

**THE METROPOLITAN DISTRICT COMMISSION
DISTRICT BOARD**

555 Main Street
Hartford, Connecticut 06103
Monday, November 10, 2025

PRESENT: Commissioners Andrew Adil, John Avedisian, Avery Buell, Dimple Desai, William DiBella, David Drake, John Gale, Peter Gardow, Joan Gentile, James Healy, Allen Hoffman, Diane Lewis, Jacqueline Mandyck, Dominic Pane, Alvin Taylor, Chris Tierinni, Calixto Torres, James Woulfe and District Chairman Donald Currey (19)

REMOTE ATTENDANCE: Commissioners Kyle Anderson, Richard Bush, Mary LaChance, Byron Lester, Bhupen Patel and Pasquale J. Salemi (6)

ABSENT: Commissioner John Bazzano, Christian Hoheb, Gary Johnson, Maureen Magnan, Michael Maniscalco and New Britain Special Representative Michael Carrier (6)

ALSO PRESENT: Scott W. Jellison, Chief Executive Officer
Christopher Stone, District Counsel
John S. Mirtle, District Clerk
Kelly Shane, Chief Administrative Officer
Christopher Levesque, Chief Operating Officer
Jonathan Perugini, Chief Financial Officer/Director of Finance
Dave Ruddy, Director of Operations
Tom Tyler, Director of Facilities (Remote Attendance)
Diana Phay, Manager of Treasury
Greg Gwara, Cash Management Administrator
Chris McLellan, Stock Specialist
Joe Laliberte, CDM Smith
Victoria Escoriza, Assistant Administrative Officer and Special Assistant
Kevin Sullivan, IT Consultant (Remote Attendance)
Matt McAuliffe, IT Consultant (Remote Attendance)
Elizabeth Tavelli, Independent Consumer Advocate (Remote Attendance)

CALL TO ORDER

The meeting was called to order by Chairman Currey at 5:31 PM

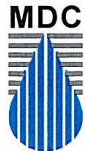
ROLL CALL AND QUORUM

The District Clerk called the roll and informed Chairman Currey that a quorum of the Commission was present, and the meeting was declared a legal meeting of the District Board of The Metropolitan District of Hartford County, Connecticut.

PLEDGE OF ALLEGIANCE

Those in attendance stood and recited the Pledge of Allegiance.

Chairman Currey read the following proclamation, and held a moment of silence in honor of Commissioner Georgiana “Jean” Holloway of Hartford, who recently passed away.



The Metropolitan District
water supply · environmental services · geographic information

PROCLAMATION
OF
THE METROPOLITAN DISTRICT
TO
GEORGIANA E. HOLLOWAY

WHEREAS, Georgiana E. Holloway was a long serving Commissioner of The Metropolitan District for 11 years from 2014 through 2025; and

WHEREAS, Commissioner Holloway served on The Metropolitan District’s Community Affairs Committee from 2015, 2018-2025, serving as Vice Chairwoman in 2023 and Chairwoman from 2024-2025; Committee on MDC Government from 2016-2025; Water Bureau from 2017-2025; Farmington River Watershed Committee from 2018-2022; General Policy and Planning Committee from 2022-2023; Internal Audit Committee from 2024-2025, serving as Vice Chairwoman from 2024-2025; Bureau of Public Works from 2024-2025; and Strategic Planning Committee from 2024-2025; and

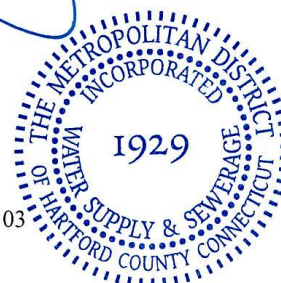
WHEREAS, during her tenure on the District Board, Commissioner Holloway capably, diligently and enthusiastically fulfilled her responsibilities to the citizens of Hartford and of the entire Metropolitan District;

NOW, THEREFORE: That, in grateful recognition of her years of commitment to public service, on behalf of the members of the District Board we express our sincere appreciation for Commissioner Holloway’s many years of faithful and devoted service to The Metropolitan District and its constituents.


Donald M Currey, Chairman

ATTEST:


John S. Mirtle, District Clerk



APPROVAL OF MINUTES OF OCTOBER 6, 2025

On motion made by Commissioner DiBella and duly seconded, the meeting minutes of October 6, 2025 were approved.

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

INDEPENDENT CONSUMER ADVOCATE COMMENTS & QUESTIONS RELATIVE TO AGENDA ITEMS

Independent Consumer Advocate Elizabeth Tavelli did not have any comments or questions.

REPORT FROM DISTRICT CHAIRMAN

District Chairman Currey did not provide a report.

REPORT FROM CHIEF EXECUTIVE OFFICER

Chief Executive Officer Scott Jellison shared that the District's Thanksgiving Food Drive organized by the MDC Multicultural Diversity Committee is currently underway. He also shared that Jeff Bowers, Manager of Water Pollution Control, who has been an employee of the District since 2004 has won the Alfred E. Pelouquin Award, the highest award in the wastewater industry.

Chief Executive Officer Scott Jellison updated the Board that on November 5th, he and Director of Engineering Susan Negrelli, attended the Town of Portland Town Council meeting and presented to the Town Council about the upcoming expiration of the water agreement. He provided an update on the Bushnell South matter, the Westbrook Village Phase 6 Development, and also stated that there will be a meeting with the Commission on Human Rights and Opportunities on Wednesday, November 12th regarding the District's Affirmative Action Plan submittal.

UPDATE ON RECENT REVENUE BOND SALE

Director of Finance/CFO Jonathan Perugini presented on the October 23, 2025 revenue bond sale. There were a total of 13 bidders for the competitive bond sale and the true interest cost rate percentage ranged

from 3.429015% to 3.520826%. The District selected Janney Montgomery Scott with a true interest cost rate of 3.429015%.

REPORT FROM DISTRICT COUNSEL

District Counsel Christopher Stone provided an update on Bushnell South and stated that MDC provided a contract for their review, and he should have something to bring back to the Board at the December meeting. He also stated that part of that agreement is releasing claims on the Buckingham Garage matter, but that the landfill claims will remain. He stated we are in the discovery phase and that a trial is scheduled for November 2026, and we will be ready for trial next fall.

District Counsel Christopher stated that a release has been finalized and approved by all four parties regarding the 2895 Main Street, Hartford case. He also stated that the District will be closing on the land swap at Brainard Airport later this week. Identically sized parcels will be exchanged, and the environmental reports are clean on both properties. He also provided an update regarding Colebrook River lake Dam and that the Army Corps of Engineers recently provided its accounting for costs at Colebrook River Lake Dam and the District is reviewing it.

DISTRICT BONDING & DEBT

Director of Finance/CFO Jonathan Perugini, Joe Laliberte of CDM Smith and Chief Operating Officer Christopher Levesque, gave a presentation on the District's debt limit and bonding capacity, bonding history, and debt service and total District budget.

