

**THE METROPOLITAN DISTRICT COMMISSION  
DISTRICT BOARD**

555 Main Street  
Hartford, Connecticut 06103  
Monday, June 1, 2026

**PRESENT:** Commissioners Andrew Adil, John Avedisian, Avery Buell, Richard Bush, Alberto Cortes, William DiBella, David Drake, John Gale, Peter Gardow, James Healy, Gary Johnson, Byron Lester, Diane Lewis, Jacqueline Mandyck, Petrel Maylor, Dominic Pane, Pasquale J. Salemi, Chris Tierinni, James Woulfe and District Chairman Donald Currey (20)

**REMOTE ATTENDANCE:** Commissioners Dimple Desai, Christian Hoheb and Edwin Vargas (3)

**ABSENT:** Commissioners Kyle Anderson, John Bazzano, Joan Gentile, Mary LaChance, Maureen Magnan, Michael Maniscalco, Bhupen Patel, Calixto Torres and New Britain Special Representative Michael Carrier (9)

**ALSO PRESENT:** Scott W. Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Carl Nasto, Senior Assistant District Counsel  
Kelly Shane, Chief Administrative Officer  
Christopher Levesque, Chief Operating Officer  
Jonathan Perugini, Chief Financial Officer/ Director of Finance  
Jamie Harlow, Director of Human Resources  
Sue Negrelli, Director of Engineering  
Robert Schwarm, Director of Information Systems  
Dave Ruddy, Director of Operations  
Tom Tyler, Director of Facilities  
Michael Currey, Manager of Engineering  
Nick Salemi, Communications Administrator  
Victoria Escoriza, Assistant Administrative Officer and Special Assistant  
Carrie Blardo, Assistant to the Chief Executive Officer  
Keith Sanabria, IT Consultant (Remote Attendance)  
Kevin Sullivan, IT Consultant (Remote Attendance)  
Elizabeth Tavelli, Independent Consumer Advocate

**CALL TO ORDER**

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

**ROLL CALL AND QUORUM**

The District Clerk called the roll and informed the Chairman that a quorum of the Commission was present, and the meeting was declared a legal meeting of the District Board of The Metropolitan District of Hartford County, Connecticut.

### **PLEDGE OF ALLEGIANCE**

Those in attendance stood and recited the Pledge of Allegiance.

### **APPROVAL OF MINUTES OF MAY 4, 2026**

*On motion made by Commissioner Pane and duly seconded, the meeting minutes of May 4, 2026 were approved.*

### **PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

### **INDEPENDENT CONSUMER ADVOCATE COMMENTS & QUESTIONS RELATIVE TO AGENDA ITEMS**

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

### **REPORT FROM DISTRICT CHAIRMAN**

District Chairman Currey did not provide a report.

### **REPORT FROM CHIEF EXECUTIVE OFFICER**

Chief Executive Officer Scott Jellison stated that Connecticut DEEP would like to do ribbon cuttings for the success of the tunnel project as well as work on the Westland and Garden Street Project in North Hartford. He also provided an update on the CRDA agreement for Bushnell South, and that the City of Hartford has been very supportive.

In addition, Scott discussed that the exterior of the headquarters building has been power washed and caulked. He stated the fountain area in front of headquarters will be rehabilitated with shrubbery. Scott also provided an update on a positive meeting held with towns regarding EIRR and plans to schedule a special Bureau of Public Works meeting in the near future for further discussion.

He also provided an update on the Colebrook Hydro Dam and the decision by the Board in 2018 to leave the contact. Scott stated that the Pension and OPEB Consultant RFP will be issued soon and the Employee Benefit Consultant RFP is out to bid and closes on June 9<sup>th</sup>. Scott also shared that the MDC vehicle maintenance staff converted an old truck into an ice cream truck to use for community outreach.

***Commissioner Vargas entered the meeting remotely at 5:43 PM***

**REPORT FROM DISTRICT COUNSEL**

District Counsel Stone and Senior Assistant District Counsel Carl Nasto provided an update on the Colebrook Conservation Easement with the Northwest Connecticut Land Conservancy and hope that the easement will be wrapped up in the next 30-60 days.

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
JOB SPECIFICATION  
DISTRICT CLERK**

**To:** District Board

June 1, 2026

**From:** Personnel, Pension and Insurance Committee

Staff is recommending that the job specification and job classification system be amended to revise the job specification for District Clerk (EE-18). A copy of the proposed specification is attached.

