

**THE METROPOLITAN DISTRICT COMMISSION  
REGULAR MEETING**

555 Main Street  
Hartford, Connecticut 06103  
Monday, March 4, 2024

**PRESENT:** Commissioners Andrew Adil, Kyle Anderson, Clifford Avery Buell, Richard Bush, William A. DiBella, David Drake, John Gale, Peter Gardow, Joan Gentile, Allen Hoffman, Jean Holloway, Gary Johnson, Jacqueline Mandyck, Dominic Pane, Bhupen Patel, Pasquale J Salemi, David Steuber, Alvin Taylor, Calixto Torres, James Woulfe and District Chairman Donald Currey (21)

**REMOTE ATTENDANCE:** Commissioners Esther Clarke, Dimple Desai, Christian Hoheb, Diane Lewis and Maureen Magnan (5)

**ABSENT:** Commissioners John Avedisian, John Bazzano, James Healy, Mary LaChance, Byron Lester, Michael Maniscalco and New Britain Special Representative Michael Carrier (7)

**ALSO PRESENT:** Awet Tsegai, Citizen Member  
Scott W. Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Christopher Levesque, Chief Operating Officer  
Kelly Shane, Chief Administrative Officer  
Robert Barron, Chief Financial Officer  
Jamie Harlow, Director of Human Resources  
Robert Schwarm, Director of Information Systems  
Tom Tyler, Director of Facilities  
Rita Kelley, EEOC Officer  
Steven Bonafonte, Assistant District Counsel  
Brendan Fox, Assistant District Counsel  
Carrie Blardo, Assistant to the Chief Executive Officer (Remote Attendance)  
Julie Price, Executive Assistant  
Jacob Aviles, IT Consultant (Remote Attendance)  
Dylan Pecego, IT Consultant (Remote Attendance)  
Janice Flemming, Strategic Outreach Solutions  
Mike Christ, Levin, Paolino and Christ Government Relations Consulting, LLC

**CALL TO ORDER**

The meeting was called to order by District Chairman Currey at 5:32 PM

**ROLL CALL AND QUORUM**

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

**PLEDGE OF ALLEGIANCE**

Those in attendance stood and recited the Pledge of Allegiance.

**APPROVAL OF MINUTES**

***On motion made by Commissioner Adil and duly seconded, the meeting minutes of February 5, 2024 were approved.***

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

Alma Elder, of the organization Third Act, spoke on agenda item #9B “Potential Real Estate Lease 235 Brainard Road Hartford” and voiced concern about the type of power not being a clean source.

**REPORT FROM DISTRICT CHAIRMAN**

District Chairman Currey informed the Board that he met with the Mayor and Town Manager of West Hartford and four of the five West Hartford Commissioners where they discussed upcoming issues including technology, regional stormwater authority and other issues that impact West Hartford. The Chairman plans on reaching out to the other member town Mayors and Town Managers to hold similar meetings.

**REPORT FROM CHIEF EXECUTIVE OFFICER**

CEO Scott Jellison reminded the Board of the upcoming Integrated Plan/Consent Order meeting at 6:00 PM on March 14<sup>th</sup> in the Boardroom. He also showed a mockup of the storefront of the new outreach office on Barbour Street and briefly spoke on the MDC's participation and volunteerism at the CT Special Olympics. He also let the Board know that staff is holding a meeting with the Towns on March 26<sup>th</sup> at the training center to present the Raw Water Master Plan. He updated the Board that the MDC is working to hold a meeting with the City of Hartford on the MOU for the MS4 permit which DEEP and EPA are expecting to be executed. He discussed the Portland water sale contract which is expiring at the end of 2025.

Mr. Jellison also briefed the Board on a recent trip to Washington, D.C. with Attorney Steve Bonafonte and District Counsel Christopher Stone where they met with the Connecticut Congressional delegation to discuss items important to the District, including the Colebrook Reservoir. Regarding the Colebrook Reservoir, he stated that he and Attorney Stone would be meeting with the USACE the following day. Lastly, pertaining to upcoming conferences

and meetings, Mr. Jellison stated that Hartford is hosting the Water Environment Foundation (WEF) for their conference in April and also that he is taking part in a NACWA presentation in Providence at the beginning of May.

***Commissioner Steuber entered the meetings at 5:40 PM.***

### **REPORT FROM DISTRICT COUNSEL**

District Counsel Christopher Stone briefly discussed the trip to Washington, D.C. last week with CEO Scott Jellison and Attorney Steve Bonafonte to meet with the Congressional delegation on issues important to the MDC, such as the Colebrook USACE agreement and the WRDA bill. He also discussed the conservation easement related to the abandonment at Colebrook. Also related to the Colebrook area, he stated that MDC has met with state stakeholders regarding flow of the Farmington River after the MDC exits Colebrook. Lastly, he updated the Board on the new collections protocol for delinquent sewer assessments.

Attorney Stone introduced the present legislative consultants Brendan Fox, Steven Bonafonte, Janice Flemming, and Mike Christ. Attorney Fox presented on current bills at the state legislature that the MDC is focusing their lobbying efforts on. The first is a bill in the Environmental Committee regarding water resources of Upper Farmington River. The second is a Planning & Development bill that proposes to increase compensation for the Independent Consumer Advocate from \$50k to \$70k and would also change the process for the ICA request for increase in fees to go through the Consumer Counsel's office rather than the District Board. The third bill would transfer audit responsibilities to the State Auditor, create a task force to examine the MDC Charter and operations and make suggested changes, give Non-Member Town Commissioners the right to vote on water rates, and mandate the MDC to adopt the State model code of ethics.

### **BUREAU OF PUBLIC WORKS 458 WINDSOR AVE, WILSON PARK ENCROACHMENT AGREEMENT**

To: District Board

March 4, 2024

From: Bureau of Public Works

In a letter dated June 27, 2023, and revised November 22, 2023, Mr. Francis J. Vacca, P.E., Senior Project Manager at BSC Group, on behalf of the Town of Windsor, owner of the above-referenced property ("Owner"), has requested permission from The Metropolitan District ("MDC" or "District") to encroach on the MDC's existing 20-foot-wide Deckers Brook Trunk Sewer easement or right-of-way, encompassing an existing 15-inch and 12-inch sanitary trunk sewer and its appurtenant infrastructure (collectively, the "Sewer"), situated on the Property ("ROW") for the purpose of constructing and installing site improvements for and in connection with the Wilson Park Revitalization Project (the "Project").

The proposed work for the Project entails (i) removal of topsoil, excavation and filling of up to 2.3 feet of fill, (ii) installation of new concrete and bituminous concrete sidewalk and pavers, (iii) installation of a 4-inch sanitary sewer lateral connection to the Sewer, (iv) installation of four electrical and telecom conduits, and (v) adjusting two sanitary manhole frames and covers to grade as shown on the accompanying map (collectively, the “Improvements”). The Sewer was built in 1947 and 1949, and was rehabilitated in 1998.

MDC staff has concluded that the Improvements are minor and that there will be no detriment to the Sewer as a result, provided Owner enters into and executes an encroachment agreement with the MDC, whereby Owner complies with the following conditions and other conditions required hereby.

