

**JOURNAL
OF
THE BUREAU OF PUBLIC WORKS
OF
THE METROPOLITAN DISTRICT
COMMISSION**

**FOR THE YEAR
2017**

**Published by authority of the Commission
And compiled by the
Office of the District Clerk**

**Membership of the District is made up of the City of Hartford and
The Towns of Bloomfield, Newington, Wethersfield, Windsor,
East Hartford, Rocky Hill and West Hartford**

CONTENTS

	Page
Membership.....	A

MINUTES OF THE BUREAU OF PUBLIC WORKS

January 9.....	1
February 15.....	5
April 3.....	7
May 17.....	11
June 19.....	15
August 7	25
September 11	29
November 10	38

INDEX

Minutes of the Bureau of Public Works	I-1
---	-----

MEMBERSHIP
OF
THE BUREAU OF PUBLIC WORKS
2017

RICHARD W. VICINO Chairman, Bureau of Public Works
J. LAWRENCE PRICE Vice Chairman, Bureau of Public Works

ANDREW ADIL	MAUREEN MAGNAN
LUIS CABAN	ALPHONSE MAROTTA
DONALD CURREY	J. LAWRENCE PRICE
JANICE FLEMMING	KENNARD RAY
ALLEN HOFFMAN	HECTOR M. RIVERA
WILLIAM HORAN	RAYMOND SWEZY
JOSEPH KLETT	ALVIN E. TAYLOR
BYRON LESTER	RICHARD W. VICINO

MINUTES
OF
MEETINGS OF THE BUREAU OF PUBLIC WORKS
HELD IN 2017

**BUREAU OF PUBLIC WORKS
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Monday, January 9, 2017**

Present: Commissioners Luis Caban, Donald Currey, Janice Flemming-Butler, Allen Hoffman, Maureen Magnan, Alphonse Marotta, J. Lawrence Price, Hector M. Rivera, Raymond Sweezy, Alvin Taylor, Richard W. Vicino and District Chairman William A. DiBella (12)

Absent: Commissioners Andrew Adil, William Horan, Joseph Klett, Byron Lester and Kennard Ray (5)

Also Present: Commissioner Bhupen Patel
Citizen Member Ron Angelo
Scott W. Jellison, Chief Executive Officer
R. Bartley Halloran, District Counsel
Brendan Fox, Assistant District Counsel
John S. Mirtle, District Clerk
Sue Negrelli, Director of Engineering
Robert Schwarm, Director of Information Technology
Kelly Shane, Director of Procurement
Robert Zaik, Interim Director of Human Resources
Mike Curley, Manager of Technical Services
Sally Keating, Manager of Environment, Health and Safety
Tom Tyler, Manager of Water Pollution Control
James Miller, East Hartford WPCF Satellite Plant Supervisor
Craig Scott, Project Manager
Kerry E. Martin, Assistant to the Chief Executive Officer
Carrie Blardo, Assistant to the Chief Operating Officer
Cynthia A. Nadolny, Executive Assistant

CALL TO ORDER

Chairman Vicino called the meeting to order at 4:02 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

Chief Executive Officer Scott Jellison recognized Tom Tyler and Jim Miller on their ninth award from NACWA for 100% compliance at the East Hartford Wastewater Treatment Control facility.

APPROVAL OF MEETING MINUTES

On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of November 16, 2016 were approved.

Commissioners Taylor abstained.

**458-470 Cottage Grove Road, Bloomfield
Encroachment Agreement**

To: Bureau of Public Works for consideration on January 9, 2017

In a letter dated November 1, 2016, Christopher Winter of Loureiro Engineering Associates, on behalf of CGR Medical Development, LLC, and Regan Development Corporation, has requested permission from The Metropolitan District to permanently encroach on the existing Rockwell Avenue Branch Trunk Sewer easement located across private lands between Beeman Brook and Lincoln Terrace in Bloomfield, to regrade and add landscaping in conjunction with the Bloomfield Specialty Housing development project.

The proposed work entails the regrading of the easement area (removal of soil leaving a minimum of four feet of cover over the pipe), the installation of riprap from a new stilling basin (to improve drainage from an existing condition), and landscaping over the existing 16-inch CI sanitary trunk sewer and within the existing 20-foot sewer easement, as shown on the accompanying map. The existing trunk sewer was built in 1959.

MDC staff has concluded that the encroachments are minor and that there will be no detriment to the sanitary trunk sewer infrastructure as a result.

CGR Medical Development, LLC, and Regan Development Corporation have agreed to the following conditions in order to satisfy the District's concerns for protection of the existing sanitary trunk sewer located within the subject parcel and to maintain accessibility along the length of the Metropolitan District's 20-foot permanent easement:

1. Care must be taken during the regrading and landscaping activities not to disturb the existing trunk sewer. All heavy construction equipment must be located outside of the limits of the trunk sewer easement when not in use. Any heavy construction or earth moving equipment that will be utilized on the site over and adjacent to the existing trunk sewer shall be reviewed and approved by District staff prior to mobilization to the site. Any damage to the existing sanitary trunk sewer caused by any such demolition or construction within or adjacent to the existing right-of-way shall be the responsibility of the Owner.
2. No additional permanent structures shall be located within the District's sanitary trunk sewer right-of-way.
3. The District reserves the right to remove structures within the sanitary trunk sewer easement at any time if so required for maintenance, repair or replacement of the

sanitary trunk sewer. The Owner shall bear and pay for any and all additional maintenance, repair or replacement costs necessitated by or resulting from the presence of structures within the easement, including but not limited to any costs incurred by or on behalf of the MDC.

4. In the event of a sewer emergency caused by the proposed construction and excavation in connection therewith, the Owner shall provide, at their expense, an appropriately sized bypass pump.
5. An MDC inspector must be on the job site whenever work is being performed within the sanitary trunk sewer right-of-way. Any construction, maintenance, repair or replacement of the grading or landscaping must conform to District standards and 48-hours advance notice must be given to the District prior to commencing any such activities within or adjacent to the sanitary trunk sewer easement.
6. The Owner shall perform a CCTV inspection, witnessed by an MDC inspector, of the existing sanitary trunk sewer in or adjacent to the areas of construction upon completion of backfilling and restoration of the excavated areas. The videos will be delivered to the District for the purposes of assessing the post activity condition of the sanitary sewers.

Staff has reviewed this request and considers it feasible.

A formal encroachment agreement shall be executed between CGR Medical Development, LLC, Regan Development Corporation and the Metropolitan District, consistent with current practice involving similar requests.

It is RECOMMENDED that it be

VOTED: That the Bureau of Public Works 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 an agreement, subject to approval of form and content by District Counsel, granting permission to CGR Medical Development, LLC, and Regan Development Corporation to encroach upon the existing 20-foot Rockwell Avenue Branch Trunk Sewer easement in private lands between Beeman Brook and Lincoln Terrace, Bloomfield, in support of the planned construction of Bloomfield Specialty Housing, as shown on plans submitted by Loureiro Engineering Associates, dated 9/23/2016, revised 11/11/16, providing that the District shall not be held liable for any cost of damage of any kind in the following years as a result of the encroachment.

Respectfully submitted,

Scott W. Jellison
Chief Executive Officer

On motion made by Commissioner Sweezy and duly seconded, the report was received and the resolution adopted by unanimous vote of those present.

DISCUSSION RE: MS4 STORM WATER REGULATIONS

Sally Keating and Craig Scott presented on the MS4 Storm Water Regulations

GENERAL PUBLIC COMMENTS

Judy Allen of 25 Fowler Drive, West Hartford spoke regarding sharing expertise information between the member towns.

ADJOURNMENT

The meeting was adjourned at 4:46 PM

ATTEST:


John S. Mirtle
District Clerk

February 15, 2017

Date of Approval

**BUREAU OF PUBLIC WORKS
REGULAR MEETING
The Metropolitan District
555 Main Street, Hartford
Wednesday, February 15, 2017**

Present: Commissioners Andrew Adil, Luis Caban, Donald Currey, Allen Hoffman, Alphonse Marotta, Domenic Pane, Bhupen Patel, J. Lawrence Price, Raymond Sweezy, Alvin Taylor, Richard W. Vicino and District Chairman William A. DiBella (12)

Absent: Commissioners Janice Flemming-Butler, William Horan, Byron Lester Maureen Magnan, Kennard Ray and Hector M. Rivera (6)

Also Present: Scott W. Jellison, Chief Executive Officer
R. Bartley Halloran, District Counsel
Christopher Stone, Assistant District Counsel
John Zinzarella, Chief Financial Officer
John S. Mirtle, District Clerk
Sue Negrelli, Director of Engineering
James Sanchez, Utility Services Monitoring Technician
Jamie Robinson of CH2M Hill
Joe Laliberte of CDM Smith
Kerry E. Martin, Assistant to the Chief Executive Officer
Cynthia A. Nadolny, Executive Assistant

CALL TO ORDER

Chairman Vicino called the meeting to order at 5:00 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

*On motion made by Commissioner Caban and duly seconded,
the meeting minutes of January 9, 2017 were approved.*

UPDATE RE: LONG TERM CONTROL PLAN

Jamie Robinson of CH2M Hill and Joe Laliberte of CDM Smith presented an update to the Bureau of Public Works on the Long Term Control Plan.

Commissioner Adil exited the meeting at 5:48P.M.

Commissioner Patel exited the meeting at 5:50 P.M.

GENERAL PUBLIC COMMENTS

Judy Allen of 25 Fowler Drive, West Hartford spoke to the Bureau of Public Works.

ADJOURNMENT

The meeting was adjourned at 6:22 PM

ATTEST:


John S. Mirtle
District Clerk

April 3, 2017

Date of Approval

**BUREAU OF PUBLIC WORKS
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Monday, April 3, 2017**

Present: Commissioners Andrew Adil, John Avedisian, Luis Caban, Donald Currey, Allen Hoffman, Alphonse Marotta, Domenic Pane, Hector M. Rivera, Raymond Sweezy, Alvin Taylor, Richard W. Vicino and District Chairman William A. DiBella (12)

Absent: Commissioners Janice Flemming-Butler, William Horan, Byron Lester, Maureen Magnan, Bhupen Patel and J. Lawrence Price (6)

Also

Present: Citizen Member Ron Angelo
Scott W. Jellison, Chief Executive Officer
R. Bartley Halloran, District Counsel
Christopher Stone, Assistant District Counsel
John Zinzarella, Chief Financial Officer
John S. Mirtle, District Clerk
Sue Negrelli, Director of Engineering
Robert Constable, Director of Finance
Robert Zaik, Director of Human Resources
Tom Tyler, Director of Facilities
Christopher Levesque, Director of Operations
Jennifer Ottalagana, Project Manager
Kerry E. Martin, Assistant to the Chief Executive Officer
Cynthia A. Nadolny, Executive Assistant

CALL TO ORDER

Chairman Vicino called the meeting to order at 4:36 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

On motion made by Commissioner Marotta and duly seconded, the meeting minutes of February 15, 2017 were approved.

