

**BOARD OF FINANCE  
SPECIAL MEETING  
The Metropolitan District  
555 Main Street, Hartford  
Monday, November 9, 2015**

**PRESENT:** Commissioners Luis Caban and Allen Hoffman; Citizen Members Ron Angelo, William Cibes, Martin B. Courneen, Linda King-Corbin, Richard Mulready and District Chairman William A. DiBella (8)

**ABSENT:** Commissioners William P. Horan and Pasquale J. Salemi (2)

**ALSO**

**PRESENT:** Scott Jellison, Chief Executive Officer  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
R. Bartley Halloran, District Counsel  
Christopher R. Stone, Assistant District Counsel  
Rob Constable, Director of Finance  
Erin Ryan, Director of Human Resources  
Kelly Shane, Director of Procurement  
John S. Mirtle, District Clerk  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant

**CALL TO ORDER**

Vice Chairman Mulready called the meeting to order at 5:18 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MINUTES**

***On motion made by Commissioner Caban and duly seconded,  
the meeting minutes of the Board of Finance meeting of  
October 5, 2015 were approved.***

**2015 OPERATING BUDGET TRANSFER**

To: Board of Finance for consideration on November 9, 2015

The 2015 Metropolitan District operating budget is experiencing a deficit in the Legal and Employee Benefits budgets. The Legal deficit is the result of the increased legal services during the year. The Employee Benefits budget deficit is due increased medical claims in 2015.

**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 801 – Contingencies	<u>\$409,500.00</u>	<u>\$831,200.00</u>	<u>\$1,240,700.00</u>
Total	<u>\$409,500.00</u>	<u>\$831,200.00</u>	<u>\$1,240,700.00</u>

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John M. Zinzarella  
Chief Financial Officer

It is therefore RECOMMENDED that it be:

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

**Resolved:** That transfers within the 2015 Budget Appropriations be approved as follows:

From:	General	Water	Total
Department 801 – Contingencies	<u>\$318,080.00</u>	<u>\$745,920.00</u>	<u>\$1,064,000.00</u>
Total	<u>\$318,080.00</u>	<u>\$745,920.00</u>	<u>\$1,064,400.00</u>

To:	General	Water	Total
Department-141 Legal	\$68,600.00	\$71,400.00	\$140,000.00
Department-701 Employee Benefits	<u>249,480.00</u>	<u>674,520.00</u>	<u>924,000.00</u>
Total	<u>\$318,080.00</u>	<u>\$745,920.00</u>	<u>\$1,064,000.00</u>

Respectfully Submitted,

Scott W. Jellison  
Chief Executive Officer

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

**CLOSEOUT OF WATER, SEWER AND COMBINED PROGRAMS**

**WATER CAPITAL PROJECT PROGRAMS**

To: Board of Finance for consideration on November 9, 2015

The District has undertaken the task of updating its Capital Improvement Project (CIP) records. The task includes the identification of projects which have been completed, cancelled, or had a change of scope. Based upon the review, District staff now recommends that the following projects be closed.

