

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
SPECIAL MEETING  
The Metropolitan District  
555 Main Street, Hartford  
Monday, February 5, 2018**

**Present:** Commissioners Daniel Camilliere, Donald Currey, Timothy J. Fitzgerald, Kathleen Kowalyshyn, Alphonse Marotta, Domenic Pane, Bhupen Patel, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (10)

**Absent:** Commissioners Byron Lester, Maureen Magnan, and Pasquale J. Salemi (3)

**Also**

**Present:** Commissioner Allen Hoffman  
Commissioner Denise Hall  
Commissioner David Ionno  
Scott W. Jellison, Chief Executive Officer  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
R. Bartley Halloran, District Counsel  
Christopher Stone, Assistant District Counsel  
John S. Mirtle, District Clerk  
Robert Constable, Director of Finance  
Christopher Levesque, Director of Operations  
Sue Negrelli, Director of Engineering  
Kelly Shane, Director of Procurement  
Tom Tyler, Director of Facilities  
Robert Zaik, Director of Human Resources  
Marcy Wright-Bolling, Manager of Human Resources  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant  
Victoria S. Escoriza, Executive Assistant  
Deb Testa, Lockton  
Bob Devito, Lockton  
Becky Sielman, Milliman

**CALL TO ORDER**

District Counsel R. Bartley Halloran called the meeting to order at 3:17 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**ELECTION OF CHAIRMAN**

District Counsel R. Bartley Halloran called for the election of the Chairman. Commissioner Sweezy placed Commissioner Alvin Taylor's name in nomination, Commissioner Kowalyshyn seconded the nomination.

There being no further nominations, the nominations were closed. Commissioner Alvin Taylor was elected Chairman of the Personnel, Pension and Insurance Committee for 2018 and 2019. Chairman Alvin Taylor assumed the Chair and thanked the Committee on Organization.

**ELECTION OF VICE CHAIRMAN**

Chairman Taylor called for the election of the Vice Chairman. Commissioner Pane placed Commissioner Raymond Sweezy's name in nomination, and the nomination was duly seconded by Commissioner Kowalyshyn.

There being no further nominations, the nominations were closed. Commissioner Raymond Sweezy was elected Vice Chairman of the Personnel, Pension and Insurance Committee for 2018 and 2019.

**APPROVAL OF MEETING MINUTES**

*On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of January 8, 2018 were approved.*

*Commissioner Patel entered the meeting at 3:22*

**LOCKTON PRESENTATION ON HEALTH INSURANCE BENEFIT MODIFICATIONS FOR EXEMPT AND EXCLUDED NEW HIRES**

Bob Devito and Deb Testa of Lockton presented on health insurance benefit modifications.

**MILLIMAN PRESENTATION ON PENSION BENEFIT MODIFICATION FOR EXEMPT AND EXCLUDED NEW HIRES**

Becky Sielman of Milliman presented on pension benefit modifications

## CHANGES TO BENEFITS AND CONDITIONS OF EMPLOYMENT FOR EXEMPT & EXCLUDED EMPLOYEES

**To:** Personnel, Pension and Insurance Committee for consideration on February 5, 2018

Staff has been considering options to decrease, or at least hold steady, future employment costs. Staff recommends that the following modifications regarding pension contributions, OPEB contributions and health insurance benefits be implemented for new Exempt and Excluded employees hired after March 1, 2018.

As detailed below, staff also recommends the following proposed modifications for existing Exempt and Excluded employees: continuing the existing moratorium on classification review requests, overtime pay change and offering existing employees the ability to select a Health Savings Account.

Similar elements have been proposed to all three of the bargaining units.

For New Exempt and Excluded Employees hired after March 1, 2018:

- A. Pension contribution to 7.5% of regular compensation;
- B. OPEB (Other Post-Retirement Benefits) contribution of 1.5% of regular compensation;
- C. There shall be a moratorium for initiating Classification Review Requests continued indefinitely;
- D. All new Exempt and Excluded employees eligible for overtime must work forty hours in the week of assigned overtime in order to be eligible for the time and one-half overtime premium;
- E. No Spousal or Dependent medical/dental coverage upon retirement;
- F. New employees will be enrolled in a Health Savings Account ("HSA") and will contribute 16% of the Anthem Blue Cross Blue Shield Allocation Rate ("Allocation Rate"). Limited to the first three years of employment, the District will contribute \$1,000 annually for single and \$ 2,000 annually for family coverages. Any such contribution shall be terminated upon retirement. During retirement, the new retiree's contribution percentage will be frozen at the date of retirement, but that the frozen contribution percentage will be applied to the Allocation Rate as adjusted annually for the retiree's lifetime.
- G. As these new employees retire and attain Medicare eligibility, there will be no reimbursement for Medicare Part B by the District;
- H. These new employees shall not receive any pre-retirement pay-out of the "up to 50 days of Sick Leave and/or Vacation" time ;

