

**PUBLIC SPEAKERS**

None.

**MINUTES OF August 17, 2020**

**Roll Call of Members**

The monthly meeting of the Board of Directors of The Mattabassett District was held Monday, August 17, 2020, via Conference Call. Board Chairman John Dunham called the meeting to order at 7:00 p.m. A roll call was taken and a quorum was present. Present from the Town of Cromwell were Directors Doug Sienna, Bonnie Anderson and Joseph Corlis. Present from the Town of Berlin were Directors Bob Argazzi and James Fallon. Present from the City of Middletown were Directors, Gerald Daley, David Bauer, and Joseph Samolis. Present from the City of New Britain were Directors Lanette Macaruso, Rick Healey and Mary Marrocco. Also, on the Conference Call were Edward T. Lynch Jr. – District Counsel, Arthur Simonian – Executive Director, and Bill Adkins – Maintenance Manager. City of New Britain Directors Tonilynn Collins and Katie Breslin were absent. City of Middletown Director, Dale Aldieri was absent.

**Approval of July 20, 2020 Minutes**

MOTION: Mr. Sienna moved to accept the minutes of July 20, 2020.

Mrs. Marrocco seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

**Treasurer's Report**

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

Mrs. Marrocco seconded the motion.

Discussion:

RESOLVED: The motion was approved unanimously.

**Budget Statement**

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

Mrs. Marrocco seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

**Check Register – July, 2020**

No motion required.

**Staff Reports**

MOTION: Mr. Bauer moved to accept the Staff Reports as presented.

Mr. Sienna seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

**Executive Director's Staff Actions:**

The Executive Director will look into the charges under account code #58000, retirement benefits, to answer a Board members question.

**Engineering Committee**

MOTION: Mr. Dunham moved to authorize the Executive Director to award the Roof Replacement Project #2020-18 to the lowest qualified bidder, Premier Building Associates, LLC of Branford, CT, in the amount of, \$212,000, including \$18,000 for Alternate No. 1.

Mrs. Marrocco seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

MOTION: Mr. Dunham moved to authorize the Executive Director to approve a bid waiver for the stack height extension to e2Comply, LLC, at a cost not to exceed \$60,225, including a 10% contingency if necessary.

Mr. Sienna seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

MOTION: Mr. Bauer moved to accept the August 6<sup>th</sup> Engineering Committee Report as presented.

Mr. Sienna seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

**Finance Committee**

MOTION: Mr. Sienna moved to authorize the Executive Director to adjust the following 2019-2020 Operating Budget Line Items in the amount of \$60,980 Operating and \$159,215 Capital as outlined below, excluding item “i” which will be transferred to Operating expenses, and authorizes the Executive Director to advertise the amended budget.

- a) Decrease the Electricity Line Item, #61300, by \$60,980 to \$1,867,020 to cover the various Line Items listed below.
- b) Increase the Maintenance Services Line Item, #62300, by \$17,000 to \$150,000 to cover services.
- c) Increase the Liability Insurance Line Item, #51010, by \$1,900 to \$22,900.
- d) Increase the Operations Overtime/Meals Line Item, #56610, by \$17,080 to \$96,892 to cover COVID-19 modified schedule expenses.
- e) Increase the Maintenance Supplies Line Item, #62100, by \$25,000 to \$190,000 to cover supplies.
- f) Decrease the Capital Reserve Fund Line Item, #71420, by \$159,215 to \$40,785 to cover the various Line Items listed below.
- g) Increase the Nitrogen Treatment Line Item, #71030, by \$13,300 to \$63,300.
- h) Increase the Outfall Cleaning and Jetting Line Item, #71061, by \$23,660 to \$23,660.
- \*\*i) Increase the Trunk Sewer Line Item, #71070, by \$3,000 to \$3,000.
- j) Increase the Reline Clay Lagoon Construction Item, #71221, by \$17,105 to \$17,105.
- k) Increase the Odor Control Carbon Changeout Item, #71251, by \$24,200 to \$99,200.
- l) Increase the Second Service Water Strainer Line Item, #71380, by \$19,775 to \$19,775.
- m) Increase the Putzmeister Pump Rebuild Line Item, #71460, by \$61,175 to \$101,175.

\*\* item “i” was excluded from the motion

Mrs. Marrocco seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

MOTION: Mr. Sienna moved to authorize the Executive Director to transfer \$660,949 of the remaining FY20 Capital Funds into capital Non-Recurring Accounts (CNR), as per the attached spreadsheet.

Mrs. Anderson seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

MOTION: Mr. Sienna moved to authorize the Executive Director to approve a bid waiver not to exceed \$107,000 (including 10% contingency, if necessary) to purchase and install a Refurbished Main Gear Drive, Main Seal and Squeegees from G.M.H. Associates, sole source provider, since this is in the best interest of the District.

Mr. Fallon seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

MOTION: Mr. Sienna moved to accept the July 28<sup>th</sup> Finance Committee Report as presented.

Mrs. Marrocco seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

**Human Resources Committee**

MOTION: Mr. Sienna moved to accept the July 21<sup>st</sup> Human Resources Committee Report as presented.

Mrs. Marrocco seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

**Property Management**

No report.

**Public Relations Committee**

**MOTION:** Mr. Sienna moved to accept the July 28<sup>th</sup> Public Relations Committee Report as presented.

Mr. Bauer seconded the motion.

**Discussion**

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

**Counsel's Report**

No report.

**New Business**

The Executive Director discussed the Budget Status of FY2020, which was also a Booklet insert.

**MOTION:** Mr. Sienna moved to hereby update The Districts authorized bank signatories excluding District and bank checks, to include Colleen DeBiase, its new Bookkeeper, to be effective upon approval of this motion by the Board of Directors.

Mrs. Anderson seconded the motion.

**Discussion**

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

**Communications**

The Executive Director reminded the Board of Directors about Anne Portier's, retirement lunch on Thursday, August 27<sup>th</sup> at 12:00 PM. Art also reminded the Board of Directors to return their completed Annual Evaluation form of the Executive Director, into the Administrative office, as soon as possible.

**Adjournment**

**MOTION:** Mr. Sienna moved to adjourn.

RESOLVED: The motion was approved unanimously.

The meeting adjourned at 8:20 p.m.

The next meeting of the Board of Directors will be held on **Monday, September 21, 2020 at 7:00 p.m., remotely via GoTo Meeting.**

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