



The Metropolitan District  
water supply · environmental services · geographic information

**WATER BUREAU  
REGULAR MEETING  
MONDAY, MAY 19, 2025  
4:00 PM**

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<u>Location</u>	<u>Commissioners</u>	
Board Room	Adil (C)	Holloway
District Headquarters	Anderson	Lewis
555 Main Street, Hartford	Buell	Mandyck
	Currey (Ex-Officio)	Salemi
	Desai	Taylor
Dial in #: (415)-655-0001	Gale (VC)	Tierinni
Access Code: 2307 627 5538#	Gardow	
<a href="#">Meeting Video Link</a>	Quorum: 7	

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1. CALL TO ORDER
2. PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS
3. INDEPENDENT CONSUMER ADVOCATE COMMENTS & QUESTIONS RELATIVE TO AGENDA ITEMS
4. APPROVAL OF MEETING MINUTES OF MARCH 31, 2025
5. CONSIDERATION AND POTENTIAL ACTION RE: DRAFT ORDINANCE REVISIONS RE: AVAILABILITY & CAPACITY GUIDELINES
  - A. REFERRAL OF DRAFT ORDINANCE REVISIONS TO COMMITTEE ON MDC GOVERNMENT
6. DISCUSSION AND POTENTIAL ACTION RE: APPROVAL OF AVAILABILITY & CAPACITY GUIDELINES
7. CONSIDERATION AND POTENTIAL ACTION RE: REVISIONS OF WATER SUPPLY ORDINANCE RE: CHARGES ON FIRE SERVICES IN NON-MEMBER TOWNS
  - A. REFERRAL OF DRAFT ORDINANCE REVISION TO COMMITTEE ON MDC GOVERNMENT
8. DISCUSSION RE: UNDERGROUND UTILITY CONDUITS
9. DISCUSSION RE: POSSIBILITIES FOR HYDROELECTRIC FACILITIES
10. REPORT RE: SUMMARY OF WATER MAIN BREAKS
11. REPORT RE: YEAR-TO-DATE WATER REVENUE
12. OPPORTUNITY FOR GENERAL PUBLIC COMMENTS
13. COMMISSIONER REQUESTS FOR CONSIDERATION OF FUTURE AGENDA ITEMS
14. ADJOURNMENT

## 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.

**WATER BUREAU  
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



## **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.

## (Water/Sanitary) Availability and Capacity Analysis (continued)

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.

## **(Water/Sanitary) Availability and Capacity Analysis (continued)**

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)

## **(Water/Sanitary) Availability and Capacity Analysis (continued)**

- 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.

## **(Water/Sanitary) Availability and Capacity Analysis (continued)**

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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	-	-	-