Owner has agreed to the following conditions in order to satisfy the District’s concerns for protection of the Sewer located within the Property and to maintain accessibility along the length of the MDC’s ROW:

1. Care must be taken during the performance of work for the Improvements or any maintenance, repair or replacement of the same not to disturb the Sewer. All heavy construction equipment and materials must be located outside of the limits of the ROW when not in use. Any earth moving equipment that will be utilized on the ROW over and adjacent to the Sewer shall be reviewed and approved by District staff prior to mobilization to the site. Any damage to the Sewer caused by any construction, maintenance, repair, replacement or associated activities by or on behalf of Owner within the ROW shall be the responsibility of the Owner.
2. No additional permanent improvements, other than the proposed Improvements, shall be located within the ROW.
3. The District reserves the right to remove Improvements within the ROW at any time if so required for maintenance, repair or replacement of the Sewer. Owner shall bear any additional maintenance, repair or replacement costs necessitated by the presence of Improvements within the ROW, including any such costs incurred by the District.
4. In the event of a sewer emergency caused by the proposed excavation described above, the Owner shall provide, install, operate and remove, at the Owner’s expense, an appropriately sized bypass pump and appurtenances.
5. An MDC or MDC hired-consultant inspector must be on the job site whenever work is being performed within the ROW, and Owner shall be responsible for the cost and expense of such inspector. Any construction of the Improvements as well as any subsequent construction, maintenance, repair or replacement of the Improvements shall conform to District standards and 48-hours advance notice must be given to the District and a preconstruction meeting shall be held prior to commencing any such activities within the

ROW, except in the case of an emergency, in which case notice must be provided to the District as soon as practicable. Such inspector shall have the unilateral right to halt performance of any such work in the event the integrity of the Sewer is in any way threatened as determined by such inspector in his or her sole and absolute discretion.

6. The Owner shall perform a CCTV inspection, witnessed by an MDC inspector, of the Sewer in the areas of the construction prior to and upon completion of backfilling and restoration of the excavated areas. The videos will be delivered to the District for the purposes of assessing the pre- and post-activity condition of the Sewer.
7. The Owner shall maintain the District's standard form of insurance as stipulated in the MDC's most current Guidance Manual for Developers' Permit Agreements, which insurance shall remain in force and effect during the performance of any work with in the ROW pursuant to the encroachment contemplated herein.

Staff has reviewed this request and considers it feasible, subject to the terms and conditions herein.

Accordingly, a formal written encroachment agreement shall be entered into and executed by the Owner and the District, which agreement shall include the above conditions and any other conditions set forth herein, and filed on the Town of Windsor Land Records.

At a meeting of the Bureau of Public Works held on February 21, 2024, it was:

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

RESOLVED: That the Chairman or Vice Chairman of the District Board be authorized to execute an agreement, with the above conditions and subject to approval of form by District Counsel, granting permission to Owner to encroach upon the existing 20-foot sanitary sewer easement situated on the Property in order to: (i) perform the work for the Improvements in connection with the Project as shown on the plan submitted by BSC Group entitled "Wilson Gateway Park, 458 Windsor Avenue (CT-159) in Windsor, Connecticut, Restroom Add Alternate Plan (Alternate #1), October 1, 2023, Prepared for Town of Windsor, 275 Broad Street, Windsor, CT 06095", Sheet L-4.5, and (ii) maintain, repair and replace such Improvements, provided that: (a) the District shall not be held liable for any cost or damage of any kind from the present and in the following years as a result of any encroachment authorized hereby, (b) Owner shall reimburse MDC for any attorney fees and other costs incurred by MDC in

enforcing the encroachment agreement, and (c) such agreement shall not be effective until fully executed by the District and Owner, and recorded on the Windsor Land Records. In the event that such full execution and recording does not occur within three (3) months of the date this resolution is passed by the District Board, then such resolution shall be null and void, and of no further force and effect.

Respectfully submitted,



John S. Mirtle  
District Clerk

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

***Commissioner Lewis entered the meeting remotely at 6:48 PM.***

**BUREAU OF PUBLIC WORKS  
POTENTIAL REAL ESTATE LEASE AT 235 BRAINARD RD HARTFORD**

To: District Board

March 4, 2024

From: Bureau of Public Works

The Metropolitan District ("MDC") was recently approached by representatives of Fuel Cell Energy, Inc. ("FCE") regarding a potential lease of land at the MDC's 235 Brainard Road property in Hartford, Connecticut (the "235 Brainard Road Property") for three (3) FCE 3000 carbonate fuel cells (collectively, the "Project"). According to these representatives, the initial site for the Project was 455 Homestead Avenue in Hartford, Connecticut, but this site did not have the capability of providing the natural gas fuel requirements for the Project. Because the Project was approved to serve Eversource in Hartford, the Project needs to be located in Hartford, and the 235 Brainard Road Property has the natural gas fuel requirements (through CNG) to support this Project. Accordingly, FCE is proposing to enter into an Option To Lease Real Property with MDC for the Project on the following terms:

- 1) Triple net lease of approximately 32,000 square feet of land on the 235 Brainard Road Property;
- 2) Initial term of twenty (20) years with four (4) five (5)-year options to extend;
- 3) Base Rent:
  - Years 1-5: \$10.94/sq. ft. (\$350,080 per year);
  - Years 6-10: \$11.48/sq. ft. (\$367,360 per year);

Years 11-15: \$12.06/sq. ft. (\$385,920 per year);

Years 16-20: 12.66/sq. ft. (\$405,120 per year); and

- 4) The Base Rent for each five (5)-year option shall be increased by the greater of five percent (5%) or the CPI percentage change.

At a meeting of the Bureau of Public Works held on February 21, 2024, it was:

**VOTED:** That the Bureau of Public Works of The Metropolitan District recommends to the District Board passage of the following resolution:

**RESOLVED:** That the Chief Executive Officer is hereby authorized to execute the Option To Lease Real Property with Fuel Cell Energy, Inc. **for a term of up to 6 months with one potential extension up to 6 months upon such terms and conditions mutually agreed to by the parties and subject to the above enumerated terms and conditions,** and such other terms and conditions that the District Counsel shall deem appropriate and in the best interests of the MDC; **and be it further**

**RESOVLED:** That no entity shall be entitled to rely on, or otherwise claim any benefit by reason of this resolution should the Chief Executive Officer fail to execute the aforementioned Option To Lease Real Property; it being the intention of the District Board that all approvals and authorizations provided hereby are contingent upon, and only shall be effective on and by means of, the parties executing such Option To Lease Real Property, which are in form and substance, acceptable to the Chief Executive Officer and the District Counsel.

Respectfully submitted,

  
John S. Mirtle  
District Clerk

***Commissioner Gale made a motion to amend the resolution as shown in redline above. On motion made by Commissioner Torres and duly seconded, the report was received and the resolution, as amended, was adopted by unanimous vote of those present.***

***Commissioner Gale exited the meeting at 7:09 PM.***

**WATER BUREAU  
EPA LEAD & COPPER RULE AND AUTHORIZATION FOR REPLACEMENT OF  
CUSTOMER'S PRIVATE WATER SERVICE LINES CONTAINING LEAD OR  
COPPER**

To: District Board

March 6, 2024

From: Water Bureau

At a meeting of the Water Bureau held on February 21, 2024, it was:

VOTED: That the Water Bureau recommends to the District Board passage of the following resolution:

RESOLVED: That District Counsel is authorized to draft a proposed Water Ordinance authorizing the District to replace the private portion of customers' water service lines on private property that are identified as containing lead or copper in accordance with EPA's lead and copper rule.

