

THE METROPOLITAN DISTRICT COMMISSION

555 Main Street
Hartford, Connecticut 06103
Monday, March 7, 2022

PRESENT: Commissioners John Avedisian, Clifford Avery Buell, Richard Bush, William A. DiBella, David Drake, Peter Gardow, Allen Hoffman, Maureen Magnan, Jacqueline Mandyck, Dominic Pane, Pasquale J Salemi, Ray Sweezy, Alvin Taylor and Calixto Torres (14)

REMOTE ATTENDANCE: Commissioners Andrew Adil, Donald Currey, Christian Hoheb, Jean Holloway, Mary LaChance, Bhupen Patel, Richard W. Vicino and James Woulfe (8)

ABSENT: Commissioners James Healy, David Ionno, Gary LeBeau, Byron Lester, Diane Lewis, Michael Maniscalco, Alphonse Marotta, Jon Petoskey and New Britain Special Representative Michael Carrier (9)

ALSO PRESENT: Scott W. Jellison, Chief Executive Officer
Christopher Stone, District Counsel
John S. Mirtle, District Clerk
Brendan Fox, Assistant District Counsel
Christopher Levesque, Chief Operating Officer
Kelly Shane, Chief Administrative Officer
Sue Negrelli, Director of Engineering
Robert Schwarm, Director of Information Technology
Tom Tyler, Director of Facilities
Jamie Harlow, Director of Human Resources
David Ruttly, Manager of Command Center
Anthony Spaziani, IT Consultant
David Baker, IT Consultant
Carrie Blardo, Assistant to the Chief Operating Officer
Victoria Escoriza, Executive Assistant
Joseph Szerejko, Independent Consumer Advocate

CALL TO ORDER

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

ROLL CALL AND QUORUM

The District Clerk called the roll and informed District Counsel Christopher Stone 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 Sweezy and duly seconded, the meeting minutes of January 10, 2022 were approved. Commissioner Adil abstained.

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

Attorney Joseph Szerejko, Independent Consumer Advocate, introduced himself to the District Board as the new Independent Consumer Advocate.

Joan Facey of Hartford spoke regarding a complaint related to a shared sewer lateral that was disconnected from the sewer main in the street due to a building demolition, resulting in sewer backup into her property. She requested that the District Clerk take her complaint and refer it to the Bureau of Public Works for consideration.

Judy Allen of West Hartford spoke regarding agenda item #12B, and asked at what point the public would become aware of the particular property that is being considered for sale.

REPORT FROM CHIEF EXECUTIVE OFFICER

Chief Executive Officer Scott Jellison reported to the District Board on the current status of the mask mandate, the receipt of a bill from the US Army Corps. of Engineers for Colebrook Dam and MDCs sponsorship of the Special Olympics.

REPORT FROM DISTRICT COUNSEL

District Counsel Christopher Stone reported to the District Board on Colebrook River Lake Dam, labor grievances, the upcoming sale of 705 Kenney Street in Manchester, litigation related to the sewer liner failure in Linbrook Drive West Hartford and a summary of the 2021 collections for unpaid water bills.

Brendan Fox, Assistant District Counsel, provided a report on the current legislative session.

APPOINTMENT OF COMMISSIONERS TO ETHICS ADVISORY BOARD

This agenda item was postponed until the next meeting.

**COMMITTEE ON ORGANIZATION
APPOINTMENT OF DIRECTOR OF OPERATIONS & UTILITY SERVICES**

To: Committee on Organization

March 7, 2022

Pursuant to Section B3b of the District By-Laws, it is the recommendation of the staff of The Metropolitan District and approved by the Committee on Organization to appoint David Rutty as Director of Operations & Utility Services for The Metropolitan District.

At a meeting of the Committee on Organization on March 7, 2022, it was:

Voted: That the Committee on Organization recommends to the District Board passage of the following resolution:

Resolved: That the District Board, in accordance with Section B3b of the District By-Laws, hereby appoints David Rutty as Director of Operations & Utility Services for The Metropolitan District effective March 7, 2022.