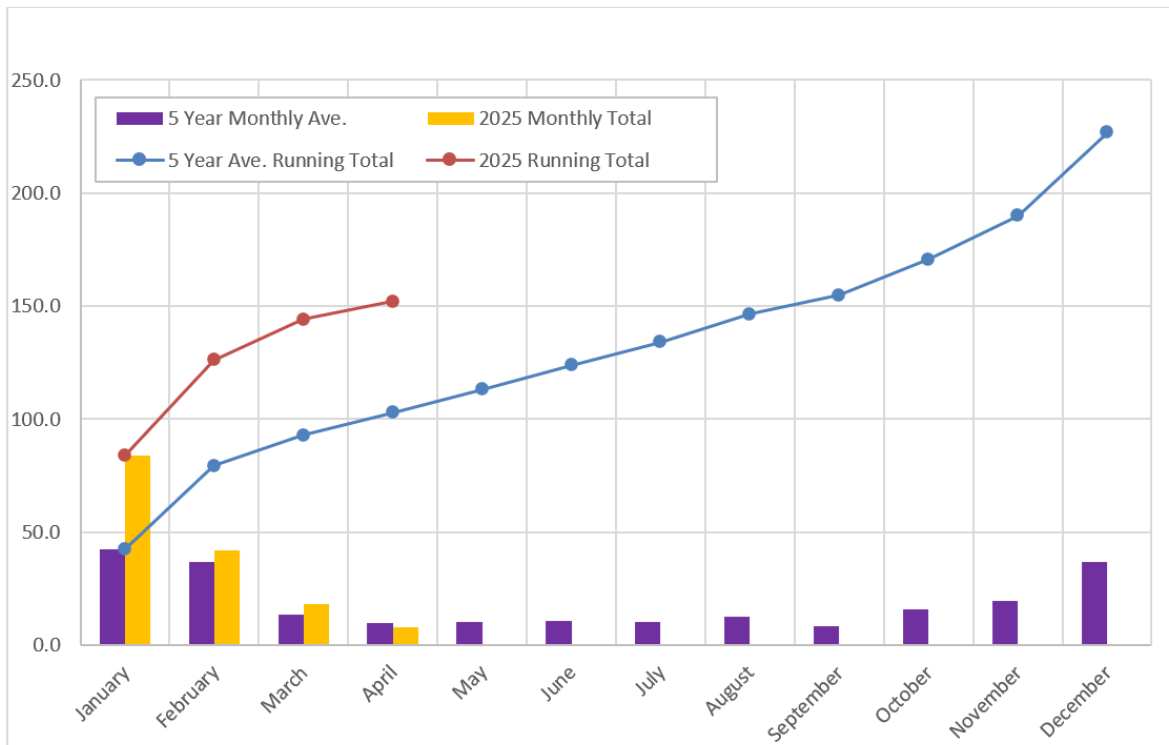
Respectfully submitted,



John S. Mirtle, Esq.  
District Clerk

### Water Main Leak Summary

Month	2020	2021	2022	2023	2024	5 Year Average	2025
January	29	56	62	18	47	42.4	84
February	18	79	42	24	22	37.0	42
March	10	25	12	10	10	13.4	18
April	9	13	7	5	16	10.0	8
May	7	17	12	9	6	10.2	
June	12	11	12	11	8	10.8	
July	10	9	5	12	15	10.2	
August	9	10	17	16	10	12.4	
September	11	7	4	5	15	8.4	
October	14	6	18	20	21	15.8	
November	23	21	17	23	13	19.4	
December	35	21	47	23	58	36.8	
Annual Total	187	275	255	176	241	223.3	144



