

**WATER BUREAU  
REGULAR MEETING**  
555 Main Street, Hartford  
Monday, May 19, 2025

**Present:** Commissioners Andrew Adil, Diane Lewis, Jackie Mandyck, Pasquale J. Salemi, Alvin Taylor, Chris Tierinni and District Chairman Donald M. Currey (7)

**Remote**

**Attendance:** Commissioner John Gale (1)

**Absent:** Commissioners Kyle Anderson, C. Avery Buell, Dimple Desai, Peter Gardow, Jean Holloway and New Britain Representative Michael Carrier (6)

**Also**

**Present:** Commissioner Richard Bush  
Commissioner Joan Gentile (Remote Attendance)  
Commissioner Allen Hoffman  
Commissioner Bhupen Patel (Remote Attendance)  
Scott W. Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk (Remote Attendance)  
Chris Levesque, Chief Operating Officer  
Kelly Shane, Chief Administrative Officer  
Susan Negrelli, Director of Engineering  
Robert Schwarm, Director of Information Systems (Remote Attendance)  
Thomas Tyler, Director of Facilities  
Diana Phay, Manager of Treasury (Remote Attendance)  
Carrie Blardo, Assistant to the Chief Executive Officer  
Julie Price, Executive Assistant  
Amanda Litvak, IT Professional Level Associate (Remote Attendance)  
Kevin Sullivan, IT Consultant (Remote Attendance)  
Elizabeth Tavelli, Independent Consumer Advocate (Remote Attendance)

**CALL TO ORDER**

The meeting was called to order by Chairman Adil at 4:06 PM

**PUBLIC COMMENT RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

## **INDEPENDENT CONSUMER ADVOCATE COMMENTS & QUESTIONS RELATIVE TO AGENDA ITEMS**

ICA Elizabeth Tavelli had a few questions regarding Agenda Item #7 “Revisions of Water Supply Ordinance Re: Charges on Fire Services in Non-Member Towns.” She stated that it is noted in the agenda that there was a request from consumers regarding the surcharge on non-member towns and wanted to know who the request came from. She also asked what the purpose is behind eliminating that surcharge on non-member towns and what is the overall projected impact on the budget.

## **APPROVAL OF MEETING MINUTES**

***On motion made by Commissioner Salemi and duly seconded, the meeting minutes of March 31, 2025 were approved.***

## **DRAFT ORDINANCE REVISIONS RE: AVAILABILITY & CAPACITY GUIDELINES REFERRAL OF DRAFT ORDINANCE REVISIONS TO COMMITTEE ON MDC GOVERNMENT**

### **SEC. W5b APPLICATIONS FOR LARGER SERVICE PIPES**

Before the approval of the installation of a service pipe larger than 1-inch in diameter, a ~~form~~ request listing the water requirements of the property to be supplied shall be filed with the Water Bureau, so that consideration shall be given to the quantity, time or times, rate and manner of water demand, the size of the water main from which it is or is to be supplied from, the probable volume of water in said water main at the time of demand, the other pertinent facts and the proper size of meter may be determined. The Water Bureau shall establish and publish Availability & Capacity Guidelines (“A&C Guidelines”) for determination of the availability of water mains and the capacity of said water mains to supply proposed demands from the District’s water distribution system in accordance with District Ordinances and any municipal, state & federal regulatory requirements. Any approval under the Availability & Capacity process shall be valid for 1 year from the date of the District’s Availability & Capacity determination letter.

***Commissioner Salemi made a motion to refer the draft ordinance revision to the Committee on MDC Government. The motion to refer was duly seconded and approved unanimously by those present.***

## **APPROVAL OF AVAILABILITY & CAPACITY ANALYSIS GUIDELINES**

To: Water Bureau on May 19, 2025

The Metropolitan District (“District” or “MDC”) requires that an Availability & Capacity (“AC”) analysis of the District’s drinking water system be completed prior to permitting any connection of a service pipe larger than 1-inch in diameter to the District infrastructure through MDC’s Utility Services Department. The purpose of the Availability & Capacity (“AC”) analysis is to first determine the availability of District infrastructure and second, to determine whether

or not available capacity within the District distribution system exists to meet the proposed needs of such connection. The District will provide a letter stating whether there is, or is not, adequate capacity available for proposed connections.