Commissioner Salemi exited the meeting at 6:15 PM

COMMITTEE ON ORGANIZATION APPOINTMENT OF COMMISSIONER TO COMMITTEES

To: District Board November 10, 2025

From: Committee on Organization

At a meeting of the Committee on Organization held on November 10, 2025, it was:

Voted: That the Committee on Organization recommends to the District Board the appointment of Commissioner Dominic Pane to the following Committees:

**BUREAU OF PUBLIC WORKS
INTERNAL AUDIT COMMITTEE
PERSONNEL, PENSION AND INSURANCE COMMITTEE
STRATEGIC PLANNING COMMITTEE**

Respectfully submitted,



John S. Mirtle, Esq.
District Clerk

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

**BOARD OF FINANCE
AMENDMENT OF PROJECT LOAN & GRANT AGREEMENT
CWF #692-C**

To: District Board

November 10, 2025

From: Board of Finance

Bond Counsel prepared the following resolution for your approval.

At a meeting of the Board of Finance held on October 20, 2025, it was:

VOTED: That the Board of Finance recommends to the District Board adoption of the following resolution from Bond Counsel.

RESOLVED:

Section 1. This resolution amends and restates a resolution of the District Board, passed at a meeting of the District Board held on November 1, 2023.

Section 2. The Chairman, or in his absence, the Vice-Chairman, and the District Treasurer, or in his absence, the Deputy Treasurer, are authorized to execute and deliver the Project Loan and Project Grant Agreement CWF No. 692-C, the Amendment Agreement CWF No. 692-C1, the Second Amendment Agreement CWF 692-C2, and the Third Amendment Agreement CWF 692-C3 with the State of Connecticut (collectively, the "Agreement") and any and all Interim Funding Obligations and Project Loan Obligations for CWF No. 692-C, CWF No. 692-C1, CWF No. 692-C2 and CWF No. 692-C3 in the aggregate amount not to exceed \$201,528,484.27 to fund

the construction of the South Hartford Conveyance and Storage Tunnel and shaft. Such Interim Funding Obligations shall be dated as of their date of issue, shall mature within six months of the Scheduled Completion Date, shall bear interest at the rate of two percent (2.00%) per annum, shall be payable as to principal and interest as provided in the Agreement and, to the extent not paid prior to maturity from The Metropolitan District funds, may be renewed by the issuance of Interim Funding Obligations or Project Loan Obligations, all as provided in the Agreement. The prior actions of the District, including the Chairman, or in his absence, the Vice-Chairman, and the District Treasurer, or in his absence, the Deputy Treasurer, in furtherance of this resolution or otherwise related to the Agreement and any and all related documents, are hereby confirmed and ratified in all respects. Capitalized terms used herein and not defined shall have the meanings ascribed to them in the Agreement.

Section 3. The Project Loan Obligations shall be dated as of their date of issue, shall mature no later than twenty years from the Scheduled Completion Date, shall bear interest at the rate of two percent (2.00%) per annum and shall be payable as to principal and interest as provided in the Agreement.

Respectfully submitted,



John S. Mirtle
District Clerk

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

**BUREAU OF PUBLIC WORKS
ACCEPTANCE OF SEWERS BUILT BY DEVELOPER'S
PERMIT-AGREEMENT**

To: District Board

November 10, 2025

From: Bureau of Public Works

The sewers outlined in the following resolution have been constructed under Developer's Permit-Agreement in accordance with the plans, specifications and standards of the District, and the Director of Engineering has certified to all of the foregoing.

At a meeting of the Bureau of Public Works, held on October 27, 2025, it was:

Voted: That the Bureau of Public Works recommends to the District Board passage of the following resolution:

Resolved: That, in accordance with Section S8g of the District Ordinances, the following is incorporated into the sewer system of The Metropolitan District as of the date of passage of this resolution:

	<u>Sewers In</u>	<u>Built By</u>	<u>Completion Date</u>
1	6723 Myra Cohen Way / 16 Fenn Road, Newington	Developer: Newington Car Wash Property, LLC Contractor: Gallito Construction, LLC	December 15, 2023
2	48 Fairfield Avenue, Newington	Developer: Greg Patchen Contractor: Holcomb Farms (Randy Wilson)	November 29, 2022
3	Baker Hollow Road, Windsor	Developer: Town of Windsor Contractor: Dayton Construction	July 9, 2024

Respectfully submitted,



John S. Mirtle
District Clerk

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

Commissioner Gale exited the meeting at 6:52 PM

Commissioner Taylor made a motion to approve agenda items Revisions to Job Specifications: #14A "Helpdesk Coordinator; #14B "Principal Account Clerk", #14C "Utility Maintenance Supervisor" and #14D "Communications and Public Relations Program Manager" together.

**JOB SPECIFICATION
HELPPDESK COORDINATOR (LOCAL 3713)**

To: District Board

November 10, 2025

Staff is recommending that the job classification system be amended to revise the job specification for the *Helpdesk Coordinator* (currently PT-09) A copy of the updated job specification is attached.

The proposed amendments to the job classification system updates the job duties to more accurately reflect the responsibilities of the role and better align minimum qualifications with the current labor market. There is no proposed change to the current labor grade/pay range (PT-09) salary range of \$41.88 to \$50.28 (if annualized for 37.5 hours per week \$81,666 to \$98,046) as negotiated with Local 3713.

Employee Group: Local 3713
FLSA Status: Non-Exempt
Labor Grade: PT-09

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: HELPDESK COORDINATOR

JOB SUMMARY

This is responsible computer systems support work involving the coordination of providing assistance to end users for computer programs and communications equipment.—.

~~This position is responsible for coordinating the services between the Information Technology department and computer/telephone users experiencing problems. Duties include supporting users in operating system and applications issues. This work requires the employee to handle multiple requests, analyze and assist in diagnosing problems through discussions with users; document problems and resolutions, set up and install PC's and assist in performing system/software upgrades. This work involves the initial contact with the user via telephone or e-mail, logging of the problem, a brief review with the user to document the problem and either correcting or forwarding the problem to the appropriate Network Analyst.~~

This is a highly responsible technical support and coordination role that serves as the frontline interface between end users and the Information Technology department. The Helpdesk Coordinator ensures timely and effective resolution of hardware, software, and network issues, while maintaining system integrity, user productivity, and compliance with IT policies. The role requires strong technical acumen, customer service skills, and the ability to manage multiple priorities in a dynamic environment. This position also plays a key role in onboarding, asset tracking, and supporting enterprise-wide communication platforms.

This position provides technical Network and System help to users, diagnoses and resolves end-user problems, and assists in maintaining District systems.—. This position has the responsibility for making technical network support decisions.—.

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.