Respectfully submitted,



John S. Mirtle, Esq.
District Clerk

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

Without objection, Commissioner Sweezy moved to consolidate agenda items #11A "Business Analyst 1", 11B "Business Analyst II", 11C "Manager of Procurement", and 11D "Human Resources Assistant".

**PERSONNEL, PENSION AND INSURANCE COMMITTEE
ADDITIONS TO JOB CLASSIFICATIONS
BUSINESS SYSTEMS ANALYST I**

To: District Board

March 7, 2022

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Classification System be amended to include the *Business Systems Analyst I* classification. A copy of the proposed

Specification is attached. The salary allocation of EE10 (range of \$82,488.44 to \$107,234.98).

This proposed job specification changes will provide a mid-level IT role to help attract qualified candidates to best support Information Systems capabilities. In this role, the Business Systems Analyst I will learn District Information Systems and be able to advance to the next level.

It is therefore RECOMMENDED that it be:

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

RESOLVED: That the Job Specification for Business Systems Analyst I be amended to include the Business Systems Analyst I classification allocated to EE10 (copy of job specification attached).

Respectfully submitted,



John S. Mirtle, Esq.
District Clerk

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: BUSINESS SYSTEMS ANALYST I

JOB SUMMARY

The purpose of this classification is to assist higher level classifications with professional administrative work involving the operational support of administrative systems and in the delivery of solutions for technical project requirements. Assists with developing and deploying approved solutions collaboration with business partners and external service providers. Supports changes providing clear communication, documentation and training to users.

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.

- Supports business groups to advance projects and support business objectives.
- Creates, develops and analyzes functional requirements of system to improve business processes.
- Manages requirements to ensure that they are documented properly and easy to find for future reference.
- Updates requirement traceability information and record requirements status in the course of the project.

- Monitors changes to baseline requirements using approved change management processes and tools.
- Contributes to the development of test plans and test scripts, and perform test execution.
- Coordinates resolution of Enterprise Systems support issues with IT staff, suppliers and functional users
- Maintains support of technical solutions and maintains service levels for the Business.
- Assists with information gathering and in the preparation of reports.
- Keeps current on new technologies by reading literature, attending conferences and seminars, taking classes, and participating in technical societies, as appropriate.
- Performs special assignments, as directed; researches business problems; drafts and presents recommendations.
- Attends training sessions, seminars, and staff meetings; and provides training to other District staff as assigned.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Information Technology.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Analytics, Management Information Systems, Computer Science, Finance, Business Administration, or a related field, supplemented by two (2) years previous experience or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

SPECIAL REQUIREMENTS

Must have a valid driver's license. Others to be defined based on specific skills being recruited for at the time.

PERFORMANCE APTITUDES

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: Essential functions 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.

**PERSONNEL, PENSION AND INSURANCE COMMITTEE
REVISIONS TO JOB CLASSIFICATIONS
BUSINESS SYSTEMS ANALYST**

To: Personnel, Pension and Insurance Committee for consideration on February 9, 2022

Staff is recommending that the Job Specifications and Title be amended for the current *Business Systems Analyst* classification to *Business Systems Analyst II* with the proposed specification changes as attached. The salary allocation of EE12 would remain the same (range of \$ 90,934.71 to \$ 118,215.11).

This proposed job specification changes will be used to attract and retain qualified candidates with skills sets to help advance the capabilities of Information Systems.

It is therefore RECOMMENDED that it be:

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

RESOLVED: That the *Business Systems Analyst* Job Specification be amended to change the title to *Business Systems Analyst II*, with the wording changes to the job specifications be amended as indicated on the above/attached with no change to the salary allocation EE12.

