<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>MEETING CALLED TO ORDER:</td>
</tr>
<tr>
<td>2.</td>
<td>ROLL CALL</td>
</tr>
<tr>
<td>3.</td>
<td>PLEDGE OF ALLEGIANCE</td>
</tr>
<tr>
<td>4.</td>
<td>APPROVAL OF MINUTES - MEETING OF JULY 1, 2019</td>
</tr>
<tr>
<td>5.</td>
<td>PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS</td>
</tr>
<tr>
<td>6.</td>
<td>REPORT FROM DISTRICT CHAIRMAN</td>
</tr>
<tr>
<td>7.</td>
<td>REPORT FROM CHIEF EXECUTIVE OFFICER</td>
</tr>
<tr>
<td>8.</td>
<td>REPORT FROM DISTRICT COUNSEL</td>
</tr>
<tr>
<td>9.</td>
<td>BOARD OF FINANCE - CONSIDERATION AND POTENTIAL ACTION RE:</td>
</tr>
<tr>
<td></td>
<td>A. FUND BALANCE POLICY (September 4, 2019)</td>
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<tr>
<td></td>
<td>B. FRINGE BENEFIT VEHICLE TAX (September 4, 2019)</td>
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<tr>
<td></td>
<td>C. 2019 OPERATING BUDGET TRANSFER –</td>
</tr>
<tr>
<td></td>
<td>i. INCREASE TAXES BUDGET (August 28, 2019)</td>
</tr>
<tr>
<td></td>
<td>ii. INCREASE INDEPENDENT CONSUMER ADVOCATE BUDGET AND (September 4, 2019)</td>
</tr>
<tr>
<td>10.</td>
<td>PERSONNEL, PENSION AND INSURANCE COMMITTEE – CONSIDERATION AND POTENTIAL ACTION RE:</td>
</tr>
<tr>
<td></td>
<td>A. POTENTIAL USES FOR BOND SAVINGS (September 4, 2019)</td>
</tr>
<tr>
<td></td>
<td>i. OPEB FUNDING</td>
</tr>
<tr>
<td></td>
<td>ii. ONE-TIME RETIREE PENSION PAYMENT</td>
</tr>
<tr>
<td></td>
<td>iii. RETIREE LIFE INSURANCE</td>
</tr>
<tr>
<td></td>
<td>B. TRANSFER OF PENSION FUNDS FROM WELLINGTON MANAGEMENT TO AQR CAPITAL MANAGEMENT (September 4, 2019)</td>
</tr>
<tr>
<td>11.</td>
<td>COMMITTEE ON ORGANIZATION - CONSIDERATION AND POTENTIAL ACTION RE: APPOINTMENT OF CHIEF FINANCIAL OFFICER (August 29, 2019)</td>
</tr>
<tr>
<td>12.</td>
<td>CONSIDERATION AND POTENTIAL ACTION RE: RESOLUTION RECOMMENDING THAT THE DISTRICT BOARD PROCEED WITH CONDEMNATION PROCEEDINGS IN FURTHERANCE OF THE CLEAN WATER PROJECT CONTRACT #5 ON THE FOLLOWING PROPERTIES:</td>
</tr>
<tr>
<td></td>
<td>A. 868 NEW BRITAIN AVENUE, HARTFORD</td>
</tr>
<tr>
<td></td>
<td>B. 876 NEW BRITAIN AVENUE, HARTFORD</td>
</tr>
<tr>
<td></td>
<td>C. 888 NEW BRITAIN AVENUE, HARTFORD</td>
</tr>
</tbody>
</table>
D. 894 NEW BRITAIN AVENUE, HARTFORD
E. 927 NEW BRITAIN AVENUE, WEST HARTFORD
F. 939 NEW BRITAIN AVENUE, WEST HARTFORD
G. 168 DART STREET, HARTFORD

13. REFERRAL OF PETITIONS FOR WATER SERVICE TO WATER BUREAU FOR:
   A. 85 PENNYWISE LANE, GLASTONBURY
   B. BURNHAM STREET AND SHERWOOD DRIVE, EAST HARTFORD

14. REFERRAL OF PETITION FOR SEWER SERVICE FOR 377 SIMSBURY ROAD BLOOMFIELD TO BUREAU OF PUBLIC WORKS

15. CONSIDERATION AND POTENTIAL ACTION RE: SETTLEMENT OF PENDING LITIGATION-- (EXECUTIVE SESSION)
   A. RYAN v. THE METROPOLITAN DISTRICT
   B. ACADIA INSURANCE a/s/o OLDE WINDSOR STATION LLC v. THE METROPOLITAN DISTRICT

16. OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

17. COMMISSIONER QUESTIONS & COMMENTS

18. ADJOURNMENT
To: Christopher P. Martin, Chief Financial Officer, The Metropolitan District, Hartford County, CT

From: Adam S. Krea, Director, HilltopSecurities

Cc: Maureen E. Gurghigian, Regional Managing Director, HilltopSecurities

Date: August 21, 2019

RE: The MDC’s Draft Fund Balance Policy

In response to the request of senior management of the Metropolitan District, Hartford County, Connecticut (the “MDC” or the “District”), this memo serves to provide certain information based on HilltopSecurities’ experience, information gathered from the rating agencies and best practices as described by the Government Finance Officers’ Association (“GFOA”) for creating a formal Fund Balance Policy.

