

THE METROPOLITAN DISTRICT COMMISSION

555 Main Street
Hartford, Connecticut 06103
Monday, March 2, 2015

Present: Commissioners Andrew Adil, Luis Caban, Daniel Camilliere, Mary Anne Charron, Donald M. Currey, William A. DiBella, Janice Flemming, Allen Hoffman, Jean Holloway, Sandra Johnson, Joseph Klett, Kathleen J. Kowalyshyn, Joseph H. Kronen, Maureen Magnan, Alphonse Marotta, James S. Needham, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and Michael A. Toppi (20)

Absent: Commissioners Timothy Curtis, Matthew B. Galligan, Michael W. Gerhart, William P. Horan, Thea Montanez, Mark A. Pappa, J. Lawrence Price, Kennard Ray, Albert F. Reichin, Hector Rivera, Helene Shay, Michael Solomonides, Richard W. Vicino and Special Representative Michael Carrier (14)

Also

Present: Scott W. Jellison, Chief Executive Officer
John M. Zinzarella, Deputy Chief Executive Officer, Business Services
R. Bartley Halloran, District Counsel
Christopher R. Stone, Assistant District Counsel
Gerald J. Lukowski, Director of Operations
Kelly Shane, Director of Procurement
Erin Ryan, Director of Human Resources
Mike Curley, Project Manager
James Masse, Network Analyst
John S. Mirtle, District Clerk
Kerry E. Martin, Assistant to the Chief Executive Officer
Cynthia A. Nadolny, Executive Assistant
Jessica Coelho, President of Local 3713 AFSCME

CALL TO ORDER

The meeting was called to order by Chairman DiBella at 5:30 PM

ROLL CALL AND QUORUM

The District Clerk called the roll and informed Chairman DiBella 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.

APPROVAL OF MINUTES

On motion made by Commissioner Camilliere and duly seconded, the meeting minutes of February 11, 2015 were approved.

Commissioner Kronen abstained.

**BUREAU OF PUBLIC WORKS
HLA, LLC
46 FRASER PLACE, HARTFORD
ABANDONMENT OF STORM SEWER AND RELEASE OF RIGHT-OF-WAY**

To: District Board

March 2, 2015

From: Bureau of Public Works

On January 28, 2015, the District received a letter from Mr. Charles Croce of Tighe & Bond, Inc., on behalf of HLA LLC, requesting that the Metropolitan District abandon a portion of existing storm sewer in private lands north of Fraser Place and east of Garden Street, Hartford, and to release a portion of the existing storm sewer easement within the property owned by HLA, LLC known as parcel 222 274 013, as shown on the accompanying map. The purpose of this request is to accommodate demolition of the existing buildings and infrastructure on the site in preparation of construction of a new surface parking lot.

The existing 20' sewer easement was acquired by The Metropolitan District in September 1969, as filed in the City of Hartford land records Volume 1239, Pages 271-272.

From an engineering standpoint, the abandonment of the existing section of storm sewer and release of a portion of the right-of-way will not have a negative impact on the storm water collection system, and no hardship or detriment would be imposed on others. Once approved, the existing 12-inch tile pipe will be removed and a new 24" PVC storm sewer will be constructed within Fraser Place through the Developer's Permit Agreement process.

It is therefore recommended that it be

Voted: That the District Board approve the following resolution:

Resolved: That the Chairman or Vice Chairman of the District Board be authorized to execute the abandonment of a portion of the existing storm sewer and release of a portion of the existing storm sewer easement on property owned by HLA, LLC as shown on the accompanying map and as recorded

in the City of Hartford land records: Volume 1239 Pages 271-272. The easement release shall be subject to approval by District Counsel as to form and content.

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

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

**BUREAU OF PUBLIC WORKS
HLA, LLC
46 FRASER PLACE, HARTFORD
ENCROACHMENT AGREEMENT**

To: District Board

March 2, 2015

From: Bureau of Public Works

On January 28, 2015, the District received a letter from Mr. Charles Croce of Tighe & Bond, Inc., on behalf of HLA, LLC, requesting permission from the Metropolitan District to permanently encroach upon an existing 30-foot sewer right-of-way across their property located at 46 Fraser Place, Hartford.

The sewer right-of-way across the parcel was conveyed to the Metropolitan District by the Connecticut Mutual Life Insurance Company in September 1969 for the construction, operation and maintenance of the Gully Brook Conduit, and is recorded in the City of Hartford land records: Volume 1239 Page 271.