- Respond to incoming helpdesk requests via phone, email, or ticketing system. Maintains, Maintains system logs and records on reported problems, resolution, closure and statistical analysis of problems for improved problem management and user support. Prioritizes support tickets based on urgency and business impact, ensuring timely follow-up and

resolution of open issues, escalating when necessary. Identify recurring issues and recommend improvements to enhance the user experience.

- Receives trouble calls, does a brief problem determination and either solves the problem or forwards it to the appropriate personnel.
- Provides end user support to desktop application programs. Investigates and recommends new techniques, methods and equipment.
- Duties include prioritizing work orders, maintaining records and distributing technical computer problem reports. Reports incidents of system downtime and virus detection to appropriate personnel.
- Supports user password and system access problems for users throughout the District.
- Maintains log of loaned equipment, laptops and related items. ~~Ensures~~Ensure users are aware of information technology policies and procedures.
- Guide users through basic troubleshooting steps for hardware, software, and connectivity issues. Coordinate with technical teams to resolve more complex problems efficiently and ~~Receives trouble calls, does a brief problem determination and work with employee to either solves the problem or forwards it to the appropriate personnel.~~ facilitate resolution.
- Provides end user support ~~to for~~ for desktop applications ~~programs.~~ Investigates and ~~recommends~~ new recommend new tools techniques, methods and equipment to improve user productivity and IT support capabilities.
- ~~Duties include prioritizing work orders, maintaining records and distributing technical computer problem reports.~~ Reports incidents of system downtime and virus detection to appropriate personnel.
- ~~Supports user password and system access problems for users throughout the District.~~
- Maintains log of loaned equipment, laptops and related items. ~~Ensures~~Ensure users are aware of information technology policies and procedures. Assist in onboarding new employees by setting up accounts, devices, and access. Supports user password and system access problems for users throughout the District.
- Coordinates with internal IT teams, vendors, and service providers to ensure timely resolution of escalated issues and service requests. Provides real-time support for virtual meetings and remote collaboration tools, including Webex and other tools.
- ~~Forwards telephone problems to a contract service provider for follow-up. Coordinates documentation required for billing purposes. Maintains cell phone records, orders equipment and verifies billing information. Provides input to user departments for excessive usage issues. Forward telephone service issues to contracted providers for resolution. Coordinate documentation for billing and inventory management. Monitor mobile device usage and verify billing accuracy.~~
- ~~Handles department data entry for payroll and labor reporting.~~
- Install and upgrade network/system hardware and software. Troubleshoot user problems related to printers, LAN connectivity, and desktop hardware/software.
- Maintain end-user network profiles, including provisioning, modifying, and deactivating user accounts. Perform data backups, archiving, and participate in disaster recovery initiatives.
- Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Performs related work as required.

SUPERVISION RECEIVED

~~Works under the general direction of higher staff level~~ Manager of Information Technology.

MINIMUM QUALIFICATIONS

An Associates Degree from a recognized college or university in computer science, information technology or related field ~~and two plus two years of experience in a computer related field assisting end users, or any equivalent combination of education and/or experience that provides the requisite experience.~~

SPECIAL REQUIREMENTS

Must have a valid driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

- **Requires a working knowledge of system security and workstation technology. Must be trained in various software applications.**
- Works under time constraints to assist users that cannot perform their job function due to a computer problem.
- ~~Must have a working knowledge of email. Must understand the e-mail, word processing and spreadsheet applications to assist users via telephone. In order to provide effective user support remotely, including via telephone or help desk ticketing systems.~~
- Understands the roles and responsibilities of everyone in the Information Technology department in order to forward problems to the appropriate person.
- Knowledge of the computer systems infrastructure and supporting activities, which ~~include~~ include security, capacity, availability, recoverability and standards and procedures. ~~—.~~
- Knowledge of TCP/IP network and LAN network servers and operating systems, network protocols and general business applications.
- Knowledge of server ~~technology hardware~~ and ~~server~~ management software, ~~internet~~ technology, including switch and router technology as well as any new technologies replacing that functionality.
- Ability to establish and maintain effective working relationships with coworkers, vendors, contractors, consultants, and other governmental agencies.
- Ability to troubleshoot ~~network infrastructure~~ problems and develop solutions quickly to minimize system downtime. Performs network and desktop maintenance duties on personal computer operating systems.
- ~~Strong oral and written communication skills, with the ability to clearly explain technical concepts to non-technical end-users. Ability in oral and written communication. Ability to communicate technical concepts to end-users.~~
- ~~Proficiency in maintaining and supporting a variety of communication and collaboration systems, including telephony, voice, data, fax, internet technologies, and platforms such as Microsoft Teams, Zoom, and Webex. Ability to maintain various communication systems including telephones, voice, data, fax and Internet technologies.~~
- ~~Requires considerable knowledge of computer systems and problem management.~~
- ~~Considerable knowledge and ability in effective oral and written communication while helping users over the telephone.~~
- ~~Requires a working knowledge of system security and workstation technology. Must be trained in various software applications.~~
- ~~Works under time constraints to assist users that cannot perform their job function due to a computer problem~~
- ~~Needs to remain calm under pressure and represent the Information Technology department in a professional and courteous manner.~~

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in a sedentary to light work environment, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (under 25 pounds).

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

Environmental Factors: Essential functions are performed primarily indoors with minimal exposure to outdoor environmental factors.

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 District Board pass the following resolution:

RESOLVED: That the Job Specification for *Helpdesk Coordinator (PT-09)* attached hereto be adopted.

Respectfully submitted,



John S. Mirtle
District Clerk

**JOB SPECIFICATION
PRINCIPAL ACCOUNT CLERK (LOCAL 3713)**

To: District Board

November 10, 2025

Staff is recommending that the job classification system be amended to revise the job specification for the *Principal Account Clerk (PT-06)*. A copy of the updated specification is attached.

The proposed amendments to the job classification system updates the job duties to more accurately reflect the responsibilities of the role and better align minimum qualifications with the current labor market. There is no proposed change to the current labor grade/pay range ((PT-06) \$36.13 to 43.34 (if annualized for 37.5 hours per week \$70,453.50 to \$84,513) as negotiated with Local 3713.

**Employee Group: Local 3713
FLSA Status: Non-Exempt
Labor Grade: PT-04**

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: PRINCIPAL ACCOUNT CLERK

JOB SUMMARY

This is highly responsible financial and administrative position involving the processing and review of complex financial transactions, reconciling accounts, analyzing billing and collections data, monitoring vendor and customer account activity, and performing system-based financial tasks. This position requires analytical thinking and the ability to communicate effectively with internal departments and external stakeholders.

~~Work involves responsibility for performing a variety of financial and administrative duties requiring auditing or pre-auditing of transactions. Duties include the processing of bills and receipts. This position also has the responsibility for monitoring multiple budgets, billing customers, entry of financial data, processing invoices, posting transactions to the general ledger, and making important recordkeeping and processing decisions requiring judgment.~~

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.