**WATER UTILITY REVENUE REPORT**

March 2025 YTD

March YTD is 25.0% of the full year

WATER UTILITY FUND 1120	March 2025			March 2024		
	Full Year Budget	YTD Actuals	% VAR	Full Year Budget	YTD Actuals	% VAR
<b>TOTAL REVENUES</b>	<b>\$ 119,702,948</b>	<b>\$ 28,833,109</b>	<b>24.1%</b>	<b>\$ 110,831,154</b>	<b>\$ 24,652,555</b>	<b>22.2%</b>
<b>Sale of Water</b>	<b>\$ 96,863,796</b>	<b>\$ 20,790,872</b>	<b>21.5%</b>	<b>\$ 91,388,900</b>	<b>\$ 20,205,441</b>	<b>22.1%</b>
416110 Water-Domestic	\$ 45,986,289	\$ 9,806,852	21.3%	\$ 43,887,700	\$ 9,480,626	21.6%
416120 Water-Domestic/Religious	\$ 160,698	\$ 18,234	11.3%	\$ 156,000	\$ 19,296	12.4%
416130 Water-Domestic/Agriculture	\$ 38,709	\$ 0	0.0%	\$ 37,600	\$ 14	0.0%
416210 Water-Commercial	\$ 15,491,938	\$ 3,103,103	20.0%	\$ 13,332,500	\$ 2,979,918	22.4%
416220 Water-Commercial/Religious	\$ 1,208,952	\$ 118,674	9.8%	\$ 1,173,700	\$ 111,030	9.5%
416230 Water-Commercial/Agriculture	\$ 33,625	\$ 9,077	27.0%	\$ 32,600	\$ 3,679	11.3%
416310 Water-Industrial	\$ 3,431,748	\$ 540,476	15.7%	\$ 3,331,800	\$ 634,068	19.0%
416410 Water-Municipal	\$ 2,748,683	\$ 266,304	9.7%	\$ 2,668,600	\$ 254,909	9.6%
416420 Water-Municipal/Housing	\$ 684,238	\$ 171,597	25.1%	\$ 664,300	\$ 166,396	25.0%
416810 Water-Resale Treated	\$ 1,895,927	\$ 429,930	22.7%	\$ 1,840,700	\$ 287,820	15.6%
416820 Water-Resale Raw	\$ 10,000	\$ -	0.0%	\$ 10,000	\$ -	0.0%
416900 Water-General Surcharge	\$ 2,184,300	\$ 550,782	25.2%	\$ 2,113,000	\$ 544,976	25.8%
416910 Water-Capital Improvement Surcharge	\$ 848,389	\$ 217,641	25.7%	\$ 834,800	\$ 221,638	26.5%
417110 Cust Service Charges-Domestic	\$ 18,409,000	\$ 4,569,040	24.8%	\$ 17,618,600	\$ 4,524,397	25.7%
417120 Cust Service Charges-Domestic/Religious	\$ 37,600	\$ 9,550	25.4%	\$ 37,900	\$ 9,595	25.3%
417130 Cust Service Charges-Domestic/Agriculture	\$ 2,900	\$ 731	25.2%	\$ 3,600	\$ 788	21.9%
417210 Cust Service Charges-Commercial	\$ 2,570,200	\$ 672,725	26.2%	\$ 2,305,200	\$ 662,041	28.7%
417220 Cust Service Charges-Commercial/Religious	\$ 147,800	\$ 38,003	25.7%	\$ 234,100	\$ 38,086	16.3%
417230 Cust Service Charges-Commercial/Agriculture	\$ 3,900	\$ 1,118	28.7%	\$ 5,900	\$ 1,118	18.9%
417310 Cust Service Charges-Industrial	\$ 249,600	\$ 69,502	27.8%	\$ 327,100	\$ 70,836	21.7%
417410 Cust Service Charges-Municipal	\$ 515,000	\$ 143,905	27.9%	\$ 619,500	\$ 140,890	22.7%
417420 Cust Service Charges-Municipal Housing	\$ 134,100	\$ 35,852	26.7%	\$ 133,900	\$ 35,566	26.6%
417810 Cust Service Charges-Resale Treated	\$ 65,200	\$ 12,083	18.5%	\$ 14,800	\$ 12,066	81.5%