Purpose of a Fund Balance Policy

Formal, board-adopted policies are generally considered a positive management practice in areas with significant discretion, where the governing body sets the overall policy to be implemented and detailed by the professional staff of the organization. Rating agencies often ask about fund balance policies as the amount of available fund balance is an important metric in their analysis of the financial stability and flexibility of an organization. The GFOA recommends, and the rating agencies look for, fund balance policies that include:

- The target amount of available fund balance;
- How funds withdrawn from fund balance can be spent;
- How the fund balance will be replenished should funds be withdrawn; and
- How excess funds over and above the target level are released from fund balance and the parameters for spending any released funds.
The MDC’s Draft Policy

The MDC is currently drafting a formal Fund Balance Policy (the “Policy”) for consideration by the District’s Board. MDC senior management is proposing the following, which follows the format of the GFOA best practice:

- The target amount of available fund balance is equal to the greater of (a) between 30 and 35% of general fund revenues for the most recently completed fiscal year or (b) two times the annual tax revenue of the District’s largest ad valorem taxpayer.

- Funds can be withdrawn or allocated from fund balance with a 2/3 vote of the District Board and the use of any fund balance should be for unforeseen shortfalls in revenue or unexpected expenditures necessary for the proper operation of the MDC.

- The fund balance will be replenished, should funds be withdrawn, according to a plan presented to the District Board by the Chief Financial Officer that will restore the available fund balance to the specified target within three fiscal years.

- Excess funds are released from fund balance if the amount is in excess of the specified target by a 2/3 vote of the board and the parameters for spending any released funds are that such funds must be spent on a one-time expenditure such as a capital improvement or an acquisition of a capital asset or any other one-time expense in the District’s best interest.

Reasons for the Specific Measurements Proposed by Senior Management

The most important consideration in creating a Fund Balance Policy is the level of available fund balance to keep on hand. One way to determine an appropriate level is to use publicly available information from the rating agencies on peer medians. Moody’s Investors Service publishes the following medians by bond rating category:

<table>
<thead>
<tr>
<th>Fund Balance as % of Revenues</th>
<th>Aaa</th>
<th>Aa</th>
<th>A</th>
<th>Baa</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>39.5%</td>
<td>29.1%</td>
<td>20.9%</td>
<td>7.9%</td>
</tr>
</tbody>
</table>

S&P Global Ratings publishes the following medians by bond rating category.

<table>
<thead>
<tr>
<th>FB/Exp</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA</td>
<td>33%</td>
</tr>
<tr>
<td>AA</td>
<td>35%</td>
</tr>
<tr>
<td>A</td>
<td>33%</td>
</tr>
<tr>
<td>BBB</td>
<td>15%</td>
</tr>
<tr>
<td>BB and lower</td>
<td>10%</td>
</tr>
</tbody>
</table>

MDC senior management aspires to return to the District’s pre-2016 rating of “Aa1” by Moody’s and “AA+” by S&P Global Ratings. As a water and sewer utility, the MDC is a capital-intensive organization with debt service comprising 35% of the total budget. With such a large percentage of the budget allocated to debt service, it is important that the District control its debt service expenses to the best of its ability. HilltopSecurities has projected that if the District had been rated “Aa1/AA+” instead of its current “Aa3/AA” that the debt service on the 2019 new money bonds would have been $369,016 less and the savings on the 2019 Refunding Bonds would have been $370,141 more, for a total projected benefit of $739,157. With rates near all-time lows, as interest rates rise in the future, the difference between rates for “Aa3/AA” bonds and “Aa1/AA+” bonds will widen and increase the difference in pricing. Therefore, it makes sense for the MDC to target a fund balance that would place the District between the “AA” and “AAA” medians shown in the tables above.

The tables above show national medians. Moody’s Investors Service also has a database, Moody’s Financial Ratio Analysis (“MFRA”), which provides Connecticut-specific medians. The Connecticut-specific median for “Aaa” communities is a fund balance that is 13.9% of revenues and for “Aa” communities a fund balance that is 15.7% of revenues. The target range of approximately 15% is typical of municipalities in the northeast. The main reason that municipalities in the northeast do not require as much available fund balance is that the majority of revenues come from property taxes, which are a much more stable revenue stream than sales taxes, for example, which are a major revenue stream for cities elsewhere in the country. In determining the appropriate amount of available fund balance, the GFOA best practices document states that “in establishing a policy governing the level of unrestricted fund balance in the general fund, a government should consider a variety of factors, including:

1. The predictability of its revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile);
2. Its perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts);

---

3. The potential drain upon general fund resources from other funds, as well as, the availability of resources in other funds;
4. The potential impact on the entity’s bond ratings and the corresponding increased cost of borrowed funds..."