Project Number	Project Name	Year	BA	Town	Budget	Expended Amount	Remaining Balance
CWN0001187	2007 General Purpose Water Program	2007	2207	Various	\$ 1,258,700.00	\$ 1,141,967.21	\$ 116,732.79
	<b>Subtotal BA 2207</b>				<b>\$ 1,258,700.00</b>	<b>\$ 1,141,967.21</b>	<b>\$ 116,732.79</b>
WAT.CW1233.20	2008 GPW WMR REPL. VARIOUS WSFLD	2008	2208	Wethersfield	\$ 210,000.00	\$ -	\$ 210,000.00
WAT.CW1236.01	Canal Road Storage Tank #2 Improve - OLD	2008	2208	West Hartford	\$ 1,600,000.00	\$ 1,117,734.02	\$ 482,265.98
WAT.CW1236.02	Canal Road Storage Tank #2 Improve - NEW	2008	2208	West Hartford	\$ 482,265.98	\$ 158,660.52	\$ 323,605.46
WAT.CW1239.01	2008 Land Acquisition	2008	2208	Various	\$ 550,000.00	\$ 525,785.71	\$ 24,214.29
	<b>Subtotal BA 2208</b>				<b>\$ 2,842,265.98</b>	<b>\$ 1,802,180.25</b>	<b>\$ 1,040,085.73</b>
CWN0001152	Bloomfield Water Treatment Improvements	2005	2311	Bloomfield	\$ 3,600,000.00	\$ 1,978,451.33	\$ 1,621,548.67
	<b>Subtotal BA 2311</b>				<b>\$ 3,600,000.00</b>	<b>\$ 1,978,451.33</b>	<b>\$ 1,621,548.67</b>
CWN0001153	Water Distribution System Improvement	2005	2312	Various	\$ 3,000,000.00	\$ 2,091,771.24	\$ 908,228.76
	<b>Subtotal BA 2312</b>				<b>\$ 3,000,000.00</b>	<b>\$ 2,091,771.24</b>	<b>\$ 908,228.76</b>
WAT.CW1201.01	2008 Radio Frequency Automated Meter Rea	2008	2318	Various	\$ 5,000,000.00	\$ 4,997,726.65	\$ 2,273.35
	<b>Subtotal BA 2318</b>				<b>\$ 5,000,000.00</b>	<b>\$ 4,997,726.65</b>	<b>\$ 2,273.35</b>
CWN0001169	2006 - Water Pump Station Improvement	2006	2319	Various	\$ 1,500,000.00	\$ 1,194,683.35	\$ 305,316.65
	<b>Subtotal BA 2319</b>				<b>\$ 1,500,000.00</b>	<b>\$ 1,194,683.35</b>	<b>\$ 305,316.65</b>
CWN0001194	2006 Water Distribution Imps Oak St. II	2006	2320	West Hartford	\$ 3,800,000.00	\$ 1,986,728.73	\$ 1,813,271.27
	<b>Subtotal BA 2320</b>				<b>\$ 3,800,000.00</b>	<b>\$ 1,986,728.73</b>	<b>\$ 1,813,271.27</b>
CWN0001171	2006- 36" Water Main Replacement	2006	2321	Hartford	\$ 4,700,000.00	\$ 2,964,766.42	\$ 1,735,233.58
	<b>Subtotal BA 2321</b>				<b>\$ 4,700,000.00</b>	<b>\$ 2,964,766.42</b>	<b>\$ 1,735,233.58</b>
CWN0001185	2007 Water Supply Facility Improvements	2007	2324	Barkhamsted	\$ 1,450,000.00	\$ 1,449,894.96	\$ 105.04
	<b>Subtotal BA 2324</b>				<b>\$ 1,450,000.00</b>	<b>\$ 1,449,894.96</b>	<b>\$ 105.04</b>
CWN0001176	2007 Treatment Faciltiy Upgrades	2007	2325	Various	\$ 1,100,000.00	\$ 1,100,000.00	\$ -
	<b>Subtotal BA 2325</b>				<b>\$ 1,100,000.00</b>	<b>\$ 1,100,000.00</b>	<b>\$ -</b>
CWN0001186	2007 Bloomfield Treatment Facility Imps	2007	2327	Bloomfield	\$ 5,000,000.00	\$ 4,776,715.21	\$ 223,284.79
	<b>Subtotal BA 2327</b>				<b>\$ 5,000,000.00</b>	<b>\$ 4,776,715.21</b>	<b>\$ 223,284.79</b>
WAT.CW1229.01	Planning & Testing	2008	2329	Various	\$ 600,000.00	\$ 184,011.80	\$ 415,988.20
	<b>Subtotal BA 2329</b>				<b>\$ 600,000.00</b>	<b>\$ 184,011.80</b>	<b>\$ 415,988.20</b>
WAT.CW1230.01	CSO - Related Assets	2008	2330	Various	\$ 1,540,000.00	\$ 541,506.49	\$ 998,493.51
WAT.CW1234.01	CSO - Related Assets	2008	2330	Various	\$ 188,605.00	\$ 142,321.97	\$ 46,283.03
WAT.CW1287.01	2008 CSO Assets Burton St. WMR	2008	2330	Various	\$ 3,264,326.25	\$ 2,497,156.09	\$ 767,170.16
	<b>Subtotal BA 2330</b>				<b>\$ 4,992,931.25</b>	<b>\$ 3,180,984.55</b>	<b>\$ 1,811,946.70</b>
CWN0001182	2007 A M Non-CSO Buckingham St Htfd	2007	2331	Hartford	\$ 1,030,000.00	\$ 52,637.37	\$ 977,362.63
CWN0001183	2007 A M Non-CSO Church St Htfd	2007	2331	Hartford	\$ 403,000.00	\$ 246,704.22	\$ 156,295.78
WAT.CW1212.01	2008 A M Non-CSO Tunxis Avenue, Bloom	2008	2331	Bloomfield	\$ 1,749,000.00	\$ 1,460,317.31	\$ 288,682.69
WAT.CW1237.01	Cold Spring Drive, Bloomfield	2008	2331	Bloomfield	\$ 1,500,000.00	\$ 522,894.18	\$ 977,105.82
	<b>Subtotal BA 2331</b>				<b>\$ 4,682,000.00</b>	<b>\$ 2,282,553.08</b>	<b>\$ 2,399,446.92</b>
WAT.CW1210.01	2008 East Farmington Water Main Install	2008	2335	Farmington	\$ 3,500,000.00	\$ 1,191,745.13	\$ 2,308,254.87
	<b>Subtotal BA 2335</b>				<b>\$ 3,500,000.00</b>	<b>\$ 1,191,745.13</b>	<b>\$ 2,308,254.87</b>
WAT.CW1196.01	2008 Filtered Water Basin Interconnectio	2008	2336	West Hartford	\$ 2,000,000.00	\$ 1,497,200.82	\$ 502,799.18
	<b>Subtotal BA 2336</b>				<b>\$ 2,000,000.00</b>	<b>\$ 1,497,200.82</b>	<b>\$ 502,799.18</b>
	<b>Total Water Program</b>				<b>\$ 49,025,897.23</b>	<b>\$ 33,821,380.73</b>	<b>\$ 15,204,516.50</b>