Commissioners Adil, Avedisian and Pane abstained.

**BOWLES PARK/WILLOW CREEK, HARTFORD
RELEASE OF RIGHT-OF-WAY AND
ABANDONMENT OF SANITARY AND STORM SEWERS**

To: Bureau of Public Works for consideration on April 3, 2017

On January 17, 2017, the District received a letter from Kristen Solloway of Fuss & O'Neill on behalf of The City of Hartford and Hartford Housing Authority, Owner and Developer of Bowles Park/Willow Creek, requesting that the Metropolitan District abandon and release portions of the existing sanitary and storm sewers and easements within private lands, west of Granby Street in the vicinity of Nahum Drive and Berkeley Drive in Hartford, as shown on the accompanying map. The purpose of the request is to enable the construction of a new residential development.

The Developer intends to install new sanitary and storm sewers under a Developer's Permit Agreement for Phase 1 of this project and will grant the District new 20-foot permanent sanitary and storm easements along the proposed sewers. The original easements were acquired by the Metropolitan District through a Developer's Permit-Agreement in June, 1950.

From an engineering standpoint, the release of the requested portions of these easements and abandonment of the sanitary and storm sewers will not have a negative impact on the District's sewer system, and no hardship or detriment would be imposed on others.

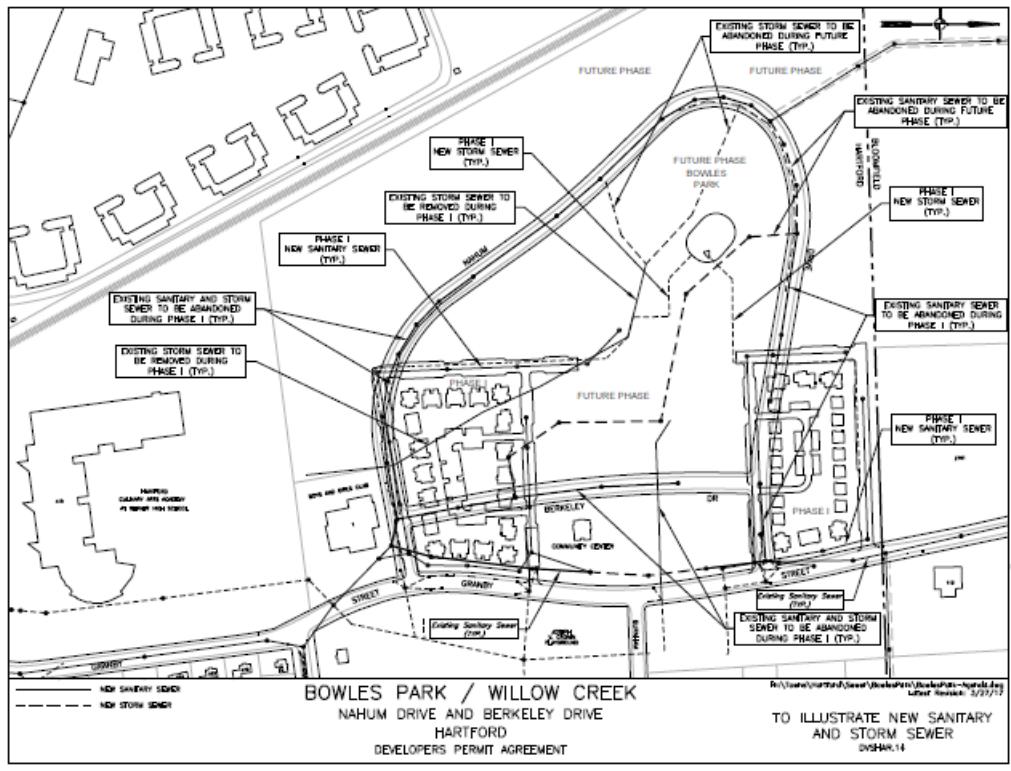
It is therefore RECOMMENDED that it be

VOTED: That the Bureau of Public Works 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 release of portions of the existing sanitary and storm sewer easements and discontinued sanitary and storm sewers on property owned by the City of Hartford, as shown on the accompanying map and as recorded in the City of Hartford land records in Volume 902, Page 208 and Volume 933, Page 89. The release shall be subject to approval by District Counsel as to form and content.

Respectively submitted,

Scott W. Jellison
Chief Executive Officer



On motion made by Commissioner Caban and duly seconded, the report was received and resolution adopted by unanimous vote. Commissioner Avedesian abstained

ACCEPTANCE OF SEWERS BUILT BY DEVELOPER'S PERMIT-AGREEMENT

To: Bureau of Public Works for consideration on April 3, 2017

The sewers outlined in the following resolution have been constructed under Developer's Permit-Agreement in accordance with the plans, specifications and standards of the District, and the Director of Engineering has certified to all of the foregoing.

It is therefore **RECOMMENDED** that, pursuant to Section S8g of the Sewer Ordinances re: "Acceptance of Developer's Sewers," it be

Voted: That the Bureau of Public Works recommends to the District Board passage of the following resolution:

Resolved: That, in accordance with Section S8g of the District Ordinances, the following is incorporated into the sewer system of The Metropolitan District as of the date of passage of this resolution:

<u>Sewers In</u>	<u>Built By</u>	<u>Completion Date</u>
East Maxwell Drive, West Hartford BIL.DVSWHF.05	Developer: Sard Custom Homes Contractor: Red Door Construction	May 29, 2015

Respectfully submitted,

Scott W. Jellison
Chief Executive Officer

On motion made by District Chairman DiBella and duly seconded, the report was received and resolution adopted by unanimous vote. Commissioner Avedesian abstained

GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

ADJOURNMENT

The meeting was adjourned at 4:45 PM

ATTEST:


John S. Mirtle
District Clerk

May 17, 2017

Date of Approval

**BUREAU OF PUBLIC WORKS
REGULAR MEETING
The Metropolitan District
555 Main Street, Hartford
Wednesday, May 17, 2017**

Present: Commissioners Andrew Adil, John Avedisian, Luis Caban, Donald Currey, Allen Hoffman, Alphonse Marotta, Domenic Pane, Bhupen Patel, J. Lawrence Price, Hector M. Rivera, Raymond Sweezy, Alvin Taylor and Richard W. Vicino (13)

Absent: Commissioners Janice Flemming-Butler, William Horan, Byron Lester, Maureen Magnan and District Chairman William A. DiBella (5)

Also Present: Scott W. Jellison, Chief Executive Officer
R. Bartley Halloran, District Counsel
John Zinzarella, Chief Financial Officer
Christopher Stone, Assistant District Counsel
Carl Nasto, Assistant District Counsel
John S. Mirtle, District Clerk
Sue Negrelli, Director of Engineering
Tom Tyler, Director of Facilities
Christopher Levesque, Director of Operations
Michael Curley, Manager of Technical Services
Kerry E. Martin, Assistant to the Chief Executive Officer
Cynthia A. Nadolny, Executive Assistant

CALL TO ORDER

Chairman Vicino called the meeting to order at 5:01 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of April 3, 2017 were approved. Commissioners Price and Patel abstained.

**ACCEPTANCE OF SEWERS BUILT BY DEVELOPER'S
PERMIT-AGREEMENT**

To: Bureau of Public Works for consideration on May 17, 2017

The sewers outlined in the following resolution have been constructed under Developer's Permit-Agreement in accordance with the plans, specifications and standards of the District, and the Director of Engineering has certified to all of the foregoing.

It is therefore **RECOMMENDED** that, pursuant to Section S8g of the Sewer Ordinances re: "Acceptance of Developer's Sewers," it be

Voted: That the Bureau of Public Works recommends to the District Board passage of the following resolution:

Resolved: That, in accordance with Section S8g of the District Ordinances, the following is incorporated into the sewer system of The Metropolitan District as of the date of passage of this resolution:

<u>Sewers In</u>	<u>Built By</u>	<u>Completion Date</u>
West Dudley Town Road, Bloomfield BIL.DVSBLO.02	Developer: Simon Foundation Contractor: Cadwell's Excavating & Grading	December 21, 2010
International Dr & Rainbow Road, Windsor DVS.WIND.02	Developer: Dollar Tree Contractor: Northeast & Simscroft	May 9, 2013
Day Hill Road, Windsor DVS.WND.06	Developer: River Bend Development Contractor: Northeast Contractors	February 24, 2017
Win-Brook Office Park, Rocky Hill DVS0000939	Developer: WE714 Brook Street LLC Contractor: Mizzy Construction	September 28, 2008
Jennifer Estates, Rocky Hill DVS0000915	Developer: Rocky Hill Enterprises Contractor: Dufford Construction	April 11, 2009
Woodland Ridge, Rocky Hill DVS0000809	Developer: Rocky Hill Enterprises Contractor: Dufford Construction	April 23, 2002
Amato Drive/Amato Circle, Wethersfield DPA 241-408 & DPA 241-366	Developer: Sal Amato Inc. Contractor: Colabella Construction Co.	March 10, 1999

Adams Landing, Wethersfield DPA 241-624	Developer: Granite Homes Inc. Contractor: General Paving, Inc.	August 26, 1995
--	---	-----------------

Respectfully submitted,

Scott W. Jellison
Chief Executive Officer

On motion made by Commissioner Currey and duly seconded, the report was received and resolution adopted by unanimous vote.

**312-320 ALUMNI ROAD, NEWINGTON
RELEASE OF SEWER RIGHT-OF-WAY**

To: Bureau of Public Works for consideration on May 17, 2017

On March 27, 2017, the District received a request from Mr. Kevin Franklin L.S. on behalf of Michael A. Geer, property owner of 312-320 Alumni Road, Newington, for The Metropolitan District to release an existing sanitary sewer easement within the subject property, as shown on the accompanying map. The purpose of the request is to enable the future development of the parcels.

The existing easement was acquired by The Metropolitan District from Michael A. Geer through the Victory Gardens Developer's Permit-Agreement project in 2012. Since the proposed sewer was never built within this easement and there are no future plans to build one, there is no longer any need for this easement to remain on the Town of Newington land records.

From an engineering standpoint, the release of this easement will not have a negative impact on the wastewater collection system, and no hardship or detriment would be imposed on others. All new connections and services to the future buildings can utilize the existing sanitary sewer in Alumni Road.

It is therefore recommended that it be

Voted: That the Bureau of Public Works 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 release of the existing sanitary sewer easement on property owned by Michael A. Geer, as shown on the accompanying map and as recorded in the Town of Newington land records, Volume 2094, Page 52. The release shall be subject to approval by District Counsel as to form and content.