Respectfully submitted,



John S. Mirtle, Esq.
District Clerk

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: **BUSINESS SYSTEMS ANALYST II**

JOB SUMMARY

The purpose of this classification is to perform professional administrative work involving the study, analysis and assessment of administrative systems and business operations for the purpose of developing business solutions, management tools, and policies and procedures to improve business resilience, efficiency and effectiveness. Works with MDC business partners to assess requirements and identify the best-fit solution that will deliver sustainable results. Develop and deploy approved solutions through process improvement, application configuration or a combination of methods in close collaboration with business partners and external service providers. Manages changes providing clear communication, documentation and training to users. Documents system requirements, defines scope and objectives and creates and maintains system specifications that support best business practices. 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.

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.

- Manage relationship between business process owners and IT to advance projects and develop business solutions.
- Manages the expectations and requirements of the business and IT.
- Creates, develops and analyzes functional requirements of system to improve business processes. Establish and implement change control and best practices with regards to system maintenance, configuration, development, testing, data integrity, etc.
- Review existing computer systems to understand capabilities, scheduling and workflow limitations, and make recommendations, including upgrading to and purchasing new equipment or software packages. Maintain, test and monitor computer systems and programs while coordinating installations of new programs and systems.
- Manages requirements to ensure that they are documented properly and easy to find for future reference.
- Manages requirement traceability information and record requirements statuses across multiple projects.
- Manages changes to baseline requirements using approved change management processes and tools.
- Leads the development of test plans and test scripts, and perform test execution.
- Manages resolution of Enterprise Systems support issues with IT staff, suppliers and functional users.

Metropolitan District Commission • Business Systems Analyst

- ~~Measures and manages service level agreements between IT and the Business.~~
- ~~Manages and maintains the document management financial system. Organizes and maintains records, provides user and document permissions, and provides user system training.~~
- ~~Creates and maintains document management architecture in the document management/content manager system. Configures the document management system for Clean Water Projects and Capital Improvement Projects.~~
- ~~Creates workflows for the capital improvement projects.~~
- Compiles information; and prepares a variety of records and reports.
- ~~Leads market research on emerging tools, technologies and processes by reading literature, attending conferences and seminars, taking classes, and participating in technical societies, as appropriate.~~
- ~~Performs/Leads 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

Works under the general supervision of a [the Director of Information Technology Manager](#).

MINIMUM QUALIFICATIONS

Bachelor's degree in [Business Analytics, Management Information Systems, Computer Science, Finance, Business Administration](#)~~business administration~~, or a related field, supplemented by six (6) ~~years~~ previous experience ~~and/or training involving analysis of business systems and the use of common database and spreadsheet software~~; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

SPECIAL REQUIREMENTS

~~Must have a valid driver's license. To be defined based on specific skills being recruited for at the time.~~

PERFORMANCE APTITUDES

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: Essential functions 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.

PERSONNEL, PENSION AND INSURANCE COMMITTEE REVISIONS TO JOB DESCRIPTIONS MANAGER OF PROCUREMENT

To: District Board

March 7, 2022

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Classification System be amended to include the revised position of *Manager of Procurement*. This position currently exists within the District's job classification structure and, as currently constituted, works under the general direction of the Chief Financial Officer. Staff recommends that this position work under the general direction of the Chief Administrator Officer. Additionally, staff recommends that language be amended in the Minimum Qualifications section of the job specification as follows. To remove language that states that practical experience is not an acceptable substitute for the degree requirement and to add language to allow for an equivalent combination of education, training, and experience.

At a meeting of the Personnel, Pension and Insurance Committee held on February 9, 2022, it was:

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

Resolved: That the job specification for *Manager of Procurement* be amended as recommended

Respectfully submitted,



John S. Mirtle, Esq.
District Clerk

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: MANAGER OF PROCUREMENT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage the operations, staff, and resources of the District's purchasing/procurement functions. The Manager of Procurement is responsible for the development, implementation and management of policies and procedures related to the acquisition of materials and services required to support the District's operating and capital requirements. This position will work under the direction of the Chief Administrative Officer.