For existing Exempt and Excluded Employees:

- A. The existing moratorium for initiating Classification Review Requests shall be indefinitely extended;
- B. All existing Exempt and Excluded employees eligible for overtime must work forty hours in the week of assigned overtime in order to be eligible for the time and one-half overtime premium;
- C. Existing Exempt and Excluded employees will have the option to change their medical coverage to the Health Savings (HSA) Account will contribute 16% of the Anthem Blue Cross Blue Shield Allocation Rate ("Allocation Rate"). Limited to the three years period following this election, the District will contribute \$ 1,000 and \$ 2,000 for family coverages. Any existing employee choosing to participate in an HSA will have a one-time opportunity on the first anniversary of the commencement of their HSA plan to discontinue their participation in the plan. During retirement, the new retiree's contribution percentage will be frozen at the date of retirement, but that the frozen contribution percentage will be applied to the Allocation Rate as adjusted annually for the retiree's lifetime.

It is therefore **RECOMMENDED** that it be:

**VOTED:** That the Personnel Pension and Insurance Committee recommend to the District Board passage of the following resolution:

**RESOLVED:** For New Exempt and Excluded Employees hired after March 1, 2018, the following changes to benefits and conditions for employment shall be applied:

- A. Pension contribution to 7.5% of regular compensation;
- B. OPEB (Other Post-Retirement Benefits) contribution of 1.5% of regular compensation;
- C. There shall be a moratorium for initiating Classification Review Requests continued indefinitely;
- D. All new Exempt and Excluded employees eligible for overtime must work forty hours in the week of assigned overtime in order to be eligible for the time and one-half overtime premium;
- E. No Spousal or Dependent medical/dental coverage upon retirement;
- F. New employees will be enrolled in a Health Savings Account ("HSA") and will contribute 16% of the Anthem Blue Cross Blue Shield Allocation Rate ("Allocation Rate"). Limited to the first three years of employment, the District will contribute \$ 1,000 annually for single and \$ 2,000 annually for family coverages. Any such contribution shall be terminated upon retirement. During retirement, the new retiree's contribution percentage will be frozen at the date of retirement, but that the frozen contribution percentage will be applied to the Allocation Rate as adjusted annually for the retiree's lifetime.

- G. As these new employees retire and attain Medicare eligibility, there will be no reimbursement for Medicare Part B by the District;
- H. These new employees shall not receive any pre-retirement pay-out of the “up to 50 days of Sick Leave and/or Vacation” time ;

For existing Exempt and Excluded Employees:

- A. The existing moratorium for initiating Classification Review Requests shall be indefinitely extended;
- B. All existing Exempt and Excluded employees eligible for overtime must work forty hours in the week of assigned overtime in order to be eligible for the time and one-half overtime premium;
- C. Existing Exempt and Excluded employees will have the option to change their medical coverage to the Health Savings (HSA) Account will contribute 16% of the Anthem Blue Cross Blue Shield Allocation Rate (“Allocation Rate”). For an existing Exempt and Excluded employee that elects to switch to the HSA during the first available open enrollment, the District will contribute \$1,500 for single and \$ 3,000 for family coverages into the employee’s HSA. For the following two years, the District will contribute \$ 1,000 for single and \$ 2,000 for family coverages. Any existing employee choosing to participate in an HSA will have a one-time opportunity on the first anniversary of the commencement of their HSA plan to discontinue their participation in the plan. During retirement, the new retiree’s contribution percentage will be frozen at the date of retirement, but that the frozen contribution percentage will be applied to the Allocation Rate as adjusted annually for the retiree’s lifetime.

**Be It Further**

**Resolved:** The Personnel, Pension and Insurance Committee recommend referral by the District Board to the Committee on MDC Government for any necessary ordinance changes to implement this resolution.

