

**MINUTES
BOARD OF COMMISSIONERS SPECIAL MEETING
FIRST TAXING DISTRICT
MAY 11, 2017**

COMMISSIONERS: Commissioner Marija Bryant, Commissioner Thomas Cullen and Commissioner Frank Zullo

ALSO PRESENT: Elsa Peterson Obuchowski, Treasurer, Dominick M. DiGangi, General Manager, Franco Chieffalo, Director of Operations, Michelle Costabile, Customer Service Administrator, Michael Elliott, Manager of Water Treatment and Supply, Lauren Mappa, Manager of Operations and Michele McLean, Executive Assistant

1. Roll Call

The meeting was called to order at 7:00 P.M. by Commissioner Frank Zullo. Mrs. Michelle Costabile called the roll. Commissioners Bryant and Zullo were present. Commissioner Cullen was not present.

2. Public participation relating to agenda items

THERE WAS NO PUBLIC PRESENT

3. Approval of Minutes

- April 12, 2017 Special Meeting

*** **COMMISSIONER ZULLO MOVED TO APPROVE THE MINUTES OF
THE APRIL 12, 2017 SPECIAL MEETING**
*** **COMMISSIONER BRYANT SECONDED THE MOTION**
*** **COMMISSIONER CULLEN ABSTAINED**
*** **THE MOTION PASSED UNANIMOUSLY**

- April 12, 2017 Regular Meeting

*** **COMMISSIONER ZULLO MOVED TO APPROVE THE MINUTES OF
THE APRIL 12, 2017 REGULAR MEETING**
*** **COMMISSIONER BRYANT SECONDED THE MOTION**
*** **COMMISSIONER CULLEN ABSTAINED**
*** **THE MOTION PASSED UNANIMOUSLY**

- April 19, 2017 Special Meeting

*** **COMMISSIONER BRYANT MOVED TO APPROVE THE MINUTES OF
THE APRIL 19, 2017 SPECIAL MEETING**

***** COMMISSIONER CULLEN SECONDED THE MOTION
*** THE MOTION PASSED UNANIMOUSLY**

- April 26, 2017 Special Meeting

***** COMMISSIONER BRYANT MOVED TO APPROVE THE MINUTES OF
THE APRIL 26, 2017 SPECIAL MEETING
*** COMMISSIONER CULLEN SECONDED THE MOTION
*** THE MOTION PASSED UNANIMOUSLY**

4. Approval of FY 2017 Operating Budget Transfers

***** COMMISSIONER CULLEN MOVED TO APPROVE THE FY 2017
OPERATING BUDGET TRANSFERS
*** COMMISSIONER BRYANT SECONDED THE MOTION
*** THE MOTION PASSED UNANIMOUSLY**

5. Consideration and Approval of the FY 2018 Annual Capital Budget in the amount of \$ 3,000,000 and Five Year Capital Improvement Plan.

***** COMMISSIONER CULLEN MOVED TO APPROVE THE FY 2018 ANNUAL
CAPITAL BUDGET IN THE AMOUNT OF \$3,000,000 AND FIVE YEAR
CAPITAL IMPROVEMENT PLAN
*** COMMISSIONER BRYANT SECONDED THE MOTION
*** THE MOTION PASSED UNANIMOUSLY**

6. Consideration and Approval of the FY 2018 Annual Budget of the First District Water Department in the amount of \$9,601,700.

***** COMMISSIONER CULLEN MOVED TO APPROVE THE FY 2017 ANNUAL
BUDGET OF THE FIRST DISTRICT WATER DEPARTMENT IN THE
AMOUNT OF \$9,601,700
*** COMMISSIONER BRYANT SECONDED THE MOTION
*** THE MOTION PASSED UNANIMOUSLY**

7. Authorize the General Manager to issue Purchase Orders to Ferguson Waterworks and HD Supply Waterworks, sole source procurement for the purchase of new hydrants, replacement parts and miscellaneous hardware for FY 2017. (FY 2018 Annual Operating Budget – Account No. 10 1400 5456 00 – Budget Amount \$11,500)

***** COMMISSIONER CULLEN MOVED TO AUTHORIZE THE GENERAL
MANAGER TO ISSUE PURCHASE ORDERS TO FERGUSON
WATERWORKS AND HD SUPPLY WATERWORKS, SOLE SOURCE
PROCUREMENT FOR THE PURCHASE OF NEW HYDRANTS,
REPLACEMENT PARTS AND MISCELLANEOUS HARDWARE FOR FY
2017. (FY 2018 ANNUAL OPERATING BUDGET – ACCOUNT NO. 10 1400
5456 00 – BUDGET AMOUNT \$11,500)**

*** **COMMISSIONER BRYANT SECONDED THE MOTION
THE MOTION PASSED UNANIMOUSLY**

8. Authorize the General Manager to issue Purchase Orders to Ti-Sales, Inc., sole source procurement, for the purchase of new meters, replacement parts and miscellaneous hardware for the FY 2017. (FY 2018 Operating Budget Account No. 10 1400 5460 00 – Budget Amount \$100,000).