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 and manages the District's procurement functions; develops and recommends procurement policies and procedures which facilitate securing the best quality materials, equipment, supplies and services at the best price; establishes work priorities and assignments; and allocates resources to meet the personnel, material and equipment needs of purchasing projects and operations.

Negotiates, creates, and manages contracts for all District functions. Works closely with technical staff to determine needs, provide organizational leadership in preparation, solicitation and evaluation of RFQs/RFPs/RFSS/RFIs. This also includes preparing cost/price analyses, acting as liaison between the District and contractors in administering and managing related contractual issues. Prepares written reports and correspondence as required. Maintains compliance files in accordance with the District policies/procedures. Maintains contacts with all pertinent markets in which the District will operate.

Reviews and analyzes complex solicitations, budgetary estimates and price proposals from subcontractors/vendors in accordance with the District's Charter, labor, taxation, commercial and other applicable laws to determine reasonableness of prices and proposal terms and conditions.

Ensures procurement staff's compliance with procurement and subcontracting policies as adopted by the District. Develops and recommends procurement structures that best utilize staff to achieve long and short-range goals.

Reviews documentation for all contracts and purchase orders involving large amounts to ensure compliance with industrial and government contract requirements and internal policies and procedures.

Exercises authority to execute contracts (up to the maximum amount of their delegated authority), negotiates and issues contract amendments (change orders), purchase orders, and agreements in accordance with the delegation of signature authority established by District management.

Maintains awareness of changes in government regulations and develops recommendations regarding the District's policies and practices.

Applies knowledge of commercial law, Federal Acquisition Regulations (FARs) and supplemental acquisition regulations of government agencies as they apply and influence aspects of contract administration, procurement, and subcontracting.

Develops, maintain and report on key performance indicators which highlight the Procurement function performance. Make recommendations for improving operational efficiency and control.

Documents and periodically review the internal control structure within the Procurement function to ensure proper compliance with all policies and procedures.

Communicates with managers, customers, other individuals and groups. Makes presentations at the Board of Finance and District Board Meetings, as required.

Develops, tracks and communicates objectives and goals for Procurement function personnel on an annual basis and manages the annual employee performance appraisal process. Provides timely feedback to all assigned direct reports regarding performance against objectives and goals on a quarterly basis.

Performs personnel management tasks in accordance with collective bargaining agreements applicable to staff including: conducting interviews and making recommendations for applicant selection; assigning work; establishing performance expectations; providing training and opportunities for employee development; providing guidance and advice regarding difficult issues; ensuring safe work practices; evaluating employee performance; counseling employees; implementing disciplinary action or making recommendations for disciplinary action as necessary; taking other personnel actions, such as reclassifications as needed.

Operates a personal computer proficiently, and general office equipment as necessary to complete essential functions, to include highly skilled use of word processing, spreadsheet, database, or other system software.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Business, Finance, Accounting or related field with a minimum of seven (7) years of procurement management experience and a minimum of five (5) years of experience in public sector procurement (federal, state or local government), **or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job. Practical experience is not an acceptable substitute for degree requirement.** Master's Degree in Business Administration and/or professional certification such as Certified Public Purchasing Officer, Certified Professional Purchasing **Manager Officer, Certified Professional Purchasing Manager**, or equivalent certifications are desirable.

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

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

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**PERSONNEL, PENSION AND INSURANCE COMMITTEE
ADDITION TO CLASSIFICATION SYSTEM
HUMAN RESOURCES ASSISTANT**

To: District Board

March 7, 2022

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Classification System be amended to include the *Human Resources Assistant* classification. A copy of the proposed Specification is attached. The salary allocation of EE06 (range of \$72,714.88 to \$87,257.86).

This proposed job specification will fill a gap in the current structure of HR. This will enhance the District's opportunity to attract and retain qualified Human Resources candidates while also providing a structure for growth and advancement within the HR structure. In this role, the Human Resources Assistant will learn more about Human Resources and the District and will be able to advance to the next level positions which will help with succession planning and institutional knowledge.