The purpose of this encroachment is to allow cut and fill of the soil above the existing 10-foot reinforced concrete Gully Brook Conduit in conjunction with the construction of a surface parking lot within the right-of-way, as shown in the eight (8) areas on the accompanying map. Soil shall be excavated to a depth to allow for a minimum of 5-feet of cover over the 10-foot sewer conduit and fill to a maximum of two-feet with 7-feet of cover over the 10-foot sewer.

MDC staff has concluded that the encroachment will not be detriment to the sewer infrastructure as a result.

HLA, LLC has agreed to the following conditions in order to satisfy the District's concerns for protection of the Gully Brook Conduit located within the subject parcel and accessibility along the length of the Metropolitan District's rights-of-way:

1. Care must be taken during construction not to disturb the existing sewer conduit. All heavy construction equipment must be located outside of the limits of the right-of-way when not in use. Any earth moving equipment that will be utilized on the site over and adjacent to the sewer main shall be reviewed and approved by District staff prior to mobilization to the site.
2. An MDC inspector must be on the job site, at the expense of HLA, LLC, whenever work is being performed within the right-of-way. The construction shall conform to District standards and 48-hours advance notice must be given to the District prior to any construction within the right-of-way.
3. HLA, LLC shall perform a CCTV inspection, witnessed by an MDC inspector, of the sewer conduit in the area of the construction prior to any excavation or filling over the sewer conduit, and upon completion of construction activities within the right-of-way. The videos will be delivered to the District for the purposes of assessing the existing and post activity condition of the sewer conduit.
4. In the event of a sewer emergency caused by the proposed construction, HLA, LLC shall provide, at their expense, an appropriately sized bypass pump.
5. HLA, LLC agrees that within the limits of the District's right-of-way, they will not construct nor cause to be constructed any buildings or other structures or use or carry on any operation on the surface or subsurface of said right-of-way other than the activities noted herein.

Staff has reviewed this request and considers it feasible.

A formal encroachment agreement shall be executed between HLA, LLC and The Metropolitan District, consistent with current practice involving similar requests.

It is RECOMMENDED that it be

VOTED: That the District Board approve the following resolution:

RESOLVED: That the Chairman or Vice Chairman of the District Board be authorized to execute an agreement, subject to approval of form and content by District Counsel, granting permission to HLA, LLC to permanently encroach upon an existing 30-foot wide sewer right-of-way north of Fraser Place and east of Garden Street, Hartford, for the purpose of cut and fill of soil, providing that the District shall not be held

liable for any cost of damage of any kind in the following years as a result of the encroachment.

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

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

**BUREAU OF PUBLIC WORKS
FILLEY PARK, BLOOMFIELD
ENCROACHMENT AGREEMENT**

To: District Board

March 2, 2015

From: Bureau of Public Works

The Town of Bloomfield has requested permission from the Metropolitan District to permanently encroach upon an existing 20-foot right-of-way located in Filley Park west of Tunxis Avenue, Bloomfield.

The sanitary easement across the parcel was conveyed to the Metropolitan District by the Town of Bloomfield in June 1961 in conjunction with the construction of the Bloomfield Trunk Sewer, and is recorded in the Town of Bloomfield land records: Volume 97 Page 61.

The purpose of this encroachment is to allow for the construction of stairs in encroachment area #1, a brick paver plaza and seating wall in area #2, a storm manhole in area #3, and light poles in areas #4 and #5. These encroachments are part of the first phase of an over \$3 Million improvement plan for Filley Park.

MDC staff has concluded that the encroachment is minimal and that there will be no detriment to the sewer infrastructure as a result.

