

**THE MATTABASSETT DISTRICT**

*Memorandum*

*Date:* December 10, 2015

*Subject:* Agenda - Monday,  
December 21, 2015 @ 5:30 PM  
Board Meeting

*To:* Board of Directors

*From:* Arthur G. Simonian, Executive Director

AGS

Public Speakers

**AGENDA**

Roll Call

**November Booklet 2015**

	<u>Pages</u>
1. Minutes of the meeting of October 19, 2015	1 - 6
2. Treasurer's Report	7 - 15
a. Receipts & Expenditures FY 15-16	8
b. Operating Fund Statement of Income	9
c. Cash Flow Graphs	10 - 12
d. Investment Schedule	13 -14
e. Investment Schedule Distribution	15
3. Budget Statement, Fiscal Year	15 - 18
4. Check Register Report Summary – October, 2015	19
5. Staff Reports	20 - 42
a. Monthly Report	20 - 31
b. Safety/Energy Report	32 - 33
c. Operational Profile	34 - 37
d. Monthly Flows & Rainfall Data for the Past Two Years	38
e. Effluent Quality Graph	39
f. Nitrogen Graph	40
g. Maintenance Graph	41
h. Executive Director & Staff Action Items	42
1. Mr. Serra asked that the request by Mr. Waters' for funding support on installing new football field lighting be added to next month's agenda.	
2. Checkbook Analysis by Executive Director – See Attached Spreadsheet	

**December Booklet 2015**

1. Minutes of Special Board meeting of November 23, 2015	1 - 5
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2.	Treasurer's Report	6 – 14
	a. Receipts & Expenditures FY 15-16	7
	b. Operating Fund Statement of Income	8
	c. Cash Flow Graphs	9 - 11
	d. Investment Schedule	12 – 13
	e. Investment Schedule – Bank Distribution	14
3.	Budget Statement, Fiscal Year	15 - 17
4.	Check Register Report Summary – November, 2015	18
5.	Staff Reports	19 - 34
	a. Monthly Report	19 - 23
	b. Safety/Energy Report	24 - 25
	c. Operational Profile	26 - 29
	d. Monthly Flows & Rainfall Data for the Past Two Years	30
	e. Effluent Quality Graph	31
	f. Nitrogen Graph	32
	g. Maintenance Graph	33
	h. Executive Director & Staff Action Items	34
	1. Circulate an interest sheet for Committee assignments to Board Members	
	2. Checkbook Analysis by Executive Director – See Attached Spreadsheet	
6.	Committee Reports	
	a. Engineering	
	b. Finance (pink)	
	1. 2014 - 2015 Audit Report	
	2. District Bank Signatures Update	
	c. Human Resources	
	d. Property Management	
	e. Public Relations	
	f. District Project Construction Committee (orange)	
	1. Change Order #48 for 11 Sub Change Orders - \$59,515.68	
	2. C.H. Nickerson's Payment Requisition #43 for October/November 2015 - \$149,867.44	
	3. Wright-Pierce's Payment Requisition for October 2015 - \$121,850.07	
7.	Counsel's Report	
	a. Executive Session	

8. New Business
  - a. 2016 BOD Meeting Dates
  - b. Committee Assignments for open positions
9. Communications
  - a. Letter of Appreciation from the City of Middletown for the Pump Station Project
  - b. Upcoming Chamber Events
10. Adjournment

The next meeting of the Mattabasset District will be held on **Tuesday, January 19, 2016 at 7:00 p.m.**, in the Administration Building, Cromwell, Connecticut.