- ~~• Pre-audits budget coding and other data on requisitions prior to issuing purchase orders. Processes fund encumbrances.~~
- ~~• Pre-audits invoices, transactions, and receiving reports to assure compliance with contract specifications.~~
- ~~• Compiles and analyzes data from payroll, meter readings, work orders system and other operational areas as necessary.~~
- ~~• Generates monthly, quarterly, semi-annual, and annual user billings.~~
- ~~• Processes invoices for payment, payment proposals and payroll taxes, and researches purchase orders for proper funding. Accepts, processes, and posts payments. May be responsible for making decisions in regard to account adjustments, reversals, or credits.~~
- ~~• Audits, posts and balances reports from data processing.~~
- ~~• Update sewer user files and reconciles annual sewer user files.~~
- ~~• Maintains electronic and/or paper records, data and files. Processes billing accounts. Sets up and processes new accounts in an activity such as water user accounts.~~
- ~~• Prepares monthly, quarterly and/or annual reports and metrics requiring knowledge of the activity and recordkeeping system involved.~~
- ~~•~~
- Reviews, prepares, and processes financial transactions related to vendor payments and customer refunds.
- Audits, invoices, purchase orders, payment requests, and utility billing data to ensure accuracy and compliance with established policies.
- Enters and maintains financial data in SAP, including transaction postings, account adjustments, payment applications, and billing corrections.
- Performs account reconciliations involving vendor ledgers, customer accounts, and general ledger balances.

- Coordinates with internal departments (Customer Service, Field Operations, Engineering, Procurement and Finance) to resolve billing disputes, consumption anomalies, or payment discrepancies.
- Reviews aging reports and follows up on outstanding receivables; initiates payment plans or escalates for further action.
- Maintains accurate financial records and supporting documentation.
- Participates in process improvements, policy updates, and financial system upgrades or testing efforts. Identifies opportunities to streamline billing, payment, and reconciliation processes. Participates in cross-functional meetings to improve coordination between various departments.
- Provides information to ~~Assists~~ customers, vendors and others with billing, invoice and payment inquiries. Handles difficult inquiries requiring in-depth knowledge of the activity, operations and recordkeeping system.
- ~~Assists customers with billing inquiries, invoice issues, and payment questions.~~
- Performs related work as required.

SUPERVISION RECEIVED

Works under the general supervision of a supervisory or administrative employee.

MINIMUM QUALIFICATIONS

Associates degree from a recognized college or university, including some course work in accounting at the college level, plus four (4) years of progressively responsible accounting, customer service, accounts payable, and/or related clerical experience, preferably in the utility industry, or any equivalent combination of education and/or experience that provides the requisite experience.
~~account clerical experience including public contact.~~

SPECIAL REQUIREMENTS

Must have a valid driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of account clerical procedures and techniques.
- Knowledge of MDC billing processes and financial systems.
- Knowledge of general office and recordkeeping procedures.
- Knowledge of the operations of standard office machines and a computer terminal and personal computer.
- Knowledge of business English.
- Skill in mathematical computation.
- Skill in keyboard operation including a computer terminal and typewriter.
- Ability in oral communications and good ability in written communications.
- Ability to follow oral and written instructions.
- Ability to perform administrative procedures.
- Ability to learn the operations of the assigned department.
- Ability to establish and maintain effective working relationships with coworkers, customers and the general public.
- Ability to research and resolve accounts payable issues with customers and vendors.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in a sedentary to light work environment, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (under 25 pounds).

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

Environmental Factors: Essential functions are performed primarily indoors with minimal exposure to outdoor environmental factors.

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 District Board pass the following resolution:

RESOLVED: That the Job Specification for *Principal Account Clerk (PT-06)* attached hereto be adopted.

Respectfully submitted,


John S. Mirtle
District Clerk

**JOB SPECIFICATION
UTILITY MAINTENANCE SUPERVISOR (LOCAL 1026)**

To: District Board

November 10, 2025

Staff is recommending that the job classification system be amended to revise the job specification for *Utility Maintenance Supervisor* (currently SS-05). A copy of the updated specification is attached.

The proposed amendments to the job classification system update the job duties to more appropriately align with the responsibility of the role. The Updated Utility Maintenance Supervisor role would change the pay range from SS-05 (range of \$106,579.20 to \$127,982.40) to SS-06 (range of \$111,924.80 to \$134,347.20) to create more parity with similarly situated roles as negotiated with Local 1026.

Code:
Employee Group: Local 1026
FLSA Status: Non-Exempt
SS-06

METROPOLITAN DISTRICT COMMISSION

CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: UTILITY MAINTENANCE SUPERVISOR

JOB SUMMARY

This is a very responsible water utility~~repair~~ supervisory ~~position~~~~involving~~position involving the supervision of medium size work crews including the supervision and coordination of water and sewer pipeline emergencies, leaks, investigations and repair and maintenance of pipelines and other water utility equipment.

Work involves responsibility for safe, effective and timely completion of pipeline projects.~~—~~ The role requires proactive leadership in high-risk environments, including public roadways and confined spaces, with a strong emphasis on crew safety, regulatory compliance, and operational ~~Duties~~continuity. Duties include directing a work crew in operating heavy equipment, installing or repairing pipeline systems, directing sanitary sewer and storm sewer and catch basin cleaning, clearing and pumping operations, leak investigations and resolution of system and pipeline emergencies.~~—~~ This work requires that the employee have knowledge, skill and ability in water and sewer pipeline construction, repair and maintenance principles and practices.

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.

- Supervises and evaluates a medium size work crew in constructing and repairing water and sewer pipeline system projects and cleaning and maintaining sewer lines, catch basins and related facilities.
- Supervision of emergency response crews including leak investigations, sewer back-up investigations and emergency water main shutdowns.
- Ensures continuous operations of the water distribution and sewer collection systems. Coordinates with internal constituents to ensure accurate communication of service disruptions, emergency repairs, and restoration timelines. Responds to customer inquiries and complaints with professionalism and urgency, ensuring issues are resolved in accordance with District standards.
- Oversees and facilitates the dispatching and coordination of crews during shift coverage periods.
- Monitors SCADA systems, radio-based alarm systems, of the water distribution and sewer collection systems. Plans, coordinates and implements appropriate responses to alarms and emergencies including regulatory and municipal reporting.
- Oversees~~Oversee~~ the execution of flood control operations, off-hour meter replacements water/sewer system maintenance and leak detection program.
- Investigates problems in the field and determines corrective actions to be taken.~~—~~ On call for emergencies. Schedules dye tests. Supervises the clean-up of chemical spills in sewer lines.
- Supervises pumping and cleaning operations in District water collection systems, pollution control plants and pump stations~~—~~ Supervises cavity investigations and cellar cleaning due to sewer back-ups and water leaks. Supervises snow removal at sewer plants and pump stations.
- Prepares reports, completes forms and compiles information on ~~completed~~~~on~~completed on completed work assignments and completes employee time records.
- Reads and interprets all but the most complex construction plans and translates them into construction and repair activities and direction.