It is **RECOMMENDED** that it be

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

**RESOLVED:** The District Board hereby approves the attached Availability & Capacity Analysis Guidelines:

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John Mirtle".

John S. Mirtle, Esq.  
District Clerk

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



## **Availability and Capacity Analysis Guidelines**

### **WATER**

#### **The Metropolitan District**

#### **PURPOSE**

The Metropolitan District ("District" or "MDC") requires that an Availability and Capacity (AC) Analysis be completed prior to connecting or modifying a water connection through MDC's Utility Service Department. An owner and/or developer may be required by their lender or another entity to obtain a letter from The Metropolitan District stating whether there is, or is not, water service available (adjacent) to the proposed development/redevelopment/change-in-use (including fire suppression system additions/alterations) at the site and if such services are of sufficient capacity for the planned development. The intent of the availability and capacity analysis process is to research the capability of the existing District water distribution system to meet the consumption for the proposed residential dwellings of four or more units or commercial/industrial buildings. Residential properties of 1-3 units are exempt from the AC process.

#### **AVAILABILITY AND CAPACITY (AC) PROCESS SUMMARY**

1. A *formal written request (hard copy)* for an availability and capacity analysis is made to the MDC Technical Services Department, 555 Main Street, Hartford, Connecticut 06103. or [techservices@themdc.com](mailto:techservices@themdc.com). This request must include:
  - Location of the proposed development, including a street address and a location map.
  - Payment of the current Administrative Review Fee (See published rate at [www.themdc.org](http://www.themdc.org)) per utility by check made payable to The Metropolitan District or through available online payment system. *Please do not submit checks separately from the hard copy request and without reference to the invoice or project/development name.*
  - Detailed technical information as described below in the "Required Detailed Information" section.
2. District staff will review the submitted information to determine if the District's current infrastructure can accommodate the planned domestic and fire water usage. District staff may request additional information as applicable to the particular development and design.
3. The District will provide a written response if there is, or is not, sufficient availability and capacity to provide the planned development with water service from the referenced project, as detailed by the owner and/or developer.

4. Our analysis does not focus on the technical adequacy of the design; such a review is conducted during the Developer's Permit-Agreement process or connection permitting process by MDC Utility Services Department, as applicable.
  - a. Due to the age of the MDC infrastructure in some areas, additional investigation of the condition water mains may be required prior to finalizing the AC. The location or condition of the service or main may necessitate installation to an alternate nearby MDC main. This additional investigation may include conducting hydrant flow tests to confirm water main capacity.
5. Following the review of the required information, MDC will provide to the owner/requester with an AC letter (via email and regular mail) of MDC's determination on availability and capacity of the District system(s), with copies to the other appropriate municipal departments (i.e. Fire, Planning and Zoning, Development Services, etc.).
6. Once all AC approvals (Water, Sewer and storm) are obtained, the Owner/Developer may then proceed to the MDC Utility Services Department to apply for each applicable utility connection permit.

## **REQUIRED DETAILED INFORMATION**

### **Domestic Water Service**

*The below requirements shall be adhered to by the Engineer when submitting the AC review request:*

1. Drawings – provide 24 x 36-inch sheets of:
  - a. Existing survey (including lot lines/owner names/addresses)
  - b. Utility Plan (no contours)
  - c. Grading Plan (with contours)
2. Estimated water usage calculated per *DPH design flow guidelines*, with average volume per day (gpd) and peak flow (gpm). **Flow shall not be calculated using fixture counts (CT Plumbing Code maximums).**
3. The type of dwelling units planned for the development (single-family, townhome, multi-unit, etc.), or type of commercial or industrial facility (office, retail, restaurant, hotel, manufacturing, etc.), including lot size and proposed lawn coverage, if irrigation is planned.
4. For residential developments, the number of one-bedroom, two-bedroom, three-bedroom, etc. units planned for the development so that the volume of use per day (gpd) may be calculated per State of Connecticut Department of Public Health (DPH) guidelines. The Engineer is required to provide calculations for MDC review.
5. For commercial and industrial facilities, the size (square feet per use) and type of the proposed commercial or industrial facilities; specifically, the number of restrooms planned (office and retail), the number of seats (restaurant), the number of rooms (hotel), the number of beds (medical facility), the number of employees, etc.