The Town of Bloomfield has agreed to the following conditions in order to satisfy the District's concerns for protection of the existing 24-inch concrete sanitary sewer located within the subject parcel and our accessibility along the length of the Metropolitan District's rights-of-way:

1. Care must be taken during construction not to disturb the existing trunk sewer main. All heavy construction equipment must be located outside of the limits of the right-of-way. Any earth moving equipment that will be utilized on the site over and adjacent to the trunk sewer main shall be reviewed and approved by District staff prior to mobilization to the site.
2. No additional permanent structures and related foundations, other than the proposed brick paver plaza, stairs, storm manhole, and two light poles shall be located within the District's right-of-way.
3. The Metropolitan District shall not be held liable for any damage caused to any permanent structure listed above located within and adjacent to the right-of-way or other permanent structures immediately adjacent to the District's right-of-way in the event of any sewer repair. The Metropolitan District will make every effort feasible to minimize damage to the utilities and adjacent permanent structures; however, the cost for restoration of the other utilities and permanent structures located within or adjacent to the District's right-of-way damaged by any sewer repair shall be the responsibility of the Town.
4. The District reserves the right to remove pavement or structures within the rights-of-way at any time, if so required, for maintenance or repair of the existing sewer main. The Town shall bear any incidental repair costs to pavement and/or structures within the right-of-way.
5. An MDC inspector must be on the job site whenever work is being performed within the right-of-way, at the expense of the Town. The construction shall conform to District standards and 48-hours advance notice must be given to the District prior to any construction within the right-of-way.
6. The Town will perform a CCTV inspection, witnessed by an MDC inspector, of the sanitary trunk sewer in the area of the construction prior to mobilizing to the site, and upon completion of the restoration of the excavated area. The videos will be delivered to the District for the purposes of assessing the existing and post activity condition of the trunk sewer.

Staff has reviewed this request and considers it feasible.

A formal encroachment agreement shall be executed between the Town of Bloomfield and The Metropolitan District, consistent with current practice involving similar requests.

It is RECOMMENDED that it be

VOTED: That the District Board approve the following resolution:

RESOLVED: That the Chairman or Vice Chairman of the District Board be authorized to execute an agreement, subject to approval of form and content by District Counsel, granting permission to the Town of Bloomfield to encroach upon an existing 20-foot wide sanitary sewer right-of-way west of Tunxis Avenue, Bloomfield, providing that the District shall not be held liable for any cost of damage of any kind in the following years as a result of the encroachment.

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

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

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

To: District Board

March 2, 2015

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.

It is therefore **RECOMMENDED** that, pursuant to Section S8g of the Sewer Ordinances re: "Acceptance of Developer's Sewers," it be

Voted: That the District Board approve 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>
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Brookside Apartments in Rocky Hill (opposite 678 Brook St) DVS RKH02	Butler Company	January 12, 2015
Newington Children's Hospital in Hartford (Jefferson St., Seymour St. & Retreat Ave.) DPAs #241-648& #241-656	Developer: Newington Children's Hospital Contractor: Manafort Brothers	November 18, 1999
A.E. Burr School in Hartford (Ledyard St & Meadow St.) DVS0000874	Developer: Hartford Public Schools Contractor: Northeast Contractors	December 6, 2006
Breakthrough Magnet School in Hartford (Brookfield St and private lands) DVS 0000917 & DVS0000909	Developer: City of Hartford Contractors: Pace Construction & SRC Construction	May 16, 2007
Sinnott Farms in Bloomfield (Sunset Drive, Ryehollow Drive, Quail Run Lane & Spice Bush Lane) DVS0000463	Developer: Peter Stich Associates Inc. Contractor: Simscroft Echo Farms	February 8, 2006

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

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

Without objection, Agenda Items 9A “Approval of Department of Transportation License Agreement Griffins Industrial Park in Bloomfield” and 9B “Encroachment Agreement at 88 Talcott Notch Road in Farmington” were consolidated and considered together.

**WATER BUREAU
STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION
LICENSE AGREEMENT RE: GRIFFIN RAIL LINE**

To: District Board

March 2, 2015

From: Water Bureau

It is RECOMMENDED that it be

VOTED: That the District Board approve the following resolution:

RESOLVED:

That the Water Bureau of The Metropolitan District hereby recommends to the Board of Commissioners of The Metropolitan District the approval of a License Agreement between The Metropolitan District and the State of Connecticut Department of Transportation (“DOT”) pursuant to which the DOT grants to the Metropolitan District the right to use and occupy certain land located in Bloomfield, Connecticut on the Griffin Industrial Railroad Track for the purpose of installation and maintenance of a 12 inch water main, as more particularly set forth in the attachment to this resolution; and

FURTHER RESOLVED:

That the Metropolitan District execute and deliver to the DOT the License Agreement in the form attached hereto; and

FURTHER RESOLVED:

That Scott Jellison, as Chief Executive Officer of the Metropolitan District, is authorized and directed to execute and deliver the License Agreement on behalf of the Metropolitan District and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of the License Agreement, including, but not limited to, executing and delivering all agreements and documents contemplated by the License Agreement.