Respectively submitted,

Scott W. Jellison
Chief Executive Officer

On motion made by Commissioner Sweezy and duly seconded, the report was received and resolution adopted by unanimous vote.

DISCUSSION RE: SEPTIC SYSTEMS WITHIN THE DISTRICT

The Bureau of Public Works discussed various issues related to septic systems within the District.

GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

ADJOURNMENT

The meeting was adjourned at 5:41 PM

ATTEST:


John S. Mirtle
District Clerk

June 19, 2017

Date of Approval

**BUREAU OF PUBLIC WORKS
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Monday, June 19, 2017**

Present: Commissioners John Avedisian, Luis Caban, Donald Currey, Allen Hoffman, Alphonse Marotta, Domenic Pane, Bhupen Patel, J. Lawrence Price, Raymond Sweezy, Alvin Taylor, Richard W. Vicino and District Chairman William A. DiBella (12)

Absent: Commissioners Andrew Adil, Janice Flemming-Butler, William Horan, Byron Lester and Maureen Magnan (5)

Also Present: Scott W. Jellison, Chief Executive Officer
R. Bartley Halloran, District Counsel
John Zinzarella, Chief Financial Officer
Christopher Stone, Assistant District Counsel
John S. Mirtle, District Clerk
Sue Negrelli, Director of Engineering
Tom Tyler, Director of Facilities
Christopher Levesque, Director of Operations
Michael Curley, Manager of Technical Services
Jennifer Ottalagana, Project Manager
Allen King, Real Estate Administrator
Kerry E. Martin, Assistant to the Chief Executive Officer
Cynthia A. Nadolny, Executive Assistant

CALL TO ORDER

Chairman Vicino called the meeting to order at 4:13 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

Judy Allen of West Hartford spoke regarding agenda item #7 “Discussion re: Member Town Sewer User Charges”

APPROVAL OF MEETING MINUTES

On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of May 17, 2017 were approved.

RESERVOIR ESTATES, WETHERSFIELD ENCROACHMENT AGREEMENT

To: Bureau of Public Works for consideration on June 19, 2017

In a letter dated May 24, 2017, James Dutton, on behalf of Frank DiBacco, CCC Construction, LLC, Owner and Developer, has requested permission from The Metropolitan District to encroach on the existing 20-foot Goff Brook South Branch Trunk Sewer easement located across private lands between Back Lane and Old Reservoir Road in Wethersfield, with grading and foundation drain crossings in conjunction with the Reservoir Estates development of Lots 11, 12, 17, 18 and 19.

This encroachment is in addition to an encroachment that was granted to this Developer in May of 2016 for the installation of new sanitary sewer and storm drainage across the existing Goff Brook South Branch Trunk Sewer easement.

The proposed work entails the installation of 4-feet of fill and four 4-inch HDPE foundation drains, as well as adjustments to four existing manhole frames and covers over the existing 15-inch RCP sanitary trunk sewer within the 20-foot easement, as shown on the accompanying map. The proposed foundation drains will be installed above the existing sanitary trunk sewer with sufficient clearance between the pipes. The existing trunk sewer was built in 1966.

MDC staff has concluded that the encroachments are minor and that there will be no detriment to the trunk sewer infrastructure as a result.

CCC Construction has agreed to the following conditions in order to satisfy the District's concerns for protection of the existing sanitary sewers located within the subject parcel and to maintain accessibility along the length of the Metropolitan District's 20-foot easement:

1. Care must be taken during the construction of the new foundation drains and manhole frame and cover adjustments not to disturb the existing trunk sewer. All heavy construction equipment must be located outside of the limits of the sanitary trunk sewer easement when not in use. Any earth moving equipment that will be utilized on the site over and adjacent to the existing trunk sewer shall be reviewed and approved by District staff prior to mobilization to the site. Any damage to the existing trunk sewer caused by any construction within the existing rights-of-way shall be the responsibility of the Owner.
2. No additional permanent improvements, other than the proposed fill and foundation drains shall be located within the District's sanitary trunk sewer right-of-way.
3. The District reserves the right to remove improvements within the sanitary trunk sewer easement at any time if so required for maintenance, repair or replacement of the trunk sewer. The Owner shall bear any additional maintenance, repair or replacement costs necessitated by the presence of improvements within the easement.

4. In the event of a sewer emergency caused by the proposed excavation, the Owner shall provide, install, operate and remove, at the Owner's expense, an appropriately sized bypass pump and appurtenances.
5. An MDC inspector must be on the job site whenever work is being performed within the sanitary trunk sewer right-of-way, at the expense of the Owner. Any construction of the grading and manhole frame and cover adjustments, as well as any construction, maintenance, repair or replacement of the new foundation drains shall conform to District standards and 48-hours advance notice must be given to the District prior to commencing any such activities within the sanitary trunk sewer easement.
6. The Owner shall perform a CCTV inspection, witnessed by an MDC inspector, of the existing sanitary trunk sewer in the areas of the construction upon completion of backfilling and restoration of the excavated areas. The videos will be delivered to the District for the purposes of assessing the post activity condition of the sanitary sewer.

Staff has reviewed this request and considers it feasible.

A formal encroachment agreement shall be executed between CCC Construction and the Metropolitan District, consistent with current practice involving similar requests.

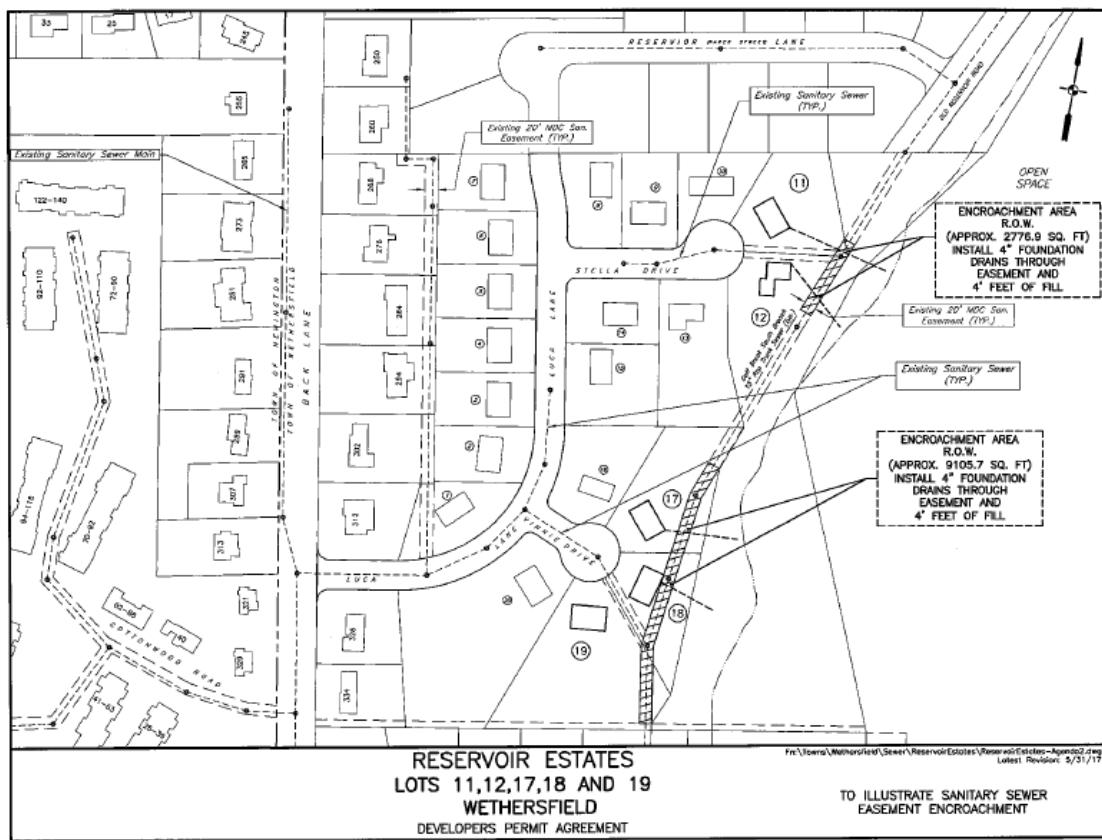
It is RECOMMENDED that it be

VOTED: That the Bureau of Public Works 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 an agreement, subject to approval of form and content by District Counsel, granting permission to CCC Construction to encroach upon the existing 20-foot sanitary trunk sewer easement off of Old Reservoir Road in private lands, Wethersfield, in support of the planned construction of Lots 11, 12, 17, 18 and 19 Reservoir Estates as shown on the plan submitted by Dutton Associates entitled "Plan of Proposed Encroachments over the Goff Brook Sanitary Sewer Reservoir Estates Prepared for CCC Construction, LLC Wethersfield, CT", dated 8/2/2016, providing that the District shall not be held liable for any cost of damage of any kind in the following years as a result of the encroachment.

Respectfully submitted,

Scott W. Jellison
Chief Executive Officer



DUTTON ASSOCIATES, LLC

May 24, 2016

Mr. Michael Curley, P.E.
Technical Services, Engineering & Planning
Metropolitan District Commission
555 Main Street
P.O. BOX 800
Hartford, CT 06142-0800

Re: Encroachment Permit Reservoir Estates, Wethersfield, CT

Dear Mr. Curly:

With this letter, Mr. Frank DiBacco, CCC Construction, LLC does hereby request an encroachment permit of the Goff Brook Interceptor Sanitary Sewer Easement for the following activity:

- Installation of 4, 4" HDPE foundation drain outlet pipes (Lots 11,12, 17 & 18)
- Placement of up to 4 ft of clean fill material (Lots 11, 12, 17, 18 & 19).

Please see the attached plans depicting the approximate location of the proposed encroachments.

Please do not hesitate to call if you have any questions or comments regarding this matter.

Sincerely,


James W. Dutton, L.S.

On motion made by Commissioner Sweezy and duly seconded, the report was received and resolution adopted by unanimous vote of those present.

150 ENTERPRISE DRIVE, ROCKY HILL ENCROACHMENT AGREEMENT

To: Bureau of Public Works for consideration on June 19, 2017

In a letter dated May 25, 2017, Matthew Bruton of BL Companies, on behalf of ReadCO, LLC, Developer, and Corpridge Land Company, LLC, Owner, has requested permission from The Metropolitan District to encroach on the existing 20-foot West Dividend Brook Trunk Sewer easement located across private lands between Cromwell Avenue and Henkel Way in Rocky Hill, with grading and drainage crossings in conjunction with the development of a medical office building.