FURTHER  
RESOLVED: That District Counsel shall report back to the Water Bureau at a future meeting on said proposed ordinance.

Respectfully submitted,



John S. Mirtle  
District Clerk

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

***Without objection, agenda item #11A "Approval of New Job Specifications: Water Pollution Control Crew Leader, Water Pollution Control Operator in Training, Water Treatment Plant Operator in Training" and agenda item #11B "Amendment of Job Specifications: Engineering Technician I, Engineering Technician II, Senior Engineering Technician, Risk Management Administrator" were consolidated and considered together.***

**PERSONNEL PENSION AND INSURANCE COMMITTEE  
CHANGES TO CLASSIFICATION SYSTEM –  
WATER POLLUTION CONTROL CREW LEADER (LOCAL 184: LT-13)**

To: District Board

March 4, 2024

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Classification System be amended to include the *Water Pollution Control Crew Leader (LT-13)* classification. A copy of the proposed



Specification is attached. The salary allocation of LT-13 (range of \$44.86-\$53.82) or \$93,308.80 to \$111,945.60 if annualized)

This proposed job specification changes will enhance the multi-tasking approach to District positions and will consolidate the current WPC Crew Leader I and WPC Crew Leader II job specifications. The current WPC Crew Leader I and II will be eliminated through attrition.

Employee Group: Local 184  
FLSA Status: Non-Exempt  
Labor Grade: LT-13

## **METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: WATER POLLUTION CONTROL CREW LEADER**

### **JOB SUMMARY**

This is very responsible water pollution control operations crew leader work involving the oversight of plant operations with assignments in Hartford or satellite facilities in areas including preliminary, primary, secondary, disinfection, solids receiving, thickening, dewatering, incineration, heat recovery or tunnel operations, and the performance of the assigned plant operations.

Work involves responsibility for safe, effective and timely completion of assigned plant operations on the assigned shift. Duties include overseeing facility operations by crews and performing those operations assigned. This position also has the responsibility for making difficult plant operation technical decisions. This work requires that the employee have considerable knowledge, understanding, skill and ability at the Class III water pollution control plant level, as required.

### **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.**

- Assigns, oversees and corrects the work of a small to medium size work crew, as assigned.
- Performs all preliminary, primary, secondary, disinfection, solids receiving, thickening, dewatering, incineration, heat recovery, and tunnel operations, as assigned.
- Gathers information for input into the Supervisory Control and Data Acquisition System (SCADA), Hach WIMS and other data and computerized control systems.
- Performs maintenance on equipment, buildings and grounds, as assigned.
- Reviews and finalizes end of shift forms on completed work assignments. Compiles and reviews plant operating data and makes process changes as required by the position.
- Demonstrates work procedures through on the job training and reviewing standard operation procedures. Addresses minor work rule violations and keeps supervision informed. Assures safe work practices.
- Coordinates activities on a short-term basis to assure personnel, materials and equipment necessary for assignments. Responds to emergency call-outs.
- Performs related work as required.

#### **SUPERVISION RECEIVED**

Works under the general supervision of a supervisor.

#### **MINIMUM QUALIFICATIONS**

A high school diploma and the equivalent of five years of progressively responsible water pollution control plant experience or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

#### **SPECIAL REQUIREMENTS**

- Must have a valid driver's license
- Must have a valid Connecticut Department of Energy & Environmental Protection (DEEP) Wastewater Class III Certificate (or higher).

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge and understanding of Class III or Class IV water pollution control plant operations.
- Good knowledge of plumbing, electrical, instrumentation and mechanical equipment & installations.
- Some knowledge of public administration principles and practices as applied to crew operations reporting.
- Good ability to communicate orally and to lead a work crew; some writing ability.
- Good ability to make operational decisions within established procedures and to complete routine forms.
- Good ability to oversee the activities of an assigned work crew.
- Considerable ability to establish and maintain effective working relationships with coworkers, vendors and contractors.

**ADA COMPLIANCE**

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

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

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

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

At a meeting of the Personnel, Pension and Insurance Committee held on February 26, 2024, 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 Water Pollution Control Crew Leader be added to the classification system and allocated to EE13.

Respectfully Submitted,



John S. Mirtle  
District Clerk

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
CHANGES TO CLASSIFICATION SYSTEM –  
WATER POLLUTION CONTROL PLANT OPERATOR IN TRAINING (LOCAL 184)**

To: District Board

March 4, 2024

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Classification System be amended to include the *Water Pollution Control Operator in Training (LT-04)* classification. A copy of the proposed Specification is attached. The salary allocation of LT-04 (range of \$28.94-\$34.75) or \$60,195.20 to \$72,280 if annualized)

This proposed job specification will provide an entry level position within the Wastewater plant.

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

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: WATER POLLUTION CONTROL PLANT OPERATOR  
TRAINEE**

**JOB SUMMARY**

The purpose of this classification is to provide entry-level wastewater treatment plant operation work at the training level involving learning the principles and procedures of wastewater plant operations, assisting plant operators, demonstrating an ability to understand and operate process equipment, and performing basic plant maintenance functions.

Under close supervision, Operator Trainee will perform a wide range of job tasks on the wastewater treatment system and facilities: process monitoring; equipment start-up and shut-down; basic maintenance; cleaning; housekeeping; recording readings; recordkeeping; and may operate computers for process control and monitoring using the Supervisory Control and Data Acquisition (SCADA) system. This work requires that the employee have some knowledge, skill and ability in general laboring work.

**ESSENTIAL FUNCTIONS**

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

- Learn and put into practice all safety procedures. Work safely at all times.
- Learn and put into practice basic plant procedures for wastewater treatment.
- Learn plant equipment operations, methods and standard operating procedures.
- Assist plant operators in plant operation, inspection and maintenance tasks at all facilities.
- Monitor wastewater treatment system operations, review flow trends and equipment status, note operational problems, and recommend adjustments.
- Follow proper procedures to gather samples and records information.
- Operate emergency generators.
- Perform basic laboratory tests.
- Maintain a variety of records and reports related to wastewater system operations.
- Use tools, equipment and materials responsibly.
- Learn state and federal rules/regulations that apply to District wastewater treatment.
- May be required to work on different shifts, nights, weekends, and holidays, depending on plant needs and training availability.
- Perform other related work as required.

### **SUPERVISION RECEIVED**

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

### **MINIMUM QUALIFICATIONS**

A high school or the equivalent and strong desire to learn about wastewater treatment.

### **SPECIAL REQUIREMENTS**

- Must have a valid driver's license.
- Must possess a Connecticut Department of Energy & Environmental Protection (DEEP) Operator in Training Certification or within 6 months of employment must be able to validate a minimum of 6 CEUs in CT DEEP approved Wastewater Treatment Facilities operation courses.
- Within the first year of employment must obtain a minimum of 9 CEUs in DEEP approved Wastewater Treatment Facilities operation courses AND must possess a Connecticut Department of Energy & Environmental Protection (DEEP) Operator in Training Certification.
- Must obtain a CT DEEP Class 1 Wastewater Operator Certificate (or higher) within two years of employment.

