

**THE METROPOLITAN DISTRICT COMMISSION**

555 Main Street  
Hartford, Connecticut 06103  
Monday, July 14, 2014

**Present:** Commissioners Andrew Adil, Luis Caban, Daniel Camilliere, Mary Anne Charron, Donald M. Currey, Timothy Curtis, William A. DiBella, Janice Flemming, Allen Hoffman, Georgiana E. Holloway, Kathleen J. Kowalyshyn, Joseph H. Kronen, Maureen Magnan, Alphonse Marotta, Mark A. Pappa, J. Lawrence Price, Hector Rivera, Pasquale J. Salemi, Helene Shay, Raymond Sweezy, Alvin E. Taylor and Special Representative Michael Carrier (22)

**Absent:** Commissioners Michael W. Gerhart, William P. Horan, Joseph Klett, Thea Montanez, James S. Needham, Kennard Ray, Albert F. Reichin, and Richard W. Vicino (8)

**Also**

**Present:** John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
R. Bartley Halloran, District Counsel  
Christopher R. Stone, Assistant District Counsel  
Brendan Fox, Assistant District Counsel  
John S. Mirtle, District Clerk  
Sue Negrelli, Director of Engineering  
Stanley Pokora, Manager of Treasury  
Erin Ryan, Director of Human Resources  
Gerald J. Lukowski, Director of Operations  
Michael Jefferson, Project Management Unit Diversity Manager  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant  
Joe Laliberte, CDM Smith

**CALL TO ORDER**

The meeting was called to order by Chairman DiBella at 5:37 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 June 2, 2014 were approved.***

**REPORT FROM DISTRICT CHAIRMAN****EXECUTIVE SESSION**

At 5:42 P.M., Chairman DiBella requested an executive session.

***On motion made by Commissioner Shay and duly seconded, the District Board entered into executive session in order to discuss the MDC Long Term Control Plan as it relates to Pending Litigation.***

Those in attendance during the executive session:

Commissioners Andrew Adil, Luis Caban, Daniel Camilliere, Mary Anne Charron, Donald M. Currey, Timothy Curtis, William A. DiBella, Janice Flemming, Allen Hoffman, Georgiana E. Holloway, Kathleen J. Kowalyszyn, Joseph H. Kronen, Maureen Magnan, Alphonse Marotta, Mark A. Pappa, J. Lawrence Price, Hector Rivera, Pasquale J. Salemi, Helene Shay, Raymond Sweezy, Alvin E. Taylor; Attorney R. Bartley Halloran Christopher Stone and Brendan Fox; Directors Sue Negrelli and Jerry Lukowski; and Joe Laliberte

**RECONVENE**

At 6:49 P.M., Chairman DiBella requested to come out of executive session and on motion made by Commissioner Marotta and duly seconded, the District Board came out of executive session and reconvened. No formal action was taken

**BOARD OF FINANCE****APPROVAL FOR STATE OF CONNECTICUT FINANCING - CWF 652-D**

From: Board of Finance

To: District Board

July 14, 2014

Staff seeks approval from your Board to execute and deliver the Interim Funding Obligation and/or Project Loan Obligation to the State of Connecticut having a principal amount of \$20,398,151.71 and having an interest rate of 2.00%.

The low interest loan and grant will fund pipeline modifications and instrumentation at the design of the Wet Weather Expansion Project and the Rocky Hill Treatment Plant upgrade.

The State of Connecticut, through the Drinking Water State Revolving Fund Program, will provide \$31,635,138.00 in state funding with approximately \$11,236,986.29 in grants and \$20,398,151.71 in low interest loans at 2.00% to fund the expenses associated with this agreement.

Bond Counsel prepared the following resolution for your approval.

At this time, it is **recommended** that it be

**VOTED:** That the District Board pass the following resolution:

RESOLUTION OF THE DISTRICT BOARD WITH RESPECT TO THE ISSUANCE OF INTERIM FUNDING OBLIGATIONS AND PROJECT LOAN OBLIGATIONS PURSUANT TO THE PROJECT LOAN AND PROJECT GRANT AGREEMENT CWF NO. 652-D BETWEEN THE STATE OF CONNECTICUT AND THE METROPOLITAN DISTRICT UNDER THE CLEAN WATER FUND PROGRAM

RESOLVED:

Section 1. The Chairman and the District Treasurer or Deputy Treasurer are authorized to execute and deliver any and all Interim Funding Obligations and Project Loan Obligations in the aggregate amount not to exceed \$20,398,151.71. 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 Project Loan and Project Grant Agreement CWF No. 652-D to be entered into with the State of Connecticut (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. Capitalized terms used herein and not defined shall have the meanings ascribed to them in the Agreement.