Respectfully Submitted,

Scott W. Jellison  
Chief Executive Officer

*On motion made by Commissioner Sweezy and duly seconded, the resolution was amended as reflected above.*

*On motion made by Commissioner Sweezy and duly seconded, the report was received and resolution adopted, as amended, by unanimous vote of those present.*

***Without objection, Agenda Items 9A “CHANGES TO CLASSIFICATION SYSTEM - NEW SUPERVISORY POSITION” and 9B “CHANGES TO CLASSIFICATION SYSTEM WATER/ WASTEWATER TREATMENT PLANT OPERATOR TRAINEE POSITION” were consolidated and considered together.***

**CHANGES TO CLASSIFICATION SYSTEM  
NEW SUPERVISORY POSITION**

**To:** Personnel, Pension and Insurance Committee for consideration on February 5, 2018

As part of the District's continuing efforts to decrease the number of classifications, the District negotiated an agreement with Local 1026, AFSCME. The terms of the Agreement provides that the existing classifications of Water Pollution Control Plant Shift Supervisor and Water Pollution Control Satellite Supervisor be eliminated with a new combined classification proposed. A copy of the Agreement is attached.

Staff is recommending that the Classification be amended to include the Water pollution Control Supervisor classification. A copy of the proposed specification is attached. The SS07 salary allocation proposed matches the allocation of the existing WPC Satellite Supervisor classification.

The negotiated Agreement creates the opportunity for aspiring supervisors to secure the Class 4 Wastewater Plant Operator Certificate.

**Code: 37837  
Employee Group: Local 1026  
FLSA Status: Non-Exempt**

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: WATER POLLUTION CONTROL SUPERVISOR**

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**JOB SUMMARY**

This is very responsible water pollution control plant supervisory work involving the direction of the operation of the Hartford and satellite water pollution control plants, including all unit processes of water pollution control plant operations, maintenance and process control and oversight. Responsibilities include unit processes direction of preliminary treatment, primary treatment, secondary treatment, chlorine/Ultraviolet disinfection solids processing, solids receiving, thickening (both gravity and dissolved air floatation), dewatering, wet weather, heat recovery/electrical production and all associated equipment.

Work involves responsibility for the safe, effective and timely operation of the assigned plant. Duties include directing plant operations and maintenance, and conducting plant record keeping and administration. This position also has the responsibility for making very difficult plant technical and operational decisions. This work requires that the employee have considerable knowledge, skill and ability in water pollution control plant operations and supervision.

### **ESSENTIAL FUNCTIONS**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Schedules, assigns, supervises and evaluates a medium to large size work groups. Investigates and resolves operational problems and responds to complaints from the public.
- Fills out forms and reports on completed work assignments and completes employee time records. Compiles and analyzes operational data and prepares routine reports. Orders parts and materials.
- Drafts unit budget and controls expenditures within fund allocations.
- Trains and counsels employees. Administers union contract language and oral and written warnings, and recommends higher level discipline. Assists in employee selection. Assures safe work practices.
- Coordinates activities on a short and long term basis to assure personnel, materials and equipment necessary for projects and objectives. Responds to emergency call-outs.
- Performs related work as required.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Manager of Water Pollution Control through the WPC Superintendent.

### **MINIMUM QUALIFICATIONS**

A high school diploma or the equivalent, some training in water pollution control plus six (6) years of progressively responsible water pollution control facility operations experience including at least two (2) years in a crew leader or supervisory capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

## **SPECIAL REQUIREMENTS**

Must have a valid Connecticut Class III Water Pollution Control Plant Operator's Certificate with the Class IV Water Pollution Control Plant Operator's Certificate preferred.

Must have a valid driver's license.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of Class IV and III water pollution control plant operations and supervision.
- Good knowledge of public administration principles and practices as applied to work unit reporting and routine administrative procedures.
- Good ability to communicate orally and to lead others in a work unit; some writing ability.
- Good ability to administer policies and procedures including scheduling, routine decision-making and the completion of forms and reports.
- Good ability to supervise others in a work unit.
- Considerable ability to establish and maintain effective working relationships with coworkers, vendors, contractors, consultants, and the general public.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert moderate physical effort that involves lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (under 50 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate: (i) visual and/or auditory cues or signals; and/or (ii) odors. Some tasks require the ability to communicate orally and in writing.

**Environmental Factors:** Essential functions are performed in plants, frequently exposed to heavy industrial equipment, caustic chemicals, raw sewage, activated sludge, biologically contaminated underground facilities, and the like.

*The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

It is therefore RECOMMENDED that it be:

VOTED: That the Personnel, Pension and Insurance Committee recommend to the District Board passage of the following resolution:

RESOLVED: That the Classification System be amended to show the elimination of the WPC Plant Shift Supervisor and WPC Satellite Supervisor classifications with the creation of a unified Water Pollution Control Supervisor, SS07, classification.