The proposed work entails the removal of one foot of fill and installation of a 42-inch HDPE drainage pipe over the existing 18-inch RCP sanitary trunk sewer within the 20-foot easement, as shown on the accompanying map. The proposed piping will be installed above the existing sanitary trunk sewer with sufficient clearance between the pipes. The existing trunk sewer was built in 1969.

MDC staff has concluded that the encroachments are minor and that there will be no detriment to the trunk sewer infrastructure as a result.

ReadCO, LLC and Corpridge Land Company, LLC have agreed to the following conditions in order to satisfy the District's concerns for protection of the existing sanitary sewers located within the subject parcel and to maintain accessibility along the length of the Metropolitan District's 20-foot easement:

1. Care must be taken during the construction of the new storm drain not to disturb the existing trunk sewer. All heavy construction equipment must be located outside of the limits of the sanitary trunk sewer easement when not in use. Any earth moving equipment that will be utilized on the site over and adjacent to the existing trunk sewer shall be reviewed and approved by District staff prior to mobilization to the site. Any damage to the existing trunk sewer caused by any construction within the existing rights-of-way shall be the responsibility of the Owner.
2. No additional permanent improvements, other than the proposed storm drain shall be located within the District's sanitary trunk sewer right-of-way.
3. The District reserves the right to remove improvements within the sanitary trunk sewer easements at any time if so required for maintenance, repair or replacement of the trunk sewer. The Owner shall bear any additional maintenance, repair or replacement costs necessitated by the presence of improvements within the easements.

4. In the event of a sewer emergency caused by the proposed excavation, the Owner shall provide, install, operate and remove, at the Owner's expense, an appropriately sized bypass pump and appurtenances.
5. An MDC inspector must be on the job site whenever work is being performed within the sanitary trunk sewer right-of-way, at the expense of the Owner. Any construction of the storm drain as well as any construction, maintenance, repair or replacement of the new drain shall conform to District standards and 48-hours advance notice must be given to the District prior to commencing any such activities within the sanitary trunk sewer easement.
6. The Owner shall perform a CCTV inspection, witnessed by an MDC inspector, of the existing sanitary trunk sewer in the areas of the construction upon completion of backfilling and restoration of the excavated areas. The videos will be delivered to the District for the purposes of assessing the post activity condition of the sanitary sewer

Staff has reviewed this request and considers it feasible.

A formal encroachment agreement shall be executed between Corpridge Land Company, LLC and the Metropolitan District, consistent with current practice involving similar requests.

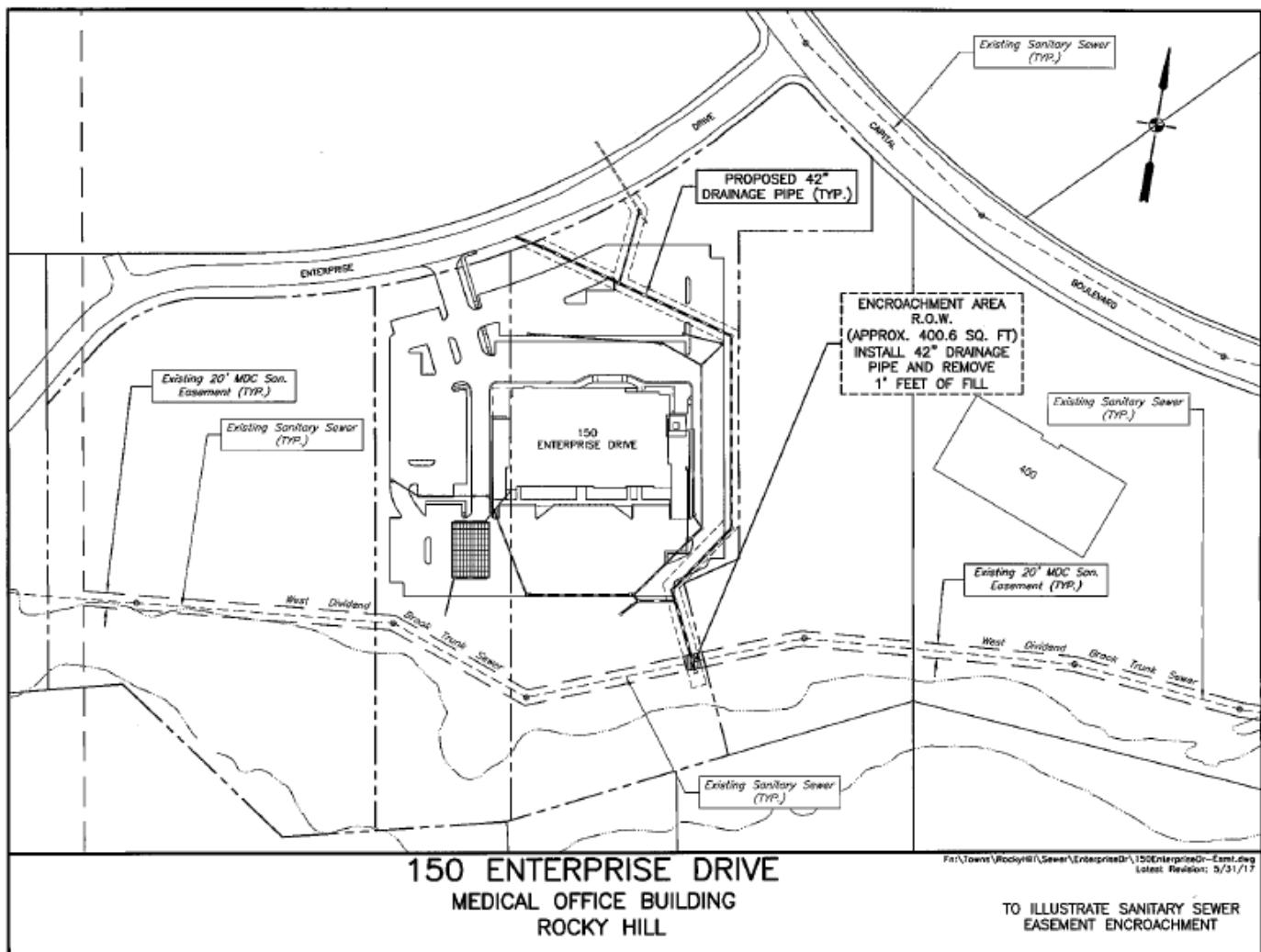
It is RECOMMENDED that it be

VOTED: That the Bureau of Public Works 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 an agreement, subject to approval of form and content by District Counsel, granting permission to Corpridge Land Company, LLC to encroach upon the existing 20-foot sanitary trunk sewer easement off of Henkel Way in private lands, Rocky Hill, in support of the planned construction of a medical office building as shown on plans submitted by BL Companies, entitled "Corpridge Land Company, LLC 150 & 250 Enterprise Drive Town of Rocky Hill, County of Hartford State of Connecticut Encroachment Map", dated May 24, 2017, providing that the District shall not be held liable for any cost of damage of any kind in the following years as a result of the encroachment.

Respectfully submitted,

Scott W. Jellison
Chief Executive Officer





May 25, 2017

Mr. Michael Curley, Manager of Technical Services,
Engineering & Planning
MDC
555 Main Street, P.O. Box 800
Hartford, CT 06142-0800

RE: Encroachment Permit Process
Medical Office Building (Corporate Ridge)
150 Enterprise Drive
Town of Rocky Hill

Dear Mr. Curley:

BL Companies, Inc., on behalf of the developer, ReadCO, LLC and the landowner, Corbridge Land Company, LLC, is formally requesting an encroachment permit for the above listed project. Enclosed are a set of detailed design plans with an encroachment map, CAD file of the design documents, and a check made payable to The Metropolitan District. This new project consists of construction of a 49,984± square foot medical office building on Enterprise Drive. The medical office building will be constructed on one revised lot (150 Enterprise Drive).

The medical office building project was approved by the Rocky Hill Planning and Zoning Commission on March 15, 2017.

Should you have any questions, please feel free to contact me.

Very Truly Yours,
BL COMPANIES

A handwritten signature in blue ink that reads "Matthew J. Bruton".

Matthew J. Bruton, P.E.

On motion made by Commissioner Sweezy and duly seconded, the report was received and resolution adopted by unanimous vote of those present. Commissioner Vicino abstained from voting.

SEWER OUTLET CHARGE DISCUSSION

To: Bureau of Public Works for consideration on June 19, 2017

Outlying District Towns have expressed concern about the District's sewer outlet charges and their effect in deterring new commercial and industrial development in their towns. These towns are the ones which still have large open areas of land for development, and argue that the burden of the District's outlet charges are putting them at a disadvantage in competing for industrial and commercial development in the surrounding area.

Outlet charges were established under Section S8f of the Ordinances of the Metropolitan District Relating to Sewers to offset the impact of the new development on operating and maintenance costs of the existing wastewater infrastructure. This is the only sewer charge for these types of development, as the cost of extending the sewer system to accommodate the new development is borne by the Developer under a Developer's Permit Agreement.

In accordance with Sec. 9-13 of the Charter and Sec. S10b of the Ordinances of the Metropolitan District Relating to Sewers, your Bureau has determined and adopted schedules of flat rate assessments for the construction of sewers and house connection service lines since 1968. In establishing such rate schedules, District Ordinances provide that consideration be given to the cost of sewers constructed in recent years and the estimated cost of proposed sewer projects.

The Schedule of Flat Rates of Sewer Assessment, Connection Charges and Outlet Charges, adopted by your Bureau on December 5, 2016 and effective January 1, 2017, as shown attached, was revised for laterals and front footage to offset the rising costs of pending sewer projects while maintaining the self-sufficiency of the Assessable Sewer Fund and preventing the increase in taxes to support the Fund. Outlet charges, or area charges (dwelling units, rooms and acreage) were not raised as part of these revisions in order not to deter development, or redevelopment that has been seen especially in Hartford. These charges have remained the same, at \$8,270 per acre for industrial and commercial properties, since 1993.

In order to try to alleviate the burden on Developer's within the District, considerations could be made to alter the method of applying these outlet charges to properties that are being developed. Section S8f provides the Bureau the option of varying the amount of the outlet charge to be collected from a Developer when in its opinion the use of the established schedule of charges would not be fair and reasonable.

Revisions could be made on how the rates are applied to each property, such as phasing the development to only apply the charges to the area being developed at the current time, taking into consideration all unusable or undevelopable acreage. Other considerations would be to apply additional categories to industrial and commercial properties to further define the use of the development, and allow payment of the outlet charges to be made on a timed payment system, whereas an agreement would be made to pay the charges over some years with interest to be paid to the District, rather than paying up front, which is the current requirement.

