

**MINUTES OF SEPTEMBER 18, 2017**

**Roll Call of Members**

The annual meeting of the Board of Directors of The Mattabasset District was held Monday, September 18, 2017, at the Administration Building. Board Clerk Arthur G. Simonian called the meeting to order at 7:02 p.m. A roll call was taken. Present from the Town of Cromwell were Directors Doug Sienna and Tom Tokarz. Present from the Town of Berlin were Directors Robert Argazzi, John Dunham and James Fallon. Present from the City of Middletown were Directors Dale Aldieri, David Bauer, Joseph Samolis and Tom Serra. Present from the City of New Britain were Directors Paul Catanzaro, Peter Centurelli, Tonilynn Collins and Mary Marrocco. Also present were Edward T. Lynch Jr. – District Counsel, Arthur Simonian - Executive Director, Michelle Ryan – District Engineer, Brian Warman – Operations Manager, and Bill Adkins – Maintenance Manager. Cromwell Director Bonnie Anderson and New Britain Director Timothy Stewart were absent.

Mr. Simonian stated that per section 2-5 of the Charter, the first order of business is the election of officers by ballot beginning with the Chairman.

The Nominating Committee recommends John Dunham to the Office of Chairman.

There were no other nominations from the floor.

**MOTION:** Ms. Collins moved to close the nominations.

Mr. Sienna seconded the motion.

**Discussion**

**RESOLVED:** The motion was approved unanimously.

Ballots were filled in, signed, and returned to the Board Clerk – Arthur G. Simonian.

**RESOLVED:** John Dunham was voted in as Chairman of the Board by the Board members present.

Mr. Simonian turned the chair over to Chairman Dunham to preside over the remainder of the meeting.

The Nominating Committee recommends Tom Serra to the Office of Vice-Chairman.

**MOTION:** Mr. Centurelli moved to recommend Paul Catanzaro to the Office of Vice-Chairman.

Mrs. Marrocco seconded the motion.

Discussion

MOTION: Mr. Tokarz moved to close the nominations.

Mr. Bauer seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

Ballots were filled in, signed, and returned to the Board Clerk – Arthur G. Simonian.

RESOLVED: Tom Serra was voted in as Vice-Chairman of the Board by the Board members present. Ten votes cast for Mr. Serra and three votes cast for Mr. Catanzaro.

The Nominating Committee recommends Tonilynn Collins to the Office of Secretary.

There were no other nominations from the floor.

MOTION: Mr. Bauer moved to close the nominations.

Mr. Tokarz seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

Ballots were filled in, signed, and returned to the Board Clerk – Arthur G. Simonian.

RESOLVED: Ms. Collins was voted in as Secretary by the Board Members that were present.

The Nominating Committee recommends Doug Sienna to the Office of Treasurer.

There were no other nominations from the floor.

MOTION: Mr. Samolis moved to close the nominations.

Ms. Collins seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

Ballots were filled in, signed, and returned to the Board Clerk – Arthur G. Simonian.

RESOLVED: Mr. Sienna was voted in as Treasurer by the Board Members that were present.

The Nominating Committee recommends Dale Aldieri for the Office of Deputy Treasurer.

There were no other nominations from the floor.

MOTION: Mr. Serra moved to close the nominations.

Mr. Bauer seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

Ballots were filled in, signed, and returned to the Board Clerk – Arthur G. Simonian.

RESOLVED: Mr. Aldieri was voted in as Deputy Treasurer by the Board Members that were present.

**PUBLIC SPEAKERS**

None

**Approval of August 21, 2017 Minutes**

MOTION: Mr. Serra moved to approve the minutes of the August 21, 2017 Board Meeting.

Mr. Sienna seconded the motion.

Discussion

RESOLVED: The motion was approved with Mr. Aldieri, Ms. Collins and Mr. Samolis abstaining.

**Treasurer's Report**

MOTION: Mr. Sienna moved to approve the Treasurer's Report as presented.

Mr. Serra seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

**Budget Statement**

MOTION: Mr. Sienna moved to approve the Budget Statement as presented.

Mr. Centurelli seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

**Check Register – August, 2017**

No motion required.

**Staff Reports**

MOTION: Mr. Serra moved to approve the Staff Reports as presented.

Mr. Tokarz seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

Executive Director’s Staff Actions:

- 1) The Executive Director will present the Investment Schedule and FY 2017 Year End Finances to the Finance Committee in October and then to the Board.