Respectfully Submitted,

Scott W. Jellison  
Chief Executive Officer

Memorandum of Understanding

The Metropolitan District Commission, hereinafter, "the District," together with Local 1026, COUNCIL 4, AFSCME, hereinafter, "the Union," in mutual consideration of the promises made herein, WITHOUT SETTING PRECEDENT OR ESTABLISHING PRACTICE, agree to the following:

1. This Agreement is *subject to the ratification process of the District and the Union.*
2. Limited to employees assigned to the Water Pollution Control Series, conditioned entirely upon the approval of the District's governing bodies including Board of Commissioners, the District shall propose a new multi-tasking *Water Pollution Control Supervisor, SS07*, classification and shall propose to move the Assistant WPC Superintendent to SS09 salary allocation.. The proposed new classification shall reflect a combination of the present WPC Satellite and WPC Plant Shift Supervisors classifications. The new classification shall require a Connecticut Class 3 Water Pollution Control Operator Certification.

Should the proposals above be approved, the parties further agree that should an employee assigned to the new WPC Supervisor, SS07, classification subsequently secure a Connecticut Class 4 Water Pollution Control Operator Certification, the District shall, effective the Sunday following the date of the certification, adjust the employee's compensation to the SS08 salary.

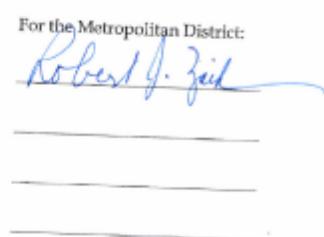
3. Should the proposals above be approved, the District shall make the following compensation adjustments effective to the Sunday following the date of full ratification of the parties, including:
  - One employee assigned to the Assistant WPC Superintendent to SS09;
  - Three employees assigned to the WPC Plant Shift Supervisor to SS07;
  - One employee assigned to a WPC Satellite Supervisor already possessing a Class 4 certificate to SS08;
  - One WPC Plant Shift Supervisor position already possessing a Class 4 certificate to SS08; See ATTACHMENT

For those employees assigned to the WPC Satellite Supervisor, SS07, save for the one employee who already possess the Connecticut Class 4 Water Pollution Control Operator Certification, there shall be no compensation adjustment, except that the District may cross-orientate the employees to all of the wastewater functions particularly those at the Hartford WPC Facility. The same cross-orientation process may be employed by the District to all of the employees assigned to the WPC Plant Shift Supervisor position.

4. The District and the Union recognize the workings of Connecticut State Agencies Regulations Sect. 22 a-416-8 (b) related to the use of employees designated as facility Chief Operators. Notwithstanding the foregoing sentence, for District chain of command reporting, the employees assigned to the satellite facilities shall continue to report to the WPC Superintendent.
5. Should the proposals above be approved, the District shall be free to temporarily assign qualified employees to fill staffing needs across the entire WPC Series without contest or challenge.
6. Should the proposals above be approved the District agrees to post the new WPC Supervisor, SS07, to replace a retired employee at the East Hartford WPC Facility. Said position shall be posted as an "open" posting.
7. For future supervisory position vacancies in the Water Pollution Control Series, the District reserves the right to determine if the position is to be filled. Nothing herein shall be construed as the creation of any expressed or implied staffing requirement or condition.
8. All other terms and conditions of the Collective Bargaining Agreement not herein waived or modified continue in full force and effect.
9. This Agreement satisfies the requirements of Section 20.1 of the Collective Bargaining Agreement.

All terms and conditions above, agreed to this 29th day of November 2017.

For Local 1026, AFSCME: 

For the Metropolitan District: 

ATTACHMENT

Affected Employee:	Present Classification:	Proposed Action:
Robert Lugli	Assistant WPC Superintendent, SS08	Assistant WPC Superintendent, SS09
Bruce Lundie	WPC Plant Shift Supervisor, SS05	Water Pollution Control Supervisor, SS07
Brian Staley	WPC Plant Shift Supervisor, SS05	Water Pollution Control Supervisor, SS07
Ryon Jagoda	WPC Plant Shift Supervisor, SS05	Water Pollution Control Supervisor, SS07
Mark Kajka	WPC Plant Shift Supervisor, SS05	Water Pollution Control Supervisor, SS08
Carl Veilleux	WPC Satellite Supervisor, SS07	Water Pollution Control Supervisor, SS08

**CHANGES TO CLASSIFICATION SYSTEM  
WATER/WASTEWATER TREATMENT PLANT OPERATOR TRAINEE POSITION**

To: Personnel, Pension and Insurance Committee for consideration on February 5, 2018

As part of the District's continuing efforts to decrease the number of classifications, we are proposing a combined new classification to encompass the existing Water Pollution Control Plant Operator Trainee and the newly proposed Water Treatment Plant Operator Trainee.

