

**BUREAU OF PUBLIC WORKS**

**SPECIAL MEETING**

555 Main Street, Hartford

May 18, 2026

**Present:** Commissioners John Avedisian, John Bazzano, Richard Bush, David Drake, Gary Johnson, Maureen Magnan, Petrel Maylor, Calixto Torres and District Chairman Donald Currey (9)

**Remote**

**Attendance:** Commissioners Byron Lester (1)

**Absent:** Commissioners William DiBella, Joan Gentile, James Healy, Bhupen Patel, and James Woulfe (5)

**Also**

**Present:** Commissioner Jackie Mandyck (Remote Attendance)  
Scott W. Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
Christopher Levesque, Chief Operating Officer  
Kelly Shane, Chief Administrative Officer  
Dave Rutty, Director of Operations  
Susan Negrelli, Director of Engineering  
Robert Schwarm, Director of Information Systems (Remote Attendance)  
Tom Tyler, Director of Facilities  
Michael Curley, Manager of Engineering  
Victoria Escoriza, Assistant Administrative Officer and Special Assistant  
Julie Price, Executive Assistant  
Clarence Corbin, Project Manager  
Brian Brown, CDM Smith  
Nicole Deraleau, CDM Smith  
Emily McCarran, CDM Smith  
Keith Sanabria, IT Consultant (Remote Attendance)  
Matt McAuliffe, IT Consultant (Remote Attendance)  
Elizabeth Tavelli, Independent Consumer Advocate (Remote Attendance)

**CALL TO ORDER**

Chairman Torres called the meeting to order at 5:30 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**INDEPENDENT CONSUMER ADVOCATE COMMENTS AND QUESTIONS RELATIVE TO AGENDA ITEMS**

Independent Consumer Advocate Elizabeth Tavelli did not have any comments or questions relative to agenda items.

**APPROVAL OF MEETING MINUTES**

***On motion made by Commissioner Bush and duly seconded, the meeting minutes of March 30, 2026 were approved.***

**ENCROACHMENT AGREEMENT – CITY OF HARTFORD  
SOUTH MEADOWS DIKE REPAIRS & TOE DRAIN PROJECT, HARTFORD**

To: Bureau of Public Works for consideration May 18, 2026

In a letter dated May 7, 2026, John McGrane, P.E of GEI Consultants, Inc., on behalf of City of Hartford, (“City”), the current owner of South Meadows Dike Toe Drain (collectively the “Property”), has requested permission from The Metropolitan District (“MDC” or “District”) to encroach on the MDC’s existing Rocky Hill Sludge Force Main twenty-foot-wide (20’) easement or right-of way, containing an existing Fiberglass 8-inch sanitary main, situated on the South Meadows Dike located between State Route 5/15 (Wilber Cross Parkway) and Interstate Route 91 (the “ROW”) for the purpose constructing and installing dike improvements for and in connection with a City project to make repairs to the dike and replace existing toe drains system along the dike, as shown on the attached map (the “Map”).

The proposed scope of work entails: (i) performing test pits along existing dike rear-face and along or within the MDC force main easement area to locate existing toe drain system, existing MDC water and sewer infrastructure, and the extent of existing damage to the dike caused by soil movement or voids including removing existing access road pavement (ii) excavate, backfill, compact, regrade, and restore approximately 3000 square foot of embankment area, (iii) installing proposed toe drain system, manholes, and lateral piping within and across the ROW including, installing approximately one thousand one hundred linear feet (1,100’) of twelve inch diameter (12”) perforated mainline and solid HDPE lateral piping including, digging up to twelve feet (12’) deep in specific locations along the alignment of the new toe drain, and (iv) excavation, backfill, and removal of existing eight inch (8”) abandoned water service in conflict with installation of proposed toe drain system (v) installing surface restoration consisting of new bituminous pavement within the ROW as shown on the Map (collectively, the “Improvements”).

The proposed toe drain lines will be installed above or below the MDC’s existing eight-inch (8”) fiberglass force main and its appurtenances situated within the ROW (collectively, the “Force Main”) with a minimum of one foot (1’) of vertical clearance between the Force Main and such lines, and proposed grades will not impede access to the Force Main. According to MDC Record Plan #402-9, layout of the force main easement along the north face of the dike was approved and recorded in the MDC Journal of the Metropolitan District 1971 page 94. The Force Main was built in 1972-1973 under MDC Contract 72-29 under layout and recorded in MDC Journal 1972 Page 56.

MDC staff has concluded that the Improvements are minor and that there will be no detriment to the District’s Force Main as a result.