These considerations, as outlined by the GFOA, informed the MDC’s decision to select the fund balance target outlined on page 2 of this memo. The determining factors necessitating a higher available fund balance for the District as compared to its member municipalities include:

1. Revenue Volatility: The District has only 8 ad valorem tax-payers, as compared to the thousands in a municipality. This results in much more concentration and a less diverse tax base for the District. S&P Global stated during a telephone conversation that the current fund balance, which is almost two times that of the largest ad valorem tax-payer, is a positive credit factor allowing the MDC to sustain a late or missed payment by any one of its ad valorem tax-payers. Secondly, the Water Utility is supported by revenues based on consumption, which is susceptible to weather and changes in consumer behavior among other factors, making it significantly more volatile than property taxes.

2. Exposure to Significant One-Time Outlays: Emergencies due to extreme weather or infrastructure failure are more likely with a water and sewer utility due to the vulnerability of the water supply and the significant amount of capital assets and infrastructure required to serve the District’s customers. These factors expose the MDC to potential significant, unplanned emergency expenditures.

3. The Potential Drain Upon General Fund Resources from Other Funds: As previously noted, the Water Utility is vulnerable to changes in consumption. The District’s General Obligation debt pledges the full faith and credit of the District, which would require the General Fund to pay any debt service the normally self-supporting Water Utility Fund may be unable to pay.

4. The Potential Impact on the Entity’s Bond Ratings and the Corresponding Increased Cost of Borrowed Funds: As previously described, debt service represents a significant portion of the District’s budget due to the ongoing capital needs of the utility. Managing the cost of borrowing is of the utmost important as the more debt that is issued or the higher the cost of debt, the greater the impact to the budget.

Conclusion

In conclusion, the District’s proposed fund balance policy is prudent based upon the rating agency measurements and comments, the guidance offered by the GFOA and the specific revenue and expenditure volatility and risk of the District.

BOARD OF FINANCE
FRINGE BENEFIT VEHICLE TAX

To: District Board  

From: Board of Finance  

September 4, 2019

For 2016 and 2017, the District inadvertently did not report taxable compensation under the IRS rules for Taxation of Fringe Benefits. In order to correct this, staff recommends the following:

At a meeting of the Board of Finance held on September 4th, it was:

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

RESOLVED: The District shall issue amended Form W-2’s for the affected employees. The District will pay both the employer and employee portions of FICA and Medicare taxes, as applicable. To the extent the employer pays the employee’s portion of any payroll taxes, this amount is considered income to the individual in the tax year paid. Therefore, the employee’s portion of these taxes (social security and medicare) paid by the District will be considered income to the employee and reported on the employee’s 2019 Form W-2.

The District shall reimburse affected employees for the cost of preparing 2016 and/or 2017 amended individual tax return(s) to reflect the taxable fringe benefit adjustment. This reimbursement will be made only upon the District’s review and approval of the invoice supporting such expenses, and the District’s determination that these costs are reasonable. The employee will be required to submit an invoice from his/her individual tax return preparer after completion of the amended tax returns. In addition, the employee will be required to submit a signed statement from his/her tax preparer certifying they have received, read and understand this notification.

The District shall also reimburse affected employees for the penalties and interest incurred on the additional income reflected in the 2016 and/or 2017 individual tax return(s) calculated through December 31, 2019 or earlier date. Any penalties and/or interest incurred subsequent to December 31, 2019 will be the responsibility of the employee.

To receive reimbursement from the District for interest and/or penalties through December 31, 2019 or earlier date, affected employees will be required to provide the District with a written letter from his/her tax preparer stating the amount of interest and penalties paid associated with the fringe benefit adjustment on his/her amended tax returns for each tax year.
The District will not reimburse employees for the additional income tax liability associated with the additional taxable income triggered by the amended W-2 and/or MDC’s reimbursement of tax return preparation fees and/or income tax interest and/or penalties.

Upon receipt and approval of the supporting documentation for the tax preparation fees and interest and penalties assessed, the District will pay the employee directly for the reimbursement of the costs. The employee is responsible for paying the tax preparer and the taxes, interest and penalties associated with this matter. The District will not pay the tax preparer, Internal Revenue Service or any State or local taxing authorities directly.

To the extent that the MDC pays and reimburses employees for the cost of preparing amended tax returns and/or for penalties and/or interest, these amounts will constitute additional taxable compensation to you in the year of payment and/or reimbursement and will be reported as such on Form W-2 in the tax year of payment.

Respectfully Submitted,

[Signature]

John S. Mirtle, Esq.
District Clerk
BOARD OF FINANCE
2019 OPERATING BUDGET TRANSFER

To: District Board  September 4, 2019

From: Board of Finance

The 2019 Metropolitan District operating budget is currently experiencing a deficit in the taxes budget. The taxes budget has a deficit due to actual mill rates in the non-member towns being higher than the budgeted assumption for mill rates.