6. Other water uses within the planned development, such as landscape or other irrigation; community buildings (kitchen facilities, rest rooms and/or locker rooms, etc.), swimming pool; HVAC equipment cleaning/blow down or fill cycles; intermittent but high instantaneous high flow processes (tank fill, tank draining, or other); or other facilities.
7. General - Pressure and quantity of water service available may vary across a development due to the elevation of specific dwelling units and/or buildings, as well as concurrent water consumption within the development and the surrounding area (and may vary upon the time of day). During the AC review, MDC uses a calibrated domestic water distribution model to estimate water flow and pressures for a simulated yearly maximum system demand day at the simulated highest demand hours of a 24-hour day (to be conservative).
8. State of Connecticut Department of Public Health Regulations - require that The Metropolitan District provide a minimum water pressure of 25 psi (with 35 psi recommended), and a maximum water pressure of 125 psi (as measured at the water main). Current plumbing codes note to install pressure reducing valves onsite (inside buildings) where the public water supply is over 80-psi coming into a building.

### **Fire Services**

*The below requirements shall be adhered to by the Engineer when submitting the AC review request:*

1. General - Due to the particularly large demand characteristics of fire flows as compared to domestic water needs, the MDC has established a total fire flow limit of 1500 GPM District-wide. Fire flow requires special attention and consideration (whether required for a renovation, a sprinkler conversion, or addition project) to protect the water distribution system. When specific fire flows are required for planned installations - including sprinklers, fire pump, and/or fire hydrants on site – these flow demands must be provided by the developer so it may be addressed in the Availability and Capacity request.
2. Note by Ordinance - Fire Flow not guaranteed-by MDC Water Ordinance Section W7b, MDC does not guarantee pressure nor flow and is not liable for the interruption of service.
3. Total Fire Flow Demand – Provide per local and State building and fire prevention codes for fire flow requirements. Notably the NFPA Codes 1 and 13 and/or in conjunction with Insurance Services Office, Inc., 2014, Guide for Determination of Needed Fire Flow. The total fire flow demand for the property is the largest of either the demand by building type and separation distances, the largest sprinkler system zone demand with hose flow allowance, or standpipe flow as required by code and approved by the Fire Marshal.
4. Sprinklers – Provide the largest sprinkler zone demand (out of all the buildings on the entire individual lot) for conditions that are new, existing, renovated, expanded, etc .
  - i. Zone demand (in gpm)
  - ii. Hose allowance (in gpm)

- iii. Sprinkler system type - provide type (listed below). For any other sprinkler type than "Wet", please provide the zone flow (gpm) and the diameter size (inches) of the riser/alarm valve. (Note – due to their large sudden flow changes and potential for water hammer, MDC encourages the use of alternate systems when an ESFR, Dry, or Deluge system are planned – for example, heat tracing or heated spaces with a wet system, or else surge mitigation measures may be required and/or the addition of a fire service meter and meter pit):
  - a) Wet
  - b) Early Suppression Fire Response (ESFR)
  - c) Dry
  - d) Deluge
- 5. Standpipe(s)
  - iv. Flow - in gpm
  - v. Wet or Dry – Connected directly to the fire service piping coming into the building (Wet), or is fed from a fire department pumper truck connection on the outside of the building (Wet or Dry).
- 6. Hydrants - The number of new or existing private fire hydrants (onsite) and proposed public fire hydrants (within the public right of way)
  - a. Number of hydrants at MDC distribution system pressure
  - b. Number of private hydrants downstream of onsite fire pump and/or tank (if applicable)
  - c. Required flow (gpm) from hydrants by type
- 7. Fire Pump – When a fire pump is required, provide the capacity (gpm) required and expected test flow (gpm). Please note the following:
  - i. Fire pump direct connections to the MDC system will be reviewed on a case by case basis.
  - ii. Total fire flow demand over 1500 gpm will require a fire storage tank and therefore a fire pump.
  - iii. Fire service meter and meter pit will be required.
- 8. Meters – Meters are required to be installed on all fire services within a District approved meter pit per Water Supply Ordinance W2I, that meet the following criteria:
  - a. Maximum Planned Total Fire Flow – 1,500 gpm or greater;
  - b. A Fire Pump that draws directly from the District's water distribution system;
  - c. A Fire Storage Tank supplied directly by the District's water distribution system;
  - d. Early Suppression Fire Response (ESFR), Dry Type or Deluge Sprinkler Systems;
  - e. Private Fire Hydrants installed 100 feet or more beyond the property line or when required by the Director of Engineering and Planning;
  - f. Any fire service that in the sole discretion of the Director of Engineering and Planning warrants metering due to potential impact on the District's distribution system.