City has agreed to the following conditions in order to satisfy the District’s concerns for protection of the Force Main and to maintain accessibility along the length of the ROW:

1. Care must be taken during the performance of work for the Improvements or any maintenance, repair or replacement of the same not to disturb the Force Main. All heavy construction equipment must be located outside of the limits of the ROW when not in use. Any earth moving equipment that will be utilized on the ROW over and adjacent to the Force Main and appurtenances shall be reviewed and approved by District staff prior to mobilization to the site. Any damage to the Force Main caused by any construction, maintenance, repair, replacement or associated activities by or on behalf of City for or in connection with the Improvements within this ROW shall be the responsibility of City.
2. No additional permanent improvements, other than the proposed Improvements, shall be located within this ROW unless prior approval is obtained.
3. City shall bear any additional maintenance, repair or replacement costs necessitated by the presence of Improvements within this ROW, including any such costs incurred by the District.
4. The City will remove the existing eight inch (8") abandoned water service in conflict with the installation and/or excavation of the proposed Improvements rather than protect the existing abandoned utility as required under the City's permit with the Army Corps of Engineers.
5. An MDC inspector must be on the job site whenever work is being performed within the ROW, and City shall be responsible for the cost and expense of such inspector. Any construction of the Improvements as well as any subsequent construction, maintenance, repair or replacement of the Improvements shall conform to District standards, and forty-eight (48) hours advance notice must be given to the District prior to commencing any such activities within the ROW.
6. City shall at all times indemnify, defend and save harmless the District, any municipality included therein, and the State of Connecticut and shall maintain the District's standard form of requisite insurance as stipulated in the MDC's most current Guidance Manual for Developers' Permit Agreements, which insurance shall remain in force and effect during the performance of any work within the ROW as it relates to these Improvements.
7. City shall be responsible for obtaining any and all federal, state, or local approvals necessary for installing the Improvements, including but not limited to the removal and construction of the same.

Staff has reviewed this request and considers it feasible.

A formal encroachment agreement shall be executed between City and MDC, and 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:** 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 City of Hartford to encroach upon both MDC existing twenty-foot-wide (20') ROW and Force Main situated on the Property in order to: (i) perform the work for the Improvements in connection with planned test pits, repairs to the dike, including replacement of existing toe drain system and removal of existing 8" water service in conflict with the work area along the Property as shown on plans submitted by GEI Consultants, Inc., entitled, "SOUTH MEADOWS REPAIR OF CLARK DIKE", SHEET NAME "CSPP-1 – OVERALL", SHEET NO. SP-1" AND (PLAN AND PROFILE SHEETS) ENTITLED, "SOUTH MEADOWS (CLARK) DIKE TOE DRAIN, TOE DITCH AND EMBANKMENT REPAIRS", and (ii) maintain, repair and replace such Improvements, provided that: (a) the District shall not be held liable for any cost or damage of any kind and be indemnified from any claims from the present and in the following years as a result of any encroachment authorized hereby, (b) City shall obtain all required approvals and reimburse MDC for any attorney fees and other costs incurred by MDC in enforcing the encroachment agreement, and (c) such agreement shall not be effective until fully executed by the District and City. In the event that such full execution does not occur within four (4) months of the date this resolution is passed by the District Board, then such resolution shall be null and void, and of no further force and effect.

Respectfully submitted,



John S. Mirtle  
District Clerk



Geotechnical  
Environmental  
Water Resources  
Ecological

May 7, 2026  
Project 2600200

Michael T. Curley, P.E.  
Manager of Engineering  
Metropolitan District  
555 Main Street  
Hartford, Connecticut 06103

Re: Request for a Permanent Encroachment Agreement  
City of Hartford South Meadows Dike Toe Drain Project

Dear Mr. Curley:

On behalf of the City of Hartford, GEI is submitting this letter to request a Permanent Encroachment Agreement with the MDC for work on the City of Hartford's South Meadows Dike Toe Drain Project (formally "South Meadows Dike Toe Drain, Toe Ditch, and Embankment Repairs"). GEI Consultants is the engineer of record for this project and is under contract to assist the City with construction administration and inspection services. The crossing of MDC infrastructure within the project limits with the new toe drain components is the subject of this Permanent Encroachment Agreement request.

The City of Hartford is under regulatory commitments to the US Army Corps of Engineers to improve the toe drain system in order to be compliant with current levee safety standards. The current toe drain system is beyond its useful life cycle and has been noted as deficient by the US Army Corps of Engineers. The purpose of the Toe Drain is to relieve hydraulic pressure caused by infiltration that could otherwise lead to instability of the levee.

A brief summary of the main Toe Drain Project components is as follows:

- 6,000 +/- linear feet of toe drain, which is primarily 12" VCT pipe, will be replaced with 12" slotted PVC pipe and associated precast concrete manholes.
- The toe drain is generally 4' to 10' in depth. The new pipe installation will be installed with a sand filter blanket as per the plan details.
- 5,650 LF of existing Toe Drain is proposed to be cleaned and repaired as needed.
- A landside chimney drain and buttress between Sta. 94+00S and 117+00S (east of airport) is being installed to improve seepage and stability criteria for the levee.
- The project proposes to maintain most of the existing toe drain outlets, however some laterals do require replacement. The outfalls consist of HDPE lateral drains which discharge to the toe ditch.
- Conventional excavation machinery, support of excavation systems, and erosion controls are planned for the construction.
- Conventional earth moving equipment and dump trucks will be required to bring the materials required to the site.
- A majority of the work is adjacent to Brainard Airport. Construction of these sections requires coordination with airport operations and the FAA.

