

**THE METROPOLITAN DISTRICT BOARD
BOARD ROOM, DISTRICT HEADQUARTERS
555 MAIN STREET, HARTFORD
MONDAY, FEBRUARY 4, 2019, 5:30 PM**

ITEM NO.	TITLE
1.	MEETING CALLED TO ORDER:
2.	ROLL CALL
3.	PLEDGE OF ALLEGIANCE
4.	APPROVAL OF MINUTES - MEETING OF JANUARY 23, 2019
5.	PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS
6.	REPORT FROM DISTRICT CHAIRMAN
7.	REPORT FROM CHIEF EXECUTIVE OFFICER
8.	REPORT FROM DISTRICT COUNSEL
9.	BOARD OF FINANCE - CONSIDERATION OF AND POSSIBLE ACTION RE: 2019 OPERATING BUDGET TRANSFER - INDEPENDENT CONSUMER ADVOCATE BUDGET INCREASE
10.	AUDIT COMMITTEE - CONSIDERATION OF AND POSSIBLE ACTION RE: A. WHISTLEBLOWER POLICY B. AUTHORIZATION LEVEL FOR SALE OF PERSONAL PROPERTY
11.	WATER BUREAU - CONSIDERATION OF AND POSSIBLE ACTION RE: ABANDONMENT OF WATER MAIN - WESTBROOK VILLAGE
12.	OPPORTUNITY FOR GENERAL PUBLIC COMMENTS
13.	COMMISSIONER QUESTIONS & COMMENTS
14.	OTHER BUSINESS
15.	ADJOURNMENT

2019 OPERATING BUDGET TRANSFER

To: District Board

February 4, 2019

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:

	General	Water	Total
Department 70- Debt	<u>\$9,800.00</u>	<u>\$10,200.00</u>	<u>\$20,000.00</u>
Total	<u>\$9,800.00</u>	<u>\$10,200.00</u>	<u>\$20,000.00</u>



Karyn Blaise
Controller



Richard Freeman
Manager of Treasury

At a meeting of the Board of Finance held on February 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:

From:	General	Water	Total
Department 70 – Debt	<u>\$9,800.00</u>	<u>\$10,200.00</u>	<u>\$20,000.00</u>
Total	<u>\$9,800.00</u>	<u>\$10,200.00</u>	<u>\$20,000.00</u>
To:	General	Water	Total
Department-11 District Board	<u>\$9,800.00</u>	<u>\$10,200.00</u>	<u>\$20,000.00</u>
Total	<u>\$9,800.00</u>	<u>\$10,200.00</u>	<u>\$20,000.00</u>

Respectfully submitted,

John Mirtle

John S. Mirtle, Esq.
District Clerk

**AUDIT COMMITTEE
WHISTLEBLOWER POLICY**

To: District Board

February 4, 2019


From: Audit Committee

As part of the District's annual audit in recent years, the auditors recommended the implementation of a whistleblower policy/fraud tip line. The auditors' recommendation indicates that organizations with a reporting mechanism were more likely to detect fraud through tips than organizations without such policies. In response to the audit recommendations, District staff drafted the attached proposed Whistleblower Policy as modeled after the State of Connecticut's Whistleblower Program.

At a meeting of the Audit Committee held on February 4, 2019, it was:

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

RESOLVED: That the District Board hereby approves the District Whistleblower Policy and authorizes staff to implement and administer said Policy.

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

AUDIT COMMITTEE
AUTHORIZATION FOR SALE OF DISTRICT PERSONAL PROPERTY

To: District Board

February 4, 2019

From: Audit Committee

Pursuant to prudent personal property management practices and generally acceptable accounting principles The Metropolitan District ("District") desires to sell or otherwise dispose of certain obsolete personal property and equipment having a value of fifty thousand and 00/100 dollars (\$50,000.00) or less.