- Ensures strict adherence to safety protocols, including work zone traffic control, trench safety, confined space entry, and hazardous material handling. Conducts routine safety audits and leads incident investigations.
- Performs a variety of administrative and customer service functions in support of utility operations, including but not limited to managing electronic communications (email, Everbridge alerts), regulatory reporting, and data entry in SAP and other enterprise applications. Serves as a key point of contact for internal departments, field crews, and external customers, responding to inquiries, service requests, and emergencies via multiple communication channels (phone, email, radio dispatch, SAP, etc.). Coordinates with field operations to ensure timely and accurate dispatching of work orders and service crews. Utilizes District resources and systems to track, document, and resolve customer issues, while maintaining compliance with regulatory and operational standards.
- Trains, ~~counsels, and~~ counsels and evaluates employees.— Administers union contract language and oral ~~warnings, and~~ warnings and recommends higher level discipline.— Assures safe work practices.
- Coordinates activities on a ~~short and long term~~ short- and long-term basis to assure personnel, materials and equipment necessary for projects and objectives.
- Responds to a variety of water and sewer emergencies and related problems at any time of day or night, as directed.— Serves on-call for emergencies, as assigned.
- Maintains a safe and controlled working environment, setting up traffic and trench safety.
- Performs related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Utility Maintenance Superintendent in Operations or Command Center.

MINIMUM QUALIFICATIONS

A high school diploma or the equivalent plus six (6) years of progressively responsible utility pipeline repair or construction experience including at least two (2) years in a supervisory capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year-basis.

SPECIAL REQUIREMENTS

Must have a valid driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of water and sewer pipeline construction and repair principles and practices.
- Knowledge of water distribution and sewer collection systems.
- Knowledge of SCADA and radio-based alarm systems.
- Knowledge of public administration principles and practices as applied to work unit reporting and routine administrative procedures.
- Knowledge of work ~~zone~~ zones and traffic safety practices and compliance.
- Knowledge of MDC policies and procedures.
- Ability to communicate orally and to lead others in a work unit; some writing ability.
- Ability to administer policies and procedures including scheduling, routine decision-making and the completion of forms and reports.
- Ability to supervise others in a work unit.
- Ability to read blueprints, record plans and gate books.
- Ability to operate personal computers and other standard office equipment.
- Ability to establish and maintain effective working relationships with coworkers, vendors, contractors, customers, 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 visual and/or auditory cues or signals. Some tasks require the ability to communicate orally and in writing.

Environmental Factors: Essential functions are performed primarily outdoors, frequently exposed to any or all of the following: various weather conditions, high or deep dangerous places, working near moving mechanical parts, risk of electric shock, vibration, fumes, airborne particles, chemicals, etc.

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 District Board pass the following resolution:

RESOLVED: That the Job Specification for *Utility Maintenance Supervisor (SS-06)* attached hereto be adopted.

Respectfully submitted,



John S. Mirtle
District Clerk

JOB SPECIFICATION COMMUNICATIONS AND PUBLIC RELATIONS PROGRAM MANAGER (E&E- FORMERLY MANAGER OF PUBLIC INFORMATION)

To: District Board

November 10, 2025

Staff is recommending that the job classification system be amended to revise the current job title and job duties identified in the job specification for Manager of Public Information (EE-15) salary range of \$121,911.09 to \$158,484.42. A copy of the revised job specification is attached.

The proposed amendments to the job classification system would modify both the job title and responsibilities of the current Manager of Public Information job specification to better reflect the scope of responsibilities and support succession planning within the District. The updated title of Communications and Public Relations Program Manager would replace the current job title with no change labor grade/pay range (EE-15)

Code: 11074**Employee Group: E&E****FLSA Status: Exempt****Labor Grade: EE-15**

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE: MANAGER OF PUBLIC INFORMATION
COMMUNICATIONS AND COMMUNITY RELATIONS PROGRAM MANAGER**

JOB SUMMARY

This is highly responsible public relations work involving the management of the District public information operation, develop, implement and coordinate public affairs programs. Work includes publication development, media relations, and administering a responsive customer relations and outreach program for the District.

Work involves responsibility for effective District public information operations. Duties include directing public information, preparing District publications, and representing the District before the media. This position also has the responsibility for making very difficult public information decisions. This work requires that the employee have considerable knowledge, skill and ability in public relations and District operations.

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.

- Execute comprehensive communications strategies to support District initiatives, capital projects, and public affairs programs. Directs public information programs and staff. Designs program formats. Presents programs to target audiences such as customers, municipal officials, legislators and government agencies.
- Researches public information problems and issues and prepares recommendations and reports. Coordinates with departments and executive leadership on messaging, media strategy, and public perception related to infrastructure, environmental, and customer service issues.
- Answers public inquiries. Speaks in public as a representative of the District. Prepares and edits news releases and public statements. Assists in developing District positions on public information issues. Coordinates media relations, including press releases, interviews, and proactive outreach to local and regional outlets. Drafts statements and new releases. Responds to press inquiries and maintains relations with representatives of the media. Assists with crisis communications planning and response, including communication with emergency management and public safety agencies.
- Develops and produces a wide variety of publications. Create, research, write, edit and publish District and employee newsletters, brochures, bill inserts, annual report, water quality

report, newsletters, mailers, e-blasts, PowerPoint presentations, video production, photography.

- Leads cross-departmental initiatives to align messaging and outreach with operational goals. Coordinates with internal departments to produce materials such as flyers, brochures, and direct mail pieces in support of District and departmental goals and objectives.
- Manages the design, development and administration of the MDC, Clean Water Project Websites and MDC internal Intranet and social media. Assists District personnel with community affairs activities. Drafts agenda and report narratives and advises on design and implementation of special presentations and events.
- Coordinates outreach and customer relations activities for business and property owners impacted by District construction projects. Attends and gathers information from project/construction meetings. Builds and maintains relationships with municipal leaders, legislators, regulatory agencies and community organizations.
- ~~Researches organizational policy and public information problems and issues and prepares recommendations and reports. Coordinates District programs and activities, and public information programs with governmental agencies, including legislative bodies. Acts as liaison between District Manager's Office and Directors, and assists in program development, preparation and implementation.~~
- ~~Prepares and edits a wide variety of District publications including brochures, bill inserts, the Annual Report, budget narratives, and special publications. Prepares correspondence and assists in preparing and editing Board agendas.~~
- ~~Oversees and coordinates the efforts of public relations consultants, media design contractors and printers.~~
- ~~Supervises the Community Affairs Assistant and related support staff.~~
- ~~Drafts unit budget and controls expenditures within fund allocations.~~
- May participate in and attend public hearings and meetings regarding community affairs.
- Trains and counsels employees. Administers oral warnings and recommends higher level discipline. Assists in employee selection. Assures safe work practices.
- Maintains comprehensive records of incoming calls, public inquiries, complaints, and related communications; documents remedial actions and resolution strategies. Supports the organization's public relations efforts by assisting callers in navigating concerns with professionalism and clarity, ensuring consistent messaging and responsiveness. Prepares detailed reports, completes required documentation, and compiles data on communication outcomes to inform strategic improvements and stakeholder engagement.
- ~~Coordinates activities on a short and long term basis to assure personnel, materials and equipment necessary for projects and objectives.~~
- ~~Assists other staff in developing communication and public relations skills.~~
- Performs related work as required.