Respectively submitted,

Scott W. Jellison
Chief Executive Officer

THE METROPOLITAN DISTRICT
SCHEDULE OF FLAT RATES OF SEWER ASSESSMENT, CONNECTION CHARGES AND OUTLET
CHARGES ADOPTED DECEMBER 5, 2016 - EFFECTIVE JANUARY 1, 2017

PROPERTY CATEGORY (For each property the rates for only one category shall be applied)	(A) Rate per Lateral or Inlet	(B) Rate per Front Foot or Adjusted Front Foot	AREA CHARGES		
			(C) Rate Per Acre	OTHER RELEVANT FACTORS	
				(D) Rate per Dwelling Unit or Dwelling Unit Allowed by zoning on a Buildable Lot	(E) Rate per Room or Convalescent Unit
SINGLE RESIDENTIAL DWELLING UNITS, INCLUDING A TRAILER*	4,420.00	111.50		1,655.00	
TWO OR MORE DWELLING UNITS, INCLUDING TRAILER PARKS*	4,420.00	111.50		1,655.00	
MOTELS, HOTELS, ROOMING HOUSES, CONVALESCENT HOMES AND HOSPITALS	4,420.00	111.50			765.00
SCHOOLS, CHURCHES AND THE MUNICIPAL FACILITIES OF DISTRICT TOWNS	4,420.00	111.50	1,655.00 Minimum Acreage Assessment 1,655.00 Developed area including but not limited to areas of parking, open space and streets.		
BUSINESS, COMMERCIAL INDUSTRIAL OR OTHERS*	4,420.00	111.50	8,270.00 Minimum Acreage Assessment 4,135.00 Developed area including but not limited to areas of parking, open space and streets.		
* For these categories of assessments, where the actual use of the property differs from the underlying zone (i.e. residentially-zoned property used commercially), the higher assessment category shall apply.					

OUTLET CHARGES

For Developers of Property, (A) and (B) Actual Cost Paid by Developer. (C), (D) and (E) would continue to be charged in accordance with above schedule.

In assessing benefits, the Bureau of Public Works may give consideration to frontage, area, or other relevant factors to measure the extent to which properties are specially benefited.

MEMBER TOWN SEWER USER CHARGE DISCUSSION

John Zinzarella, Chief Financial Officer, briefed the Bureau on the Member Town Sewer User Charge

GENERAL PUBLIC COMMENTS

Judy Allen of West Hartford spoke recommending that churches not be charged a sewer user charge as a non-municipal tax exempt entity.

ADJOURNMENT

The meeting was adjourned at 5:05 PM

ATTEST:


 John S. Mirtle
 District Clerk

August 7, 2017

 Date of Approval

**BUREAU OF PUBLIC WORKS
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Monday, August 7, 2017**

Present: Commissioners Andrew Adil, Luis Caban, Donald Currey, Allen Hoffman, Maureen Magnan, Alphonse Marotta, Domenic Pane, Alvin Taylor, Richard W. Vicino and District Chairman William A. DiBella (10)

Absent: Commissioners John Avedisian, Janice Flemming-Butler, William Horan, Byron Lester, Bhupen Patel, J. Lawrence Price and Raymond Sweezy (7)

Also

Present: Scott W. Jellison, Chief Executive Officer
R. Bartley Halloran, District Counsel
John Zinzarella, Chief Financial Officer
Christopher Stone, Assistant District Counsel
Brendan Fox, Assistant District Counsel
John S. Mirtle, District Clerk
Susan Negrelli, Director of Engineering
Tom Tyler, Director of Facilities
Robert Constable, Director of Finance
Michael Curley, Manager of Technical Services
Kerry E. Martin, Assistant to the Chief Executive Officer
Cynthia A. Nadolny, Executive Assistant

CALL TO ORDER

Chairman Vicino called the meeting to order at 4:30 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

*On motion made by Commissioner Caban and duly seconded,
the meeting minutes of June 19, 2017 were approved.*

**REVISIONS TO SCHEDULE OF FLAT FRONT FOOTAGE RATES
OF SEWER ASSESSMENT**

To: Bureau of Public Works for consideration on August 7, 2017

On November 16, 2016 and December 5, 2016, the Bureau of Public Works and the District Board, respectively, voted to establish a new Schedule of Flat Rates of Sewer Assessment, Connection Charges and Outlet Charges, effective on and after January 1, 2017. The new schedule increased the front foot, or adjusted front foot, rate from \$53.40 to \$111.50.

Since January 1, 2017, the new front foot rate has been charged to property owners who connected to already existing District sewers.

Because the rate had not changed in over 20 years, the increase last year was significant, effectively doubling the old rate. While the increase in the front footage rate is substantial, it was calculated to more accurately reflect the benefit conferred on the property, offset the rising costs of sewer projects while maintaining the self-sufficiency of the Assessable Sewer Fund and prevent the increased use of ad valorem taxes to support the Fund.

The front foot rate is a component of a property owner's assessment in two circumstances: (1) there is a deferred assessment on the property and the property owner elects to connect to the sewer or (2) if the District completes a layout and assessment for a newly constructed sewer requested by petition. The front foot rate is not paid by developers constructing sewers under a developer permit agreement unless there are properties within the proposed development that have frontage along an existing sewer. In these instances where a property is already served by the District sewer, the developer is required to pay the assessment at the prevailing rates at the time of connection. Staff received a complaint from a developer who is developing a total of nine (9) properties with six (6) properties already served by an existing sewer with a significant amount of frontage and three (3) properties to be served by a sewer constructed by the developer under a developer permit agreement. Connection charges for the six properties doubled from approximately \$50k in 2015 based on the old rate when the developer started the project to more than \$100k in 2017 when the new rate went into effect. The developer has requested some form of relief from the substantial increase in the connection charges due for the six properties and therefore staff has proposed for consideration by the Bureau of Public Works an incremental increase of the front foot rate over a period of three years and retroactively reduce the rate in effect during 2017.

If the Bureau elects to reduce the front foot rate, staff recommends incrementally increasing the rate over the next three years, at one-third the increase per year, to help alleviate the impact of the substantial increase. The front footage rate would increase by \$19.37 per year, at the following schedule:

October 1, 2017	\$72.77 per front foot or adjusted front foot
January 1, 2018	\$92.14 per front foot or adjusted front foot
January 1, 2019	\$111.50 per front foot or adjusted front foot

There are five (5) properties that connected to District sewers since January 1, 2017 and paid sewer connection charges at the new 2017 rate. The affected property owners will be notified and refunded the difference between the \$111.50 per foot rate and the prior \$53.40 per foot rate.

Voted:

That the Bureau of Public Works recommends to the District Board passage of the following resolution:

Be It Hereby Resolved:

That the enclosed Schedule of Flat Rates of Sewer Assessment, Connection Charges and Outlet Charges is hereby approved and effective October 1, 2017. The District Clerk is hereby directed to publish timely public notice of the front foot rate change effective October 1, 2017.

Be it Further Resolved:

That any property owner that paid an assessment or connection charge calculated based on the front foot rate of \$111.50 be refunded the difference between the amount paid and the total amount due if the front foot rate had been \$53.40.

Be it Further Resolved:

That the Bureau of Public Works recommends the following subsequent increases in the front foot or adjusted front foot rate:

January 1, 2018	\$92.14 per front foot or adjusted front foot
January 1, 2019	\$111.50 per front foot or adjusted front foot

Respectively submitted,

Scott W. Jellison
Chief Executive Officer

THE METROPOLITAN DISTRICT SCHEDULE OF FLAT RATES OF SEWER ASSESSMENT, CONNECTION CHARGES AND OUTLET CHARGES ADOPTED AUGUST 7, 2017 - EFFECTIVE OCTOBER 1, 2017					
PROPERTY CATEGORY <i>(For each property the rates for only one category shall be applied)</i>	(A) Rate per Lateral or Inlet	(B) Rate per Front Foot or Adjusted Front Foot	AREA CHARGES OTHER RELEVANT FACTORS		
			(C) Rate Per Acre	(D) Rate per Dwelling Unit or Dwelling Unit Allowed by zoning on a Buildable Lot	(E) Rate per Room or Convalescent Unit
SINGLE RESIDENTIAL DWELLING UNITS, INCLUDING A TRAILER	4,420.00	72.77		1,655.00	
TWO OR MORE DWELLING UNITS, INCLUDING TRAILER PARK*	4,420.00	72.77		1,655.00	
MOTELS, HOTELS, ROOMING HOUSES, CONVALESCENT HOMES AND HOSPITALS	4,420.00	72.77			765.00
SCHOOLS, CHURCHES AND THE MUNICIPAL FACILITIES OF DISTRICT TOWNS	4,420.00	72.77	1,655.00 Minimum Acreage Assessment 1,655.00 Developed area including but not limited to areas of parking, open space and streets.		
BUSINESS, COMMERCIAL INDUSTRIAL OR OTHER*	4,420.00	72.77	8,270.00 Minimum Acreage Assessment 4,135.00 Developed area including but not limited to areas of parking, open space and streets.		
* For these categories of assessments, where the actual use of the property differs from the underlying zone (i.e. residentially-zoned property used commercially), the higher assessment category shall apply.					

OUTLET CHARGES

For Developers of Property, (A) and (B) Actual Cost Paid by Developer. (C), (D) and (E) would continue to be charged in accordance with above schedule.

In assessing benefits, the Bureau of Public Works may give consideration to frontage, area, or other relevant factors to measure the extent to which properties are specially benefited.

On motion made by District Chairman DiBella and duly seconded, the report was received and resolution adopted by unanimous vote of those present.

GENERAL PUBLIC COMMENTS

Judy Allen of West Hartford provided the following written comments:

August 7, 2017
For Inclusion in the General Public Comments
Meeting of the MDC Bureau of Public Works

I assume Niagara's discharge into the sewer system is not metered. I assume that Niagara's sewer costs are being paid by the Town of Bloomfield. I assume Bloomfield includes the equivalent of Niagara's property tax break in their report of taxes received for determining the ad valorem tax for each town. I also assume that Niagara is not paying the non-municipal tax-exempt sewer user charge. If some of those assumptions are not true, then the MDC is loosing out on a considerable amount of income from Niagara and 7 of the 8 member towns are paying more than their fair share of ad valorem tax.

Other member towns offer tax breaks for new businesses. Are those breaks included in the reported taxes received for those towns? Maybe someone should at least ask the question. West Hartford does not give tax breaks. Perhaps this is another way that West Hartford is paying more than its fair share of ad valorem?

I assume that the MDC has no understanding of the bottling process, or any idea what is in the water discharged into the MDC sewer system. I assume the MDC doesn't know how the machinery is cleaned or how much water the cleaning uses.

Large shiny tanker trucks bearing the words "clean drinking water only" have been observed leaving the Niagara Bottling Plant in Bloomfield. (I saw one just yesterday) I'm assuming it's not MDC water leaving without being put into bottles (what would that do to the promise of jobs?). It makes more sense that it would be water being trucked in from some other water source to be bottled in Bloomfield.