Section 2. 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, Esq.  
District Clerk

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

***Commissioner Caban abstained.***

**JOB CLASSIFICATION REVISION  
BILLING ANALYST**

From: Personnel, Pension and Insurance Committee

To: District Board

July 14, 2014

Staff is recommending that the Classification Plan be amended to include the new position of *Billing Analyst* with a proposed value of EE-13 (annual range \$79,168 to \$102,918). The creation of this position will allow for greater coordination of all billing rates and procedures.

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 *Billing Analyst* position and assign the classification a value of EE-13.

At this time, it is **recommended** that it be

**VOTED:** That the District Board pass the following resolution:

**RESOLVED:** That the classification system be amended to reflect the modification of the *Billing Analyst* position and assign this classification a value of EE-13.

Respectfully Submitted,

John S. Mirtle, Esq.  
District Clerk

**METROPOLITAN DISTRICT COMMISSION**

## CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE: BILLING ANALYST**

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### JOB SUMMARY

The purpose of this classification is to perform professional level work maintaining the Metropolitan District's accounting system with respect to billing processes. The position will assist in developing billing processes and procedures and analyzing billing data.

### 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.**

- Designs, implements and oversees billing procedures and processes. Plans and implements internal controls and quality assurances for billing processes. Works in a cross-functional capacity to ensure best practices are followed.
- Acts as a liaison to stakeholders regarding billing rates and billing details.
- Ensures the accuracy and timeliness of the billing processes for the District. Reviews and analyzes billing.
- Performs analysis of billing effectiveness and recommends and implements improvements to the billing system.
- Documents all processes. Monitors and responds to changes in billing requirements.
- May oversee the work of other employees in the billing group.
- Performs other related duties as required.

### SUPERVISION RECEIVED

Classification reports to the Controller.

### MINIMUM QUALIFICATIONS

Bachelor's degree in accounting or closely related field; supplemented by minimum five (5) years previous experience and/or training that includes, billing process development and financial analysis, including two (2) years of supervisory and/or managerial experience.

Experience with SAP/ERP Systems preferred.

### SPECIAL REQUIREMENTS

None.

### PERFORMANCE APTITUDES (KNOWLEDGE, SKILLS, AND ABILITIES)

**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 and communicate processes to others company wide.

**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; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

**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 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:** 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 sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Tasks are regularly preformed 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 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 Shay and duly seconded, the report was received and the resolution adopted by unanimous vote of those present.***

## JOB CLASSIFICATION REVISION PROCUREMENT SPECIALIST

From: Personnel, Pension and Insurance Committee

To: District Board

July 14, 2014

Staff is recommending that the Classification Plan be amended to assign a salary to the previously approved *Procurement Specialist* with a proposed value of EE-12 (annual range \$75,392 to \$98,009). This job classification was analyzed using the point valuation system and market data, and assigning this position to the level of EE-12 will allow for the creation of a job ladder within the procurement department.

If addition to assigning a salary to the previously approved job classification, the classification will be revised to reflect a change in reporting structure, as this position will report to the Director of Procurement.

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 *Procurement Specialist* position and assign the classification a value of EE-12.

At this time, it is **recommended** that it be

**VOTED:** That the District Board pass the following resolution:

**RESOLVED:** That the classification system be amended to reflect the modification of the *Procurement Specialist* position and assign this classification a value of EE-12.

Respectfully Submitted,

John S. Mirtle, Esq.  
District Clerk

Code: 12385  
Employee Group: E&E  
FLSA Status: Exempt

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE:           PROCUREMENT SPECIALIST**

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### **JOB SUMMARY**

The purpose of this classification is to plan, coordinate, and perform responsible work related to the District's procurement programs and operations. Work involves planning, coordinating, and performing technical and complex procurement activities for District commodities, labor contracts, and plain materials contracts in accordance with laws, ordinances, rules, regulations, and other requirements governing procurement. Responsibilities include creating purchase orders and contract documents, drafting bid award/rejection letters, and administering the MDC P-Card policy.