CERTIFICATIONS:

In accordance with Section 3-8 of the Charter of The Metropolitan District, I hereby certify that there exists free from encumbrances, in the following appropriation, the amounts listed:

<table>
<thead>
<tr>
<th>Department 503 – Water Treatment &amp; Supply</th>
<th>General</th>
<th>Water</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department 503 – Water Treatment &amp; Supply</td>
<td>-0-</td>
<td>$2,509,500.00</td>
<td>$2,509,500.00</td>
</tr>
<tr>
<td>Total</td>
<td>-0-</td>
<td>$2,509,500.00</td>
<td>$2,509,500.00</td>
</tr>
</tbody>
</table>

Christopher Martin
Interim-Chief Financial Officer

At a meeting of the Board of Finance held on August 28, 2019, it was:

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

Resolved: That transfers within the 2019 Budget Appropriations be approved as follows:
<table>
<thead>
<tr>
<th>From:</th>
<th>General</th>
<th>Water</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department 503 –</td>
<td>-0-</td>
<td>$20,000.00</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>Water Treatment &amp; Supply</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>-0-</td>
<td>$20,000.00</td>
<td>$20,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To:</th>
<th>General</th>
<th>Water</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department-731</td>
<td>-0-</td>
<td>$20,000.00</td>
<td>$20,000.00</td>
</tr>
<tr>
<td>Taxes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>-0-</td>
<td>$20,000.00</td>
<td>$20,000.00</td>
</tr>
</tbody>
</table>

Respectfully Submitted,

[Signature]

John S. Mirtle, Esq.
District Clerk
To: District Board  

From: Board of Finance  

The 2019 Metropolitan District adopted operating budget contained funding for the Independent Consumer Advocate for the MDC (ICAMDC) in the amount of $50,000 for Fiscal 2019, which is consistent with P.A. 17-1. However, due to an anticipated increase in projected workload associated with the MDC’s submission of the 2018 Long Term Control Plan (LTCP) for the Clean Water Project, both the MDC and the ICAMDC agreed that funding in the amount of $70,000 would be required to adequately review the LTCP and provide support to the MDC customer base. Accordingly, it is forecasted that the Outside Services budget will have a deficit as a result of the increased funding for the ICAMDC in the amount of $20,000.

**CERTIFICATIONS:**

In accordance with Section 3-8 of the Charter of The Metropolitan District, I hereby certify that there exists free from encumbrances, in the following appropriation, the amounts listed:

<table>
<thead>
<tr>
<th>Department 74-</th>
<th>General</th>
<th>Water</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Agreements &amp; Programs</td>
<td>$9,800.00</td>
<td>$10,200.00</td>
<td>$20,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$9,800.00</strong></td>
<td><strong>$10,200.00</strong></td>
<td><strong>$20,000.00</strong></td>
</tr>
</tbody>
</table>

Christopher Martin  
Interim-Chief Financial Officer

9Cii-1
At a meeting of the Board of Finance held on September 4, 2019, it was:

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

**Resolved:** That transfers within the 2019 Budget Appropriations be approved as follows:

<table>
<thead>
<tr>
<th>From:</th>
<th>General</th>
<th>Water</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department 74 –</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Agreements &amp; Programs</td>
<td>$9,800.00</td>
<td>$10,200.00</td>
<td>$20,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$9,800.00</td>
<td>$10,200.00</td>
<td>$20,000.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To:</th>
<th>General</th>
<th>Water</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department-11 District Board</td>
<td>$9,800.00</td>
<td>$10,200.00</td>
<td>$20,000.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$9,800.00</td>
<td>$10,200.00</td>
<td>$20,000.00</td>
</tr>
</tbody>
</table>

Respectfully Submitted,

[Signature]

John S. Mirtle, Esq.
District Clerk

9Cii-2
PERSONNEL, PENSION AND INSURANCE COMMITTEE
TRANSFER OF FUNDS FROM WELLINGTON MANAGEMENT
TO AQR CAPITAL MANAGEMENT

To: District Board

From: Personnel, Pension and Insurance Committee

September 4, 2019

At the June 14, 2019 meeting of the Personnel, Pension and Insurance Investment Subcommittee, David Lee from Dahab Associates, Inc., reported to the subcommittee on the results of the search for additional domestic equity managers for the pension fund. Upon recommendation from David Lee, the subcommittee approved a resolution to move $20 million in the pension fund from Wellington Management to AQR Capital Management.

At a meeting of the Personnel, Pension and Insurance Committee held on September 4, 2019, it was:

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

RESOLVED: That $20 million in the pension fund be transferred from Wellington Management to AQR Capital Management.

Respectfully Submitted,

John Mirtle, Esq.
District Clerk

John S. Mirtle, Esq.
District Clerk
COMMITTEE ON ORGANIZATION
APPOINTMENT OF DIRECTOR OF FINANCE/CHIEF FINANCIAL OFFICER

To: District Board

From: Committee on Organization

September 4, 2019

Pursuant to Section B3b of the District By-Laws, it is the recommendation of the staff of The Metropolitan District and approved by the Committee on Organization to appoint Christopher Martin as Director of Finance/Chief Financial Officer for The Metropolitan District.

At a meeting of the Committee on Organization held on August 29, 2019, it was:

Voted: That the Committee on Organization recommends to the District Board passage of the following resolution:

Resolved: That the District Board, in accordance with Section B3b of the District By-Laws, hereby appoints Christopher Martin as Director of Finance/Chief Financial Officer for The Metropolitan District.