SUPERVISION RECEIVED

Works under the direction of a the District Manager Manager.

MINIMUM QUALIFICATIONS

A bachelors degree from a recognized college or university in communications, journalism, business administration, public relations or a related field plus fivefour years of progressively responsible

administrative or public relations experience including at least some experience in a lead or supervisory capacity or other equivalent experience which provides the requisite knowledge, and skills...

SPECIAL REQUIREMENTS

Must have a valid driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of public relations principles and practices.

Considerable knowledge of public administration principles and practices as applied to work unit administration and organization analysis.

Thorough ability to communicate orally and in writing; good ability to lead others in a work unit.

Considerable ability to direct a public information program and to represent the District in a variety of public settings.

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.

Thorough ability to establish and maintain effective working relationships with coworkers, the media, governmental agencies, vendors, contractors, customers, and the general public.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in a sedentary to light work environment, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (under 25 pounds).

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

Environmental Factors: Essential functions are performed primarily indoors with minimal exposure to outdoor environmental factors.

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 District Board pass the following resolution:

RESOLVED: That the job specification for Communications and Public Relations Program Manager (EE-15) attached hereto be adopted.

Respectfully submitted,



John S. Mirtle, Esq.
District Clerk

On motion made by Commissioner Taylor and duly seconded, the reports were received and resolutions #14A “Helpdesk Coordinator; #14B “Principal Account Clerk”, #14C “Utility Maintenance Supervisor” and #14D “Communications and Public Relations Program Manager”, adopted by unanimous vote of those present.

Commissioner Taylor made a motion to approve agenda items “Approval of New Job Specifications”, items #15A “Business Enablement Team Project Manager”, #15B “Cash and Debt Management Administrator”, and #15C “Utility Maintainer in Training” together.

**JOB SPECIFICATION
BUSINESS ENABLEMENT TEAM (BET) PROJECT MANAGER (E&E)- NEW**

To: District Board

November 10, 2025

Staff is recommending that the job classification system be amended to include Business Enablement Team (BET) Project Manager (Proposed EE-16) salary range of \$128,050.90 to \$166,466.20. A copy of the proposed job specification is attached.

The proposed amendments to the classification system supports the District continuing efforts at advancing organizational efficiencies, digital transformation and enterprise-wide system optimization. These responsibilities are critically important as we develop, implement and enhance systems across the District.

Employee Group: E&E
FLSA Status: Exempt
EE-16

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: BUSINESS ENABLEMENT TEAM (BET) PROJECT MANAGER

JOB SUMMARY

The purpose of this classification is to lead system improvements, process optimization, and user change management and training. Work involves collaborating with business stakeholders to translate prioritized initiatives into system and process solutions, leading development, implementation, configuration, and enhancement of enterprise systems specific to various technical and business work streams including but not limited to Information Technology (Technology), Human Resources/Payroll (HCM), Customer Relations and Billing(CRB), Finance and Master Data (Data), Employee training and change management, Enterprise Asset Management (EAM) in support of plant maintenance, materials management, and other operations and engineering functions. Serve as the lead technology and/or business partner for assigned business function/domain (e.g., HCM, CRB, EAM, IT, etc.).

Serves as a working member of the Business Enablement Team (BET) responsible for supporting and leading the development and implementation of enterprise applications used across the District. Oversees project work for BET related projects and applies project management skills and principles to prioritize and execute all phases of multi-faceted projects. Employees in this classification function as owner agents/ representatives who attend to all aspects and components of their assigned projects, representing the needs of a specific infrastructure(s) or intended user while protecting the overall interests of the District in specified project implementations. Project Managers are expected to exercise judgment related to safety, cost, specifications, priorities, and project progression. Project Managers perform the essential tasks of this position and may also coordinate the work of others (in-house or contractual), depending on the needs of the specific BET related project and are responsible for coordination and collaboration amongst the various MDC department employees and designated work groups. This work requires that the employee has considerable knowledge, skill, and ability in their designated functional/domain area.

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.

- Oversees preparation of short and mid-term Project plan including reports as well as other project-specific documentation. Partner with business leaders, end-users, and cross-functional teams to gather requirements and define technology solutions in the best interest of the District. Translate business needs into technical specifications and actionable project plans. Develops and schedules project plans and tasks, identifies and pro-actively manages critical path tasks, sets, meets interim project goals, sets, and manages project contingency, and performs all other associated project management efforts needed to ensure that project schedules are met.
- Analyze and prioritize projects to improve business processes, identifying opportunities for automation, integration, and efficiency. Ensure systems are aligned with organizational goals, compliance requirements, and user needs. Monitor system performance and proactively address issues, upgrades, and enhancements.
- Provides technical advice, information, and assistance in the field of assignment to consultants, contractors, other District officials necessary or appropriate.
- Develop and deliver training programs tailored to end-users, technical staff, and business stakeholders. Create and maintain user documentation, including Standard Operating Procedures (SOPs), Job aids and quick reference guides, System manuals and onboarding materials. Promote user adoption through effective communication, training, and support strategies.
- Support compliance with internal policies and procedures and when applicable, external regulations. Ensure data accuracy, consistency, and security within systems and across integrated platforms. Contribute to enterprise data governance initiatives and reporting accuracy.
- Coordinate with other BET Project Managers, and other department stakeholders, to ensure consistency and interoperability across systems. Share best practices, tools, and methodologies to support enterprise-wide technology initiatives. Participate in vendor evaluations, system upgrades, and enterprise planning efforts.
- Provides direction and assistance to consultants, contractors, and work crews, organizes, prioritizes, and coordinates work activities, monitors status of work in progress and inspects completed work to ensure projects remain on task. Assigns projects to support staff and sets priorities and adjusts workload accordingly. Solicits input and feedback from work crews and provides technical expertise and assistance with complex/problem situations.
- Manages projects during all phases, attends regular project progress meetings, works with consultants, contractors, and work crews to resolve problems, and initiates the appropriate solutions. Represents the project internally for all District concerns, consults with BET Team and leadership to review status of projects, review/resolve problems, receive advice/direction, and provide recommendation, facilitates the coordination of project meetings, communications, and work activities between contractors, project

teams, and other participants.

