

**MINUTES OF SEPTEMBER 24, 2018**

**Roll Call of Members**

The annual meeting of the Board of Directors of The Mattabasset District was held Monday, September 24, 2018, at the Administration Building. Board Clerk Arthur G. Simonian called the meeting to order at 7:01 p.m. A roll call was taken. Present from the Town of Cromwell were Directors Doug Sienna, Bonnie Anderson 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 and David Bauer. Present from the City of New Britain were Directors Peter Centurelli, Tonilynn Collins and Mary Marrocco. Also present were Edward T. Lynch Jr. – District Counsel, Arthur Simonian - Executive Director, Michelle Ryan – District Engineer, Michael Manfre – Operations Manager, and Bill Adkins – Maintenance Manager. New Britain Directors Timothy Stewart and Paul Catanzaro were absent and The City of Middletown Directors Joseph Samolis and Tom Serra 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:** Mr. Tokarz moved to recommend John Dunham to the Office of Chairman.

Mr. Bauer seconded the motion.

**Discussion**

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

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

Mr. Fallon 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.

There were no other nominations from the floor.

MOTION: Mr. Tokarz moved to recommend Tom Serra to the Office of Vice-Chairman.

Mr. Sienna seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

MOTION: Ms. Collins moved to close the nominations.

Mr. Centurelli 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.

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

There were no other nominations from the floor.

MOTION: Mr. Tokarz moved to recommend Tonilynn Collins to the Office of Secretary

Mr. Sienna seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

MOTION: Ms. Collins moved to close the nominations.

Mr. Centurelli 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. Tokarz moved to recommend Doug Sienna to the Office of Treasurer.

Mrs. Marrocco seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

MOTION: Ms. Collins moved to close the nominations.

Mrs. Marrocco 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. Tokarz moved to recommend Dale Aldieri to the Office of Deputy Treasurer.

Mr. Sienna seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

MOTION: Ms. Collins moved to close the nominations.

Mrs. Marrocco 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 20, 2018 Minutes**

MOTION: Mr. Sienna moved to approve the minutes of the August 20, 2018 Board Meeting.

Mr. Bauer seconded the motion.

Discussion

RESOLVED: The motion was approved with Mr. Aldieri and Mrs. Marrocco abstaining.

**Treasurer's Report**

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

Ms. Collins seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

**Budget Statement**

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

Ms. Collins seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

**Check Register – August, 2018**

No motion required.

**Staff Reports**

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

Mrs. Anderson seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

**Executive Director's Staff Actions:**

- 1) The Executive Director will add a ledger key to the Organizational Job chart stating which positions are on first, second and third shift.

**Engineering Committee**

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

Mrs. Marrocco seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

**Finance Committee**

MOTION: Mr. Sienna moved to approve authorizing the Executive Director to Transfer \$453,000 of the remaining FY2018 Capital Funds into capital Non-Recurring Accounts (CNR) per the attached spreadsheet.

Mr. Bauer seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

MOTION: Mr. Bauer moved to accept the Finance Report as presented.  
Mr. Sienna seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

**Human Resources Committee**

MOTION: Mr. Sienna moved to accept the Human Resources Report as presented.

Mrs. Anderson seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

**Property Management**

No Report.

**Public Relations Committee**

No Report.

**Counsel's Report**

MOTION: Ms. Collins moved to accept the Counsel's Report as presented.

Mrs. Anderson seconded the motion.

Discussion

RESOLVED: The motion was approved unanimously.

**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 that The Board of Directors appoint James Fallon, representing the Town of Berlin, Tom Tokarz, representing the Town of Cromwell, Dale Aldieri, representing the City of Middletown, Tim Stewart, representing the City of New Britain and Doug Sienna, Treasurer, to the Finance Committee, and that Doug Sienna be its Chair.

Mr. Bauer 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 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 2018-2019, 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 2018-2019, 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

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 removal of the Lab Tech position, due to lack of work.
- 2) Mr. Simonian advised the Board that Operations Manager Brian Warman officially retired on September 7, 2018.

**Adjournment**

MOTION: Mr. Argazzi moved to adjourn the meeting.

Mr. Fallon seconded the motion.

RESOLVED: The motion was approved unanimously.

The meeting adjourned at 8:10 p.m.