In 2013, the District Clerk position was revised to the Assistant District Counsel/District Clerk. The proposed change reverts the position to the District Clerk only.

**Employee Group: E&E  
FLSA Status: Exempt  
Labor Grade: EE-18**

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: DISTRICT CLERK**

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**JOB SUMMARY**

The purpose of this classification is to serve as the District Clerk, with all duties and responsibilities as set forth in the District Charter, Ordinances and By-Laws, and serve as secretary to the District Board of Commissioners (Board) and its various Bureaus, Committees and Commissions, overseeing associated records, records management, and operating budgets. Provides administrative support for all Board, Bureau and Committee meetings. Directs the production, maintenance and retention of administrative, real estate and clerical records. Provides administrative support to Chief Executive Officer, District Counsel and Board members.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work**

**is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

- Serves as District Clerk; attends all Board, Bureau and Committee meetings and public hearings. Writes agenda memos and resolutions for Board, Bureau or Committee action; reviews all agenda memos prepared by others; and oversees preparation and distribution of meeting agenda packages.
- Prepares agendas, resolutions and minutes of all Board, Bureau or Committee meetings, maintains indexes and preserves all permanent records. Compiles and records minutes of all official meetings consistent with State law applicable to municipalities.
- Responds to information requests from Commissioners, Chief Executive Officer, District Counsel, staff and general public.
- Fulfills statutory requirements related to public meetings and public hearing notifications.
- Serves as appointed MDC Records Management Liaison Officer (RMLO) and manages records retention and destruction consistent with Statutory Requirements. Serves as Freedom of Information Officer and agent of service for receipt of legal service.
- Updates the District Charter to reflect legislative action by the General Assembly; updates Ordinances and by-laws based on Board actions.
- Directs the vault inventory and ensures proper filing of all real estate and legal documents into the central District document index.
- Manages assessments related to construction of sewer and water main extensions.
- Researches and analyzes District legal and historical issues, compiles reports, and makes recommendations. Advises Commissioners, CEO and senior staff on procedural matters.
- Accepts all bids on behalf of the District. Ensures bids are received by submittal times and coordinates with project managers and procurement to track all contracts to ensure timely processing.
- Operates a personal computer, and general office equipment as necessary to complete essential functions, including the use of word processing, spreadsheet, database, or other system software.

- Performs other related duties as required.

### **SUPERVISION RECEIVED**

Works under the general direction of the District Board, acting through its Chairperson.

### **MINIMUM QUALIFICATIONS**

A bachelor's degree from a recognized college or university in liberal arts, business administration or a related field plus eight years of progressively responsible administration experience including at least two years in a supervisory capacity or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position.

### **SPECIAL REQUIREMENTS**

Must have a valid driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to synthesize, hypothesize, and/or theorize concerning data and/or information involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

**Human Interaction:** Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize synthesis data and information, as well as reference, descriptive, design, advisory, and consulting data and information as applicable.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; and may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organization problems of major functions.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual and/or auditory cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

At a meeting of the Personnel, Pension and Insurance Committee on May 18, 2026, it was:

VOTED: That the Personnel, Pension and Insurance Committee recommend to the District Board passage of the following resolution:

RESOLVED: That the job specification for District Clerk (EE-18) attached hereto be adopted.

Respectfully submitted,

  
John S. Mirtle, Esq.  
District Clerk

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

### **COMMITTEE ON ORGANIZATION APPOINTMENT OF INTERIM DISTRICT CLERK**

To: District Board

June 1, 2026

From: Committee on Organization

At a meeting of the Committee on Organization held on June 1, 2026, it was:

**Voted:** That the Committee on Organization recommends to the District Board passage of the following resolution:

**Be It**

**Resolved:** That the District Board, in accordance with Section B3b of the District By-Laws, hereby appoints Victoria S. Escoriza Interim District Clerk to assume all the duties, responsibilities and authority of the District Clerk as set forth in the Metropolitan District Charter, Ordinances and By-Laws, or as otherwise provided by law, until such time as a successor is appointed.

Respectfully submitted,



John S. Mirtle, Esq.  
District Clerk

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

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

To: District Board

June 1, 2026

From: Bureau of Public Works

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.