- Assists in resolving problems or conflicts between project participants, recommends solutions to problems and facilitates implementation, and prepares executive summaries and reports for presentation to District management, or other officials as requested. Advises District personnel on issues that may arise. Provides technical assistance to division managers and may serve on Selection Panels during the evaluation phase of BET related projects.
- Coordinates and participates in the planning & preliminary design/concepts phases of BET projects and identifies user needs and requirements. Confers with all appropriate parties to solicit input and feedback, develops cost projections, project specifications, project budgets, and schedules, and assists in facilitating approval of project and final design.
- Performs or oversees modeling, testing, planning, and research in support of a planned or scheduled project. Makes recommendations concerning improvements, modifications, or other aspects of project development.
- Performs other related duties as required.

SUPERVISION RECEIVED

Works under the general direction of a Manager.

MINIMUM QUALIFICATIONS

Bachelor's degree in work-stream related discipline and experience with projects and enterprise wide system implementations and six (6) years of progressively responsible experience in the functional work area.; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this classification.

Project Management Professional (PMP) certification preferred

SPECIAL REQUIREMENTS

Must have a valid driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place, and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

Human Interaction: Requires the ability to act as a first-line supervisor to a group of employees typically involving assigning and reviewing work and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; and may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculation.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

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.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions such as dirt, dust, wetness, humidity, rain, temperature and noise extremes, machinery, or traffic hazards.

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 District Board pass the following resolution:

RESOLVED: That the job specification for Business Enablement Team (BET) Project Manager (EE-16) attached hereto be adopted.

Respectfully submitted,



John S. Mirtle
District Clerk

JOB SPECIFICATION CASH AND DEBT MANAGEMENT ADMINISTRATOR (E&E) - NEW

To: District Board

November 10, 2025

Staff is recommending that the job classification system be amended to include Cash and Debt Management Administrator (Proposed EE-14) salary range of \$116,149.96 to \$150,994.98. A copy of the proposed job specification is attached.

The proposed amendments to the job classification system support the District's continuing efforts to best support fiscal infrastructure and planning. These responsibilities are critically important and complex and support succession planning within the District.

Employee Group: E&E
FLSA Status: Exempt
Labor Grade: EE-14

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: CASH AND DEBT MANAGEMENT ADMINISTRATOR

JOB SUMMARY

The purpose of this classification is to perform professional-level work in the Treasury function of the organization. The Cash and Debt Management Administrator is responsible for administering the day-to-day operations of all aspects of cash and liquidity management including banking, reporting, cash planning, and analysis. Additionally, this position is responsible for the day to day administration of the District's short and long term debt program, including bond planning and analysis, issuance support, reporting, and financial accounting for Federal and/or State of Connecticut grant and loan programs, including but not limited to, CT Department of Department of Public Health (CT DPH) and CT Department of Energy and Environmental Protection (DEEP).

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.

- Administer cash operations including daily revenue receipts, disbursements, fund transfers and investment activity.
- Administer banking functions including bank transactions, analysis fees, daily cash flow and liquidity assessments and assist with month end banking reconciliations.
- Administers debt operations including identifying appropriate level of debt to fund projects, assisting in the development of cash flow forecasting, maintaining and structuring new debt amortization schedules, refinancing activities and assists in proper debt accounting.
- Ensures debt activities adhere to loan covenants, legal requirements, and financial obligations.
- Acts as liaison between various teams, such as finance, engineering, legal, and external stakeholders like municipal advisors and bond counsel in support of bond issuances
- Maintains supporting documentation and provides funding for the administration of employee benefits, including payments to third party administrators of pension, OPEB and workers compensation programs.
- Engages in business process improvement projects including SAP system enhancements, process improvements, and financial control processes that have a direct impact on Treasury functions.
- Develops and coordinates the annual comprehensive investor relations strategies and presentations.
- Supervises, directs, and evaluates assigned staff of the Treasury Department, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Primary contact for banking relationships involving new implementation of products, controlling the rollout of bank products with banking institutions. Coordinates and tests new product implementations.
- Assists manager with OPEB/Pension activity reconciliation, actuarial valuations, annual budget preparation support, monthly cashflow and related analysis and reporting requirements.

- Assists the accounting team with the drafting and revising of financial statement disclosures in accordance with GASB, including monthly general ledger entries and analysis related to cash and debt management.
- Designated as a critical employee for business continuity planning in disaster or state/local emergencies
- Performs other duties as required.

SUPERVISION RECEIVED

Works under the general supervision of the Manager or Assistant Manager of Treasury.

MINIMUM QUALIFICATIONS

Bachelor's degree in business administration, economics, finance, accounting or closely related field with a minimum of five (5) years of progressively responsible experience in the areas of cash and debt functions including two (2) years supervisory and/or managerial experience; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

SPECIAL REQUIREMENTS

Master's degree in business administration and/or professional certifications are desirable.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; and may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one (1) or several work units.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Ability to perform tasks involving light physical effort. Frequently required to sit for long periods of time. Frequently required to use arms, hands and fingers to reach, handle, finger and feel objects and materials.

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.

Environmental Factors: Essential functions are regularly performed in an office setting without exposure to adverse environmental conditions.

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 District Board pass the following resolution:

RESOLVED: That the job specification for Cash and Debt Management Administrator (EE-14) attached hereto be adopted.

Respectfully submitted,



John S. Mirtle
District Clerk

**JOB SPECIFICATION
UTILITY MAINTAINER IN TRAINING (UMIT)-LOCAL 184- NEW**

To: District Board

November 10, 2025

Staff is recommending that the job classification system be amended to include the job specification for Utility Maintainer in Training (LT-04) classification. A copy of the proposed job specification is attached. The salary allocation of LT-04 (range \$29.95 to \$35.97 or \$62,296 to \$74,817.60 if annualized) as negotiated with Local 184.

The proposed job specification introduces a new entry-level position designed to support operational work areas. This role will provide opportunities for entry into these work area, without the CDL requirement, so that we can continue with District efforts of build a sustainable talent pipeline.

**Employee Group: Local 184
FLSA Status: Non-Exempt
LT-04**

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: UTILITY MAINTAINER IN TRAINING

JOB SUMMARY

The purpose of this classification is to provide responsible entry level utility maintenance and laboring work which may involve providing emergency response, investigating water and sewer related events, operating sewer cleaning trucks and operating sewer cleaning equipment/vehicles, repairing and installing pipelines using power equipment and tools, servicing and repairing hydrants, valves, meters and related assemblies. The Utility Maintainer in Training is an entry-level position designed to provide foundational training and hands-on experience in utility maintenance operations. The position assists in a wide range of tasks related to water and sewer infrastructure, including pipeline installation and repair, hydrant and valve maintenance, and sewer line cleaning.

Work involves responsibility for safe operation of utility maintenance equipment/vehicles, which includes all equipment and vehicles that the employee has received proper training and excludes all vehicles requiring a commercial driver's license. Duties may include assisting in operation of rod, jet and combination vacuum trucks and cleaning and maintaining sewer lines and related facilities, the operation of gate trucks and various pneumatic excavation tools and pipe cutting equipment, the installation of water meters with consumption collecting read technologies and the investigation of all types of customer concerns and complaints, assistance in repair to infrastructure including the use of MDC vehicles for delivery of waterworks materials and soil materials from storage locations and worksites, operation of compaction equipment, operation of power tools and small tools and field installation of waterworks materials.