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

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

**ADA COMPLIANCE**

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

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

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

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

At a meeting of the Personnel, Pension and Insurance Committee held on February 26, 2024, 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 Water Pollution Control Plant Operator in Training be added to the classification system and allocated to LT-04.

Respectfully Submitted,



John S. Mirtle  
District Clerk

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
CHANGES TO CLASSIFICATION SYSTEM –  
WATER TREATMENT PLANT OPERATOR IN TRAINING (LOCAL 184)**

To: District Board

March 4, 2024

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Classification System be amended to include the *Water Treatment Plant Operator in Training (LT-04)* classification. A copy of the proposed Specification is attached. The salary allocation of LT-04 (range of \$28.94-\$34.75) or \$60,195.20 to \$72,280 if annualized)

This proposed job specification will provide an entry level position within the Water Treatment Plant.

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

## **METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION**

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

### **JOB SUMMARY**

The purpose of this classification is to provide entry-level water treatment plant operation work at the training level involving learning the principles and procedures of water plant operations, assisting plant operators, demonstrating an ability to understand and operate process equipment, and performing basic plant maintenance functions.

Under close supervision, Operator Trainee will perform a wide range of job tasks on the water treatment system and facilities: process monitoring; equipment start-up and shut-down; basic maintenance; cleaning; housekeeping; recording readings; recordkeeping; and may operate computers for process control and monitoring using the Supervisory Control and Data Acquisition (SCADA) system. This work requires that the employee have some knowledge, skill and ability in general laboring work.

### **ESSENTIAL FUNCTIONS**

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

- Learn and put into practice all safety procedures. Work safely at all times.
- Learn and put into practice basic plant procedures for water treatment.
- Learn plant equipment operations, methods and standard operating procedures.
- Assist plant operators in plant operation, inspection and maintenance tasks at all facilities.
- Monitor water treatment system operations, review flow trends and equipment status, note operational problems, and recommend adjustments.
- Follow proper procedures to gather samples and records information.
- Operate emergency generators.
- Perform basic laboratory tests.
- Maintain a variety of records and reports related to water system operations.
- Use tools, equipment and materials responsibly.
- Learn state and federal rules/regulations that apply to District water treatment.
- May be required to work on different shifts, nights, weekends, and holidays, depending on plant needs and training availability.
- Perform other related work as required.

**SUPERVISION RECEIVED**

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

**MINIMUM QUALIFICATIONS**

A high school diploma and strong desire to learn about water treatment.

**SPECIAL REQUIREMENTS**

- Must have a valid driver's license.
- Must possess a Connecticut Department of Public Health (DPH) Operator in Training Certification or within 6 months of employment must be able to validate a minimum of 6 CEUs in CT DPH approved Water Treatment Facilities operation courses.
- Within the first year of employment must obtain a minimum of 9 CEUs in CT DPH approved Water Treatment Facilities operation courses
- Must obtain a Class I Water Operator Certificate (or higher) within two years of employment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

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

**ADA COMPLIANCE**

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

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

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

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

At a meeting of the Personnel, Pension and Insurance Committee held on February 26, 2024, 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 Water Treatment Plant Operator in Training be added to the classification system and allocated to LT-04.

Respectfully Submitted,



John Mirtle  
District Clerk

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
JOB SPECIFICATION  
ENGINEERING TECHNICIAN 1 (3713)**

To: District Board

March 4, 2024

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Job Specification and Job Classification System be amended to update the job descriptions for Engineering Technician 1 (PT-07) to amend the minimum qualifications. A copy of the proposed specification is attached as negotiated with Local 3713.

There is no proposed change to the updated Engineering Technician 1 role pay range is PT-07 (range of \$36.52 to \$43.80 or \$75,961.60 to \$91,104 if annualized) as negotiated with Local 3713.

Employee Group: Local 3713  
FLSA Status: Non-Exempt  
Labor Grade: PT-07

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE: ENGINEERING TECHNICIAN I**

### JOB SUMMARY

This position provides engineering technical and administrative work.

This position also has the responsibility for making routine technical and engineering technician decisions in accordance with established procedures. This work requires that the employee have some knowledge, skill and ability in surveying, construction inspection, utility services, drafting, mapping and administration of standard water and sewer construction plans and permits.

### 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.

- Serve on a construction inspection team. Assists in inspecting construction and assists in preparing manholes, pits and vaults for entry.
  - Maintain records of construction and connections. Compile and prepare reports. Enter, process and retrieve utility services information into a data management system.
  - Inspect and monitor the status of pavement and sidewalk restoration.
  - Marks out work area for the contractor on the basis of the cut sheet.
  - Plans, plots locations, and coordinates the work of contractors.
  - Estimates work area and repair costs based on the type of surface to be repaired.
- 
- Maintains records relative to the type, size, and reason for cut, location of street and town, and budget account to be charged on behalf of repairs for District forecasting purposes.
  - Enters, processes and retrieves pavement and sidewalk restoration information into a computerized database management system according to established software procedures.
  - Communicates with State and Town officials on pavement and sidewalk restoration and other related matters.
  - Performs in a safe manner and observes all safety procedures; works in small confined spaces and must be trained in confined space entry procedures.
  - Enter, process and retrieve utility services information into a database management system according to established procedures. Issues work orders for Call Before You Dig requests and dispatches staff for emergency repairs.
  - Investigates and reports on District claims against transgressors including vehicular and non-vehicular accidents, vandalism, theft, fraud, and debts.
  - Investigates and reports on claims against the District including vehicular and non-vehicular accidents, damages and employee misconduct.
  - Maintain database of claims

- Assist with inspection of CT DEEP permitted wastewater discharge facilities and equipment and maintain customer/facility information and discharge monitoring reports specific to the FOG, MIU/SIU and groundwater discharge programs.
  - Assist Licensed Cross Connection Surveyors
  - Maintain property survey and device testing data and create regulatory reports
  - Assist with private property surveys
  - Coordinate required improvement with contractors
  - Communicate with Contractor, Town Officials and Customers
  - Draft standard engineering project plans to scale from notes, sketches and scaled drawings.
  - Conform drafting to District drafting standards and procedures.
  - Research and compile information from a variety of sources to form water and sewer record plans for use within and outside of the organization.
  - Interpret project drafting requirements and conduct additional research to produce the needed level of detail in the drawings.
  - Inspect project areas or facilities to ascertain field conditions or problems, as directed.
  - Prepare and draft as-built plans of water and sewer facilities and related construction.
  - Compile and input utility and geographic information, including information from field inspectors, engineering plans, contractor data, and member town/state projects, into the computerized mapping system according to established procedures.
  - Ensure a quality assurance/quality control peer review process has occurred prior to entering record plans and GIS data.
- 
- Conduct source material research, including old geographic information data.
  - Serve on a land survey or construction survey team. Cuts brush and clears a line of sight. Assist in locating pipe lines, rights-of-way and property corners and markers. Operate survey transit and other survey instruments, as assigned.
  - Review standard sewer and water construction plans for conformance with District and technical utility services standards. Identify problem areas and determine corrective actions to be taken by developers, and contractors and/or engineers. Coordinate plan revisions with developers.
  - Issue construction permits. Draft permits for plans receiving review approval. Determine special conditions to be attached to permits and drafts language. Coordinate utility services construction and inspections. Perform or coordinate necessary District clerical and technical services.
  - Search land records for titles, descriptions, dimensions, deeds, and encumbrances. Determine property dimensions and other characteristics necessary for assessment of standard and complex properties.
  - Determine ownership of a parcel or lot for which a permit has been requested for water and/or sewer service.
  - Create detailed assessments and caveat maps for proposed sewer and water main extensions; advise District personnel on assessment charges.
  - Review permit agreements for the construction or extension of sewer and water mains for outstanding assessments, connection charges, outlet charges, easements, and encroachments.
  - Review requests for encroachments on District property.
  - Assist with outreach activities for capital improvement projects
  - Calculate District charges and fees for service connections.
  - Figure cost estimates, connection charges and assessments, and drafts owner-developer agreements; calculate pipe and meter sizes and initiates billings.