After reviewing the information contained herein

It is **RECOMMENDED** that it be

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

Resolved: That the District Board approves appropriation closeouts for the projects listed above.

Respectfully submitted,

Scott W. Jellison  
Chief Executive Officer

**SEWER CAPITAL PROJECT PROGRAMS**

To: Board of Finance for consideration on November 9, 2015

The District has undertaken the task of updating its Capital Improvement Project (CIP) records. The task includes the identification of projects which have been completed, cancelled, or had a change of scope. Based upon the review, District staff now recommends that the following projects be closed.

Project Number	Project Name	Year	BA	Town	Budget	Expended Amount	Remaining Balance
CSN0001058	Clsd2003 SEWER REHABILITATION PROJECTS	2003	5103	Various	\$ 260,000.00	\$ 161,156.55	\$ 98,843.45
CSN0001112	Clsd 2003 SRP LaSalle Road West Hartford	2003	5103	West Hartford	\$ 80,000.00	\$ 3,113.73	\$ 76,886.27
	<b>Subtotal BA 5103</b>				<b>\$ 340,000.00</b>	<b>\$ 164,270.28</b>	<b>\$ 175,729.72</b>
CSN0001101	2006 -GPS Reserve	2006	5106	Various	\$ 300,000.00	\$ 195,373.83	\$ 104,626.17
CSN0001107	2006-GPS West Normandy Drive, WH	2006	5106	West Hartford	\$ 215,000.00	\$ 107,122.11	\$ 107,877.89
CSN0001111	2006-GPSP Huyshoppe St. Area Rehab	2006	5106	Hartford	\$ 2,825.00	\$ 2,825.00	\$ -
CSN0001113	Clsd2006 GPS-Backwater Valve Replacement	2006	5106	Various	\$ 300,000.00	\$ 290,500.09	\$ 9,499.91
WWA.CS1189.01	2006 GPS University of Htd PS	2006	5106	Hartford	\$ 347,175.00	\$ 166,224.05	\$ 180,950.95
	<b>Subtotal BA 5106</b>				<b>\$ 1,165,000.00</b>	<b>\$ 762,045.08</b>	<b>\$ 402,954.92</b>
WWA.CS1136.20	2008 GPS Fishfry Pump Station	2008	5108	Hartford	\$ 267,189.00	\$ 189,947.45	\$ 77,241.55
WWA.CS1142.01	2008 Curcombe Street WWPS - Hartford	2008	5108	Hartford	\$ 800,000.00	\$ 12,897.24	\$ 787,102.76
WWA.CS1147.01	Backwater Valve Program	2008	5108	Various	\$ 350,000.00	\$ 238,310.00	\$ 111,690.00
	<b>Subtotal BA 5108</b>				<b>\$ 1,417,189.00</b>	<b>\$ 441,154.69</b>	<b>\$ 976,034.31</b>
LTC0000002	CSO ABATEMENT-(82-2)	2006	5200	Wethersfield	\$ 5,000,000.00	\$ 4,805,057.64	\$ 194,942.36
LTC0000003	Wethersfield Cove	2006	5200	Wethersfield	\$ 5,000,000.00	\$ 4,573,586.47	\$ 426,413.53
	<b>Subtotal BA 5200</b>				<b>\$ 10,000,000.00</b>	<b>\$ 9,378,644.11</b>	<b>\$ 621,355.89</b>
CSA0000406	MOUNTAIN FARMS,WH	1999	5630	West Hartford	\$ 2,257,930.00	\$ 116,749.98	\$ 2,141,180.02
CSA0000417	CLSD 2002 ASSESSABLE SEWER PROGRAM	2002	5630	Various	\$ 87,000.00	\$ 50,869.40	\$ 36,130.60
CSA0000421	2003 TUNXIS ROAD, WEST HARTFORD	2003	5630	West Hartford	\$ 800,000.00	\$ 166,572.39	\$ 633,427.61
CSA0000423	Clsd2004 Assessable Sewer Program	2004	5630	Various	\$ 81,000.00	\$ 9,956.00	\$ 71,044.00
CSA0000430	2000 ASP-RESERVOIR #6-OUTLET SEWER	2000	5630	Bloomfield	\$ 1,165,500.00	\$ 937,387.74	\$ 228,112.26
WWA.CSA440.01	Clsd2008 Assessable Sewer Program Admin.	2008	5630	Various	\$ 300,000.00	\$ 149,916.35	\$ 150,083.65
WWA.CSA441.01	Assessable Sewer Projects	2008	5630	Various	\$ 2,600,000.00	\$ 1,837,665.13	\$ 762,334.87
	<b>Subtotal BA 5630</b>				<b>\$ 7,291,430.00</b>	<b>\$ 3,269,116.99</b>	<b>\$ 4,022,313.01</b>
CSN0001048	SILAS DEANE HIGHWAY WWPS (Executive)	2002	5708	Wethersfield	\$ 2,000,000.00	\$ 580.00	\$ 1,999,420.00
	<b>Subtotal BA 5708</b>				<b>\$ 2,000,000.00</b>	<b>\$ 580.00</b>	<b>\$ 1,999,420.00</b>
CSN0001049	2002 UPPER ALBANY AREA CSO-PHASE I CONST	2002	5709	Hartford	\$ 4,360,000.00	\$ 4,213,417.39	\$ 146,582.61
	<b>Subtotal BA 5709</b>				<b>\$ 4,360,000.00</b>	<b>\$ 4,213,417.39</b>	<b>\$ 146,582.61</b>
CSN0001092	Inflow & Infiltration Master Plan	2005	5720	Various	\$ 5,000,000.00	\$ 4,271,536.92	\$ 728,463.08
	<b>Subtotal BA 5720</b>				<b>\$ 5,000,000.00</b>	<b>\$ 4,271,536.92</b>	<b>\$ 728,463.08</b>
CSN0001104	2006-Airport Rd. Pump Station Imp.	2006	5726	Hartford	\$ 1,000,000.00	\$ 882,500.81	\$ 117,499.19
	<b>Subtotal BA 5726</b>				<b>\$ 1,000,000.00</b>	<b>\$ 882,500.81</b>	<b>\$ 117,499.19</b>
	<b>Total Sewer Program</b>				<b>\$ 32,573,619.00</b>	<b>\$ 23,383,266.27</b>	<b>\$ 9,190,352.73</b>