9. **Hydrant Pressure/Flow Tests** – The owner and/or developer may request a public hydrant flow test(s) in the vicinity of the subject site to obtain actual local system flow rates with residual pressures (at the tested time of day) for design purposes. For these tests, please contact the MDC's Utility Services Department at (860) 278-7850 Extension 3780 or at [utilityservices@themdc.com](mailto:utilityservices@themdc.com) to coordinate and pay the hydrant flow test fee (See published rate at [www.themdc.org](http://www.themdc.org)). Please indicate in your request if a flow test is planned or has been performed for the site. Note that though the hydrant flow test may indicate a large flow, this may not be the allowed flow based on pressure losses in the system (either local or remote).

## WATER BUREAU

### REFERRAL OF DRAFT ORDINANCE REVISION TO COMMITTEE ON MDC GOVERNMENT RE: CHARGES ON FIRE SERVICES IN NON-MEMBER TOWNS

To: Water Bureau for consideration May 19, 2025

The District continues to add meters to new dedicated fire service lines. Per District Ordinances, customers are billed monthly customer service fees (W1b) for a domestic service or fire service and a fire protection charge (W6f). In non-member towns, metered services are also charged a non-member town surcharge (W1c) and non-member town capital improvement surcharge (W1f). Fire service customers in non-member towns have contacted customer service seeking a reduction of these monthly fees. For the Water Bureau's consideration are two alternative ordinance revisions to potentially relieve non-member town customers with dedicated metered fire services of one or the other additional surcharges.

**If the Water Bureau recommends removal of the non-member town surcharge on dedicated metered fire services from customer water bills, the following resolution is in order:**

**VOTED:** That the Water Bureau recommends to the Committee on MDC Government the following:

**RESOLVED:** That Water Ordinance W1c "Surcharge Outside The Metropolitan District" be revised as follows to remove the non-member town surcharge from dedicated fire services:

### **SEC. W1c SURCHARGE OUTSIDE THE METROPOLITAN DISTRICT**

In towns outside the limits of The Metropolitan District, in addition to charges under SEC. W1a and W1b, there shall be a surcharge determined from the size of the meter installed on the premises, **excluding meters installed on dedicated fire services**, as follows:

<u>SIZE OF METER</u>	<u>MONTHLY BILLING</u>
5/8"	\$14.98
3/4"	\$14.98



1"	\$14.98
1 1/2"	\$48.60
2"	\$77.80
3"	\$145.89
4"	\$243.55
6"	\$486.07
8"	\$771.16
10"	\$1,777.77
12"	\$1,896.38

**If the Water Bureau recommends removal of the non-member town capital improvement surcharge on dedicated fire services from customer water bills, the following resolution is in order:**

**VOTED:** That the Water Bureau recommends to the Committee on MDC Government the following:

**RESOLVED:** That Water Ordinance W1f "Surcharge Outside The Metropolitan District for Capital Improvements" be revised as follows to remove the non-member town capital improvement surcharge from dedicated fire services:

**SEC. W1f SURCHARGE OUTSIDE THE METROPOLITAN DISTRICT FOR CAPITAL IMPROVEMENTS**

In towns outside the limits of The Metropolitan District for which capital improvements or layout and assessment projects are constructed, in addition to the charges set forth in SEC. W1a, W1b and W1c, there shall be a surcharge on the water rates determined from the size of the meter installed on the premises, **excluding meters installed on dedicated fire services**, as follows:

1. On or before the end of each fiscal year, The Metropolitan District shall determine the actual cost of each capital improvement constructed for each non-member town and the net cost (cost less assessments) of layout and assessment projects constructed for each non-member town. The costs and/or net costs, as applicable, shall be allocated to the towns for which the work was performed and shall be a surcharge on the water rates of the users located in such towns.
2. The annual surcharge to be added to each user's water rate shall equal the total amount of the costs and/or net costs, as applicable, allocated to the town in which such user is located [excluding costs which the town has paid as set forth in Section W1f(3)] amortized over a twenty year period using an interest rate computed by the District which approximates the District's long-term cost of funds for its General Obligation Bond portfolio-multiplied by the percentage of hydraulic capacity of each user's meter size (based on the American Water Works Association meter size capacity) of the aggregate hydraulic capacity of all meters in such town, **excluding meters installed on dedicated fire services**. The surcharge shall be billed in **either quarterly or** monthly installments, **as applicable**, commencing with the first bill sent out in

the fiscal year succeeding the fiscal year in which the work was performed and continuing over the twenty year period.

3. The District shall, as soon as possible after the completion of each capital improvement project or separate phase thereof, provide to the non-member towns for which a capital improvement was constructed a compilation of the costs associated with the construction of such project(s). If, on or before the end of the District's fiscal year in which such construction was completed, a non-member town agrees to pay and does in fact pay all or a portion of the cost of a capital improvement constructed for such town, then the amount paid by such town shall be deducted from the total amount of costs and/or net costs allocated to such town as described in Section W1f(1) and used to calculate the individual surcharges as set forth in Section W1f(2).

#### MONTHLY BILLING

METER SIZE	Farmington	Glastonbury	South Windsor	Manchester
	<u>2025</u>	<u>2025</u>	<u>2025</u>	<u>2025</u>
5/8"	\$1.88	\$1.50	\$1.18	\$2.68
3/4"	-	\$2.25	\$1.78	-
1"	\$3.76	\$3.00	\$2.37	\$5.36
1 1/2"	\$7.53	\$6.00	\$4.74	-
2"	\$141.13	\$112.50	\$88.86	-
3"	\$329.29	\$262.49	\$207.34	\$469.05
4"	\$564.51	\$449.99	\$355.44	-
6"	\$752.67	\$599.98	\$473.92	\$1,072.10
8"	\$1,881.68	-	-	-

Respectfully submitted,



John S. Mirtle, Esq.  
District Clerk

***Commissioner Gale moved to refer to the Committee on MDC Government both the removal of the non-member town surcharge on dedicated metered fire services and the removal of non-member town capital improvement surcharge on dedicated fire services from customer water bills. The referral was duly seconded, the report was received and resolution passed by unanimous vote of those present.***

#### UNDERGROUND UTILITY CONDUITS

Chris Levesque gave a report on opportunities for underground utility conduits.

**POSSIBILITIES FOR HYDROELECTRIC FACILITIES**

Chief Executive Officer Scott Jellison led a report and discussion on the feasibility of hydroelectric facilities.

**SUMMARY OF WATER MAIN BREAKS**

Chris Levesque, Chief Operating Officer, updated the Committee that there were 8 water main breaks in April, slightly below the five-year average.

**YEAR-TO-DATE WATER REVENUE**

Chief Administrative Officer Kelly Shane provided an update on the 2025 year-to-date water revenue through April.

**OPPORTUNITY FOR GENERAL PUBLIC COMMENT**

Judy Allen, of West Hartford, stated she will be moving out of the District and will no longer be enjoying the fabulous water provided by the MDC.

**COMMISSIONER REQUESTS FOR FUTURE AGENDA ITEMS**

Commissioner Bush stated a Town of West Hartford employee asked him to inquire as to why they're paying such a high water bill for town owned fields since they are not paying for sewer. He would like to revisit that conversation in the near future.

**ADJOURNMENT**

The meeting was adjourned at 5:31 PM

ATTEST:

John S. Mirtle  
District Clerk

\_\_\_\_\_  
Date of Approval

\*\*Video of the full May 19, 2025 Water Bureau meeting is available at  
<https://www.youtube.com/@MetropolitanDistrictCommission> \*\*