417820 Cust Service Charges-Resale Raw	\$ 5,000	\$ 5,695	113.9%	\$ 5,000	\$ 5,689	113.8%
<b>Other Operating Revenues</b>	<b>\$ 13,197,065</b>	<b>\$ 5,121,673</b>	<b>38.8%</b>	<b>\$ 9,963,995</b>	<b>\$ 1,593,470</b>	<b>16.0%</b>
411040 Property Change of Ownership Admin Fee	\$ 528,000	\$ 77,440	14.7%	\$ -	\$ -	0.0%
413040 Employer Fund Contributions	\$ 3,389,800	\$ 3,389,800	100.0%	\$ 800,000	\$ -	0.0%
419110 Hydrant Maintenance-Private	\$ 168,465	\$ 1,199	0.7%	\$ 162,750	\$ 2,853	1.8%
419120 Hydrant Maintenance-Public	\$ 1,687,455	\$ -	0.0%	\$ 1,577,900	\$ -	0.0%
419130 Fire Protection Service	\$ 6,032,000	\$ 1,579,758	26.2%	\$ 6,032,000	\$ 1,537,431	25.5%
419400 Bill Jobs	\$ 217,220	\$ 4,047	1.9%	\$ 217,220	\$ 36,016	16.6%
419410 RRB-DOT Normal Labor	\$ 105,846	\$ -	0.0%	\$ 105,846	\$ -	0.0%
419430 RRB - Materials/Material Handling	\$ 37,027	\$ -	0.0%	\$ 37,027	\$ -	0.0%
419510 RRB-DPA Labor ST	\$ 467,844	\$ 381	0.1%	\$ 467,844	\$ -	0.0%
419540 RRB-DPA Equipment	\$ 6,522	\$ 148	2.3%	\$ 6,522	\$ -	0.0%
419550 RRB-DPA Contracts	\$ 363,602	\$ 23,683	6.5%	\$ 363,602	\$ -	0.0%
419610 RRB-DPA Labor Additive Overhead	\$ 93,284	\$ 537	0.6%	\$ 93,284	\$ -	0.0%
419910 Fees: Water Tapping	\$ 100,000	\$ 44,680	44.7%	\$ 100,000	\$ 17,170	17.2%
<b>Non-Operating Revenues</b>	<b>\$ 9,642,087</b>	<b>\$ 2,920,564</b>	<b>30.3%</b>	<b>\$ 9,478,259</b>	<b>\$ 2,853,644</b>	<b>30.1%</b>
423100 Interest Income - Investment	\$ 5,600,000	\$ 1,249,397	22.3%	\$ 5,600,000	\$ 1,176,299	21.0%
423300 Rental Revenue	\$ 119,977	\$ 30,615	25.5%	\$ 119,977	\$ 29,994	25.0%
429200 Rebates & Reimbursements	\$ -	\$ 159,187	0.0%	\$ -	\$ -	0.0%
429210 Collections & Liens	\$ 220,000	\$ 21,016	9.6%	\$ 220,000	\$ 22,511	10.2%
429220 Late Payment Charge	\$ 1,275,862	\$ 195,062	15.3%	\$ 1,275,862	\$ 210,391	16.5%
429230 Returned Check Fees	\$ 60,000	\$ 660	1.1%	\$ 60,000	\$ 300	0.5%
429260 Legal Recovery	\$ 300,000	\$ 51,432	17.1%	\$ 300,000	\$ 113,609	37.9%
431010 Recreational Sales	\$ 20,000	\$ 368	1.8%	\$ 20,000	\$ 40	0.2%
431020 Forestry Sales	\$ 256,000	\$ 16,685	6.5%	\$ 256,000	\$ 16,705	6.5%
431210 Misc Revenue	\$ 250,000	\$ 95,014	38.0%	\$ 100,000	\$ 59,686	59.7%
431230 Vendor Discount Revenue	\$ 100	\$ 1	1.1%	\$ 100	\$ -	0.0%
431240 Sale Of Material & Equipment	\$ 250,000	\$ 5,937	2.4%	\$ 120,000	\$ 8,858	7.4%
431270 DPH Fee	\$ -	\$ (0)	0.0%	\$ -	\$ 0	0.0%
431280 Cross-Connection/BackWater Fee	\$ 230,400	\$ 90,442	39.3%	\$ 230,400	\$ 85,079	36.9%
453000 Main Pipe Assessments	\$ 55,000	\$ -	0.0%	\$ 55,000	\$ 9,250	16.8%
440040 Fund Contributions	\$ 1,004,748	\$ 1,004,748	100.0%	\$ 1,120,920	\$ 1,120,920	100.0%