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

**WATER BUREAU
88 TALCOTT NOTCH ROAD,
FARMINGTON
ENCROACHMENT AGREEMENT**

To: District Board

March 2, 2015

From: Water Bureau

In a letter received January 9, 2015, Lata Altman, property owner of 88 Talcott Notch Road, Farmington, has requested permission from the Metropolitan District to temporarily encroach upon an existing 100-foot Metropolitan District right-of-way located north of Talcott Notch Road in Farmington. This encroachment, as shown on the attached map, will allow Ms. Altman to perform work to abandon her existing septic system within the limits of the right-of-way, in conformance with the Connecticut Public Health Code. The work shall consist of the removal of existing sewer pipes from the house to the existing septic tank, pumping out and sand filling of the existing tank, and filling and seeding the area adjacent to the tank to match existing grade. The adjacent leaching field will be abandoned in place. A new septic tank and leaching system will be constructed outside the limits of the right-of-way.

Ms. Altman has agreed to the following conditions in order to satisfy the District's concerns for protection of the existing 48-inch Nepaug Conduit located within the subject parcel and accessibility along the length of the Metropolitan District's right-of-way:

1. No vibratory compaction equipment will be used within 25 feet of the District's raw water pipeline.
2. Care must be taken during the abandonment of the septic system not to disturb the existing raw water main. All heavy construction equipment must be located outside of the limits of the right-of-way when not in use. Any earth moving equipment that will be utilized on the site over and adjacent to the raw water main shall be reviewed and approved by District staff prior to mobilization to the site. Any damage to the existing raw water main caused by the construction within the existing right-of-way shall be the responsibility of the property owner.
3. No permanent structures, including but not limited to building foundations and other utilities, shall be located within the District's right-of-way.
4. An MDC inspector must be on the job site whenever work is being performed within the right-of-way and 48-hours advance notice must be given to the District prior to any construction.

Staff has reviewed this request and considers it feasible.

Upon approval by the Water Bureau and the District Board, a formal encroachment agreement shall be executed between Lata Altman and the Metropolitan District, consistent with current practice involving similar requests.

It is RECOMMENDED that it be

VOTED: That the District Board approve the following resolution:

RESOLVED: That the Chairman or Vice Chairman of the District Board be authorized to execute an agreement, subject to approval of form and content by District Counsel, granting permission to Lata Altman to encroach upon an existing 100-foot Metropolitan District right-of-way, north of Talcott Notch Road, Farmington, to perform work to abandon an existing septic tank within the District's right-of-way as shown on plans submitted by Wolff Engineering, dated 12/15/2014, providing that the District shall not be held liable for any cost of damage of any kind which may result during construction or in the following years as a result of the encroachment.

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

On motion made by Commissioner Sweezy and duly seconded, the reports for resolutions 9A "Approval of Department of Transportation License Agreement Griffins Industrial Park in Bloomfield" and 9B "Encroachment Agreement at 88 Talcott Notch Road in Farmington" were received and the resolutions adopted by unanimous vote of those present.

Without objection, Agenda Items 10A "Business Systems and Security Administrator" and 10B "Manager of Information Systems" were consolidated and considered together.

**JOB CLASSIFICATION REVISION
BUSINESS SYSTEMS AND SECURITY ADMINISTRATOR**

TO: District Board

March 2, 2015

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Classification Plan be amended to include the new position of *Business Systems and Security Administrator* with a proposed value of EE-14 (annual range \$83,124 to \$108,061). The creation of this position will provide oversight and management of the District's information systems and security protocols which will contribute to ensuring the optimal performance of the District's information technology platform.

A thorough review of this position was conducted prior to advancing this recommendation for action.

Therefore, staff is recommending that the classification system be amended to reflect the modification of the *Business Systems and Security Administrator* position and assign the classification a value of EE-14.

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

VOTED: That the District Board approve the following resolution:

RESOLVED: That the classification system be amended to reflect the modification of the *Business Systems and Security Administrator* position and assign this classification a value of EE-14.