- Perform account maintenance including inputting customer information and creating contracts for services to be provided with accurate billing information.
- Performs in a safe manner and observes all safety procedures; works in small confined spaces and must be trained in confined space entry procedures.
- Uses all tools, equipment and materials responsibly and performs basic inspection and preventive maintenance prior to use. Cleans and maintains any necessary equipment.
- Provides customer service both in-person and over the phone.
- Performs related work as required.

## **SUPERVISION RECEIVED**

Works under the general supervision of the Manager of Command Center or Manager of Construction

## **MINIMUM QUALIFICATIONS**

An Associate's degree plus three (3) years construction, utility, drafting, cartography, or related experience or equivalent combination of education, training, and experience which provides the requisite skills and knowledge for the job. -

## **SPECIAL REQUIREMENTS**

Must have a valid driver's license.

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

- Knowledge of surveying and construction inspection principles and practices as applied to basic engineering technician projects.
- Knowledge of computer technology, as applied to construction inspection.
- Ability to ability to read and interpret plans and blueprints and to inspect utility pipeline construction safely, effectively and efficiently and with firmness and tact.
- Good knowledge, skill and ability in utility construction methods and plan review.
- Knowledge of Connecticut Public Utility Regulatory Authority requirements for Call Before You Dig and the required timeframes to complete the utility mark-out.
- Knowledge of District procedures and processes for documenting claims.
- Knowledge of CT DEEP wastewater discharge programs and requirements along with typical pretreatment equipment and operation and maintenance requirements.
- Knowledge of CT DPH Cross Connection Program and requirements.

- Knowledge of Basic plumbing and electrical work in residential and small commercial buildings.
- Knowledge of Procurement, contracting and work management standard practices.
- Knowledge of State and Local Building Codes.
- Knowledge and understanding of District Ordinances including but not limited to Developer Permit Agreements and Assessments.
- Knowledge of District Engineering standards and manuals and requirements of those standards.
- Knowledge of SAP Customer Account Maintenance and basic SAP Billing and Sales and Distribution Contract Creation.
- Some ability to operate a survey rod, tape, level and survey transit.
- Some ability to follow land and construction survey procedures, to maintain construction records and to prepare inspection reports.
- Knowledge of standardized pipe assessment procedures.
- Good knowledge of mapping technology principles and practices as applied to planimetric, thematic and topographic mapping. Some knowledge of computerized mapping digitizing practices.
- Ability in oral and written communications.
- Ability to establish and maintain effective working relationships with coworkers, town officials, vendors, contractors, consultants, and the general public.

## ADA COMPLIANCE

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

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

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

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

At a meeting of the Personnel, Pension and Insurance Committee held on February 26, 2024, 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 Engineering Technician 1 be updated to reflect changes to the minimum job qualifications with no change to the classification system allocated to PT-07.

Respectfully submitted,



John S. Mirtle  
District Clerk

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
JOB SPECIFICATION  
ENGINEERING TECHNICIAN 2 (3713)**

To: District Board

March 4, 2024

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Job Specification and Job Classification System be amended to update the job descriptions for Engineering Technician 2 (PT-09) by consolidating similar positions into one multi-tasking job description. A copy of the proposed specification is attached as negotiated with Local 3713. to amend the minimum qualifications. A copy of the proposed specification is attached as negotiated with Local 3713.

There is no proposed change to the updated Engineering Technician 2 role pay range PT-09 (range of \$40.27 to \$48.32 or \$83,761.60 to 100,505.60 if annualized) as negotiated with Local 3713.

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

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

<b>CLASSIFICATION TITLE:</b>	<b>ENGINEERING TECHNICIAN 2</b>
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**JOB SUMMARY**

This is responsible engineering technical work involving the survey and inspection of utility construction plans and permits, investigation of sanitary sewer, storm drain and water service installations and the operation of applicable instruments/equipment.

Work involves responsibility for safe operation of survey instruments and inspection of construction. Duties include inspecting water and sewer main construction, operating a survey transit and other survey instruments, and maintaining records. This position also has the responsibility for making survey transit operation and construction inspection decisions in accordance with established procedures. This work requires that the employee have good knowledge, skill in surveying, construction inspection, utility services, drafting, mapping and administration of standard water and sewer construction plans and permits.

## 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.

- Inspect standard and highly complex utility pipeline and building mechanical systems construction and materials. Instruct contractors in construction practices and in correcting construction errors. Enforce inspection decisions. Oversee contractor pressure tests of water, sewer and force main pipelines.
- Coordinate and track the progress of contracted construction programs. Carry out liaison between District engineers and contractors. Lead construction inspection teams in the largest projects or on-going construction programs, as assigned. Demonstrate construction inspection practices and guides less experienced inspectors.
- Compile outstanding deficiencies for substantially completed construction projects and resolves issues with contractors. Ensure the accuracy and completeness of associated documentation at the completion of a construction project.
- Ensure that work zones comply with MDC and OSHA safety standards.
- Respond to state Call Before You Dig Mark-out Program requests. Interprets existing records using various equipment to accurately identify and mark utilities. Maintain accurate mark-outs and document mark-outs through video/photo and GPS data collection of infrastructure marked out.
- Assist in collection of monies for delinquent water accounts and miscellaneous bills. Confer with customers, attorneys or District personnel regarding collection action. Appear as a court witness representing the District. Establish payment schedules. Determine abatement of penalties and occupancy/hardship status.
- Respond to inquiries and complaints and assist in the follow-up of claims. Assist in processing and scheduling termination and restoration of service for non-payment. Assist Operations Function with service shut on/off during off-hours. Demonstrate service termination procedures.
- Monitor customer compliance with wastewater discharge limits against Federal/State/Local/District regulations
- Calculate discharge fees related to specific customer discharges.
- Inspect standard cross-connections in all types of structures for backflow conditions. Conducts surveys of industries for possible hazardous waste discharge, determines corrective actions and assures their implementation. Perform surveys at residential and small/medium Industrial and Commercial facilities
- Determine backflow prevention measures for standard problems and assures the implementation of those measures by the owner. Investigate standard water contamination problems, including meter readings, excessive water use, water leaks, and water quality, and determine corrective actions to be taken and assures their implementation.
- -Perform and document private property surveys with regards to the District's sewer backup prevention program and the water and sewer service line inspection and replacement program, including monitoring and tracking of assessments, permitting, execution and completion. Coordinate required improvement with contractors
- -Conduct research and makes recommendations for inclusion of customers' property in the District's inflow, backwater device installation, rain water disconnect, and similar programs. Meet with property owners and others to explain program implications. Assists in development of strategy for effective program presentation, implementation and expansion. Educates customers through home visits and public speaking.

