Financial Analyst (CFA) or Certified Finance Public Officer (CPFO) CMA or CFA preferred.~~

Driver's License Required.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

**Human Interaction:** Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; and may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

## ADA COMPLIANCE

**Physical Ability:** Tasks involve the ability to exert very light physical effort in sedentary to light work, involving some reaching, handling, fingering and/or feeling of objects and materials.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual and/or auditory cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

At a meeting of the Personnel, Pension and Insurance Committee held on May 20, 2024, it was:

VOTED: That the Personnel, Pension and Insurance Committee recommend to the District Board passage of the following resolution:

RESOLVED: That the Job Specification for Controller attached hereto be adopted.

Respectfully Submitted,



John S. Mirtle  
District Clerk

***On motion made by Commissioner Currey and duly seconded, the reports for agenda items #10A "Assistant Manager of Budgeting & Analysis", 10B "Manager of Treasury" and 10C "Controller", were received and resolutions adopted by unanimous vote of those present.***

***Without objection, Commissioner Taylor made a motion to consider agenda items #11A "Assistant Manager of Treasury", 11B "Assistant Controller" and 11C "Human Resources Program Manager" together.***

**PERSONNEL PENSION AND INSURANCE COMMITTEE  
NEW JOB SPECIFICATIONS  
ASSISTANT MANAGER OF TREASURY (E&E)-**

To: District Board

June 3, 2024

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Job Specification and Job Classification System be amended to include an Assistant Manager of Treasury (proposed EE-18). A copy of the proposed specification is attached.

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. The new Assistant Manager of Treasury role would be labor grade EE18 pay range from (range of \$ 136,259.35 to \$177,137.18).

**Employee Group: E&E  
FLSA Exempt: Exempt  
Labor Grade: EE-18**

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

<b>CLASSIFICATION TITLE: ASSISTANT MANAGER OF TREASURY</b>
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**JOB SUMMARY**

The purpose of this classification is to assist the Manager of Treasury in the management of and responsibility for the treasury functions for the District. This position will perform professional level work supervising the day to day operations of the treasury functions including cash and liquidity management and financial risk management. Specifically, responsibilities include daily cash flow, debt management and bonding, claims administration, insurance risk management, and financial accounting for Federal and or State of Connecticut grant programs, including but not limited to, CT Department of Public Health (CT DPH) and CT Department of Energy and Environmental Protection (DEEP).

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

- Implements and coordinates the Treasury functions' s day-to-day operations based on Finance department objectives, policies, and procedures.
- Manages bank relationships and administration including bank transactions, daily cash flow and liquidity
- Manages the debt for the Treasury function, including identifying appropriate level of debt to fund projects, overseeing cash flow forecasting, identifying and structuring debt arrangements, and overseeing proper debt accounting.
- Assists in controlling risk management activities and administration including monitoring insurance coverage and managing insurance claims.
- Maintains supporting documentation and provides funding for the administration of employee benefits, including payments to third party administrators of pension, OPEB and workers compensation programs.



- Analyzes relevant information and key metrics on activity effectiveness and efficiency, reviews operating policies and procedures for opportunities for continuous business process improvement recommendations. Develops reports for submission to management.
- Actively engages in business process improvement projects for SAP system enhancements or other District Business Enablement Team (BET) projects that have a direct impact on Treasury functions.
- Develops, coordinates and reviews the Treasury functions budget with the appropriate division staff.
- Together with the Manager of Treasury, develops and coordinates the annual comprehensive investor relations strategies and presentations.
- Supervises, directs, and evaluates assigned staff of the Treasury Department, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Manager of Treasury.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in accounting, finance or business administration with a minimum of five (5) years of progressively responsible experience in accounting, financial management, or related area including three (3) years of supervisory and/or managerial experience, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this classification.

### **SPECIAL REQUIREMENTS**

Master's Degree in Business Administration, Certified Public Accountant (CPA), Certified Management Accountant (CMA), Chartered Financial Analyst (CFA) or Certified Finance Public Officer (CPFO) preferred.

Driver's License Required.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

**Human Interaction:** Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; and may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

## ADA COMPLIANCE

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual and/or auditory cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

At a meeting of the Personnel, Pension and Insurance Committee held on May 20, 2024, it was:

VOTED: That the Personnel, Pension and Insurance Committee recommend to the District Board passage of the following resolution:

RESOLVED: That the Job Specification for Assistant Manager of Treasury attached hereto be adopted.