Water Bureau - 05.19.25 Regular Meeting

**WATER UTILITY REVENUE REPORT**

April 2025 YTD

April YTD is 33.3% of the full year

WATER UTILITY FUND 1120	April 2025			April 2024		
	Full Year Budget	YTD Actuals	% VAR	Full Year Budget	YTD Actuals	% VAR
<b>TOTAL REVENUES</b>	<b>\$ 119,702,948</b>	<b>\$ 37,243,952</b>	<b>31.1%</b>	<b>\$ 110,831,154</b>	<b>\$ 32,665,918</b>	<b>29.5%</b>
<b>Sale of Water</b>	<b>\$ 96,863,796</b>	<b>\$ 27,776,100</b>	<b>28.7%</b>	<b>\$ 91,388,900</b>	<b>\$ 26,919,738</b>	<b>29.5%</b>
416110 Water-Domestic	\$ 45,986,289	\$ 13,050,208	28.4%	\$ 43,887,700	\$ 12,659,832	28.8%
416120 Water-Domestic/Religious	\$ 160,698	\$ 24,722	15.4%	\$ 156,000	\$ 25,715	16.5%
416130 Water-Domestic/Agriculture	\$ 38,709	\$ (55)	-0.1%	\$ 37,600	\$ 46	0.1%
416210 Water-Commercial	\$ 15,491,938	\$ 4,146,254	26.8%	\$ 13,332,500	\$ 4,013,749	30.1%
416220 Water-Commercial/Religious	\$ 1,208,952	\$ 159,472	13.2%	\$ 1,173,700	\$ 147,243	12.5%
416230 Water-Commercial/Agriculture	\$ 33,625	\$ 12,854	38.2%	\$ 32,600	\$ 5,637	17.3%
416310 Water-Industrial	\$ 3,431,748	\$ 764,594	22.3%	\$ 3,331,800	\$ 776,323	23.3%
416410 Water-Municipal	\$ 2,748,683	\$ 363,766	13.2%	\$ 2,668,600	\$ 346,660	13.0%
416420 Water-Municipal/Housing	\$ 684,238	\$ 227,214	33.2%	\$ 664,300	\$ 221,681	33.4%
416810 Water-Resale Treated	\$ 1,895,927	\$ 585,259	30.9%	\$ 1,840,700	\$ 350,980	19.1%
416820 Water-Resale Raw	\$ 10,000	\$ -	0.0%	\$ 10,000	\$ -	0.0%
416900 Water-General Surcharge	\$ 2,184,300	\$ 734,638	33.6%	\$ 2,113,000	\$ 727,618	34.4%
416910 Water-Capital Improvement Surcharge	\$ 848,389	\$ 289,407	34.1%	\$ 834,800	\$ 296,444	35.5%
417110 Cust Service Charges-Domestic	\$ 18,409,000	\$ 6,097,774	33.1%	\$ 17,618,600	\$ 6,043,193	34.3%
417120 Cust Service Charges-Domestic/Religious	\$ 37,600	\$ 12,734	33.9%	\$ 37,900	\$ 12,794	33.8%
417130 Cust Service Charges-Domestic/Agriculture	\$ 2,900	\$ 974	33.6%	\$ 3,600	\$ 1,031	28.6%
417210 Cust Service Charges-Commercial	\$ 2,570,200	\$ 897,870	34.9%	\$ 2,305,200	\$ 885,753	38.4%
417220 Cust Service Charges-Commercial/Religious	\$ 147,800	\$ 50,686	34.3%	\$ 234,100	\$ 50,781	21.7%
417230 Cust Service Charges-Commercial/Agriculture	\$ 3,900	\$ 1,491	38.2%	\$ 5,900	\$ 1,491	25.3%
417310 Cust Service Charges-Industrial	\$ 249,600	\$ 92,986	37.3%	\$ 327,100	\$ 93,536	28.6%
417410 Cust Service Charges-Municipal	\$ 515,000	\$ 191,969	37.3%	\$ 619,500	\$ 188,137	30.4%
417420 Cust Service Charges-Municipal Housing	\$ 134,100	\$ 47,588	35.5%	\$ 133,900	\$ 47,423	35.4%
417810 Cust Service Charges-Resale Treated	\$ 65,200	\$ 16,105	24.7%	\$ 14,800	\$ 16,088	108.7%
417820 Cust Service Charges-Resale Raw	\$ 5,000	\$ 7,592	151.8%	\$ 5,000	\$ 7,586	151.7%
<b>Other Operating Revenues</b>	<b>\$ 13,197,065</b>	<b>\$ 5,722,232</b>	<b>43.4%</b>	<b>\$ 9,963,995</b>	<b>\$ 2,171,842</b>	<b>21.8%</b>
411040 Property Change of Ownership Admin Fee	\$ 528,000	\$ 106,150	20.1%	\$ -	\$ -	0.0%
413040 Employer Fund Contributions	\$ 3,389,800	\$ 3,389,800	100.0%	\$ 800,000	\$ -	0.0%
419110 Hydrant Maintenance-Private	\$ 168,465	\$ 1,869	1.1%	\$ 162,750	\$ 2,853	1.8%
419120 Hydrant Maintenance-Public	\$ 1,687,455	\$ -	0.0%	\$ 1,577,900	\$ -	0.0%
419130 Fire Protection Service	\$ 6,032,000	\$ 2,119,092	35.1%	\$ 6,032,000	\$ 2,061,671	34.2%
419400 Bill Jobs	\$ 217,220	\$ 9,551	4.4%	\$ 217,220	\$ 86,957	40.0%
419410 RRB-DOT Normal Labor	\$ 105,846	\$ -	0.0%	\$ 105,846	\$ -	0.0%
419430 RRB - Materials/Material Handling	\$ 37,027	\$ -	0.0%	\$ 37,027	\$ -	0.0%
419510 RRB-DPA Labor ST	\$ 467,844	\$ 381	0.1%	\$ 467,844	\$ -	0.0%
419540 RRB-DPA Equipment	\$ 6,522	\$ 148	2.3%	\$ 6,522	\$ -	0.0%
419550 RRB-DPA Contracts	\$ 363,602	\$ 23,683	6.5%	\$ 363,602	\$ -	0.0%
419610 RRB-DPA Labor Additive Overhead	\$ 93,284	\$ 537	0.6%	\$ 93,284	\$ -	0.0%
419910 Fees: Water Tapping	\$ 100,000	\$ 71,020	71.0%	\$ 100,000	\$ 20,360	20.4%
<b>Non-Operating Revenues</b>	<b>\$ 9,642,087</b>	<b>\$ 3,745,620</b>	<b>38.8%</b>	<b>\$ 9,478,259</b>	<b>\$ 3,574,337</b>	<b>37.7%</b>
423100 Interest Income - Investment	\$ 5,600,000	\$ 1,592,426	28.4%	\$ 5,600,000	\$ 1,552,990	27.7%
423300 Rental Revenue	\$ 119,977	\$ 40,820	34.0%	\$ 119,977	\$ 39,992	33.3%
429200 Rebates & Reimbursements	\$ -	\$ 195,261	0.0%	\$ -	\$ 22,129	0.0%
429210 Collections & Liens	\$ 220,000	\$ 49,953	22.7%	\$ 220,000	\$ 48,881	22.2%
429220 Late Payment Charge	\$ 1,275,862	\$ 257,604	20.2%	\$ 1,275,862	\$ 268,010	21.0%
429230 Returned Check Fees	\$ 60,000	\$ 960	1.6%	\$ 60,000	\$ 1,080	1.8%
429260 Legal Recovery	\$ 300,000	\$ 71,514	23.8%	\$ 300,000	\$ 167,254	55.8%
431010 Recreational Sales	\$ 20,000	\$ 3,978	19.9%	\$ 20,000	\$ 4,280	21.4%
431020 Forestry Sales	\$ 256,000	\$ 28,196	11.0%	\$ 256,000	\$ 133,356	52.1%
431210 Misc Revenue	\$ 250,000	\$ 374,324	149.7%	\$ 100,000	\$ 78,571	78.6%
431230 Vendor Discount Revenue	\$ 100	\$ 5	5.0%	\$ 100	\$ -	0.0%
431240 Sale Of Material & Equipment	\$ 250,000	\$ 4,937	2.0%	\$ 120,000	\$ 10,636	8.9%
431280 Cross-Connection/BackWater Fee	\$ 230,400	\$ 120,895	52.5%	\$ 230,400	\$ 113,737	49.4%
453000 Main Pipe Assessments	\$ 55,000	\$ -	0.0%	\$ 55,000	\$ 12,500	22.7%
440040 Fund Contributions	\$ 1,004,748	\$ 1,004,748	100.0%	\$ 1,120,920	\$ 1,120,920	100.0%