*** **COMMISSIONER BRYANT MOVED TO AUTHORIZE THE GENERAL
MANAGER TO ISSUE PURCHASE ORDERS TO TI-SALES, INC., SOLE
SOURCE PROCUREMENT, FOR THE PURCHASE OF NEW METERS,
REPLACEMENT PARTS AND MISCELLANEOUS HARDWARE FOR FY
2017. (FY 2018 OPERATING BUDGET ACCOUNT NO. 10 1400 5460 00 –
BUDGET AMOUNT &100,000).**

*** **COMMISSIONER CULLEN SECONDED THE MOTION
THE MOTION PASSED UNANIMOUSLY**

9. Authorize the General Manager to execute an Agreement with CDM Smith, Inc. for Professional Engineering Services required to develop plans, specifications and estimates for the relocation of the water main on the West Rocks Road Bridge over the Merritt Parkway for a sum not to exceed \$23,218.00 (Funds to be Reimbursed by the Connecticut Department of Transportation) Account No. 30 2017 3620 00

*** **COMMISSIONER BRYANT MOVED TO AUTHORIZE THE GENERAL
MANAGER TO EXECUTE AN AGREEMENT WITH CDM SMITH, INC. FOR
PROFESSIONAL ENGINEERING SERVICES REQUIRED TO DEVELOP
PLANS, SPECIFICATIONS AND ESTIMATES FOR THE RELOCATION OF
THE WATER MAIN ON THE WEST ROCKS ROAD BRIDGE OVER THE
MERRITT PARKWAY FOR A SUM NOT TO EXCEED \$23,218.00 (FUNDS TO
BE REIMBURSED BY THE CONNECTICUT DEPARTMENT OF
TRANSPORTATION) ACCOUNT NO. 30 2017 3620 00**

*** **COMMISSIONER CULLEN SECONDED THE MOTION
THE MOTION PASSED UNANIMOUSLY**

10. Establish the position of Customer Service/Office Services Representative, Position Code (10120004), and effective July 1, 2017.

*** **COMMISSIONER BRYANT MOVED TO ESTABLISH THE POSITION OF
CUSTOMER SERVICE/OFFICE SERVICE REPRESENTATIVE, POSITION CODE
(10120004), AND EFFECTIVE JULY 1, 2017 IN ACCORDANCE WITH THE
GENERAL MANAGER'S MEMORANDUM DATED MAY 11, 2017**

*** **COMMISSIONER CULLEN SECONDED THE MOTION
THE MOTION PASSED UNANIMOUSLY**

11. Increase the Employee Contribution to Medical Insurance Benefits from the existing 12% to 14% of Annual Costs effective July 1, 2017.

***** COMMISSIONER BRYANT MOVED TO APPROVE TO INCREASE THE EMPLOYEE CONTRIBUTION TO MEDICAL INSURANCE BENEFITS FROM THE EXISTING 12% TO 14% OF ANNUAL COSTS EFFECTIVE JULY 1, 2017.**

***** COMMISSIONER CULLEN SECONDED THE MOTION
*** THE MOTION PASSED UNANIMOUSLY**

12. Approve revisions to the Emergency Overtime, Standby/Reservoir Duty and Weekend Duty Section of the Employee Handbook

***** COMMISSIONER CULLEN MOVED TO APPROVE THE REVISIONS TO THE EMERGENCY OVERTIME, STANDBY/RESERVOIR DUTY AND WEEKEND DUTY SECTION OF THE EMPLOYEE HANDBOOK**

***** COMMISSIONER BRYANT SECONDED THE MOTION
*** THE MOTION PASSED UNANIMOUSLY**

***** COMMISSIONER CULLEN MOVED TO GO INTO EXECUTIVE SESSION AT 7:13 P.M. TO DISCUSS ITEMS 13 AND 14, EMPLOYEE COMPENSATION AND GENERAL MANAGER ANNUAL REVIEW. IT WAS REQUESTED THAT THE OPERATIONS DIRECTOR AND THE MANAGER OF OPERATIONS BE INCLUDED FOR THE DISCUSSION**

***** COMMISSIONER BRYANT SECONDED THE MOTION
*** THE MOTION PASSED UNANIMOUSLY**

13. Employee Compensation – Executive Session

14. General Manager Annual Review – Executive Session

***** COMMISSIONER CULLEN MOVED TO COME OUT OF EXECUTIVE SESSION AT 7:30 P.M.**

***** COMMISSIONER BRYANT SECONDED THE MOTION
*** THE MOTION PASSED UNANIMOUSLY**

***** COMMISSIONER CULLEN MOVED TO RECONVENE THE REGULARLY SCHEDULED MEETING AT 7:30 P.M.**

***** COMMISSIONER BRYANT SECONDED THE MOTION
*** THE MOTION PASSED UNANIMOUSLY**

***** COMMISSIONER CULLEN MADE THE FOLLOWING MOTION**

13. TO APPROVE EMPLOYEE SALARY ADJUSTMENTS IN ACCORDANCE WITH THE GENERAL MANAGER'S MEMDORANDUM DATED MAY 11, 2017

14. TO AUTHORIZE THE CHAIRMAN TO EXECUTE THE SECOND AMENDMENT TO THE GENERAL MANAGER'S EXECUTIVE EMPLOYMENT AGREEMENT DATED JULY 1, 2013 IN ACCORDANCE WITH THE GENERAL MANGER'S MEMORANDUM DATED MAY 11, 2017

***** COMMISSIONER BRYANT SECONDED THE MOTION
*** THE MOTION PASSED UNANIMOUSLY**

15. Call to the public

THERE WAS NO PUBLIC PRESENT

16. Adjournment

***** COMMISSIONER BRYANT MOVED TO ADJOURN THE MEETING
*** COMMISSIONER CULLEN SECONDED THE MOTION
*** THE MOTION PASSED UNANIMOUSLY**

The meeting adjourned at 7:30 P.M.

Respectfully submitted,

Franco Chieffalo
District Clerk