Respectfully Submitted,

John S. Mirtle, Esq.
District Clerk
CLASSIFICATION TITLE: DIRECTOR OF FINANCE/CHIEF FINANCIAL OFFICER

JOB SUMMARY

This is a highly responsible financial executive level position and a member of the senior executive leadership team. The purpose of this classification is to provide strategic vision and leadership in the direction and management of the District's financial functions and operations including: budgeting, accounting, auditing, investing, treasury, and debt management. This position serves as the Chief Financial Officer and has the responsibility for making difficult financial management decisions. Pursuant to the By-Laws of The Metropolitan District, Sections B2e and B4a, the person appointed to this position will be an officer of The Metropolitan District.

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 goals, objectives and operations of all finance-related activities. Prepares and reviews reports on finance operations. Supervises subordinate managerial and staff employees.

- Participates in strategic and operational management processes of the organization as a member of the senior management team and is responsible for developing and maintaining accounting policies and procedures as well as providing leadership and vision for the District’s financial staff.

- Develops and establishes goals and objectives of the comptrollers, budgeting, and treasury functions and provides timely performance feedback with respect to established goals and objectives.

- Performs and oversees all financial budgeting and forecasting modeling and analysis. Prepares and reviews financial statements which communicate the District’s actual performance by fund.

- Plans, organizes and coordinates the year-end close process with external auditors and is responsible for the development and maintenance of the District’s internal control structure.

- Serves as Treasurer for the District and is responsible for overseeing the District’s cash and debt management policies and procedures, as well as managing all financial aspects of the District’s pension, insurance and medical benefit programs and their related investment and trust activities.
• Oversees the District’s annual operating and capital budget development process and presents District budgets to the Board of Commissioners for adoption. Oversees the planning, budgeting and authorizing of District expenditures within the District’s funds. Oversees operating revenues, disbursements, inventory, investments and debt management.

Coordinates District finance-related activities with District senior executive leadership, government agencies, banks, contractors, investment bankers and other key stakeholders. Oversees coordination of finance-related operations, including budget, billing, payment and inventory control with other District departments.

• Analyzes information on assigned departments effectiveness and efficiency. Identifies best business practices and modifies operating policies and procedures. Recommends District administrative and governing policies. Advises senior executive leadership on financial operational issues and policies.

• Analyzes new venture proposals and advises on financial aspects.

• Performs special assignments and other work as assigned.

SUPERVISION RECEIVED

Works under the general direction of the Chief Administrative Officer.

MINIMUM QUALIFICATIONS

A bachelor's degree in accounting, business or finance is required; supplemented by a minimum of ten (10) years of progressively responsible financial management experience including at least three (3) years at the management level. Previous experience in government finance or public accounting is desirable; or any equivalent combination of education, training, and experience, substituting on a year-for-year basis, which provides the requisite knowledge, skills, and abilities for this classification.

SPECIAL REQUIREMENTS

MBA preferred.

Professional designation, such as CPA or CMA preferred.

PERFORMANCE APPTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data and/or information involving modification of existing policies, strategies and/or methods to meet unique or
unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

**Human Interaction**: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

**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 synthesis data and information, as well as reference, descriptive, design, advisory, and consulting data and information as applicable.

**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 scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organization problems of major functions.

**Situational Reasoning**: Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

**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.
RESOLUTION RECOMMENDING THAT THE DISTRICT BOARD PROCEED WITH
CONDEMNATION PROCEEDINGS IN FURTHERANCE OF THE CWP CONTRACT 5

To: District Board  September 4, 2019

It is RECOMMENDED that it be

VOTED: That the District Board approve passage of the following resolution:

Pursuant to Conn. Gen. Stat. § 48-12, and Sections 1-1, 1-2f and 1-4 of
the Metropolitan District Charter, the Board of the Metropolitan District hereby
authorizes District staff to proceed with condemnation proceedings on those properties
set forth below, to acquire such property rights pursuant thereto as are necessary for
the installation, use, maintenance and repair of certain sewer infrastructure
improvements within portions of Hartford and West Hartford relating to the South
Hartford Conveyance and Storage Tunnel and appurtenances thereto within or affecting
said properties, and to take such further or related action(s) as may be necessary to
effectuate the project. The temporary and/or permanent easements relate to Contract 5
of the South Tunnel Project, and are as follows:

1. 868 New Britain Avenue, Hartford
2. 876 New Britain Avenue, Hartford
3. 888 New Britain Avenue, Hartford
4. 894 New Britain Avenue, Hartford
5. 927 New Britain Avenue, West Hartford
6. 939 New Britain Avenue, West Hartford
7. 168 Dart Street, Hartford

The amount of compensation to be awarded to the property owner(s) of
each of said properties pursuant to said condemnation proceeding shall be the average
value as determined by two independent Connecticut licensed appraisers.

Respectfully Submitted,

John S. Mirtle, Esq.
District Clerk
The Metropolitan District  
South Hartford Conveyance and Storage Tunnel  
December 30, 2015

Description of Permanent Easement  
868-870 New Britain Avenue, Hartford, CT

Being that a certain permanent easement of land on the property of now or formerly Adesh Singh and Christina Nandkisore, containing 844 square feet, more or less, situated in the Town of Hartford, State of Connecticut and being shown on a map entitled: “Easement Plan, 868-870 New Britain Avenue, Hartford, Connecticut”, prepared by Zuvic, Carr and Associates, Inc. and dated December 30, 2015.