### **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.

- Plans, administers and performs technical and complex procurement activities for public works material, labor contracts, and plain materials contracts.
- Plans, coordinates, and performs technical and complex procurement activities in accordance with laws, ordinances, rules, regulations, and other requirements governing District procurement.
- Reviews and analyzes complex solicitations, budgetary estimates and price proposals from vendors and subcontractors in accordance with the District's Charter and bylaws to determine reasonableness of process and proposal terms and conditions.
- Coordinates the advertising process with external media for assigned procurements.
- Reviews, signs and/or issues purchase orders, ensuring accuracy and compliance with policies and procedures.
- Negotiates and administers procurement contracts; monitors contractor performance; and ensures contract specifications are met.
- Establishes and maintains procurement files, records, lists, documentation and databases; reviews records and reports prepared by subordinates; compiles information; maintains procurement activity reports; and prepares operational and statistical reports.
- Attends seminars and trade fairs to keep abreast of trends, new developments, and new products; develops and researches new and alternative sources of supply.
- 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 other related duties as required.



**Metropolitan District Commission • Procurement Specialist**

12385

**SUPERVISION RECEIVED**

Classification typically reports to the Manager of Procurement.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in, business administration, or a related field; supplemented by minimum four (4) years previous experience and/or training that includes procuring goods and services, supervising staff, and negotiating purchasing contracts; 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 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 apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility; and to apply principles of persuasion and/or influence over others in a supervisory capacity.

**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; and may require ability to utilize principles of fractions and/or interpret graphs.

**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:** 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.*

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

**INVESTMENT OF CERTAIN MDC REAL PROPERTY TO THE  
MDC EMPLOYEE PENSION FUND**

From: Personnel, Pension and Insurance Committee and Water Bureau

To: District Board

July 14, 2014

Be it resolved that the Board of Commissioners of the Metropolitan District hereby approves the investment contribution to the employee pension trust fund of MDC-owned Class III property located partly in Glastonbury and partly in Manchester, comprising a total of approximately 570 acres as more particularly set forth in the attached map and valued by independent appraisers at \$3.06 million, subject to the execution of an agreement with the pension trust fund to accept said investment contribution;

And be it further resolved that the Chairperson or the Vice Chairperson of the MDC is hereby authorized to execute any and all documents necessary to effect said investment contribution.

Respectfully submitted,

John S. Mirtle, Esq.  
District Clerk

***On motion made by Commissioner Curtis 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 6:59 P.M., Chairman DiBella requested an executive session.

***On motion made by Commissioner Shay and duly seconded, the District Board entered into executive session in order to discuss Settlement of pending litigation claims for Rick Gomez and Thomas Farrell***

Those in attendance during the executive session:

Commissioners Andrew Adil, Luis Caban, Daniel Camilliere, Mary Anne Charron, Donald M. Currey, Timothy Curtis, William A. DiBella, Janice Flemming, Allen Hoffman, Georgiana E. Holloway, Kathleen J. Kowalshyn, Joseph H. Kronen, Maureen Magnan, Alphonse Marotta, Mark A. Pappa, J. Lawrence Price, Hector Rivera, Pasquale J. Salemi, Helene Shay, Raymond Sweezy, Alvin E. Taylor; Attorney R. Bartley Halloran Christopher Stone, Brendan Fox and John Mirtle

**RECONVENE**

At 7:12 P.M., Chairman DiBella requested to come out of executive session and on motion made by Commissioner Magnan 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 *Rick Gomez v. Robert Moore, et. al. Docket No. 11-cv-1934 (JBA)*, for the total sum of \$220,000.00, of which the MDC would be responsible for \$25,000.000, 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 Sweezy and duly seconded, the report was received and the resolution adopted by unanimous vote of those present.***

**SETTLEMENT OF PENDING LITIGATION CLAIM**

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 *Thomas Farrell v. Metropolitan District Commission, Docket No. HHD-CV13-6038887 ("Litigation")*, for the total sum of \$60,000.00, 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 Shay and duly seconded, the report was received and the resolution adopted by unanimous vote of those present.***

**ADJOURNMENT**

The meeting was adjourned at 7:15 PM

ATTEST:

John S. Mirtle, Esq.  
District Clerk

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Date of Approval