At a meeting of the Audit Committee held on February 4, 2019, it was:

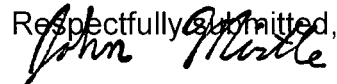
Be It Resolved: that pursuant to Section 2-12 of the District Charter, the above-referenced sales or dispositions of District personal property and equipment are hereby authorized for the purposes set forth above, upon the above terms and conditions, and such other terms and conditions as the District's Director of Procurement as well as the District Counsel deem appropriate and in the best interests of the District; and be it further

Resolved, that the District's Director of Procurement or his or her designee(s) (collectively, "MDC Staff") are hereby authorized to enter into and execute bills of sale and any and all manner of other documents and to take such other actions as MDC Staff and the District Counsel may deem appropriate and in the best interests of the District in order to effect the above sale; and be it further

Resolved, that no person or entity shall be entitled to rely on, or otherwise claim any benefit by reason of this resolution should any of the MDC Staff fail to execute the aforementioned bills of sale or other documents, or to take any of the other aforesaid actions; and be it further

Resolved, that all approvals and authorizations provided hereby are contingent upon, and shall only be effective on and by means of, the MDC Staff executing such bills of sale and other documents, and taking such actions, all of which shall be, in form and substance, acceptable to the MDC Staff and District Counsel; and be it further

Resolved, that at the end of each fiscal year, MDC staff shall prepare and submit a written report to District Board, or a designated committee, setting forth the sales and/or dispositions of District personal property that were executed pursuant to this resolution during such fiscal year.

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

**WATER BUREAU
WESTBROOK VILLAGE, HARTFORD
ABANDONMENT OF WATER MAIN**

To: District Board

February 4, 2019

From: Water Bureau

On October 16, 2018, the District received a letter from Paul Rodrigues of Freeman Companies on behalf of the Hartford Housing Authority, Owner and Developer of Westbrook Village, requesting that the Metropolitan District abandon the existing water mains within Ogilby Drive and Dillion Road in Hartford, as shown on the accompanying map. The purpose of the request is to enable the construction of a new residential housing development. The Owner will in turn build new public water mains to service the development. The existing water mains were built in 1950 by the City of Hartford Housing Authority under a Developer's Permit-Agreement for Stillman P. Westbrook Village with the Metropolitan District.

The proposal submitted includes the abandonment of approximately 1,475 feet of 8-inch water main in Ogilby Drive and approximately 1,400 feet of 8-inch water main in Dillion Road, as shown on the aforementioned map. The existing water mains were originally constructed in a public roadway; therefore no easements exist.

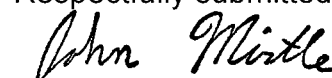
From an engineering standpoint, the abandonment of the existing water mains will not have a negative impact on the District's water distribution system, and no hardship or detriment would be imposed on others. The proposed new water mains will be constructed within the subject parcel under a new Developer's Permit-Agreement.

At a meeting of the Water Bureau held on February 4, 2019, it was:

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

RESOLVED: That the Chairman or Vice Chairman of the District Board be authorized to execute the abandonment of the existing water mains within Ogilby Drive and Dillion Road, Hartford, as shown on the accompanying map.

Respectfully submitted,



John S. Mirtle, Esq.
District Clerk

October 16, 2018

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

RE: Abandonment Request
Westbrook Village, Hartford, CT

Dear Mr. Curley:

The Westbrook Village project has been approved by the City of Hartford's Planning and Zoning Commission for a new master plan. This project will be redeveloped in six (6) total residential phases and a separate demolition phase for the entire site which will be to demolish the existing buildings, services, and infrastructure.

As discussed at our October 3, 2018 meeting, below is a request for the abandonment of water, sanitary sewer, and storm drainage at the following locations:

Sanitary Sewer:

1. 20' MDC Sanitary Sewer Easement north of Albany Avenue – see attached Exhibit 1
2. 20' MDC Sanitary Sewer Easement north of Dillon Road – see attached Exhibit 1
3. All Sanitary Sewer services off of Plainfield Street, Ogilby Drive, Mark Twain Drive, Dillon Road, and Albany Avenue
4. All Sanitary Sewer mains on Ogilby Drive and Dillon Road – see attached Exhibit 1

Storm Drainage:

1. 20' MDC Storm Easement north of Albany Avenue – see attached Exhibit 1
2. 20' MDC Storm Easement north of Dillon Road – see attached Exhibit 1
3. All Storm services off of Plainfield Street, Ogilby Drive, Mark Twain Drive, Dillon Road, and Albany Avenue
4. All Storm mains on Ogilby Drive and Dillon Road – see attached Exhibit 1

Water:

1. All Water services off of Plainfield Street, Ogilby Drive, Mark Twain Drive, Dillon Road, and Albany Avenue
2. All Water mains on Ogilby Drive and Dillon Road – see attached Exhibit 1

Please contact me if you require additional information to place this request on the appropriate MDC board agendas. Also, feel free to contact me with any questions or comments.

Sincerely,



Paul A. Rodrigues, PE
Manager of Civil Engineering

Attachment: Utility Abandonment Plan – Exhibit 1