At a meeting of the Personnel, Pension and Insurance Committee held on February 9, 2022, it was:

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

RESOLVED: That the Job Specification for Human Resources Assistant position be adopted and allocated to EE06 (copy of job specification attached).

Respectfully submitted,



John S. Mirtle, Esq.
District Clerk

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: HUMAN RESOURCES ASSISTANT

JOB SUMMARY

This is responsible dedicated Human Resources position. Work involves providing support for various human resources programs, which may involve recruitment, selection, job classification, compensation, employee benefits, organizational effectiveness, labor relations, regulatory compliance, performance

evaluation, payroll interaction, safety, worker's compensation, risk management, training/development, or other human resources issues.

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.

- Serves as a liaison to recruitment activities for the District. Actively and effectively partners with District constituents, throughout the recruitment and staffing processes. Guide hiring managers and other associated users through the online applicant tracking system, job posting and interview process. Answers questions from employees and applicants about employment procedures and policies, benefits, and other Human Resources-related topics.
- Supports business groups to advance projects and support business objectives
- Collaborates with third-party reference and pre-employment background checking vendors. Completes employment and other related verifications. Conducts new employee orientations, ensuring all appropriate documentation is completed within established time constraints and consistent with plan guidelines.
- Maintains timely and accurate data on both internal systems and the District HRIS system in compliance with established data integrity standards. Works with the Human Resources staff to process new employee payroll set-up and inputs and maintains Human Resource records.
- Actively participates in the evaluation of existing HR business and technological processes in an effort to continuously improve operational effectiveness.
- Assists the HR management team in the preparation and tracking of valuable professional learning and developmental opportunities for the District community. Coordinates in person and online training programs for District employees.
- Assists in multiple aspects of Workers' Compensation claims. Working in conjunction with the appropriate parties, ensures absences are recorded and continued follow-up is completed. Acts as a liaison between the supervisor, employee and insurance carrier when appropriate.
- Assists with annual compliance reporting. Assists with the preparation of documentation in support of departmental audits, unemployment and/or insurance claims, labor relations, salary surveys, Affirmative Action Plan statistics.
- Actively participates in various annual HR projects, initiatives, programs and special events as necessary and/or appropriate.
- Performs other duties of a similar or related level and assists with special projects as necessary or assigned.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Human Resources.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Human Resources, Public Administration, Industrial Relations, or a closely related field; supplemented by a minimum of two (2) years previous experience and/or training that includes personnel administration in a union or corporate environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

SPECIAL REQUIREMENTS

Must have a valid driver's license.

PERFORMANCE APTITUDES

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: Essential functions 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 Sweezy and duly seconded, the reports were received and resolutions adopted for agenda items #11A “Business Analyst 1”, 11B “Business Analyst II”, 11C “Manager of Procurement”, and 11D “Human Resources Assistant” by unanimous vote of those present.

BOARD OF FINANCE
CLOSEOUT OF WATER, SEWER, COMBINED & CLEAN WATER PROJECTS
WATER CAPITAL PROJECTS

To: District Board

March 7, 2022

From: Board of Finance

The District has undertaken the task of updating its Capital Improvement Project (CIP) records. The task includes the identification of projects which have been completed, cancelled, or had a change of scope. Based upon the review, District staff now recommends that the following projects be closed.