**WATER BUREAU  
REGULAR MEETING**  
555 Main Street, Hartford  
Monday, March 31, 2025

**Present:** Commissioners Andrew Adil, John Gale, Peter Gardow, Georgiana Holloway, Jackie Mandyck, Pasquale J. Salemi, Alvin Taylor, Chris Tierinni and District Chairman Donald M. Currey (9)

**Remote**

**Attendance:** (0)

**Absent:** Commissioners Kyle Anderson, C. Avery Buell, Dimple Desai and New Britain Representative Michael Carrier (4)

**Also**

**Present:** Commissioner William DiBella  
Commissioner Allen Hoffman  
Commissioner Bhupen Patel  
Commissioner John Avedisian (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  
David Rutt, Director of Operations  
Robert Schwarm, Director of Information Systems (Remote Attendance)  
Thomas Tyler, Director of Facilities  
Michael Curley, Manager of Technical Services  
David Banker, Assistant Manager of Technical Services  
Diana Phay, Manager of Treasury (Remote Attendance)  
Biviana Casanova, Project Control Manager  
Lindsay Williams, Accounting Administrator (Remote Attendance)  
Carrie Blardo, Assistant to the Chief Executive Officer  
Julie Price, Executive Assistant  
Amanda Litvak, IT Professional Level Associate (Remote Attendance)  
Matt McAuliffe, IT Consultant (Remote Attendance)  
Elizabeth Tavelli, Independent Consumer Advocate

**CALL TO ORDER**

The meeting was called to order by Chairman Adil at 4:03 PM

**PUBLIC COMMENT RELATIVE TO AGENDA ITEMS**

Judy Allen, of West Hartford, asked if the ordinance change in Agenda Item #6 “Charges on Fire Services in Non-Member Towns” applies to all non-member town existing accounts or just new customers.