So we don't know how much water is being trucked in. We don't know how much is being discharged or what it contains. We don't know how much water may be being trucked out and how many jobs are affected by this.

Does Niagara really need an increase in water main capacity? If they will be bringing in water from other locations, why burden rate payers with the cost of water main extensions and increase in capacity. Eastpoint, formerly Great Ponds needs water too. But that project has been on and off for so long, let's wait to see if it ever gets off the ground before adding it to your customers' ability to afford their bills.

Despite what you may have been told, the bottled water industry has a reputation for shady if legal business practices. Before you consider giving discounts to Niagara, first find out the answer to some of these assumptions and make sure it really is in the best interests of the MDC customers. And for heavens sake, don't complain about affordability for your customers if you intend to provide a discount for the Clean Water Project charges.

Judy Allen
West Hartford, CT

ADJOURNMENT

The meeting was adjourned at 4:55 PM

ATTEST:


John S. Mirtle
District Clerk

September 11, 2017

Date of Approval

**BUREAU OF PUBLIC WORKS
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Monday, September 11, 2017**

Present: Commissioners John Avedisian, Clifford Avery Buell, Luis Caban, Peter Gardow, Allen Hoffman, David Ionno, Alphonse Marotta, Domenic Pane, Bhupen Patel, Raymond Sweezy, Alvin Taylor, Richard W. Vicino and District Chairman William A. DiBella (13)

Absent: Commissioners Andrew Adil, Donald Currey, Janice Flemming-Butler, William Horan, Byron Lester and Maureen Magnan (6)

Also Present: Scott W. Jellison, Chief Executive Officer
John M. Zinzarella, Deputy Chief Executive Officer, Business Services
R. Bartley Halloran, District Counsel
Christopher Stone, Assistant District Counsel
John S. Mirtle, District Clerk
Robert Zaik, Director of Human Resources
Marcy Wright-Bolling, Manager of Human Resources
Kelly Shane, Director of Procurement
Tom Tyler, Director of Facilities
Christopher Levesque, Director of Operations
Michael Curley, Manager of Technical Services
Nick Salemi, Special Services Administrator
Kerry E. Martin, Assistant to the Chief Executive Officer
Carrie Blardo, Assistant to the Chief Operating Officer
Cynthia A. Nadolny, Executive Assistant

CALL TO ORDER

Chairman Vicino called the meeting to order at 4:30 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

Judy Allen of West Hartford spoke regarding the sewer user charge and ad valorem.

APPROVAL OF MEETING MINUTES

*On motion made by Commissioner Caban and duly seconded,
the meeting minutes of August 7, 2017 were approved.*

**330 STONE ROAD, WINDSOR
ENCROACHMENT AGREEMENT**

To: Bureau of Public Works for consideration on September 11, 2017

In a letter dated September 5, 2017, Scott Bosco of Griffin Industrial Realty, Inc., on behalf of River Bend Associates, Inc., has requested permission from The Metropolitan District to encroach on an existing 60-foot sanitary sewer easement located across private lands between Stone Road and Tradeport Drive in Windsor, to construct a new commercial building and site improvements including a new water service, fire service, sanitary sewer lateral, gas service, light poles, electric and telephone service, roof leaders and storm drainage in conjunction with the 330 Stone Road development project.

The proposed encroachments consist of the installation of storm drainage including piping and catch basins, water services, sewer lateral, gas service, electric and telephone service, and light pole foundations over or adjacent to the existing 10-inch PVC sanitary sewer and within the existing 60-foot sewer easement, as shown on the accompanying map. The proposed underground utility crossings for the construction of the water services, gas service and storm drainage will be installed above the existing sanitary sewer with sufficient clearance between the pipes. The existing sanitary sewer was built through a Developer's Permit Agreement in 2013.

MDC staff has concluded that the encroachments are minor and that there will be no detriment to the sanitary sewer infrastructure as a result.

River Bend Associates has agreed to the following conditions in order to satisfy the District's concerns for protection of the existing sanitary sewer located within the subject parcel and to maintain accessibility along the length of the Metropolitan District's 60-foot permanent easement:

1. Care must be taken during the construction of the new building and the underground utilities and structures within the easement not to disturb the existing sewer. All heavy construction equipment must be located outside of the limits of the sewer easement when not in use. Any heavy construction or earth moving equipment that will be utilized on the site over and adjacent to the existing sewer shall be reviewed and approved by District staff prior to mobilization to the site. Any damage to the existing sanitary sewer caused by any such construction within or adjacent to the existing right-of-way shall be the responsibility of the Owner.
2. No additional permanent structures, other than the proposed water services, sanitary sewer lateral, gas service, electric and telephone service, storm drainage and light pole foundations shall be located within the District's sanitary sewer right-of-way.
3. The District reserves the right to remove structures within the sanitary sewer easement at any time if so required for maintenance, repair or replacement of the sanitary sewer. The Owner shall bear and pay for any and all additional maintenance, repair or replacement costs necessitated by or resulting from the presence of underground utilities and structures within the easement, including but

not limited to any costs incurred by or on behalf of the MDC. The Metropolitan District may require such insurance and/or sureties as it deems, in its sole discretion, to be necessary to protect its right of way and sewer infrastructure.

4. In the event of a sewer emergency caused by the proposed construction and excavation in connection therewith, the Owner shall provide, at their expense, an appropriately sized bypass pump.
5. An MDC inspector must be on the job site whenever work is being performed within the sanitary sewer right-of-way. Any construction, maintenance, repair or replacement of the new water services, sanitary sewer lateral, gas service, electric and telephone service, storm drainage or light pole foundations shall conform to District standards and 48-hours advance notice must be given to the District prior to commencing any such activities within or adjacent to the sanitary sewer easement.
6. The Owner shall perform a CCTV inspection, witnessed by an MDC inspector, of the existing sanitary sewer in or adjacent to the areas of the construction upon completion of backfilling and restoration of the excavated areas. The videos will be delivered to the District for the purposes of assessing the post activity condition of the sanitary sewers.

Staff has reviewed this request and considers it feasible.

A formal encroachment agreement shall be executed between Riverbend Associates, Inc. and the Metropolitan District, consistent with current practice involving similar requests.

It is RECOMMENDED that it be

VOTED: That the Bureau of Public Works 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 an agreement, subject to approval of form and content by District Counsel, granting permission to Riverbend Associates, Inc. to encroach upon the existing 60-foot sanitary sewer easement in private lands between Stone Road and Tradeport Drive, Windsor, in support of the planned development of 330 Stone Road, as shown on plans submitted by Barresi Associates, LLC, dated 6/6/17, revised 8/24/17, providing that the District shall not be held liable for any cost of damage of any kind in the following years as a result of the encroachment.

Respectfully submitted,

Scott W. Jellison
Chief Executive Officer



Griffin Industrial Realty, Inc.
204 West Newberry Road
Bloomfield, CT 06002

T: 860-286-7660
F: 860-286-7653

September 5, 2017

www.griffinindustrial.com

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

RE: Encroachment Permit
330 Stone Rd, Windsor, CT

Dear Michael,

On behalf of River Bend Associates, Inc., I would like to request an Encroachment Permit be granted for the underground utilities located at the 330 Stone Road project. I have attached a sketch showing the underground utilities that will be located within the sanitary sewer easement on the property. There are four (4) locations where the storm sewer will cross the existing sanitary sewer line. The remaining encroachment locations will be kept at least 10' away from the existing sanitary sewer line as outlined in the Sewer Easement dated November 15, 2012 (attached).

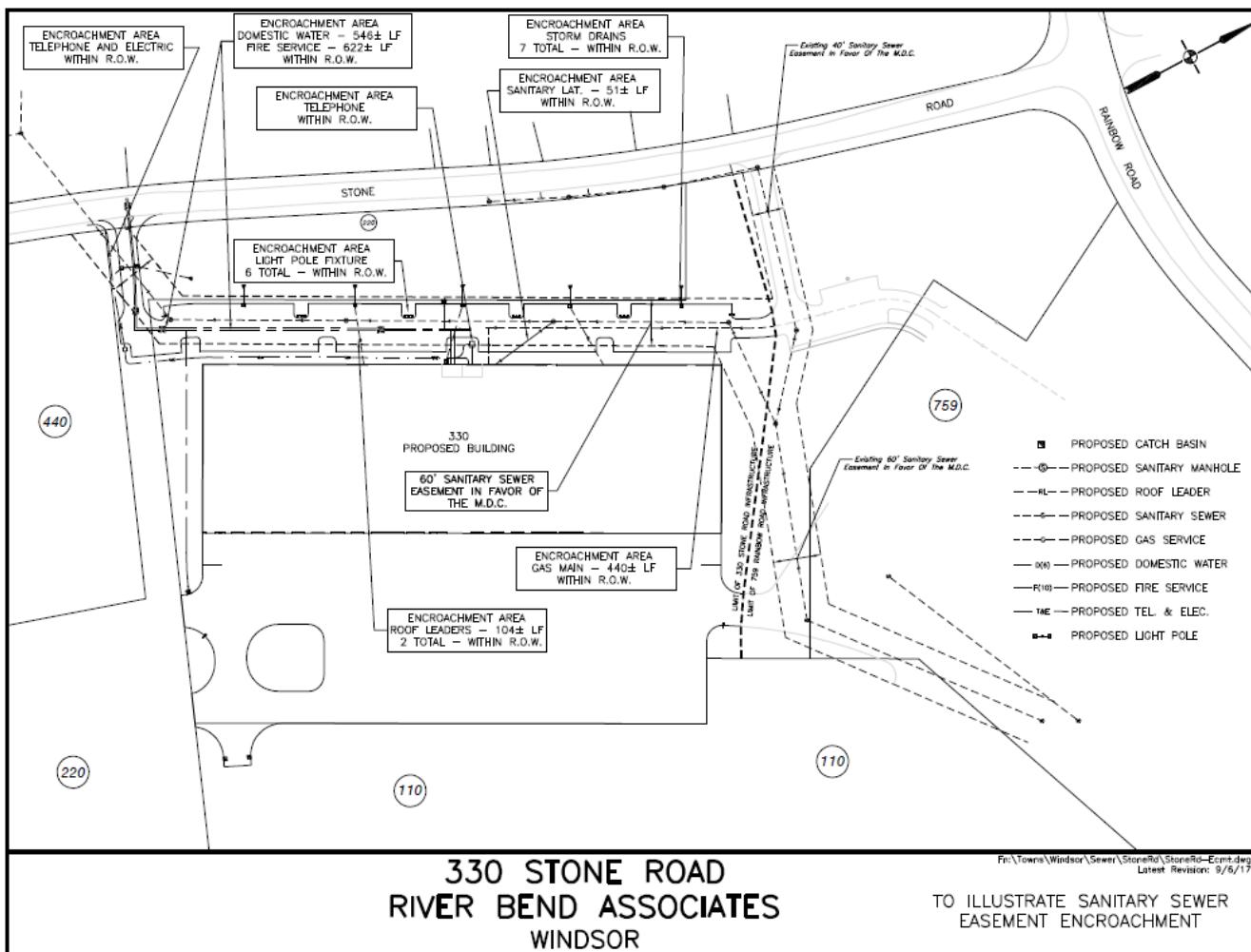
A check in the amount of \$125.00 for administrative fees is being mailed along with the original letter and sketch. Please review the attached information and contact me if you have any questions.