Said easement is more particularly bounded and described as follows:

Commencing at a point on the northerly right-of-way line of New Britain Avenue, and the westerly property line of now or formerly Georgeth A. Headley and Stanford G. Headley, being the southeasterly corner of land now or formerly Adesh Singh and Christina Nandkisore, said point being the southeasterly corner of the herein described easement;

Thence running northwest along the westerly property line of now or formerly Georgeth A. Headley and Stanford G. Headley, 18.00 feet, more or less, to a point;

Thence running southwest through land now or formerly Adesh Singh and Christina Nandkisore, 54.76 feet, more or less, to a point on the northerly right-of-way line of New Britain Avenue and easterly right-of-way line of Newfield Avenue;

Thence running southeast along the northerly right-of-way line of New Britain Avenue and easterly right-of-way line of Newfield Avenue, 25.05 feet, more or less, to a point on the northerly right-of-way line of New Britain Avenue;

Thence running northeast along the northerly right-of-way line of New Britain Avenue, 37.90 feet, more or less, to the southeasterly corner of the herein described easement, and place of beginning.
The Metropolitan District
South Hartford Conveyance and Storage Tunnel
December 30, 2015

Description of Permanent Easement
876 New Britain Avenue, Hartford, CT

Being that a certain permanent easement of land on the property of now or formerly New Properties, LLC, containing 488 square feet, more or less, situated in the Town of Hartford, State of Connecticut and being shown on a map entitled: “Easement Plan, 876 New Britain Avenue, Hartford, Connecticut”, prepared by Zuvic, Carr and Associates, Inc. and dated December 30, 2015.

Said easement is more particularly bounded and described as follows:

Commencing at a point on the northerly right-of-way line of New Britain Avenue, and the easterly property line of now or formerly Lafayette Realty Co., being the southwesterly corner of land now or formerly New Properties, LLC, said point being the southwesterly corner of the herein described easement;

Thence running northeast along the northerly right-of-way line of New Britain Avenue, 25.00 feet, more or less, to a point;

Thence running northeast along the northerly right-of-way line of New Britain Avenue and westerly right-of-way line of Newfield Avenue, 20.83 feet, more or less, to a point;

Thence running southwest through land now or formerly New Properties, LLC, 39.66 feet, more or less, to a point on the easterly property line of now or formerly Lafayette Realty Co.;

Thence running southeast along the easterly property line of now or formerly of Lafayette Realty Co., 15.29 feet, more or less, to the southwesterly corner of the herein described easement, and place of beginning.
The Metropolitan District  
South Hartford Conveyance and Storage Tunnel  
December 30, 2015

Description of Permanent Easement  
888-892 New Britain Avenue, Hartford, CT

Being that a certain permanent easement of land on the property of now or formerly Lafayette Realty Co., containing 2,718 square feet, more or less, situated in the Town of Hartford, State of Connecticut and being shown on a map entitled: “Easement Plan, 888-892 New Britain Avenue, Hartford, Connecticut”, prepared by Zuvic, Carr and Associates, Inc. and dated December 30, 2015.

Said easement is more particularly bounded and described as follows:

Commencing at a point on the northerly right-of-way line of New Britain Avenue, and the easterly property line of now or formerly New Properties, LLC, being the southwesterly corner of land now or formerly Lafayette Realty Co., said point being the southwesterly corner of the herein described easement;

Thence running northeast along the northerly right-of-way line of New Britain Avenue, 184.79 feet, more or less, to a point on the westerly property line of now or formerly of New Properties, LLC;

Thence running northwest along the westerly property line of now or formerly New Properties, LLC, 15.29 feet, more or less, to a point;

Thence running southwest through land now or formerly Lafayette Realty Co., 51.33 feet, more or less, to a point;

Thence running northwest through land now or formerly Lafayette Realty Co., 10.48 feet, more or less, to a point;

Thence running southwest through land now or formerly Lafayette Realty Co., 20.00 feet, more or less, to a point;

Thence running southwest through land now or formerly Lafayette Realty Co., 18.92 feet, more or less, to a point;

Thence running southwest through land now or formerly Lafayette Realty Co., 104.30 feet, more or less, to a point on the easterly property line of now or formerly New Properties, LLC;
Thence running southeast along the easterly property line of now or formerly New Properties, LLC, 12.35 feet, more or less, to the southwesterly corner of the herein described easement, and place of beginning.
Description of Permanent Easement
894-896 New Britain Avenue, Hartford, CT

Being that a certain permanent easement of land on the property of now or formerly New Properties, LLC, containing 863 square feet, more or less, situated in the Town of Hartford, State of Connecticut and being shown on a map entitled: “Easement Plan, 894-896 New Britain Avenue, Hartford, Connecticut”, prepared by Zuvic, Carr and Associates, Inc. and dated December 30, 2015.