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

ICA Elizabeth Tavelli stated that in Agenda Item #6 “Charges on Fire Services in Non-Member Towns” it says “dedicated fire service” but that term is not defined in the ordinances. She was curious as to what properties may have differentiated lines and if there is any reason as to why they’re excluded from the reduction in the surcharge.

**APPROVAL OF MEETING MINUTES**

***On motion made by Commissioner Gardow and duly seconded, the meeting minutes of January 27, 2025 were approved.***

**ENCROACHMENT AGREEMENT – CONCOURSE PARK 309 REDEVELOPMENT  
285 & 291 FORBES STREET; 936, 942, 944 & 960 SILVER LANE**

To: Water Bureau for consideration March 31, 2025

In a letter dated March 19, 2025, Paul Rodrigues of Solli Engineering, LLC., on behalf of Jasko Development Zelman 1 LLC, Jasko Zelman 1 LLC and JZ Otto LLC (collectively “Jasko”) and the Town of East Hartford, (“Town”) the future and current owners respectively of 285 & 291 Forbes Street, 936, 942, 944 & 960 Silver Lane in East Hartford (the “Property”), has requested permission from The Metropolitan District (“MDC” or “District”) to encroach on the MDC’s existing Northeast Transmission Main East Hartford Line thirty-foot-wide (30’) easement or right-of way, containing an existing concrete 30-inch treated water transmission main, situated on the Property (the “ROW”) for the purpose of constructing and installing site improvements for and in connection with a proposed residential development project, as shown on the attached map (the “Map”).

The Town has entered into a Purchase and Sale Agreement for the Property with Jasko and anticipates that a closing will occur in April. The Town has given Jasko permission to submit this encroachment permit application for the following described work for such construction and installation of these site improvements that Jasko will undertake on the Property after such closing.

The proposed scope of work entails: (i) installing a temporary 14’ wide x 45’ long modular steel bridge on timber matting including all appurtenances in up to three (3) locations along the ROW ahead of proposed site demolition and subsequent permanent site improvements,

including removing existing pavement and curbing; existing gas lines, drainage piping and structures (ii) regrading up to 24,850 sf of easement area, earth excavation up to 2.2 feet deep and filling up to 4.3 feet in depth, (iii) installing new utilities across the ROW including a new 8-inch water main 4" and 6" fire services, new sanitary laterals (1) 4" force main and (1) 8" PVC lateral, one (1) 4-inch gas line, (16)-2" service conduits, (8)- 4" electric and telecommunication conduits in up to six (6) locations, and new stormwater lines,(3) 8" C900, (1) 18" RCP and (1) 24" RCP sizes, and (iv) installing surface restoration consisting of new bituminous pavement, concrete walkways, curbing and traffic islands, and landscaping including shrubs and grass as well as incidental activities such as resetting existing manhole frame and covers, within the ROW as shown on the Map (collectively, the "Improvements").

The proposed lines will be installed above the MDC's existing thirty-inch (30") transmission main and its appurtenances situated within the ROW (collectively, the "Main") with a minimum of one foot (1') of vertical clearance between the Main and such lines, and proposed grades will not impede access to the Main. Eversource will require a twenty-foot wide (20') and forty-foot wide (±40') easement which will overlap perpendicular with the ROW (collectively these "Eversource Easements"). Connecticut Natural Gas ("CNG") will also require a ten-foot wide (10') easement which will overlap perpendicular with the ROW (the "CNG Easement" and Eversource Easements are collectively the "Utility Easements"). The Main was built in 1973 and the ROW was acquired by the MDC and filed on the East Hartford land records in Volume 493, at Page 36.

MDC staff has concluded that the Improvements will not be a detriment to the District's transmission main as a result.

Jasko has agreed to the following conditions in order to satisfy the District's concerns for protection of the transmission main and to maintain accessibility along the length of the 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 transmission main. All heavy construction equipment 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 transmission main shall be reviewed and approved by District staff prior to mobilization to the site. Any damage to the transmission main caused by any construction, maintenance, repair, replacement or associated activities by or on behalf of Jasko for or in connection with the Improvements within this ROW shall be the responsibility of Jasko.
2. No additional permanent improvements, other than the proposed Improvements, shall be located within this ROW.
3. The District shall not be held liable for any damage caused to any structure listed above, located within or adjacent to the ROW in the event of an emergency transmission main repair. The District will make every effort feasible to minimize damage to these structures; however, the cost of repairs to such structures shall be the responsibility of Jasko or the property owner at the time.