Sincerely,

A handwritten signature in black ink that appears to read "Scott Bosco".

Scott Bosco
Vice President, Construction

Enclosures:
Sewer Easement
Utility Plans



On motion made by Commissioner Sweezy and duly seconded, the report was received and resolution adopted by unanimous vote of those present.

SEWER USER CHARGE FOR MUNICIPAL PROPERTIES

To: Bureau of Public Works for consideration on September 11, 2017

In 1972, Congress passed the Federal Water Pollution Control Act, known as the Clean Water Act, establishing the basic structure of regulating pollutant discharges into the waters of the United States. One aspect of the Clean Water Act required water pollution control agencies to adopt a system of charges to assure that each recipient of waste treatment services pay its proportionate share of the costs of operation and maintenance of the waste treatment services.

Since The District's formation in 1929, the sewer operation and maintenance costs were paid by levying an ad valorem tax on the member towns. To comply with the requirements of the Clean Water Act, the District implemented a Sewer User Charge system as outlined in Part 12 of the District's Sewer Ordinances.

Federal Regulations require that a sewer system funded by ad valorem taxes, such as the District, must establish the following minimum classes of users:

1. Residential and non-residential users which discharge less than 25,000gpd of domestic sanitary wastes;
2. Industrial and commercial users which discharge more than 25,000gpd or a user which discharges a strength of waste that is the equivalent to 25,000gpd;
3. Users which pay no ad valorem taxes such as tax exempt institutions or governmental users, but excluding publicly owned facilities performing local governmental functions (e.g. city office building, police station, school).

Federal Regulations require governmental users, except for "publicly owned facilities performing local governmental functions," to pay a sewer user charge. Therefore, any government owned property within the district should be billed a sewer user charge except for properties where "local governmental functions" are performed. Staff reviewed its records to analyze whether municipal, state and federally owned properties are being billed correctly in compliance with the federal requirements. While the Federal Regulations provide the examples of city office building, police station and schools as constituting "local governmental functions," there are other types of local governmental functions which must be exempted from the sewer user charge. District Counsel determined that the following uses qualify as "local governmental functions" and are therefore exempt from the sewer user charge: town office buildings, schools, police, fire department, libraries, parks and recreation, public works, community centers, cemeteries, landfills and animal control. The following property uses do not qualify as "local governmental functions" and will be billed the sewer user charge: parking garages, housing, historical societies, hospitals, court houses, golf courses, restaurants and property leased to a private entity.

Prior billing of the sewer user charge for municipal properties was largely consistent with the classifications described above, but there were some properties identified that will begin being billed the sewer user charge going forward. The table below shows the estimated impact of billing the sewer user charge as described above on each town's ad valorem payments.

MEMBER TOWN	CURRENT Ad Valorem	UPDATED			Variance
		Ad Valorem	SUC	Total	
Hartford	\$ 10,835,100	\$ 10,605,600	\$ 623,400	\$ 11,229,000	\$ 393,900
East	\$	\$	\$	\$	\$
Hartford	5,083,000	4,975,400	128,500	5,103,900	\$ 20,900
	\$	\$	\$	\$	\$
Newington	3,761,100	3,681,500	22,100	3,703,600	(57,500)
	\$	\$	\$	\$	\$
Wethersfield	3,416,500	3,344,100	52,500	3,396,600	(19,900)
	\$	\$	\$	\$	\$
Windsor	3,645,900	3,568,700	16,700	3,585,400	(60,500)
	\$	\$	\$	\$	\$
Bloomfield	3,098,600	3,033,000	3,400	3,036,400	(62,200)
	\$	\$	\$	\$	\$
Rocky Hill	2,509,800	2,456,700	13,500	2,470,200	(39,600)
West	\$	\$	\$	\$	\$
Hartford	9,320,400	9,123,000	22,300	9,145,300	(175,100)
	\$	\$	\$	\$	
	41,670,400	40,788,000	882,400	41,670,400	\$ -

It is RECOMMENDED that it be:

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

RESOLVED:

The following property uses qualify as "local municipal governmental functions" under Part 12 of the District's Sewer Ordinances and are therefore exempt from the sewer user charge: town office buildings, schools, police, fire department, libraries, parks and recreation, public works, community centers, cemeteries, landfills and animal control.

FURTHER RESOLVED:

The following property uses do not qualify as "local municipal governmental functions" under Part 12 of the District's Sewer Ordinances and shall be billed the sewer user charge: parking garages, housing, historical societies, hospitals, court houses, golf courses, restaurants and property leased to a private entity.

Respectively submitted,

Scott W. Jellison
Chief Executive Officer

On motion made by Commissioner Sweezy and duly seconded, the report was received and resolution adopted by unanimous vote. Commissioner Caban abstained.

GENERAL PUBLIC COMMENTS

Judy Allen of West Hartford spoke regarding the town tax receipts reporting for ad valorem and the billing of churches under the sewer user charge and submitted the following written comments:

Sept. 11, 2017
General Public Comments for the Board of Finance

In regard to the resolution you are considering I have some points I hope you can cover in your discussion.

1. How were the figures arrived at for the impact of billing the sewer user charge on each each town's ad valorem payments? I'm assuming the SUC column is a yearly estimate. Does that reflect the increase in a town's water bills?
2. Have you also worked with the towns to ensure that all property that receives a town voted on property tax break is being included in that town's report of property taxes received. MDC Charter, SEC. 3-13 TAX: AMOUNT, APPORTIONMENT AND COLLECTION tax amount will be " in the proportion provided for which the total revenue received yearly from direct taxation in each town, including that received by all taxing districts therein, and including also that which would have been received from all property exempted from taxation under the provisions of any special act, **or by town vote**". This is important because it can alter the amount each town pays as its share of the ad valorem.
3. If these amounts are not reported then are these properties being charge the Non-Municipal Tax-Exempt Sewer User Charge. This is important because the MDC may be loosing a significant amount of income for support of the sewer system. This is especially true for large volume water users as the rate is based on water used at the current rate of \$3.06 per ccf.

In a related issue, according to the Office of Consumer Affairs, Niagara is importing spring water from outside CT for bottling in Bloomfield. This is water that does not go through a meter which affects the amount they pay for the Clean Water Project as well as any Non-Municipal Tax-Exempt Sewer User Charges they may be required to pay.

As you begin the process of establishing rates for the coming year, these are important. Many of us will again be opposing any industrial rate to large volume water users like Niagara.

There is a difference between a water bottling plant and other high volume water users that may qualify for an industrial rate. Water bottlers don't manufacture anything, except plastic bottles. An industry such as Pratt & Whitney actually makes something and has manufacturing jobs. Even breweries and soda bottlers creates a product that involves a process and ingredients that create something other than drinking water. Niagara does nothing than use our Class A drinking water, ship it and sell it out of state for profit and creates no manufacturing jobs.

Judy Allen
West Hartford, CT

ADJOURNMENT

The meeting was adjourned at 5:10 PM

ATTEST:



John S. Mirtle
District Clerk

November 1, 2017

Date of Approval

**BUREAU OF PUBLIC WORKS
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Wednesday, November 1, 2017**

Present: Commissioners Andrew Adil, John Avedisian, Luis Caban, Donald Currey, Allen Hoffman, Maureen Magnan, Alphonse Marotta, Domenic Pane, Bhupen Patel, Alvin Taylor and District Chairman William A. DiBella (11)

Absent: Commissioners Byron Lester, Raymond Sweezy and Richard W. Vicino (3)

Also Present: Commissioner David Ionno
Citizen Member Ron Angelo
Scott W. Jellison, Chief Executive Officer
John M. Zinzarella, Deputy Chief Executive Officer, Business Services
Christopher Stone, Assistant District Counsel
Brendan Fox, Assistant District Counsel
John S. Mirtle, District Clerk
Robert Constable, Director of Finance
Susan Negrelli, Director of Engineering
Christopher Levesque, Director of Operations
Robert Schwarm, Director of Information Technology
Tom Tyler, Director of Facilities
Nick Salemi, Special Services Administrator
Michael Curley, Manager of Technical Services
Kerry E. Martin, Assistant to the Chief Executive Officer
Cynthia A. Nadolny, Executive Assistant

CALL TO ORDER

Commissioner Magnan called the meeting to order at 5:00 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

On motion made by Commissioner Currey and duly seconded, the meeting minutes of September 11, 2017 were approved.

Commissioners Adil and Magnan abstained.

**100 PHOENIX CROSSING, BLOOMFIELD
ENCROACHMENT AGREEMENT**

To: Bureau of Public Works for consideration on November 1, 2017

In a letter dated September 18, 2017, Doug Houser of ARCO Murray National Construction Company, Inc., on behalf of the Owner, Aramark Cleanroom Services, LLC, has requested permission from The Metropolitan District to permanently encroach on the existing sanitary sewer easement located across private lands between Phoenix Crossing and Blue Hills Avenue in Bloomfield, to regrade and install improvements in conjunction with the Aramark Facility development project.

The proposed work entails the regrading of the easement area (approximately 18-inches deep), the installation of storm drainage and a sanitary lateral, paving, and resetting of sanitary manhole covers over the existing 8-inch PVC sanitary sewer and within the existing 20-foot sewer easement, as shown on the accompanying map. The existing sanitary sewer was built in 2015 as part of the Phoenix Crossing Developer's Permit Agreement.

MDC staff has concluded that the encroachments are minor and that there will be no detriment to the sanitary sewer infrastructure as a result.

Aramark has agreed to the following conditions in order to satisfy the District's concerns for protection of the existing sanitary sewer located within the subject parcel and to maintain accessibility along the length of the Metropolitan District's 20-foot permanent easement:

1. Care must be taken during the regrading and construction activities not to disturb the existing sanitary sewer. All heavy construction equipment must be located outside of the limits of the sewer easement when not in use. Any heavy construction or earth moving equipment that will be utilized on the site over and adjacent to the existing sanitary sewer shall be reviewed and approved by District staff prior to mobilization to the site. Any damage to the existing sanitary sewer caused by any such grading or construction within or adjacent to the existing right-of-way shall be the responsibility of the Owner.
2. No additional permanent structures shall be located within the District's sanitary sewer right-of-way.
3. The District reserves the right to remove structures within the sanitary sewer easement at any time if so required for maintenance, repair or replacement of the sanitary sewer. The Owner shall bear and pay for any and all additional maintenance, repair or replacement costs necessitated by or resulting from the presence of structures within the easement, including but not limited to any costs incurred by or on behalf of the MDC.