Said easement is more particularly bounded and described as follows:

Commencing at a point on the northerly right-of-way line of New Britain Avenue, and the easterly property line of now or formerly Bairos Properties, LLC, being the southwesterly corner of land now or formerly New Properties, LLC, said point being the southwesterly corner of the herein described easement;

Thence running northeast along the northerly right-of-way line of New Britain Avenue, 48.21 feet, more or less, to a point on the westerly property line now or formerly Lafayette Realty Co.;

Thence running northeast along the westerly property line of now or formerly Lafayette Realty Co., 17.59 feet, more or less, to a point;

Thence running southwest through land now or formerly New Properties, LLC, 48.21 feet, more or less, to a point on the easterly property line now or formerly Bairos Properties, LLC;

Thence running southeast along the easterly property line of now or formerly Bairos Properties, LLC, 18.20 feet, more or less, to the southwesterly corner of the herein described easement, and place of beginning.
The Metropolitan District
South Hartford Conveyance and Storage Tunnel
December 30, 2015

Description of Permanent Easement
927 New Britain Avenue, West Hartford, CT

Being that a certain permanent easement of land on the property of now or formerly 927 New Britain Avenue, LLC, containing 549 square feet, more or less, situated in the Town of West Hartford, State of Connecticut and being shown on a map entitled: “Easement Plan, 927 New Britain Avenue, West Hartford, Connecticut”, prepared by Zuvic, Carr and Associates, Inc. and dated December 30, 2015.

Said easement is more particularly bounded and described as follows:

Commencing at a point on the southerly right-of-way line of New Britain Avenue, and the westerly right-of-way line of Hollywood Avenue, being the northeasterly corner of land now or formerly 927 New Britain Avenue, LLC, said point being the northeasterly corner of the herein described easement;

Thence running south along the westerly right-of-way line of Hollywood Avenue, 9.41 feet, more or less, to a point;

Thence running southwest through land now or formerly 927 New Britain Avenue, LLC, 56.00 feet, more or less, to a point on the easterly property line of now or formerly Joao and Maria Pinheiro;

Thence running north along the easterly property line now or formerly of Joao and Maria Pinheiro, 10.89 feet, more or less, to a point on the southerly right-of-way line of New Britain Avenue;

Thence running northeast along the southerly right-of-way line of New Britain Avenue, 55.65 feet, more or less, to the northeasterly corner of the herein described easement, and place of beginning.
The Metropolitan District
South Hartford Conveyance and Storage Tunnel
December 30, 2015

Description of Temporary Easement
939 New Britain Avenue, West Hartford, CT

Being that a certain temporary easement of land on the property of now or formerly Ijan 2 CT Realty, LLC, containing 205 square feet, more or less, situated in the Town of West Hartford, State of Connecticut and being shown on a map entitled: “Easement Plan, 939 New Britain Avenue, West Hartford, Connecticut”, prepared by Zuvic, Carr and Associates, Inc. and dated December 30, 2015. Said map also shows a permanent easement of land on the property of now or formerly Ijan 2 CT Realty, LLC.

Said temporary easement is more particularly bounded and described as follows:

Commencing at a point on the southerly right-of-way line of New Britain Avenue, and the westerly right-of-way line of Abbotsford Avenue, being the northeasterly corner of land now or formerly Ijan 2 CT Realty, LLC, going south along the westerly right-of-way line of Abbotsford Avenue, 13.91 feet, more or less, to a point being the northeasterly corner of the herein described temporary easement;

Thence running south along the westerly right-of-way line of Abbotsford Avenue, 12.28 feet, more or less, to a point;

Thence running west through land now or formerly Ijan 2 CT Realty, LLC, 20.13 feet, more or less, to a point;

Thence running northwest through land now or formerly Ijan 2 CT Realty, LLC, 7.25 feet, more or less, to a point on the southerly permanent easement line as described above;

Thence running northeast through land now or formerly of Ijan 2 CT Realty, LLC along the southerly permanent easement line as described above, 22.60 feet, more or less, to the northeasterly corner of the herein described temporary easement, and place of beginning.
Easement Description Dart Gardens Mutual Housing Association, Inc.:

A certain easement area being depicted as "Permanent Easement to be Acquired by Metropolitan District Commission Area= 1,234± S.F." on a map entitled "Easement Survey Property of Dart Gardens Mutual Housing Assoc., Inc. 168 Dart Street Hartford, Connecticut Scale 1"= 10' Dated January 2016" located on the westerly side of Brookfield Street in the City of Hartford, County of Hartford and State of Connecticut, being more particularly bounded and described as follows:

The Permanent Easement Area begins at a point which is the northeasterly property corner of Dart Gardens Mutual Housing Association, Inc. on the westerly street line of Brookfield Street.

Thence along a curve to the left being the westerly street line of Brookfield Street, said curve having a radius of 497.92 feet, a central angle of 14°13'59" and an arc length of 123.69 feet to a point. Said point also being a chord bearing of S 01°52'36" E, a chord distance of 123.37 feet from the last described point.

Thence N 13°12'13" W a distance of 127.88 feet to a point.

Thence N 87°16'28" W along land now or formerly of the Metropolitan District Commission, a distance of 25.20 feet to the point and place of beginning.

Said Permanent Easement Area contains 1,234 square feet more or less.
DISTRICT CLERK
PETITION FOR WATER SERVICE

From: District Clerk

To: District Board

September 4, 2019

The following petition was received on July 8, 2019:

The residents of 85 Pennywise Lane, Glastonbury have requested extending the water main near the Chestnut Hill Road and Coleman Road neighborhoods in Glastonbury, Connecticut.