- Review basic plumbing of customer's property to determine applicability to the program. Coordinates activities for inflow and backwater device installation. Receive customer complaints and recommends solutions. Follows up to ensure proper actions.
  - Operate all survey equipment, as assigned. Participates in land surveying parties. Survey completed pipeline construction projects for proper line and grade. Prepares not-to-scale as-built drawings and performs calculations. May act as leader of a survey party, as assigned.
  - Use survey equipment to provide base map locations involving horizontal and vertical control, topographic, land and boundary surveys; locate existing land and building features and utilities for records and design purposes (mark-outs); and handle residential inquiries and/or disputes of easements, ~~right-of-ways~~, and property lines.
  - Prepare contracts, including document preparation, revision of existing contract specification, adding new specifications, preparing budgets, preparing requisitions, evaluating bidder qualifications, and determining restoration schedules.
  - Administer complex permitting procedures with firmness and tact. Prepare assessment publications, water and sewer liens and District agendas.
- 
- Respond to questions from owners, developers, contractors, attorneys, agencies and the public regarding assessments, water and sewer extensions, liens and other District-related matters. Confer with project engineering staff on real estate considerations of projects.
  - Advise District personnel on assessment charges.
  - Provide information to customers and others requiring customer financial data. Prepare summaries and analyses financial data according to explicit instructions.
  - Coordinate and maintain the document management system files
  - Coordinates engineering program activities with other divisions, town officials, vendors, consultants, and the general public.
  - Inspects invoices of contractors and others performing program work; coordinates reimbursement to property owners. Arranges follow-up inspections.
- 
- Inspects and analyzes data for power rodding and video camera surveillance. Identifies causes of sewer failures and identifies solutions or corrective actions.
  - Performs hydrostatic tests on private force mains, ejector systems and water services to assure adequate pressure. Conducts dye tests to locate defective sewers and drains.
  - Drafts, details and letters varied and complex engineering project plans to scale from notes, sketches and scaled drawings. Conforms drafting to District drafting standards and procedures.
  - Drafts and letters plans for large and complex utility components and unusual features.
  - Interprets project drafting requirements and conducts additional research to produce the needed level of detail in the drawings. Inspects project areas or facilities to ascertain field conditions or problems, as directed.
  - Researches and compiles mapping data and creates and updates a variety of map series including topographic, planimetric, regional, town and utility.
  - Generates DFX AutoCAD, Shape files, and Drawing files.
  - Inspects and tests standard cross-connections in all types of structures for backflow conditions. Conducts surveys of industries for possible hazardous waste discharge, determines corrective actions and assures their implementation. Tests backflow prevention devices.
  - Determines backflow prevention measures for standard problems and assures the implementation of those measures by the owner.
  - Responds to emergency calls on off hours
  - Performs related work as required.



## SUPERVISION RECEIVED

Works under the general supervision of the Manager of Command Center or Manager of Construction

## MINIMUM QUALIFICATIONS

An Associate's degree plus four (4) years construction, drafting, Utility, or related experience or equivalent combination of education, training, and experience which provides the requisite skills and knowledge for the job. Must be certified, or be able to be certified within one year, as a CT Backflow Prevention Tester and a Cross-Connection Survey Inspector and a Connecticut Water Distribution System Operator Class I.

## SPECIAL REQUIREMENTS

Must have a valid driver's license.

~~Must be certified as a certified Connecticut Cross-Connection Survey Inspector. Must be certified as a Connecticut Water Distribution System Operator Class I.~~

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of surveying and construction inspection principles and practices as applied to basic engineering technician projects.
- Knowledge of computer technology, as applied to construction inspection.
- Good ability to ability to read and interpret plans and blueprints and to inspect utility pipeline construction safely, effectively and efficiently and with firmness and tact.
- Good knowledge, skill and ability in utility construction methods and plan review.
- Knowledge of cartography, geodesy and photogrammetry principles and practices as applied to topographic, planimetric and thematic mapping.
- Knowledge of automated mapping applications with respect to a geographic information system environment.
- Knowledge of Arc Info, GIS Mapping, and other related software.
- Knowledge of water and sewer system and pipe design.
- Knowledge of claims administration principles and practices
- Knowledge of Public Administration Principles and practices as applied to claims resolution.
- Knowledge of account clerical procedures and techniques in support of claims management
- Knowledge of basic plumbing and electrical work in residential and small commercial buildings
- Knowledge of procurement, contracting and work management
- Knowledge of various ESRI tools, databases and services.
- Knowledge of SAP Sales and Distribution reporting as it relates to department functions
- Knowledge of SAP Project Systems reporting for Developer Permit Agreement Projects and Capital Projects
- Ability in mathematics as applied to surveying and related operations.
- Knowledge of standardized pipe assessment procedures.
- Some knowledge of computerized mapping digitizing practices. Good ability in oral and written communications.
- Ability in oral and written communications.
- Ability to establish and maintain effective working relationships with coworkers, town officials, vendors, contractors, consultants, and the general public.

**ADA COMPLIANCE**

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

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

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

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

At a meeting of the Personnel, Pension and Insurance Committee held on February 26, 2024, 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 Engineering Technician 2 be updated to reflect changes to the minimum job qualifications with no change to the classification system allocated to PT-09.

Respectfully submitted,



John S. Mirtle  
District Clerk

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
JOB SPECIFICATION  
SENIOR ENGINEERING TECHNICIAN (3713)**

To: District Board

March 4, 2024

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Job Specification and Job Classification System be amended to update the job descriptions for Senior Engineering Technician (PT-11) to amend the minimum qualifications. A copy of the proposed specification is attached as negotiated with Local 3713.

There is no proposed change to the updated Senior Engineering Technician role pay range PT-11 (range of \$44.41 to \$53.30 or \$92,372.80 to \$110,864 if annualized) as negotiated with Local 3713.

Employee Group: Local 3713  
FLSA Status: Non-Exempt  
Labor Grade: PT-11

## **METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION**

<b>CLASSIFICATION TITLE:</b>	<b>SENIOR ENGINEERING TECHNICIAN</b>
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### **JOB SUMMARY**

This is responsible engineering technical work. Responsible for the survey and inspection of the most complex utility construction plans and operation of all survey equipment, inspection, correction and enforcement of cross-connection back-flow problem maintenance. Duties may include inspecting construction, instructing contractors in making corrections, coordinating construction programs, cross-connection back-flow problem maintenance, and claims administration. This position also has the responsibility for making difficult construction inspection technical field decisions.

Work involves responsibility for assuring that work is carried out according to plans and District and professional standards.