4. In the event of a sewer emergency caused by the proposed construction and excavation in connection therewith, the Owner shall provide, at their expense, an appropriately sized bypass pump.
5. An MDC inspector must be on the job site whenever work is being performed within the sanitary sewer right-of-way. Any construction, maintenance, repair or replacement of the grading, paving or drainage must conform to District standards and 48-hours advance notice must be given to the District prior to commencing any such activities within or adjacent to the sanitary sewer easement.
6. The Owner shall perform a CCTV inspection, witnessed by an MDC inspector, of the existing sanitary sewer in or adjacent to the areas of construction upon completion of backfilling and restoration of the excavated areas. The videos will be delivered to the District for the purposes of assessing the post activity condition of the sanitary sewers.

Staff has reviewed this request and considers it feasible.

A formal encroachment agreement shall be executed between Aramark and the Metropolitan District, consistent with current practice involving similar requests.

It is RECOMMENDED that it be

VOTED: That the Bureau of Public Works 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 an agreement, subject to approval of form and content by District Counsel, granting permission to Aramark Cleanroom Services, LLC to encroach upon the existing 20-foot sanitary sewer easement in private lands between Phoenix Crossing and Blue Hills Avenue, Bloomfield, in support of the planned construction of the Aramark Facility, as shown on plans submitted by ARCO Murray National Construction Company, Inc., dated 9/13/2017, providing that the District shall not be held liable for any cost of damage of any kind in the following years as a result of the encroachment.

FURTHER RESOLVED: That the above authorized and approved encroachment shall not be effective until the formal encroachment agreement as approved by District Counsel is fully executed by the District and the Owner, and recorded on the Bloomfield Land Records.

Respectfully submitted,

Scott W. Jellison
Chief Executive Officer



September 18, 2017

Michael Curley, P.E.
Manager of Technical Services, Engineering & Planning
MDC
555 Main Street
P.O. Box 800
Hartford, CT 06142-0800

METROPOLITAN DISTRICT
ENGINEERING & PLANNING

SEP 20 2017
RECEIVED

RE: Formal Request – Encroachment Permit
Proposed Facility at 100 Phoenix Crossing, Lot 2018
Bloomfield, CT 06002

Dear Mr. Curley:

Please consider this correspondence our formal request for an Encroachment Permit of the proposed Aramark Facility in Bloomfield, Connecticut.

We have provided the following information based on the Encroachment Permit Process requirements:

1. Detailed plans for all proposed construction within the District's right-of-way, preferably stamped by a CT licensed professional engineer.

Please see attached Exhibit A – Drawing EX-1 dated September 13, 2017

2. A \$125.00 check payable to The Metropolitan District for administrative fees.

Enclosed

3. An encroachment map will be required detailing the exact location of the encroachment (if the encroachment will be permanent). This map must include bearings and distances and be stamped by a CT licensed surveyor.

Please see attached Exhibit A – Drawings EX-1 dated September 13, 2017

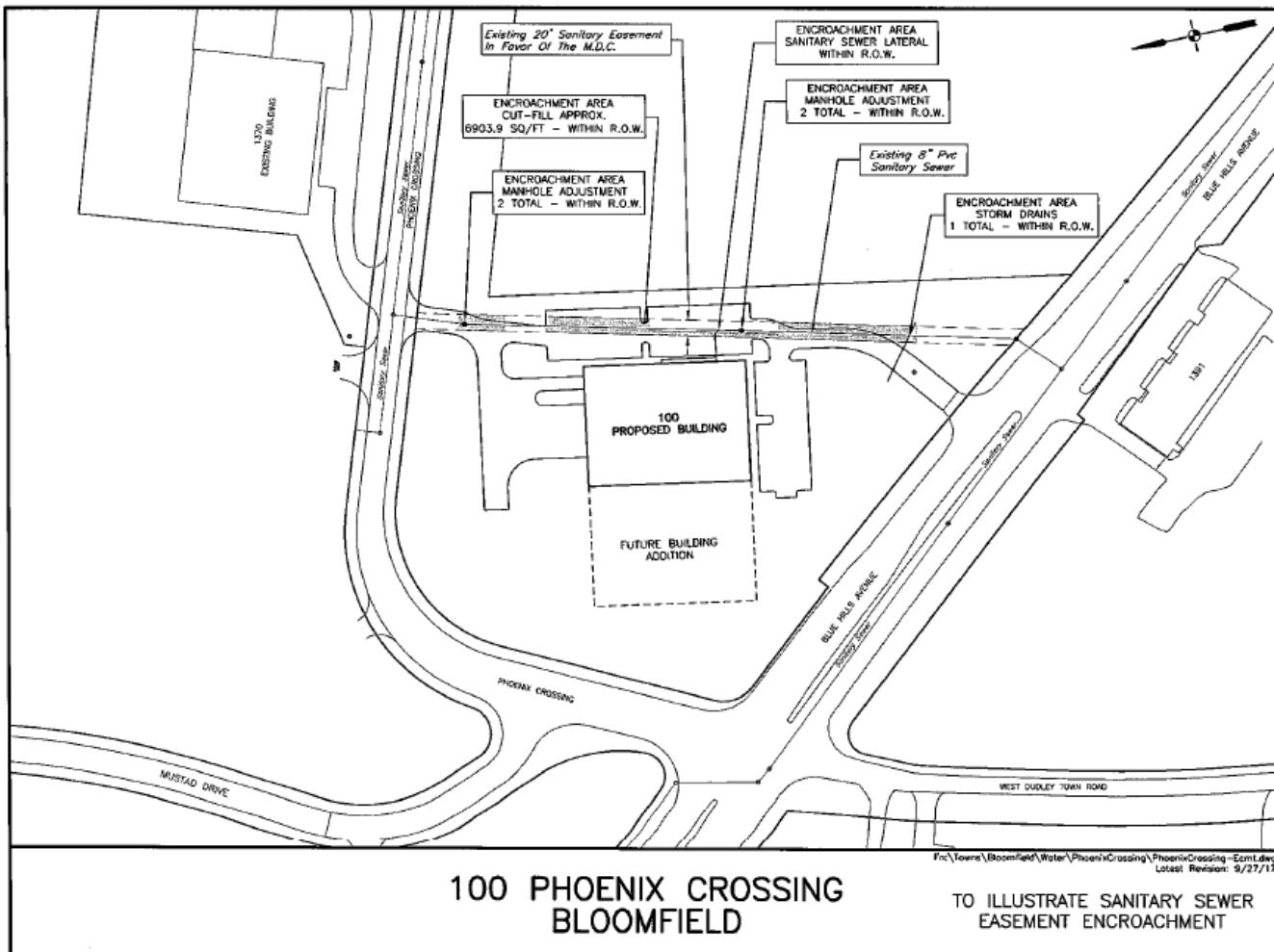
Should you have any questions or require additional information to process this request please contact me at 331.251.2726.

Sincerely,

A handwritten signature in black ink, appearing to read "Doug Houser".

Doug Houser
Project Manager

Enclosures
CC: Project File #C266



On motion made by Commissioner Currey and duly seconded, the report was received and the resolution adopted by unanimous vote of those present.

ACCEPTANCE OF SEWERS BUILT BY DEVELOPER'S PERMIT AGREEMENT

To: Bureau of Public Works for consideration on November 1, 2017

The sewers outlined in the following resolution have been constructed under Developer's Permit-Agreement in accordance with the plans, specifications and standards of the District, and the Director of Engineering has certified to all of the foregoing.

It is therefore **RECOMMENDED** that, pursuant to Section S8g of the Sewer Ordinances re: "Acceptance of Developer's Sewers," it be

Voted: That the Bureau of Public Works recommends to the District Board passage of the following resolution:

Resolved: That, in accordance with Section S8g of the District Ordinances, the following is incorporated into the sewer system of The Metropolitan District as of the date of passage of this resolution:

<u>Sewers In</u>	<u>Built By</u>	<u>Completion Date</u>
360 – 390 Woodland Avenue, Bloomfield DVS0000961	FS Realty, LLC	March 30, 2017
Fraser Place Storm Drain Improvements, Hartford BIL.DVSHAR.10	HLA, LLC	April 5, 2017

Respectfully submitted,

Scott W. Jellison
Chief Executive Officer

On motion made by Commissioner Pane and duly seconded, the report was received and the resolution adopted by unanimous vote of those present.

GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

ADJOURNMENT

The meeting was adjourned at 5:04 PM

ATTEST:


John S. Mirtle
District Clerk

March 12, 2018

Date of Approval

INDEX

To

MINUTES OF THE BUREAU OF PUBLIC WORKS

Bureau of Public Works - 2017

	Page
D	
DEVELOPER'S PERMIT-AGREEMENT, ACCEPTANCE OF SEWERS	
360-390 Woodland Ave, Bloomfield	43
Adams Landing, Wethersfield	11
Amato Drive / Amato Circle, Wethersfield	11
Day Hill Road, Windsor	11
East Maxwell Drive, West Hartford	9
Fraser Place, Hartford	43
International Drive and Rainbow Road, Windsor	11
Jennifer Estates, Rocky Hill	11
West Dudley Town Road, Bloomfield	11
Win-Brook Office Park, Rocky Hill	11
Woodland Ridge, Rocky Hill	11
E	
ENCROACHMENT AGREEMENT	
100 Phoenix Crossing, Bloomfield	39
150 Enterprise Drive, Rocky Hill	19
330 Stone Road, Windsor	30
458-470 Cottage Grove Road, Bloomfield	2
Reservoir Estates, Wethersfield	16
L	
LONG TERM CONTROL PLAN	
Update	5
M	
MS4 STORM WATER REGULATIONS	
Discussion	4

	<u>Page</u>
R	
RELEASE OF RIGHT-OF-WAY AND ABANDONMENT OF SANITARY AND STORM SEW	
Bowles Park / Willow Creek, Hartford	8
RELEASE OF SEWER RIGHT-OF-WAY	
312-320 Alumni Road, Newington	13
S	
SEPTIC SYSTEMS WITHIN THE DISTRICT	
Discussion	14
SEWER ASSESSMENT, REVISION TO SCHEDULE OF FLAT FRONT FOOTAGE RATES	
Revision to Rates	25
SEWER OUTLET CHARGE	
Discussion	22
SEWER USER CHARGE	
Municipal Properties	33
SEWER USER CHARGE, MEMBER TOWN	
Discussion	24