Project Definition	Year	BA	Project Description	Town	Budget	Expended Amount	Remaining Balance (UnAuthorize)
C-09000/WAT.CW1227.01	2009	2120	Water Facility Improvements	Various	\$ 2,785,000.00	\$ 2,732,867.64	\$ 52,132.36
	2009 Total				2,785,000.00	2,732,867.64	52,132.36
C-13005/WAT.CW1372.01	2013	2120	Oakwood WMR	Bloomfield	1,850,000.00	430,519.64	1,419,480.36
C-13012/WAT.CW1366.01	2013	2120	Wickham Hill Basins	East Hartford	4,980,000.00	4,093,532.96	886,467.04
C-99P13/WAT.CW1376.01	2013	2120	FY13-Paving Program	MDC	4,200,000.00	4,191,306.08	8,693.92
	2013 Total				11,030,000.00	8,715,358.68	2,314,641.32
C-14018/WDS.TM1314.01	2014	2120	UCONN Farmington HC	Farmington	5,000,000.00	3,431,182.40	1,568,817.60
C-14005/WDS.TM0014.02	2014	2120	Kilkenny Water Transmission Main	West Hartford	5,000,000.00	4,047,727.43	952,272.57
	2014 Total				10,000,000.00	7,478,909.83	2,521,090.17
C-15020/WTF.FA00015.01	2015	2120	WTF Upgrades	Various	1,000,000.00	996,101.62	3,898.38
C-15039/WDS.TM0115.02	2015	2120	WMR-Buckingham Street	Hartford	600,000.00	545,805.09	54,194.91
	2015 Total				1,600,000.00	1,541,906.71	58,093.29
C-16002/WDS.TM0016.01	2016	2120	Water Supply Improvement-Raw Water	Barkhamsted	500,000.00	488,321.48	11,678.52
C-16003/WDS.TM0516.01	2016	2120	Bloomfield Transmission Main Ext	Bloomfield	8,000,000.00	5,489,752.30	2,510,247.70
	2016 Total				8,500,000.00	5,978,073.78	2,521,926.22
	Grand Total				\$ 33,915,000.00	\$ 26,447,116.64	\$ 7,467,883.36

At a meeting of the Board of Finance on February 9, 2022, it was:

Voted: That the Board of Finance recommends to the District Board passage of the following resolution:

Resolved: That the District Board approves appropriation closeouts for the projects listed above.

Respectfully submitted,



John S. Mirtle, Esq.
District Clerk

SEWER CAPITAL PROJECTS

To: District Board

March 7, 2022

From: Board of Finance

The District has undertaken the task of updating its Capital Improvement Project (CIP) records. The task includes the identification of projects which have been completed, cancelled, or had a change of scope. Based upon the review, District staff now recommends that the following projects be closed.

Project Definition	Year	BA	Project Description	Town	Budget	Expended Amount	Remaining Balance (UnAuthorize)
C-10007/WWA.CS1153.01	2010	2110	WPC Electrical System	MDC	\$ 4,280,000.00	\$ 3,797,482.96	\$ 482,517.04
	2010 Total				4,280,000.00	3,797,482.96	482,517.04
C-12008/WWA.CS1188.01	2012	2110	WPC Renewal & Replacement	MDC	3,000,000.00	2,965,449.82	34,550.18
	2012 Total				3,000,000.00	2,965,449.82	34,550.18
C-14015/SCS.SR0514.01	2014	2110	Sewer Replacement-Packard & Daniel	Bloomfield	3,000,000.00	1,523,392.17	1,476,607.83
C-99V14/SCS.EQ0014.01	2014	2110	Backwater Valve	MDC	750,000.00	750,000.00	-
	2014 Total				3,750,000.00	2,273,392.17	1,476,607.83
C-15021/SCS.SR0015.01	2015	2110	Bond Street Area Sewer Rehab	Hartford	1,400,000.00	1,047,835.23	352,164.77
C-15025/SCS.SR0015.06	2015	2110	Sewer Rehabilitation Program	MDC	5,000,000.00	3,314,560.55	1,685,439.45
	2015 Total				6,400,000.00	4,362,395.78	2,037,604.22
C-16005/SCS.SR0016.01	2016	2110	Sewer Rehabilitation Program	MDC	3,600,000.00	3,599,999.30	0.70
	2016 Total				3,600,000.00	3,599,999.30	0.70
C-19013/SCS.SR0019.04	2019	2110	Various Sewer Pipe Rehabilitation	MDC	5,000,000.00	4,964,499.58	35,500.42
	2019 Total				5,000,000.00	4,964,499.58	35,500.42
	Grand Total				\$ 26,030,000.00	\$ 21,963,219.61	\$ 4,066,780.39

At a meeting of the Board of Finance on February 9, 2022, it was:

Voted: That the Board of Finance recommends to the District Board passage of the following resolution:

Resolved: That the District Board approves appropriation closeouts for the projects listed above.

