

THE MATTABASSETT DISTRICT

Memorandum

Date: September 13, 2016 Subject: Property Management
Committee September 12, 2016
Meeting Minutes

To: Board of Directors From: Property Management
Committee, and
Arthur G. Simonian, Executive
Director

AGS

**Property Management Committee
September 12, 2016 Meeting Minutes**

The Property Management Committee met Monday, September 12, 2016 at The District Offices at 245 Main Street, Cromwell, Connecticut.

Executive Director, Art Simonian, called the meeting to order at 5:35 PM. In addition to the Executive Director, present were Committee Members – Dale Aldieri and David Bauer. Committee Chair, Peter Centurelli was absent. There was a quorum. Also present was Board Chairman, John Dunham.

The Executive Director presented a package to the Committee of new plant identification and directional building signs which is part of the construction final acceptance for the Nitrogen Upgrade Project. The Cromwell Fire Marshall requires building identification signs and directional signs be added for public safety. The signs will assist ambulance, police and/or fire departments to locate a building in the event of an emergency.

The Executive Director stated he worked with a contractor from Berlin called Vital Signs who provided competitive pricing at the Berlin Town Hall. He provided sample signs to the Committee. Butler Construction will dig the holes and pour the concrete to set the posts. Butler was chosen because they know our property very well and is our on-call contractor.

Mr. Bauer asked if there are statues that state the signs are a requirement. The Executive Director stated he can't state the regulation or statue but the Fire Marshall did make this part of the condition of approval for the Certification of Completion of the project.

The Executive Director stated this was one of the requirements made by the Fire Marshall. A Knox box was also a requirement for Certification and will house our site plans, keys and SDSs of any chemicals kept on site.

The Chairman asked if these costs are reimbursable from the Clean Water fund and if this needs to go out for Bid. The Executive Director stated the Clean Water Fund is closed out so the costs will not be reimbursed. There are contingency funds available from the project to pay for the costs. He also stated the amount of the expenses is within the limit of the Executive Director's authorization so it is not required to go out to bid or receive Board approval.

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The Executive Director stated he can discuss this further with the Fire Marshall to better understand the legalities of the requirements of the Certificate of Completion.

The Committee also requested the Executive Director identify the signs that are required for the Fire Marshall and those signs that are not a requirement. The signs that are required can be done as Phase One and the remaining signs as Phase Two for next year.

Mr. Bauer asked about the status of the projector and screen for the Board room. The Executive Director stated he is looking into hiring a vendor for the technology changes that would be required. He will work on having something for the Property Management Committee to review in November.

Mr. Bauer moved, and Mr. Aldieri seconded, and the committee approved unanimously to adjourn at 6:07 PM.