4. The District reserves the right to remove Improvements within this ROW at any time if so required for maintenance, repair or replacement of the transmission main or any part thereof. Jasko or the property owner at the time shall bear any additional maintenance, repair or replacement costs necessitated by the presence of Improvements within this ROW, including any such costs incurred by the District.
5. An MDC inspector must be on the job site whenever work is being performed within the ROW, and Jasko 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 forty-eight (48) hours advance notice must be given to the District prior to commencing any such activities within the ROW.
6. Jasko shall at all times indemnify, defend and save harmless the District, any municipality included therein, and the State of Connecticut and shall maintain the District's standard form of requisite 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.
7. Jasko shall be responsible for obtaining any and all federal, state, or local approvals necessary for installing the Improvements, including but not limited to the removal and construction of the same.

Staff has reviewed this request and considers it feasible.

A formal encroachment agreement shall be executed between Jasko and MDC, following the completion of the sale of the Property to Jasko, whereby Jasko becomes the fee owner of the Property, and consistent with current practice involving similar requests, and filed on the Town of East Hartford land records.

It is **RECOMMENDED** that it be:

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

**RESOLVED:** That after sale of the Property by the Town of East Hartford to Jasko ~~Development-Zelman 1~~ LLC, the Chairman or Vice Chairman of the District Board be authorized to execute an agreement, subject to approval of form and content by District Counsel, granting permission to Jasko ~~Development-Zelman 1~~ LLC to encroach upon both MDC existing thirty-foot-wide (30') Main ROW situated on the Property in order to: (i) perform the work for the Improvements in connection with the planned redevelopment of the Property as shown on plans submitted by Solli Engineering, LLC, entitled, "Existing 30" Water Main Profile, Sheet 1 of 2 and Sheet 2 of 2, Concourse Park 309 Silver Lane East Hartford, Connecticut, 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 and be indemnified from any claims from the present and in the following years as a result of any

encroachment authorized hereby, (b) Jasko shall obtain all required approvals and 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 Jasko, and recorded on the East Hartford Land Records. In the event that such full execution and recording does not occur within four (4) 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,



John S. Mirtle  
District Clerk

***Commissioner Gale made a motion to amend the resolution to replace “Jasko Development LLC” with “Jasko Zelman 1 LLC”. The amendment is shown in redline above. The motion to amend was duly seconded and passed by unanimous vote of those present.***

***Commissioner Gale made motion to approve the resolution, as amended in redline above, the motion was duly seconded, resolution approved by unanimous vote of those present.***

#### **REVISIONS OF WATER SUPPLY ORDINANCE RE: CHARGES ON FIRE SERVICES IN NON-MEMBER TOWNS**

No action taken. The Committee requested additional financial information be brought back to the Water Bureau at their next meeting regarding impact of the proposed ordinance revision.

#### **SOUTH WINDSOR CUSTOMERS NEAR SULLIVAN AVENUE & HERITAGE DRIVE**

David Banker, Assistant Manager of Technical Services, updated the Water Bureau on new customers in South Windsor that were previously served by Connecticut Water that will become MDC customers.

#### **LAKE MCDONOUGH RECREATION**

Chief Executive Officer Scott Jellison updated the Committee that there has only be one applicant for summer lifeguards.

**SUMMARY OF WATER MAIN BREAKS**

Chris Levesque, Chief Operating Officer, updated the Committee that there were 42 water main breaks in February, higher than average due to the cold weather, but the total has leveled off in March.

**YEAR-TO-DATE WATER REVENUE**

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

**OPPORTUNITY FOR GENERAL PUBLIC COMMENT**

No one from the public appeared to be heard.

**COMMISSIONER REQUESTS FOR FUTURE AGENDA ITEMS**

Commissioner Gardow stated that there is an upcoming 2025 Connecticut River Environmental Summit and asked if the MDC was invited to participate.

**ADJOURNMENT**

The meeting was adjourned at 5:28 PM

ATTEST:

John S. Mirtle  
District Clerk

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

\*\*Video of the full March 31, 2025 Water Bureau meeting is available at  
<https://www.youtube.com/@MetropolitanDistrictCommission> \*\*