Staff is recommending that the Classification System be amended to include the Water/Wastewater Treatment plant operator Trainee classification. A copy of the proposed specification is attached. The proposed labor grade of LT03 matches the allocation of the existing Water Pollution Control Plant Operator Trainee classification.

**Code: 37807**  
**Employee Group: Local 184**  
**FLSA Status: Non-Exempt**

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: WATER/WASTEWATER TREATMENT PLANT  
OPERATOR TRAINEE**

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**JOB SUMMARY**

The purpose of this classification is to provide entry-level water pollution control or water treatment operation work at the training level involving the assistance to operators, learning plant operations and procedures, and demonstrating an ability to understand and operate process equipment.

Work involves responsibility for safe assistance to plant operators. Duties include helping with assigned tasks and learning plant operations. This work requires that the employee have some knowledge, skill and ability in general laboring work.

**ESSENTIAL FUNCTIONS**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Assists plant operators in all plant operation and maintenance tasks, at all facilities, as assigned. Performs related work as required.
- Learns plant equipment operation methods and procedures.
- Performs work in a safe manner and observes all safety procedures.
- Uses all tools, equipment and materials responsibly, and performs basic monitoring, inspection and preventive maintenance duties. Works as operator as experience is gained and as assigned.
- Obtains appropriate level of operator licensure for water pollution control or water treatment plant.

- May be required to work nights and weekends, depending on plant needs and training availability.

### **SUPERVISION RECEIVED**

Works under the general supervision of a shift supervisor, crew leader or plant operator.

### **MINIMUM QUALIFICATIONS**

A high school diploma or the equivalent plus some experience in mechanical or construction trades, or labor; or any equivalent combination of education, training and experience, substituting on a year-for-year basis, which provides the requisite knowledge, skills and abilities for this classification.

### **SPECIAL REQUIREMENTS**

Must have a valid driver's license.

- *Water Operator:*
  - Ability to obtain within two (2) years of date of hire a Class 1 Water Treatment Plant Operator Certificate from the Connecticut Department of Public Health (CTDPH).
  - Must successfully pass the Connecticut Department of Public Health's Class 1 Operator Examination.
- *Wastewater Operator:*
  - Must have passed the CT DEEP Class I Wastewater Operator certificate examination. Does not need to possess a CT DEEP Class I license at time of hire.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of tools, equipment and methods of general laboring work.
- Knowledge of work standards and safety procedures in general laboring work.
- Skill in the operation of computers and plant-related systems and software, and ability to perform light data entry.
- Skill in the use of hand tools and power equipment and controls in plant operation.
- Ability to follow oral and written instructions and to learn District procedures. Ability to communicate orally.
- Ability to perform water pollution control or water treatment work safely, effectively and efficiently.
- Ability to establish and maintain effective working relationships with coworkers.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert moderate physical effort that involves lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (50 pounds and under).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate visual and/or auditory cues or signals. Some tasks require the ability to communicate orally and in writing.

**Environmental Factors:** Essential functions are performed both indoors and outdoors, with potential exposure to any or all of the following: various weather/temperature conditions, high or deep dangerous places, working near moving mechanical/heavy industrial equipment, risk of electric shock, vibration, fumes, airborne particles, chemicals, loud and/or reoccurring noises, raw sewage, activated sludge and dewatered sludge.

*The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

This action enhances the on-going High School Intern program originated by the District and now, envisioned by the Town of Bloomfield.

It is therefore RECOMMENDED that it be:

VOTED: That the Personnel, Pension and Insurance Committee recommend to the District Board passage of the following resolution:

RESOLVED: That the Classification System be amended to add the combined Water/Wastewater Treatment Plant Operator Trainee, LT03, classification.

Respectfully Submitted,

Scott W. Jellison  
Chief Executive Officer

***On motion made by Commissioner Sweezy and duly seconded, the reports for resolutions 9A "CHANGES TO CLASSIFICATION SYSTEM - NEW SUPERVISORY POSITION" and 9B "CHANGES TO CLASSIFICATION SYSTEM WATER/WASTEWATER TREATMENT PLANT OPERATOR TRAINEE POSITION" were received and the resolutions adopted by unanimous vote of those present.***

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**ADJOURNMENT**

The meeting was adjourned at 5:30 PM

ATTEST:

John S. Mirtle, Esq.  
District Clerk

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Date Approved