### **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.

- Monitor project construction and financing. Track construction against project schedules. Assure project completion, punch list completion, project viability during acceptance periods, and completion of as-built drawings, as necessary.
- Coordinate project public relations. Resolve public questions and complaints and associated technical and administrative problems. Attend public hearings.
- Assist with the planning, monitoring and coordination of staffing and operational activities for the construction inspection unit, including resolving critical construction project issues in the field.
- Identify and analyze opportunities for improving service delivery methods and procedures; identifies and calculates resource needs; coordinate informational reviews and updates with appropriate management staff; and provide guidance and leadership with the implementation of revised, adjusted and/or new work procedures.
- Direct and coordinate the review of work plans for assigned construction inspection services and activities; assign work activities and projects; monitor and track work flow; review and evaluate work products, methods, and procedures; meet with staff to provide input to identify and resolve problems.
- Assign, review, monitor and track work performed in the field; performs field inspections and approves construction work; reviews and approves inspector diaries, reports, correspondence, memoranda, and recommendations for change orders and progress payments; confers with construction inspectors, engineers, and contractors regarding contract and plan interpretation and use and provision of construction materials, or methods. This position ensures compliance with the plans, specifications and internal engineering construction standards. Takes appropriate action to correct or remediate construction issues or concerns.

- Coordinate the training, evaluation and motivation of assigned construction inspectors, devising plans and methodologies to work with employees to correct, modify or improve upon production techniques and procedures.
- Administer CBYD program for the District. Report contractor mismarks and hits to regulatory authorities when required. Provide annual summaries of performance. Provide input on improvements to the program and execute improvements as directed.
- Confer and negotiate with claimants or debtors, including individuals, companies, other governmental agencies, attorneys, and insurance companies.
- Determine smaller settlements of claims and recommends settlement levels for larger claims. Collect on bills and arranges for payment schedules with debtors. Handle subrogation matters.
- Oversee the District's wastewater discharge pre-treatment program. Report performance of customers against permitted discharges. Review and address variances with other District departments and communicate non-compliance with enforcement agencies.
- Inspect complex cross-connections in all types of structures for backflow conditions. Conduct surveys of industries for possible hazardous waste discharge, determines corrective actions and assures their implementation. Perform surveys at large Industrial and Commercial facilities
- Determine backflow prevention measures for complex problems and assures the implementation of those measures by the owner. Compile and analyze cross-connection and backflow data in preparation for producing the annual report submitted to CT DPH.
- Coordinate large inspection campaigns for the sewer backup prevention program and the water and sewer service line inspection and replacement program, including monitoring and tracking of assessments, permitting, execution and completion.
- Monitor the use of drafting standards on use of construction plans. Address variances from the standards with appropriate departments.
- Provide improvement opportunities to GIS, Drafting and survey processes, applications and tools and execute improvements as directed.
- Maintain industry best practices for the District in areas of GIS, Drafting and Survey.
- Oversee developer permit projects and non-complex capital improvement projects. Develop work plans for capital improvement projects
- Manage the administration of project development and execution. Schedule project approval and construction activities.
- Prepare reports, applications, forms, contracts, budget transfers, and related project documents. Chair meetings of contractors, developers and other governmental agencies.
- Review water revenue accounts and miscellaneous bills for open receivables. Prepare files to be sent to collections. Provide court testimony as needed.
- Oversee data collection and data accuracy and completeness as it relates to services being provided and billed.
- Monitor customer equipment data accuracy and completeness and provide reports on data cleanliness.
- Responds to emergency calls on off hours.
- Performs in a safe manner and observes all safety procedures; works in small confined spaces and must be trained in confined space entry procedures.
- Performs related work as required.

## **SUPERVISION RECEIVED**

Works under the general supervision of the Manager of Command Center or Manager of Construction

## MINIMUM QUALIFICATIONS

An Associate's degree plus eight (8) years construction, inspection, utility, or related experience or equivalent combination of education, training, and experience which provides the requisite skills and knowledge for the job. Must be certified as a Connecticut Backflow Prevention Tester and a Cross-Connection Survey Inspector and a Water Distribution Operator Class II.

## SPECIAL REQUIREMENTS

Must have a valid driver's license. ~~Must be certified as a Connecticut Backflow Prevention Tester and a Cross-Connection Survey Inspector.~~

## KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of land and construction survey and inspection principles and practices.
- Good ability to follow land and construction survey procedures, to maintain construction records and to prepare inspection reports.
- Thorough ability to inspect utility pipeline and building mechanical trades construction safely, effectively and efficiently and with firmness and tact.
- Good ability to operate all survey instruments and to survey land and completed construction.
- Considerable ability in mathematics as applied to surveying and related operations.
- Good ability to ability to read and interpret plans and blueprints and to inspect utility pipeline construction safely, effectively and efficiently and with firmness and tact.
- Knowledge of complex insurance claims and legal requirements to support the District in claim response and resolution.
- Knowledge of complex real estate assessment and adjustments
- Knowledge of complex SAP customer contracts including creation and maintenance of SAP Utility and Sales and Distribution Contracts.
- Ability in oral and written communications.
- Ability to establish and maintain effective working relationships with coworkers, town officials, vendors, contractors, consultants, and the general public.

## ADA COMPLIANCE

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

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

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

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

At a meeting of the Personnel, Pension and Insurance Committee held on February 26, 2024, 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 Senior Engineering Technician be updated to reflect changes to the minimum job qualifications with no change to the classification system allocated to PT-11.

Respectfully submitted,



John S. Mirtle  
District Clerk

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
CHANGES TO CLASSIFICATION SYSTEM –  
RISK MANAGEMENT ADMINISTRATOR**

To: District Board

March 4, 2024

From: Personnel, Pension and Insurance Committee

Staff is recommending that the Job Specifications and Salary Grade be amended for the *Risk Management Administrator* currently classified as an EE13 (range of \$97,876.59-\$127,239.57) to EE14 (\$102,767.46 to \$133,597.70) with no changes to the specification as attached.

This proposed salary grade amendment will align the *Risk Management Administrator* with other Administrators at the MDC which are classified as EE14.

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

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

<b>CLASSIFICATION TITLE:</b>	<b>RISK MANAGEMENT ADMINISTRATOR</b>
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## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform professional-level work in the Treasury function of the organization.

The Risk Management Administrator is responsible for development, implementation and management of risk management policies and procedures to control/prevent risks and losses of the organization. This position will work under the direction of the Manager of Treasury.

## **ESSENTIAL FUNCTIONS**

**The following are the essential duties for this position**

Designs and implements policies, procedures, practices and controls to mitigate risk. On an ongoing basis, performs risk assessments in each of the core functional areas in order to identify potential risk exposure areas for the organization. Educates and communicates key risk management issues and responsibilities to departments and individuals.

Develops, manages and updates Disaster Recovery and Business Continuity plan. Works together with various functional groups to ensure plan supports the needs of the organization and addresses core risks which could confront the organization.