Respectfully Submitted,



John S. Mirtle  
District Clerk

**PERSONNEL PENSION AND INSURANCE COMMITTEE  
AMENDMENT OF JOB SPECIFICATIONS  
ASSISTANT CONTROLLER (E&E)**

To: District Board

June 3, 2024

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Job Specification and Job Classification System be amended to include an Assistant Controller (proposed EE-18). A copy of the proposed specification is attached.

The new Assistant Controller role would be labor grade EE18 pay range from (range of \$ 136,259.35 to \$177,137.18).

**Employee Group: E&E**

**FLSA Status: Exempt**

**Labor Grade: EE-18**

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: ASSISTANT CONTROLLER**

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**JOB SUMMARY**

The purpose of this classification is to assist the Controller in the management of and responsibility for the financial control functions for the District. This position will perform professional level work supervising the day to day operations of the Financial Controls functions including: accounting, accounts payable, payroll, financial reporting and analysis, cost accounting, financial planning and continuous process improvements and coordination of the annual audit submissions. This position requires comprehensive knowledge of Generally Accepted Accounting Principles (GAAP) accounting standards, in order to ensure processes and procedures are followed in accordance with all relevant accounting principles and standards.

**ESSENTIAL FUNCTIONS**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Implements and coordinates the day-to day operations of Financial Controls based on Finance Department objectives, policies, and procedures.
- Manages workload for the function including general accounting, payroll, and accounts payable activities. Review and approve day-to-day workload transactions including but not limited to: invoices, journal entries, and financial control approvals within designated thresholds.
- Coordinates and provides analysis of the accumulation and consolidation of financial data necessary for an accurate accounting of consolidated operating expense funds and capital improvement funds results. Maintains proper accounting treatment for the District's transactions in accordance with GAAP and Government Accounting Standards.

- Coordinates the preparation of internal and external fund financial statements for issuance on a monthly, quarterly and annual basis which allows proper monitoring of financial performance. Responsible for assessing current accounting operations, offering recommendations for improvement, and the implementation of new processes.
- Coordinates the activities of the external auditors and manages any financial system upgrades for the District. Responsible for evaluating, implementing and maintaining the accounting and internal control system.
- Develops, maintains, and reports on key performance indicators which highlight the financial control function performance. Makes recommendations for improving operational efficiency and control.
  - Assists the Controller in managing any SAP financial system upgrades for the function. Collaborates with Finance and other department staff on proposed SAP system enhancements or other District Business Enablement Team (BET) projects that have a direct impact on Controller functions and/or controls.
  - Develops the Financial Controls budget for review.
  - Supervises, directs, mentors, and evaluates assigned staff within the Financial Controls, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

### **SUPERVISION RECEIVED**

Works under the general direction of the Director of Finance/Chief Financial Officer or Controller.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in accounting with a minimum of five (5) years of progressively responsible experience, including two (2) years of supervisory and/or managerial experience in accounting, finance, and/or auditing functions for an organization; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this classification.

### **SPECIAL REQUIREMENTS**

Public Accounting and/or Governmental Accounting experience with prior work experience in a Municipality or Public Utility preferred.

Master's Degree in Accounting and Certified Public Accountant (CPA), Certified Management Accountant (CMA), Chartered Financial Analyst (CFA) or Certified Finance Public Officer (CPFO) preferred

Driver's License Required.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

**Human Interaction:** Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; and may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

## ADA COMPLIANCE

**Physical Ability:** Tasks involve the ability to exert very light physical effort in sedentary to light work, involving some reaching, handling, fingering and/or feeling of objects and materials.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual and/or auditory cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

At a meeting of the Personnel, Pension and Insurance Committee held on May 20, 2024, it was:

VOTED: That the Personnel, Pension and Insurance Committee recommend to the District Board passage of the following resolution:

RESOLVED: That the job specification for Assistant Controller attached here to be adopted.

Respectfully Submitted,

  
John S. Mirtle  
District Clerk

**PERSONNEL PENSION AND INSURANCE COMMITTEE  
AMENDMENT OF JOB SPECIFICATIONS  
HUMAN RESOURCES PROGRAM MANAGER (E&E)**

To: District Board

June 3, 2024

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Job Specification and Job Classification System be amended to include a Human Resources Program Manager (proposed EE-15). A copy of the proposed specification is attached.