**Engineering Committee**

MOTION: Mr. Catanzaro moved to approve waiving the sealed bid process and accept the proposal from Structures Unlimited to furnish and install the proposed side wall panels for the canopy, since this is in the best interest of the District. The cost for the panels, installation and 10% contingency (if necessary), is \$94,600.00.

Mrs. Marrocco seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

MOTION: Mr. Catanzaro moved to approve awarding the Primary Tank Doors Project to C.H. Nickerson & Co. Inc. in the amount of \$206,500.

Mr. Serra seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

MOTION: Mr. Sienna moved to approve the Engineering Report as presented.

Ms. Collins seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

**Finance Committee**

No Report

**Human Resources Committee**

No Report

**Property Management**

No Report

**Public Relations Committee**

No Report.

**District Project Construction Committee**

**MOTION:** Mr. Serra moved to approve C.H. Nickerson’s PCO #357 (Change Order #49) in the amount of \$99,000.

Mr. Bauer seconded the motion.

**Discussion**

**RESOLVED:** The motion was approved unanimously.

**MOTION:** Mr. Sienna moved to approve C.H. Nickerson final payment Invoice #48, to with retainage release, for August, 2017 in the amount of \$197,000 and authorizes the Executive Director to pay the invoice.

Mr. Serra seconded the motion.

**Discussion**

**RESOLVED:** The motion was approved unanimously.

**MOTION:** Mr. Fallon moved to approve the Resolution Dissolving the DPCC.

Mr. Serra seconded the motion.

**Discussion**

**RESOLVED:** The motion was approved unanimously.

**MOTION:** Mr. Sienna moved to accept the District Project Construction Committee Report as presented.

Mr. Centurelli seconded the motion.

**Discussion**

**RESOLVED:** The motion was approved unanimously

**Counsel’s Report**

No Report

**New Business**

In accordance with Section 4-1 of the Charter, the Finance Committee must be voted upon from its membership.

**MOTION:** Mr. Tokarz moved to approve the Nominating Committee’s recommendation of Doug Sienna representing the Town of Cromwell, James Fallon representing the Town of Berlin, Tom Tokarz representing the Town of Cromwell, Dale Aldieri representing the City of Middletown and Timothy Stewart representing the City of New Britain to the Finance Committee and that Doug Sienna be its Chair.

Mr. Serra seconded the motion.

**Discussion**

**RESOLVED:** The motion was approved unanimously.

In accordance with Section 2-5 of the Charter and Section 14 of the By-Laws, the Board of Directors hereby confirms the Nominating Committee’s Engineering, Human Resources, Property Management and Public Relations recommended committee assignments as listed below, and acknowledges authority to the Chairman, John Dunham, the right to make reassignments in 2017-2018, as deemed appropriate.

**MOTION:** Mr. Tokarz moved to confirm the Engineering, Human Resources, Property Management and Public Relations Committee appointments as listed and acknowledges authority to the Chairman, John Dunham, the right to make reassignments in 2017-2018, as deemed appropriate.

Mr. Sienna seconded the motion.

**Discussion**

Engineering Committee:

John Dunham, Chair

Robert Argazzi, Bonnie Anderson, David Bauer, Tom Serra, Paul Catanzaro

Human Resources Committee:

Tom Tokarz, Chair

James Fallon, Doug Sienna, Joseph Samolis, Tonilynn Collins, Mary Marrocco

Property Management Committee:

Peter Centurelli, Chair

James Fallon, Bonnie Anderson, Dale Aldieri, Tom Serra

Public Relations

Joseph Samolis, Chair

Bonnie Anderson, David Bauer, Paul Catanzaro

RESOLVED: The motion was approved unanimously.

MOTION: Mr. Tokarz moved to appoint Executive Director, Arthur G. Simonian as Board Clerk.

Mr. Sienna seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

*Communications*

- 1) Mr. Simonian advised the Board of the Cromwell Fire District status.
- 2) Mr. Simonian advised the Board about the letter from MDC discussing credits.
- 3) Mr. Simonian advised the Board of the newly hired clerk typist, Kaylee Buda.

*Adjournment*

MOTION: Mr. Sienna moved to adjourn the meeting.

Mr. Centurelli seconded the motion.

RESOLVED: The motion was approved unanimously.

The meeting adjourned at 8:05 p.m.