Manages relationships with business insurance broker and insurance companies. Manages Insurance programs for all property and casualty insurance policies including but not limited to Property, General liability, Workers Compensation, Umbrella Liability, PO/EPL Liability, Crime & E&O and other required policies. Analyzes potential insurance gaps and provides recommendations for coverages and retentions. Obtains and reviews loss information and provides recommendations on contracts regarding insurance requirements. Manages issuance, retention, monitoring and maintenance of Certificates of Insurance.

Provides oversight of workers compensation claims. Works with Human Resources, Third Party Claims Administrator and various operational managers to reduce losses/injuries. Coordinates investigations & follow-up of incidents involving loss time accidents.

Develops and manages claims protocols, policies and procedures for the organization.

Develops, maintains and reports on key performance indicators which highlight the Risk Management function's performance. Makes recommendations for improving operational efficiency and control.

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 Risk Management 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 administration, economics, finance, accounting or closely related field with a minimum of five (5) years of progressively responsible financial, treasury or insurance experience including two (2) years of treasury or insurance supervisory and/or managerial experience; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Master's Degree in Business Administration and/or professional certifications are desirable.

## PERFORMANCE APTITUDES

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

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

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

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

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

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

## PHYSICAL REQUIREMENTS

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

Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate verbally.



**ENVIRONMENTAL FACTORS**

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

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

At a meeting of the Personnel, Pension and Insurance Committee held on February 26, 2024, 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 Risk Management Administrator be amended in the classification system and allocated to EE14.

Respectfully Submitted,



John S. Mirtle  
District Clerk

***On motion made by Commissioner Taylor and duly seconded, the reports for agenda item #11A "Approval of New Job Specifications: Water Pollution Control Crew Leader, Water Pollution Control Operator in Training, Water Treatment Plant Operator in Training" and agenda item #11B "Amendment of Job Specifications: Engineering Technician I, Engineering Technician II, Senior Engineering Technician, Risk Management Administrator" were received and resolutions adopted by unanimous vote of those present.***

**PERSONNEL PENSION AND INSURANCE COMMITTEE  
REQUEST FOR INFORMATION FOR EMPLOYEE CLIMATE STUDY**

To: District Board

March 4, 2024

From: Personnel, Pension and Insurance Committee

At a meeting of the Personnel, Pension and Insurance Committee held on February 26, 2024, it was:

VOTED: That the Personnel, Pension and Insurance Committee approved the following resolution:

RESOLVED: Move forward asking the administration to develop a Request for Information and forward it back to the PPI Committee for review.

Respectfully Submitted,



John S. Mirtle  
District Clerk

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

### **EXECUTIVE SESSION**

At 7:24 PM, District Chairman Currey requested an executive session on the basis of pending litigation/claims to discuss agenda items #11D "Potential Settlement of Workers' Compensation Claim – Keith Slaughter", agenda item #12 "Potential Settlement of Pending Litigation – The Metropolitan District v. Ludlow Construction Co., Inc. et al." and agenda item #13 "Pending Litigation – The Metropolitan District c. Marriott International, Inc. et al.".

***On motion made by Commissioner Adil and duly seconded, the District Board entered into executive session to discuss agenda item #11D "Potential Settlement of Workers' Compensation Claim – Keith Slaughter," agenda item #12 "Potential Settlement of Pending Litigation – The Metropolitan District v. Ludlow Construction Co., Inc. et al." and agenda item #13 "Pending Litigation – The Metropolitan District c. Marriott International, Inc. et al."***

Those in attendance during the executive session: Commissioners Andrew Adil, Kyle Anderson, Clifford Avery Buell, Richard Bush, Esther Clarke (Remote), Donald Currey, Dimple Desai (Remote), William DiBella, David Drake, Peter Gardow, Joan Gentile, Allen Hoffman, Christian Hoheb (Remote), Jean Holloway, Gary Johnson, Diane Lewis (Remote), Maureen Magnan (Remote), Jacqueline Mandyck, Dominic Pane, Bhupen Patel, Pasquale J. Salemi, David Steuber, Alvin Taylor, Calixto Torres, James Woulfe; Chief Executive Officer Scott Jellison, Director of Human Resources Jamie Harlow; Attorney Christopher Stone.

***At 7:34 PM, Director of Human Resources Jamie Harlow exited the executive session.***

**RECONVENE**

At 7:51 PM, District Chairman Currey requested to come out of executive session and on motion made by Commissioner Adil and duly seconded, the District Board came out of executive session and reconvened.

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
WORKERS COMPENSATION TENTATIVE AGREEMENT**

To: District Board

March 4, 2024

From: Personnel, Pension and Insurance Committee

The Chief Executive Officer has authorized our workers compensation attorney to review outstanding workers compensation cases to determine, as based upon a financial assessment of expended monies with a projection for future costs, if it is advisable to attempt to stipulate to an agreement to limit future costs. To that point, the Chief Executive Officer has conducted regular meetings to review worker's compensation issues.

As a result of these efforts, a tentative agreement with Keith Slaughter (retiree) and his attorney has been reached to close out his three workers compensation files. This tentative agreement is fashioned as a full and final settlement to cap all future indemnity and medical claims in the amount of \$ 18,000. A worker's compensation file typically remains open for the individual's lifetime. If this agreement is approved by the Personnel, Pension and Insurance Committee and the Board of Commissioners, the stipulation would still go before the Workers Compensation Commissioner for final approval.

Staff has reviewed the tentative agreement and recommends approval.

At a meeting of the Personnel, Pension and Insurance Committee held on February 26, 2024, it was:

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

**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 designee, to execute any and all documents necessary to effect settlement of all Workers Compensation Indemnity and Medical Claims for Keith Slaughter in the amount of \$18,000, subject to the final approval by the Workers Compensation Commissioner.

Respectfully Submitted,



John S. Mirtle  
District Clerk

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

**POTENTIAL SETTLEMENT OF PENDING LITIGATION – THE METROPOLITAN  
DISTRICT v. LUDLOW CONSTRUCTION CO., INC. *et al.***

To: District Board

March 4, 2024

It is RECOMMENDED that it be:

**VOTED:** That the District Board approve passage of the following resolution:

**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 designee, to settle the pending federal lawsuit captioned ***THE METROPOLITAN DISTRICT v. LUDLOW CONSTRUCTION CO., INC. et. Al.*** Docket No. 3:23-cv-01240-SVN, for the total sum of \$160,000.00, 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  
District Clerk

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

**PENDING LITIGATION – THE METROPOLITAN DISTRICT v. MARRIOTT  
INTERNATIONAL, INC. *et al.***

To: District Board

March 4, 2024

It is RECOMMENDED that it be:

**VOTED:** That the District Board approve passage of the following resolution:

**RESOLVED:** That the District Clerk shall execute and record a partial release of a sewer lien recorded in the Hartford Land Records in Volume 7679 at Page 125 against the property known as 200 Columbus Boulevard, Hartford, Connecticut, solely for the purpose of removing Marriott International, Inc. from the scope of the lien.

**FURTHER**

**RESOLVED:** Said sewer lien remains in full force and effect against certain property known as 200 Columbus Boulevard, Hartford, Connecticut.

Respectfully Submitted,



John S. Mirtle  
District Clerk

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

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**ADJOURNMENT**

The meeting was adjourned at 7:53 PM

ATTEST:

John S. Mirtle, Esq.  
District Clerk

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Date of Approval