It is RECOMMENDED that it be

Voted: That the foregoing petition be received and referred to the Water Bureau for study and subsequent action.

Respectfully submitted,

John Mirtle, Esq.
District Clerk
Ms. Jennifer Ottalagana, Project Manager  
The Metropolitan District Commission  
555 Main St.  
Hartford, CT 06103

RE: Coleman Road/Chestnut Hill Road service expansion, Glastonbury CT

Dear Ms. Ottalagana,

I'm following up on my July 3rd phone message.

We live at 85 Pennywise Lane in Glastonbury and are very interested in possible extension of MDC water to our neighborhood near Chestnut Hill Road and Coleman Road.

We understand that you are the Project Manager.

If there is a contact or mailing list for information about this, we'd like to be included.

Thank you.

Yours sincerely,

James Cooke

Anita Hochstein
DISTRICT CLERK
PETITION FOR WATER SERVICE

From: District Clerk

To: District Board

September 4, 2019

The following petition was received on August 28, 2019:

The Town of East Hartford has requested extending the water main on
Burnham Street and Sherwood Drive in East Hartford, Connecticut.

It is RECOMMENDED that it be

Voted:

That the foregoing petition be received and referred to the Water Bureau
for study and subsequent action.

Respectfully submitted,

John Mirtle, Esq.
District Clerk
August 28, 2019

John S Mirtle Esq.
MDC District Clerk
The Metropolitan District
P.O. Box 800
Hartford, CT. 06142-0800

RE: Petition for Water Main Extension
Burnham Street & Sherwood Drive, East Hartford, CT

Dear Attorney Mirtle,

The Town of East Hartford is in the process of designing improvements to Burnham Street (between Long Hill Street and the Manchester town line) and Sherwood Drive in East Hartford. The project will include road reconstruction and drainage improvements. Since the properties along these roads are presently using private well water systems, we are requesting that the District Board consider installation of water main on both roads.

Our Health Department indicates that water quality, at least for one location, is less than desirable (see attached letter) and they are supportive of the water main extension. In addition, without the water main there are no fire hydrants along the roads. As recently as April, 2019, the Manchester Fire Department provided a tanker for mutual aid at a fire on Sherwood Drive. The Town of East Hartford currently does not have a tanker as this is the only area of Town without fire hydrants. Adding fire hydrants will provide additional security to the sixty-three (63) residential properties along the roads (see attached map).

In addition to this petition, we are discussing a gas main extension with Connecticut Natural Gas for both roads. Combining the Town reconstruction project with the main extensions will improve the economic feasibility of the utility projects.

Please call our Town Engineer, Douglas R. Wilson, P.E. at (860) 291-7383 or dwilson@easthartfordct.gov with any questions. Thank you for your consideration on this matter.

Yours truly,

Marcia A. Leclerc
Mayor

C:
P.J. Salimi, MDC Commissioner
T. Baptist, Acting Director of Public Works
D. Wilson, Town Engineer
J. Cordier, Director of Health & Social Services
J. Oates, Fire Chief
August 6, 2019

RE: Proposed extension of MDC water service on Burnham Street and Sherwood Drive

To Whom It May Concern:

This letter is written on behalf of the East Hartford Health Department in reference to the proposed extension of public water service on Burnham Street and Sherwood Drive in the Town of East Hartford.

The availability of adequate quantities of safe, potable drinking water is of such paramount importance to public health, that I cannot overstate our unequivocal support for this proposed project. Additionally, a review of our historical files related to properties within the area of this proposed project revealed more than one report of water quality tests from private wells with results that, while meeting minimum standards for potable water, were less than ideally desirable. Therefore, I respectfully encourage the furtherance of this project proposal.

Please feel free to contact me if I may be of any assistance regarding this matter.

Sincerely,

Michael O'Connell
Environmental/Public Health Supervisor
East Hartford Health Department
740 Main Street
East Hartford, CT 06108
860-291-7324
moconnell@easthartfordct.gov
DISTRIBUTION CLERK
PETITION FOR SEWER SERVICE

From: District Clerk
To: District Board

September 4, 2019

The following petition was received on July 8, 2019:

The residents of 377 Simsbury Road in Bloomfield have requested extending the sewer main to their home, which currently stops between 371 and 373 Simsbury Road, Bloomfield.

It is RECOMMENDED that it be

Voted: That the foregoing petition be received and referred to the Bureau of Public Works for study and subsequent action.

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk
John Mirtle
MDC District Clerk
555 Main Street
PO Box 800
Hartford, CT 06142

Dear Mr. Mirtle,

We are interested in sewer connection. Our address is 377 Simsbury Road in Bloomfield. The sewer stops between 371 and 373 Simsbury Road. The record plan # is 268 – B.

We have a septic tank and we are currently having issues with the tank. We have a failing septic tank/leach field issue.

Thank you so much for your time and please call me if you have any questions.

Sincerely,

Leslie and Daniel Gregor
377 Simsbury Road
Bloomfield, CT 06002