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: BUSINESS SYSTEMS AND SECURITY ADMINISTRATOR

JOB SUMMARY

The purpose of this classification is to perform professional administrative work involving the study, analysis and security of administrative systems and business operations for the purpose of managing and overseeing the security of information systems, business solutions, management tools, and policies and procedures to improve efficiency and effectiveness. Duties include analyzing management operations, procedures and production, recommending improvements in problems discovered, and coordinating programs and the implementation of improvements in them; and develops, administers and reports on assigned budgets. Classification typically reports to a Manager.

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.

- Manages and maintains a security program for all IS systems. Oversees all administrative rights and credentials, organizes and maintains records, provides user and document permissions, and provides user system training.
- Creates workflows for IS projects and provides management information relating to IS capital improvement projects as assigned.
- Compiles information; prepares a variety of records and reports.
- Performs special assignments, as directed; researches management problems or new areas of management involvement; drafts and presents recommendations; and prepares and presents special reports.
- Attends training sessions, seminars, and staff meetings; and provides training to other District staff as assigned.

SUPERVISION RECEIVED

Classification typically reports to the Manager of Information Services

MINIMUM QUALIFICATIONS

Bachelor's degree in information systems , or a related field, supplemented by three (3) years previous experience and/or training involving analysis of business systems and the use of common network, database and/or security management of systems; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

SPECIAL REQUIREMENTS

None.

PERFORMANCE APTITUDES (KNOWLEDGE, SKILLS, AND ABILITIES)

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence.

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, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; and may include ability to calculate surface areas, volumes, weights, and measures.

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 work station.

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: Tasks are regularly performed 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

JOB CLASSIFICATION REVISION MANAGER OF INFORMATION SYSTEMS

TO: District Board

March 2, 2015

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Classification Plan be amended to include the new position of *Manager of Information Systems* with a proposed value of EE-19 (annual range \$101,664 to \$142,330). The creation of this position will provide leadership for information system staff and assist in managing resources to ensure optimal performance of the District's information technology platform.

A thorough review of this position was conducted prior to advancing this recommendation for action.

Therefore, staff is recommending that the classification system be amended to reflect the modification of the *Manager of Information Systems* position and assign the classification a value of EE-19.

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

VOTED: That the District Board approve the following resolution:

RESOLVED: That the classification system be amended to reflect the modification of the *Manager of Information Systems* position and assign this classification a value of EE-19.

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: MANAGER OF INFORMATION SERVICES

JOB SUMMARY

This is a highly responsible managerial level position. The purpose of this classification is to provide technical expertise and direct management of core enterprise Information Systems (IS) and services including business applications, financial data processing, hardware and software services, network applications, communication systems, internet and web site, and management of other administrative areas as may be assigned by executive staff.

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.

- Participates in design and delivery of the operational management processes of the organization as a member of the Business Services management team to foster leadership innovation and prioritization of information system applications.
- Assists in directing the development and application of information technology hardware and software to meet District management, budget, engineering and operational needs.
- Plans, manages and directs the staff, resources and operations of the District's IS departments and functions. Manages the development, implementation and maintenance of all IS and communication systems including telephones, cell phones and PDAs.
- Plans, directs and coordinates the technological development, operation, and maintenance of the District IS, including system analysis, programming, hardware installation and software applications and prepares systems maintenance schedules and oversees its implementation; assures continuous delivery of IS services through monitoring of IS performance; directs the development and execution of a comprehensive disaster recovery and business continuity plan.
- Coordinates approved IS development and upgrade projects; coordinates and facilitates consultation with user departments; collaborates with process owners in defining business and system requirements for new technology implementations; monitors project status and progress; and provides training for users and reports progress.

- Assists in developing department goals and objectives; develops operating procedures; establishes work plans, priorities and assignments; sets department performance goals; monitors operations and department performance; ensures compliance with applicable laws and regulations; evaluates department effectiveness and efficiency; and implements changes to improve performance.
- Manages District IS resources including equipment, develops business case justifications and cost/benefit analyses for IS spending; develops and manages department operating and capital budgets; identifies opportunities for cost-effective investments in IS systems including staffing, sourcing, purchasing and in-house development and maintains appropriate user licenses.
- Supervises IS staff; assigns work; establishes performance expectations; provides training and employee development; provides guidance and advice regarding difficult IS issues; enforces safe work practices; evaluates employee performance; counsel employees; administers union contract language, oral and written warnings and suspensions; and recommends higher level discipline and other personnel actions, such as reclassifications.
- Reviews hardware and software acquisition and maintenance contracts; pursues master agreements to capitalize on economies of scale; and represents the District and its IS issues to vendors and contractors.
- Directs the development of the operating and capital budget and presents budget requests to the Board of Finance. Directs assigned departments expenditures with fund allocations and approves fund transfers for Finance department and Board of Finance consideration.
- Prepares and/or reviews project reports, statistical analyses, project tracking records, correspondence, and other operational and administrative documents.
- Performs special assignments and duties as assigned.