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. The new Human Resources Program Manager role would be labor grade EE15 pay range from (range of \$ 117,788.50 to \$153,125.06).

**Employee Group: E&E  
FLSA Status: Exempt  
Labor Grade: EE-15**

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

<b>CLASSIFICATION TITLE:</b>	<b>HUMAN RESOURCES PROGRAM MANAGER</b>
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**JOB SUMMARY**

The purpose of this classification is to perform lead professional level Human Resources work that may span across a range of human resources functions. Work may involve overseeing, planning and coordinating various human resources programs, which may involve employee benefits, recruitment, selection, job classification, compensation, organizational effectiveness, regulatory compliance, performance evaluation, payroll interaction, safety, worker's compensation, risk management, drug-free workplace, training/development, or other human resources issues. Duties include managing, coordinating, preparing, analyzing, implementing and auditing various human resources programs to support the proper functioning of programs. Helps support data integrity efforts to support maintenance of accurate Human Resources records. Ensures compliance with Union Contracts, District Policies as well as all applicable Federal and State employment laws.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

- Manages District benefits program and all benefit compliance reporting requirements including ACA, Non-discrimination testing, etc. Conducts District benefit audits to ensure appropriate coverage levels between the District and insurance carriers. Coordinates and prepares reports and submits reports in compliance with requirements. Participates in regular meetings with insurance carriers and other vendors to ensure benefit plans are running appropriately and work through issues as necessary.

- Manages and maintains District benefits and benefit systems for both active employee as well as retiree populations. Monitor program/benefits and identifies potential issues and implements corrective action as necessary. Works with providers and participants to resolves more complex and difficult issues that arise. Manages, coordinates and processes annual open enrollment and benefit plan changes. Makes recommendations for the changes to benefit programs as well as implementation of a variety of employee wellness programs. Provides feedback related to services provided by outside providers and the effectiveness and cost benefits of such programs. Assists in coordinating marketing efforts regarding benefits. Champion District wellness efforts to increase awareness of health/wellness benefits.
- Participates in recruitment and selection process working with District Departments to meet hiring needs. Adhere to applicable local, state and federal labor regulations and civil rights laws, and District policies and procedures and applicable collective bargaining agreements. Manages the Human Resources onboarding process, conducts new hire orientations and ensures applicable training is provided to new hires.
- Coordinates, implements and administers District programs including various Intern programs. Manages and leads the entire life cycle of HR programs including planning, execution and evaluation. May hire and train new staff or assist management with this process.
- Manages daily aspects of the department and its staff, including temporary workers to ensure projects are completed and goals are met.
- Confers with staff from other departments regarding Human Resources issues and provides guidance and assistance to resolve issues before they escalate.
- Establishes effective working relationships with District staff and other constituents to support project objectives and programs.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

### **SUPERVISION RECEIVED**

Works under the general direction of the Director of Human Resources or designee.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in human resources, public administration, industrial relations, or a closely related field; supplemented by a minimum of seven (7) years previous experience and/or training that includes personnel administration in a union or corporate environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this classification.

### **SPECIAL REQUIREMENTS**

Driver's License Required.

**PERFORMANCE APTITUDES (KNOWLEDGE, SKILLS, AND ABILITIES)**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; and may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

**ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert light physical effort in a sedentary to light work environment, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (under 25 pounds).

**Sensory Requirements:** Some tasks require the ability to communicate orally and in writing. Some tasks require the ability to perceive and discriminate visual cues or signals.

**Environmental Factors:** Essential functions are performed primarily indoors with minimal exposure to outdoor environmental factors.

*The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

At a meeting of the Personnel, Pension and Insurance Committee held on May 20, 2024, it was:

VOTED: That the Personnel, Pension and Insurance Committee recommend to the District Board passage of the following resolution:

RESOLVED: That the job specification for Human Resources Program Manager attached hereto be adopted.



Respectfully Submitted,

  
John S. Mirtle  
District Clerk

***On motion made by Commissioner Taylor and duly seconded, the reports for agenda items#11A “Assistant Manager of Treasury”, 11B “Assistant Controller” and 11C “Human Resources Program Manager”, were received and resolutions adopted by unanimous vote of those present.***

**COMMISSIONER REQUESTS FOR FUTURE AGENDA ITEMS**

No requests were made.

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**ADJOURNMENT**

The meeting was adjourned at 5:45 PM

ATTEST:

John S. Mirtle, Esq.  
District Clerk

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Date of Approval