### Request for a Permanent Encroachment Agreement City of Hartford South Meadows Dike Toe Drain Project

• Attached to this letter is a full plan set for the Toe Drain Project for additional details. Please consider this letter a formal request to enter into a Permanent Encroachment Agreement between the MDC and the City of Hartford for the Toe Drain Project. We appreciate your efforts in placing this item on the earliest possible agenda for the Public Works Committee and the full MDC Board.

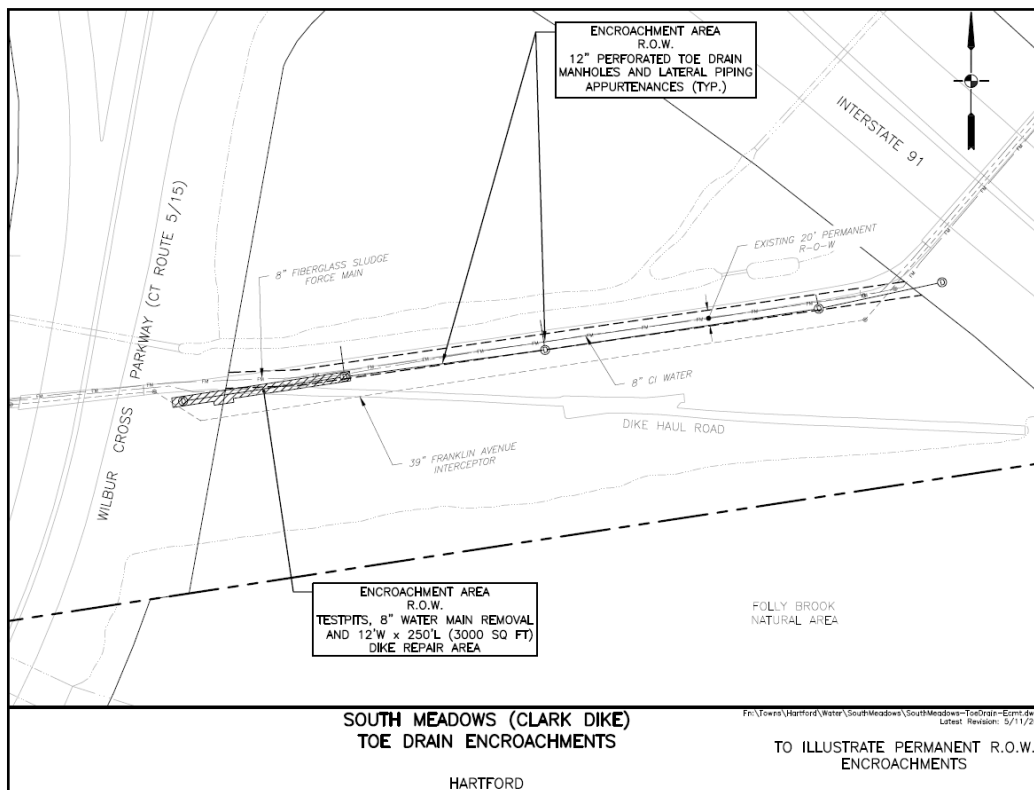
Thank you for your cooperation.  
Sincerely,

GEI CONSULTANTS, INC.

*John McGrane*  
John McGrane, P.E.  
Project Manager

CC: Frank Dellaripa, PE, City Engineer  
Nick Casparino, PE, DPW Flood Control Engineer

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**Commissioner Magnan made a motion to amend the resolution. Commissioner Magnan withdrew her motion to amend the resolution, in order to make a motion to approve the resolution.**

**Commissioner Magnan made a motion to approve the resolution. She then made a motion to amend the resolution as shown above in redline.**

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

**Commissioner Bazzano abstained.**

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

To: Bureau of Public Works

May 18, 2026

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 recommended that 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>
1	550 Cedar Street, Newington  Project #: R-20023	Developer: Dakota Partners Contractor: Avery Construction/Paganelli Construction	June 27, 2023

Respectfully submitted,



John S. Mirtle  
District Clerk

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

**NORTH BRANCH PARK RIVER DRAINAGE STUDY**

Brian Brown, Nicole Deraleau and Emily McCarran of CDM Smith provided a presentation regarding the North Branch Park River drainage study.

***Commissioner Magnan exited the meeting at 6:10 PM.***

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**COMMISSIONER REQUESTS FOR CONSIDERATION OF FUTURE AGENDA ITEMS**

Chairman Torres inquired about the impact of the public works budget for fuel, due to the present situation of fuel costs and asked if there is a specific budgeted amount. Kelly Shane and Scott Jellison replied that MDC utilizes a state contract for fuel, that the budget is monitored, and we are currently within budget.

**ADJOURNMENT**

The meeting was adjourned at 6:27 PM

ATTEST:

John S. Mirtle  
District Clerk

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Date of Approval