At a meeting of the Bureau of Public Works held on May 18, 2026, it was:

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

**RESOLVED:** The 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.

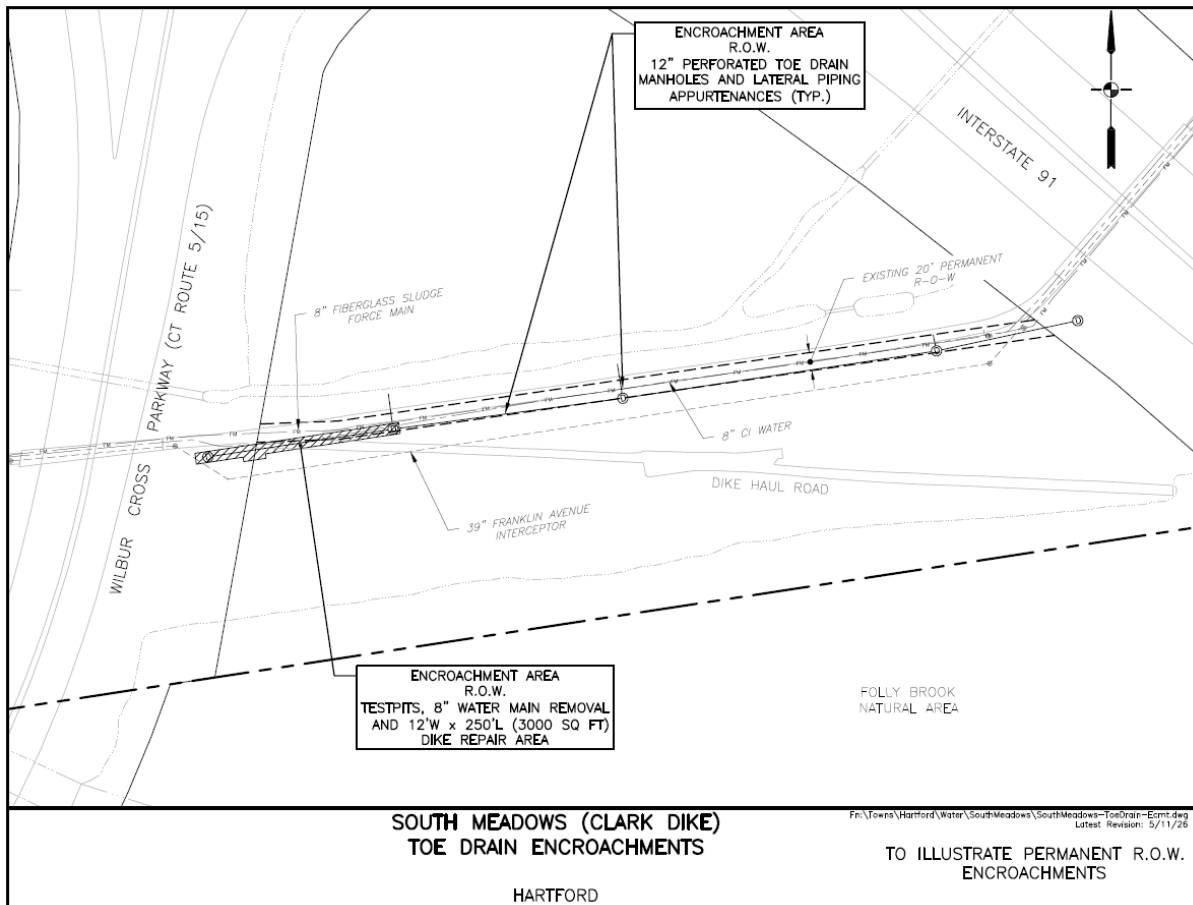
Thank you for your cooperation.  
Sincerely,

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

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

To: District Board

June 1, 2026

From: Bureau of Public Works

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.

At a meeting of the Bureau of Public Works held on May 18, 2026, it was:

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

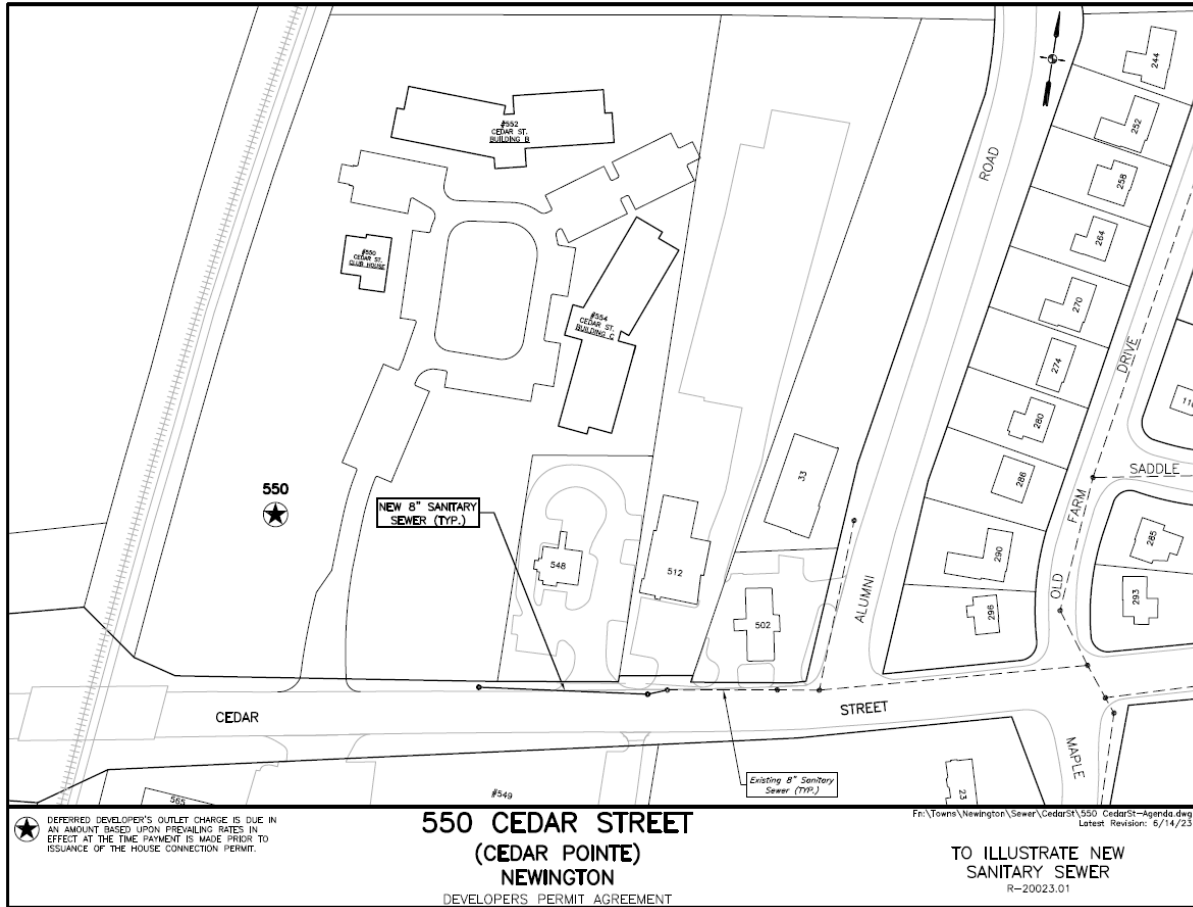
**Resolved:** That, in accordance with Section S8g of the District Ordinances, the following is incorporated into the sewer system of The Metropolitan District as of the date of passage of this resolution:

	<b><u>Sewers In</u></b>	<b><u>Built By</u></b>	<b><u>Completion Date</u></b>
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 DiBella and duly seconded, the report was received and resolution adopted by unanimous vote of those present.***

**REFERRAL TO PERSONNEL, PENSION AND INSURANCE COMMITTEE  
RE: APPOINTMENT OF DISTRICT COUNSEL**

***On motion made by Commissioner Pane and duly seconded, the “Appointment of District Counsel” was referred to the Personnel, Pension and Insurance Committee.***

**SETTLEMENT OF PENDING LITIGATION  
*BERNARDO BRANDE v MDC et al.,***

To: District Board

June 1, 2026

**RESOLVED**, that pursuant to Section B2f of the By-Laws of The Metropolitan District, the Board of Commissioners of The Metropolitan District hereby authorizes District Counsel, or his designee, to settle the pending state lawsuit captioned ***BERNARDO BRANDE v MDC et al.***, Docket No. HDD-CV23-6173501-S, for the total sum of \$42,000.00, subject to the proper execution of any and all documents reasonably necessary to effect said settlement, including but not limited to a general release and the formal withdrawal of said action.

Respectfully submitted,



John S. Mirtle, Esq.  
District Clerk

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

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

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

Commissioner Healy thanked Nick Salemi and the Operations staff for an excellent job organizing the Water Wagon at a West Hartford school activity.

Chairman Currey congratulated Victoria Escoriza for the Interim District Clerk appointment.

**ADJOURNMENT**

The meeting was adjourned at 6:04 PM

ATTEST:

Victoria S. Escoriza  
Interim District Clerk

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