Respectfully submitted,



John S. Mirtle, Esq.
District Clerk

COMBINED CAPITAL PROJECTS

To: District Board

March 7, 2022

From: Board of Finance

The District has undertaken the task of updating its Capital Improvement Project (CIP) records. The task includes the identification of projects which have been completed, cancelled, or had a change of scope. Based upon the review, District staff now recommends that the following projects be closed.

Project Definition	Year	BA	Project Description	Town	Budget	Expended Amount	Remaining Balance (UnAuthorize)
C-13014/COM.CFP178.01	2013	2130	Communications System	MDC	\$ 1,000,000.00	\$ 566,477.58	\$ 433,522.42
C-13015/COM.CFP183.01	2013	2130	Information Technology-Applications	MDC	5,000,000.00	4,901,260.62	98,739.38
C-13016/COM.CFP184.01	2013	2130	Information Technology-Hardware	MDC	5,000,000.00	4,882,537.23	117,462.77
	2013 Total				11,000,000.00	10,350,275.43	649,724.57
C-16008/COM.EQ0016.01	2016	2130	Information Technology-Upgrades	MDC	5,000,000.00	4,865,048.88	134,951.12
	2016 Total				5,000,000.00	4,865,048.88	134,951.12
C-99F17/COM.VE0017.01	2017	2130	Fleet Replacement	MDC	800,000.00	791,761.96	8,238.04
	2017 Total				800,000.00	791,761.96	8,238.04
C-18004/COM.EQ0018.01	2018	2130	Information Technology-Equipment	MDC	7,500,000.00	7,449,126.00	50,874.00
	2018 Total				7,500,000.00	7,449,126.00	50,874.00
C-99F19/COM.VE0019.01	2019	2130	Fleet Replacement	MDC	1,700,000.00	1,696,103.73	3,896.27
	2019 Total				1,700,000.00	1,696,103.73	3,896.27
C1H02	2020	2130	Survey & Construction	MDC	4,500,000.00	3,674,461.35	825,538.65
C1H03	2020	2130	Engineering Services	MDC	4,000,000.00	3,627,477.76	372,522.24
C1H04	2020	2130	Construction Services	MDC	2,000,000.00	1,561,094.76	438,905.24
C1H05	2020	2130	Technical Services	MDC	4,000,000.00	3,453,713.23	546,286.77
	2020 Total				14,500,000.00	12,316,747.10	2,183,252.90
	Grand Total				\$ 40,500,000.00	\$ 37,469,063.10	\$ 3,030,936.90

At a meeting of the Board of Finance on February 9, 2022, it was:

Voted: That the Board of Finance recommends to the District Board passage of the following resolution:

Resolved: That the District Board approves appropriation closeouts for the projects listed above.

Respectfully submitted,



John S. Mirtle, Esq.
District Clerk

CLEAN WATER FUND PROJECTS

To: District Board

March 7, 2022

From: Board of Finance

The District has undertaken the task of updating its Clean Water Fund Projects records. The task includes the identification of projects which have been completed, cancelled, or had a change of scope. Based upon the review, District staff now recommends that the following projects be closed.