SUPERVISION RECEIVED

Works under the general direction of the Director of Information Services.

MINIMUM QUALIFICATIONS

Bachelor's degree in management information systems, computer science or a related field; master's degree in related field preferred; supplemented by minimum of five (5) years of progressively responsible IS technical management experience including specific experience in Microsoft Applications and database and network management including three (3) years at the management level; 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.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data and/or information involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

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 synthesis data and information, as well as reference, descriptive, design, advisory, and consulting data and information as applicable.

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 scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organization problems of major functions.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving risk to the organization.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and ability to manage information technology information systems and software including the ability to manage Outlook, Desktop, SAP and Oracle applications.
- Knowledge of business theory, business processes, strategic planning, management, finance and budgeting, and business office operations.
- Knowledge and exposure to data processing, hardware platforms, enterprise software applications and outsources systems.
- Knowledge of and ability to manage information technology integrations in the District.
- Knowledge of contracting, negotiating and change management.
- Ability to communicate orally and in writing and to lead others.
- Ability to develop and administer policies and procedures at the management level.
- Ability to manage the work of IT-related departments through direct reports.
- Extensive skills to build trust and personal accountability, and the ability to establish and maintain effective working relationships with District staff, contractors, consultants and customers. Demonstrated competencies include: technical knowledge and abilities; accountability, team building and staff development; planning and organizational skills, astute judgment and decision-making, integrity, commitment to diversity and the ability to function well in a multicultural environment.

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 work station.

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: Requires the ability to work under conditions where exposure to environmental factors is not likely to present a risk of injury or illness.

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.

On motion made by Commissioner Sweezy and duly seconded, the reports for resolutions 10A “Business Systems and Security Administrator” and 10B “Manager of Information Systems” were received and the resolutions adopted by unanimous vote of those present.

**DISTRICT CLERK
Petition for Water Service**

From: District Clerk

To: District Board

March 2, 2015

The following petition was received on February 23, 2015:

Donald B. Reder and residents of Deepwood Lane in West Hartford, requesting water service for properties located on Deepwood Lane in West Hartford.

It is RECOMMENDED that it be

Voted: That the foregoing petition be received and referred to the Water Bureau for study and subsequent action.

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

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

SETTLEMENT OF PENDING LITIGATION CLAIM

EXECUTIVE SESSION

At 5:44 P.M., Chairman DiBella requested an executive session.

On motion made by Commissioner Hoffman and duly seconded, the District Board entered into executive session in order to discuss a pending litigation claim.

Those in attendance during the executive session:

Commissioners Andrew Adil, Luis Caban, Daniel Camilliere, Mary Anne Charron, Donald M. Currey, William A. DiBella, Janice Flemming, Allen Hoffman, Jean Holloway, Sandra Johnson, Joseph Klett, Kathleen J. Kowalyshyn, Joseph H. Kronen, Maureen Magnan, Alphonse Marotta, James S. Needham, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and Michael A. Toppi; Attorneys Christopher R. Stone and John S. Mirtle; John M. Zinzarella.

RECONVENE

At 5:47 P.M., Chairman DiBella requested to come out of executive session and on motion made by Commissioner Camilliere and duly seconded, the District Board came out of executive session and reconvened. No formal action was taken.

To: District Board

BE IT HEREBY 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 lawsuit captioned *Shaakira James v. Aldo Godenzi, et. al.*, Docket No. HHD-CV13-6042135 ("*Litigation*"), for the total sum of \$58,000.00, subject to the proper execution of any and all documents reasonably necessary to effect said settlement, including but not limited to a general release containing a confidentiality provision from the plaintiff, and formal withdrawal of said action.

Respectfully submitted,

John S. Mirtle
District Clerk

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

ADJOURNMENT

The meeting was adjourned at 5:48 PM

ATTEST:

John S. Mirtle, Esq.
District Clerk

Date of Approval