This position also has the responsibility for making routine equipment operating decisions in accordance with established procedures. This work requires that the employee is able to acquire through training the knowledge, skill and ability in meter maintenance, valve maintenance, hydrant maintenance or water and sewer pipe maintenance and repair.

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.

- Assist in maintaining sewer lines and related facilities. Operates equipment/vehicles and performs manual labor to clean, clear, pump, and maintain sanitary and storm sewers, catch basins, siphons, flood gates, trunk lines, and manholes, and related facilities. Assists in inspecting sewer lines and investigating depressions and other problems. Assists in cleaning and pumping cellars. Clears rights-of-way and assists in conducting scumming and pumping operations at treatment plants, as assigned.
- Performs laboring work in support of gate crews or other maintenance operations, as assigned. Assists with routine service and repair of valves and related assemblies.
- Assists in replacing worn or defective gates, regulators and relief valve parts.
- Assists Investigates leaks and a variety of other problems and conditions in water and sewer systems.
- Assists in locating gates and related assemblies and excavates with hand tools and pneumatic equipment and grades, as necessary. Investigates and-repairs stuffing box, gland and bonnet leaks. Installs spacers and frames to bring gate boxes and manholes up to grade.

- Assists in removing and replacing or repairing water meters, plumbing or appliances, as determined in the investigation. Works in residences, commercial and industrial premises, and in pits and vaults. Installs and maintains pressure and meter recorders and communication devices.
- Assists in performing routine service and repair of hydrants and related assemblies. Operates, tests, inspects, flushes, and cleans hydrants. Replaces worn or defective hydrant parts. Locates hydrants and related assemblies.
- Assists in investigating leaks, as assigned, and performs emergency shutdown operations during water system failures. Operates a two-way radio and pickup truck to transport equipment and materials to the job site.
- Installs and joins pipe in trenches using a wide variety of power equipment and tools including cutters, wrenches, saws, tapping machines, caulkers, and burners. Excavates, shores and fills trenches and other working spaces using power equipment and tools and manual labor including the use of jackhammers, air shovels, paving breakers, tampers, shovels, and shoring boxes. Performs general laboring tasks in pipeline repair and installation including masonry, rigging, drilling, grading, and lifting and carrying.
- Participate in training sessions and on-the-job learning to develop proficiency in utility maintenance operations. Assists with data entry, work order tracking, and documentation as required and supports administrative tasks such as inventory checks, equipment logs, and safety audits. Observes and learns from experienced Utility Maintainers during field operations and emergency responses.
- Assists with a variety of administrative and customer service functions in support of utility operations, including but not limited to managing electronic communications (email, Everbridge alerts), regulatory reporting, and data entry in SAP and other enterprise applications. Serves as a key point of contact for internal departments, field crews, and external customers, responding to inquiries, service requests, and emergencies via multiple communication channels (phone, email, radio dispatch, SAP, etc.). Assists in coordinating with field operations to ensure timely and accurate dispatching of work orders and service crews. Utilizes District resources and systems to track, document, and resolve customer issues, while maintaining compliance with regulatory and operational standards.
- Performs work in a safe manner and observes all safety procedures. Uses all tools, equipment, vehicles and materials responsibly and performs basic inspection of them prior to use.
- Responds to utility emergencies at any time of day or night, as directed. Serves on-call for emergencies, as assigned.
- Performs related work as required and may be required to work various shifts during rotations.

SUPERVISION RECEIVED

Works under the immediate supervision of the Superintendent or other supervisory personnel including crew leaders in Operations and Command Center.

MINIMUM QUALIFICATIONS

A high school diploma or equivalent plus some utility construction or related experience, or any equivalent combination of education and/or experience that provides the requisite experience. Education can include technical high school experience in the field of General Construction and/or Plumbing.

SPECIAL REQUIREMENTS

Must have a valid driver's license.

Must demonstrate progressive competency through rotations, evaluations and training milestones.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the tools, equipment, materials and methods of utility pipeline joining and related labor.
- Knowledge of the work standards, safety procedures, and establishing safe work zones in utility pipeline joining and related labor.
- Knowledge of proper pipe measuring, cutting, assembling, and joining practices.
- Knowledge of proper practices for shutting down of gate valves and hydrants and bringing them back online.
- Skill in the use of the hand tools and power equipment in utility pipeline joining and related labor.
- Ability to perform utility pipeline joining and related heavy, physical labor safely, effectively and efficiently.
- Ability to follow oral and written instructions and to learn District procedures.
- Ability to establish and maintain effective working relationships with coworkers.

ADA COMPLIANCE

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

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.

Environmental Factors: Essential functions are performed primarily in underground locations, frequently exposed to heavy industrial equipment, noxious substances, 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 District Board pass the following resolution:

RESOLVED: That the Job Specification for *Utility Maintainer in Training (LT-04)* attached hereto be adopted.

Respectfully submitted,



John S. Mirtle
District Clerk

On motion made by Commissioner Taylor and duly seconded, the reports were received and resolutions #15A "Business Enablement Team Project Manager", #15B "Cash and Debt Management Administrator", and #15C "Utility Maintainer in Training" adopted by unanimous vote of those present.

***Commissioner Salemi returned to the District Board meeting,
remotely, at 7:02 PM***

**SETTLEMENT OF PENDING LITIGATION
THE CONNECTICUT LIGHT AND POWER COMPANY D/B/A
EVERSOURCE ENERGY v MDC**

To: District Board

November 10, 2025

RESOLVED, that pursuant to Section B2f of the By-Laws of The Metropolitan District, the Board of Commissioners of The Metropolitan District hereby authorizes District Counsel, or his designee, to settle the pending state lawsuit caption of ***The Connecticut Light and Power Company d/b/a Eversource Energy v MDC*** Docket No. HHD-CV-25-6198754-S (“Lawsuit”), including its counterclaim filed on August 29, 2025, by each party exchanging releases of any and all claims set forth in the complaint and counter claim as full and final settlement of the Lawsuit and withdrawal of both claims, without payment of any monies to either party.

Respectfully submitted,



John S. Mirtle, Esq.
District Clerk

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

Commissioner Healy abstained from voting.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

**COMMISSIONER REQUESTS FOR CONSIDERATION OF FUTURE
AGENDA ITEMS**

Commissioner Mandyck requested that there be an update on the Park River Study.

ADJOURNMENT

The meeting was adjourned at 7:12 PM.

ATTEST:

John S. Mirtle, Esq.
District Clerk

Date of Approval

**Video of the full November 10, 2025 District Board meeting is available at
<https://www.youtube.com/@MetropolitanDistrictCommission> **