Project Definition	Year	BA	Project Description	Town	Budget	Expended Amount	Remaining Balance (UnAuthorize)
C-10008/CW1.NSSTOW.02	2010	2300	2010 Tower Ave South	Hartford	\$ 10,000.00	\$ 10,000.00	\$ -
C-11006/CW1.WTFHAR.18	2011	2300	2011 Wet Weather Expansion	Hartford	31,494,239.87	31,494,239.87	-
C-12001/CW1.SSONWT.07	2012	2300	2012 Cedar Newington	Newington	3,937,769.30	3,937,769.30	-
C-12010/CW1.SSORKH.07	2012	2300	2012 RH Interceptor	Rocky Hill	32,862,055.42	32,862,055.42	-
C-13000/CW1.SSOGEN.13	2013	2300	2013 SSO Elimination	MDC	1,604,178.02	1,604,178.02	-
C-13001/CW1.SSSPAR.11	2013	2300	2013 Green Infrastructure	Hartford	605,082.99	605,082.99	-
C-13018/CW1.WTFHAR.20	2013	2300	2013 WWEP #2012-20	Hartford	90,168,900.86	90,168,900.86	-
		2300 Total			160,682,226.46	160,682,226.46	-
C-13013/CW2.WTFRKH.04	2013	2400	2013 RHWPCF Cap & Up	Rocky Hill	57,616,907.66	57,616,907.66	-
C-15007/CW2.CSOGEN.17	2015	2400	2015 Large Diameter Clean	MDC	5,146,489.08	5,146,489.08	-
C-15038/CW2.SSOGEN.16	2015	2400	2015 CMOM Plan Updates	MDC	85,515.92	85,515.92	-
C-16010/CW2.WTFHAR.25	2016	2400	2016 Ash Lagoon Cl.	Hartford	123,883.27	123,883.27	-
C-16011/CW2.SSSPAR.13	2016	2400	2016 Bartholomew Avenue	Hartford	83,699.01	83,699.01	-
C-16013/CW2.WTFRKH.05	2016	2400	2016 RHWPCF Outfall	Rocky Hill	3,869,454.64	3,869,454.64	-
C-17003/CW2.CSOGRA.05	2017	2400	2017 North Branch Park River	Hartford	709,818.89	709,818.89	-
		2400 Total			67,635,768.47	67,635,768.47	-
		Grand Total			\$ 228,317,994.93	\$ 228,317,994.93	\$ -

At a meeting of the Board of Finance on February 9, 2022, it was:

Voted: That the Board of Finance recommends to the District Board passage of the following resolution:

Resolved: That the District Board approves appropriation closeouts for the projects listed above.

Respectfully submitted,



John S. Mirtle, Esq.
District Clerk

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

**BOARD OF FINANCE
DISPOSITION OF SURPLUS LANDS**

To: District Board March 7, 2022

From: Board of Finance

At a meeting of the Board of Finance on February 9, 2022, it was:

Voted: That the Board of Finance recommends to the District Board passage of the following resolution:

Resolved: To establish a budget item for external services to be used in conjunction with staff services to pursue the "program" as described in the October 27, 2021 Board of Finance Resolution herein for 2022 and transfer the sum of \$50,000 from the "Legal-Collection" budget to a new line item within the legal budget for this purpose.

Respectfully submitted,



John S. Mirtle, Esq.
District Clerk

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

**SETTLEMENT OF PENDING LITIGATION
DANIEL GIUNGI v MDC**

To: District Board

March 7, 2022

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 **DANIEL GIUNGI V. ARIC SMITH & METROPOLITAN DISTRICT COMMISSION** Docket No. HDD-CV21-6140020, for the total sum of \$40,000.00, subject to the proper execution of any and all documents reasonably necessary to effect said settlement, including but not limited to a general release and the formal withdrawal of said action.

Respectfully submitted,



John S. Mirtle, Esq.
District Clerk

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

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

COMMISSIONERS COMMENTS AND QUESTIONS

Commissioner Adil thanked Scott, Chairman DiBella and the District Board for their sympathy after his father passed away.

ADJOURNMENT

The meeting was adjourned at 7:19 PM

ATTEST:

John S. Mirtle, Esq.
District Clerk

Date of Approval