

**SPECIAL MEETING**  
**COMMITTEE ON MDC GOVERNMENT**  
**The Metropolitan District**  
555 Main Street, Hartford CT  
Wednesday, October 8, 2014

**Present:** Commissioners Allen Hoffman, William P. Horan, Alphonse Marotta, James S. Needham, Hector Rivera, Alvin E. Taylor and District Chairman William A. DiBella (7)

**Absent:** Commissioners Michael Gerhart, Maureen Magnan and J. Lawrence Price (3)

**Also**

**Present:** Charles P. Sheehan, Chief Executive Officer  
Scott W. Jellison, Deputy CEO, Engineering & Operations  
John M. Zinzarella, Deputy CEO, Business Services  
R. Bartley Halloran, District Counsel  
Christopher R. Stone, Assistant District Counsel  
John S. Mirtle, Esq., District Clerk  
Gerald J. Lukowski, Director of Operations  
Kelly Shane, Director of Procurement  
Rob Constable, Manager of Budgeting and Analysis  
Stanley Pokora, Manager of Treasury  
Erin Ryan, Director of Human Resources  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant  
Joe Vitale, Bond Counsel

**CALL TO ORDER**

Vice-Chairman Alphonse Marotta called the meeting to order at 5:06 PM

**ROLL CALL AND QUORUM**

The District Clerk informed Vice-Chairman Alphonse Marotta that a quorum was present, and the meeting was declared a legal meeting of the Committee on MDC Government of The Metropolitan District of Hartford County, Connecticut.

**APPROVAL OF MINUTES**

***On motion made by Commissioner Hoffman and duly seconded, the meeting minutes of April 24, 2014 were approved.***

**PROPOSED REVISIONS TO THE BYLAWS  
OF THE METROPOLITAN DISTRICT**

To: Committee on MDC Government for consideration on October 8, 2014

District staff, through the Office of District Counsel, submits the addition of Section B1j "Telephonic Attendance at Meetings" and revisions to Section B2d "Chief Executive Officer" and B3j "Community Affairs Committee" to the Bylaws of the District Board of The Metropolitan District for consideration by the Committee on MDC Government.

Therefore, it is **RECOMMENDED** that it be

**VOTED:** That the Committee on MDC Government recommends to the District Board passage of the following resolution:

**RESOLVED:** That the addition of Section B1j "Telephonic Attendance at Meetings" and revisions to Section B2d "Chief Executive Officer" and B3j "Community Affairs Committee" to the Bylaws of the District Board of The Metropolitan District be adopted as follows:

**B1j TELEPHONIC ATTENDANCE AT MEETINGS**

Commissioners may participate in and act at any meeting of the Board or any Committee through the use of a conference telephone or by means of other electronic equipment so long as all persons participating in the meeting can communicate with each other concurrently. Telephonic or electronic participation in a meeting shall constitute attendance and presence at the meeting for quorum purposes.

**B2d CHIEF EXECUTIVE OFFICER**

There shall be a Chief Executive Officer, to be appointed by the District Board. The Chief Executive Officer shall hold office at the pleasure of said board, but shall not be dismissed except for cause. The Chief Executive Officer shall carry out the policies and orders of said board and of the committees, commissions, bureaus and boards of the District. The Chief Executive Officer shall furnish such information and technical advice as may be requested and perform such other duties as may from time to time be assigned by said board.

The Chief Executive Officer shall be manager of the Water Bureau and of the Bureau of Public Works. The Chief Executive Officer shall coordinate the operations of the several committees, commissions, bureaus and agencies of the District and administer any uniform personnel and classification plan that may be adopted; and shall exercise general supervision over the operating staff of each of such committees, commissions, bureaus or agencies.

The Chief Executive Officer shall attend, or be represented at, all meetings except those designated as executive meetings of the District Board, the Water Bureau, Bureau of Public Works, Board of Finance,

Regional Planning Commission, and any other committee, board or commission of the District, except the Committee on Organization.

The Chief Executive Officer shall be authorized to sign, on behalf of the District, all contracts to which the District is a party, and such authorization with respect to any such contract involving the expenditure of more than \$25,000.00 shall be upon award of such contract by the District and upon satisfaction by the successful proposer or bidder of all legal requirements of the District pertaining to such award. The Chief Executive Officer is further authorized to delegate such signing authority to any other District officer(s) or employee(s), provided such delegation shall be in writing and a copy thereof shall be filed with the District Clerk.

Any reference in the District Charter or in the District Ordinances to the District Manager, to the Manager, to the Manager of the Water Bureau, or to the Manager of the Bureau of Public Works shall be construed as referring to the Chief Executive Officer, and such duties attendant on these positions shall be the responsibility of the Chief Executive Officer.

(Adopted September 11, 2000)

### **B3j COMMUNITY AFFAIRS COMMITTEE**

The Community Affairs Committee shall consist of ten (10) Commissioners of the District. Said Committee shall advise the District Board and management on questions of publications, publicity and other aspects of community affairs. The Community Affairs Committee shall also be charged with reporting to and advising the Board on issues relating to the following: 1) policies, procedures and regulatory compliance in the area of affirmative action within the District; 2) workforce diversity within the District and development of a work environment within the District that is sensitive and responsive to the goal of encouraging diversity within the workforce; 3) programs and initiatives to promote diversity within the District's contracting community, including monitoring the progress and success of the Small Local Business Enterprise Program and other programs or policies developed to promote diversity both within and outside the District; and 4) any other matters specifically referred to the Committee by the Board relating to affirmative action or diversity.

(Adopted January 16, 1996)

(Deletions bracketed. Additions underlined.)

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

***Commissioner Hoffman moved to amend proposed ordinance B1j, "Telephonic Attendance" as follows:***

Commissioners may participate in and act at any meeting of the Board or any Committee through the use of a conference telephone or by means of other electronic equipment so long as all persons participating in the meeting can communicate with each other concurrently. Telephonic or electronic participation in a meeting shall constitute attendance and presence at the meeting ~~for quorum purposes.~~ provided that those present constitute a majority of the required quorum.

***The proposed amendment was duly seconded.***

***On motion made by Commissioner Marotta and duly seconded, the resolution, as amended, was adopted by unanimous vote of those present.***

**ADJOURNMENT**

The meeting was adjourned at 5:31 PM

ATTEST:

John S. Mirtle, Esq.  
District Clerk

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