After reviewing the information contained herein

It is **RECOMMENDED** that it be

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

Resolved: That the District Board approves appropriation closeouts for the projects listed above.

Respectfully submitted,

Scott W. Jellison  
Chief Executive Officer

### COMBINED CAPITAL PROJECT PROGRAMS

To: Board of Finance for consideration on November 9, 2015

The District has undertaken the task of updating its Capital Improvement Project (CIP) records. The task includes the identification of projects which have been completed, cancelled, or had a change of scope. Based upon the review, District staff now recommends that the following projects be closed.

Project Number	Project Name	Year	BA	Town	Budget	Expended Amount	Remaining Balance
COM.CFP136.01	2008 Board Room Communication Improvemen	2008	5650	Hartford	\$ 300,000.00	\$ 4,279.00	\$ 295,721.00
	<b>Subtotal BA 5650</b>				<b>\$ 300,000.00</b>	<b>\$ 4,279.00</b>	<b>\$ 295,721.00</b>
COM.CFP133.01	2008 District Facility Improvements	2008	5651	Various	\$ 600,000.00	\$ 590,551.30	\$ 9,448.70
COM.CFP147.01	Upgrade Motor Oil Dispensing System	2008	5651	Various	\$ 400,000.00	\$ 272,054.00	\$ 127,946.00
	<b>Subtotal BA 5651</b>				<b>\$ 1,000,000.00</b>	<b>\$ 862,605.30</b>	<b>\$ 137,394.70</b>
	<b>Total Combined Program</b>				<b>\$ 1,300,000.00</b>	<b>\$ 866,884.30</b>	<b>\$ 433,115.70</b>

After reviewing the information contained herein

It is **RECOMMENDED** that it be

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

Resolved: That the District Board approves appropriation closeouts for the projects listed above.

Respectfully submitted,

Scott W. Jellison  
Chief Executive Officer

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

**ADJOURNMENT**

The meeting was adjourned at 5:27 PM

ATTEST:

John S. Mirtle, Esq.  
District Clerk

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Date of Approval