



The Metropolitan District  
water supply · environmental services · geographic information

**PERSONNEL, PENSION & INSURANCE COMMITTEE  
REGULAR MEETING  
MONDAY, APRIL 28, 2025  
4:00 PM**

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**Location**

Board Room  
District Headquarters  
555 Main Street, Hartford

Dial in #: (415)-655-0001  
Access Code: 2317 945 2937#

[Meeting Video Link](#)

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**Commissioners**

|                     |             |
|---------------------|-------------|
| Avedisian           | Magnan      |
| Currey (Ex-Officio) | Patel       |
| Desai               | Salemi      |
| Drake               | Steuber     |
| Gentile             | Taylor (C)  |
| Lester              | Woulfe (VC) |

Quorum: 6

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1. CALL TO ORDER
2. PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS
3. INDEPENDENT CONSUMER ADVOCATE COMMENTS & QUESTIONS RELATIVE TO AGENDA ITEMS
4. APPROVAL OF MEETING MINUTES OF MARCH 17, 2025
5. DISCUSSION RE: SOLICITATION FOR DIRECTOR OF FINANCE/ CHIEF FINANCIAL OFFICER
6. DISCUSSION RE: OUTSIDE LABOR COUNSEL
7. DISCUSSION RE: MANAGEMENT STUDY
8. HUMAN RESOURCES REPORT RE: PRIOR MONTH'S:
  - A. VACANCIES INCLUDING JOB TITLE, CLASSIFICATION, OPEN POSTINGS AND WHETHER INTERNAL/EXTERNAL POSTING
  - B. RETIREMENTS, RESIGNATIONS, & TERMINATIONS INCLUDING EMPLOYEE'S YEARS OF SERVICE, GENDER, RACE & CLASSIFICATION
9. OPPORTUNITY FOR GENERAL PUBLIC COMMENTS
10. COMMISSIONER REQUESTS FOR CONSIDERATION OF FUTURE AGENDA ITEMS
11. ADJOURNMENT



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Director of Finance / Chief Financial Officer

Closes 30-Apr-2025 (EST) | CAO Office | 555 Main Street, Hartford, CT, USA | \$ 181,305.96-253,828.34 per year | Salary | Full Time | Yes

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The Metropolitan District Commission (MDC) provides quality water supply, water pollution control, mapping, and household hazardous waste collection to eight member municipalities: Bloomfield, East Hartford, Hartford, Newington, Rocky Hill, West Hartford, Wethersfield and Windsor. Additionally, the MDC provides drinking water to portions of Farmington, Glastonbury, East Granby and South Windsor, known as the MDC's non-member towns.

JOB SUMMARY

This is a highly responsible financial executive level position and a member of the senior executive leadership team. The purpose of this classification is to provide strategic vision and leadership in the direction and management of the District's financial functions and operations including: budgeting, accounting, auditing, investing, treasury, and debt management This position serves as the Chief Financial Officer and has the responsibility for making difficult financial management decisions. Pursuant to the By-Laws of The Metropolitan District, Sections B2e and B4a, the person appointed to this position will be an officer of The Metropolitan District.

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 directs goals, objectives and operations of all finance-related activities. Prepares and reviews reports on finance operations. Supervises subordinate managerial and staff employees.
- Participates in strategic and operational management processes of the organization as a member of the senior management team and is responsible for developing and maintaining accounting policies and procedures as well as providing leadership and vision for the District's financial staff.
- Develops and establishes goals and objectives of the comptrollers, budgeting, and treasury functions and provides timely performance feedback with respect to established goals and objectives.
- Performs and oversees all financial budgeting and forecasting modeling and analysis. Prepares and reviews financial statements which communicate the District's actual performance by fund.
- Plans, organizes and coordinates the year-end close process with external auditors and is responsible for the development and maintenance of the District's internal control structure.
- Serves as Treasurer for the District and is responsible for overseeing the District's cash and debt management policies and procedures, as well as managing all financial aspects of the District's pension, insurance and medical benefit programs and their related investment and trust activities.
- Oversees the District's annual operating and capital budget development process and presents District budgets to the Board of Commissioners for adoption. Oversees the planning, budgeting and authorizing of District expenditures within the District's funds. Oversees operating revenues, disbursements, inventory, investments and debt management.

Coordinates District finance-related activities with District senior executive leadership, government agencies, banks, contractors, investment bankers and other key stakeholders. Oversees coordination of finance-related operations, including budget, billing, payment and inventory control with other District departments.

- Analyzes information on assigned departments effectiveness and efficiency. Identifies best business practices and modifies operating policies and procedures. Recommends District administrative and governing policies. Advises senior executive leadership on financial operational issues and policies.
- Analyzes new venture proposals and advises on financial aspects.
- Performs special assignments and other work as assigned.

SUPERVISION RECEIVED

Works under the general direction of the Chief Administrative Officer.

A bachelor's degree in accounting, business or finance is required; supplemented by a minimum of ten (10) years of progressively responsible financial management experience including at least three (3) years at the management level. Previous experience in government finance or public accounting is desirable; or any equivalent combination of education, training, and experience, substituting on a year-for-year basis, which provides the requisite knowledge, skills, and abilities for this classification.

PREFERRED EXPERIENCE

- MBA preferred.
- Professional designation, such as CPA or CMA preferred.
- In depth understanding of and experience in Municipal Accounting (GASB) Standards, Bonding, and Budgeting.
- Advanced data analytics and modeling skills

PERFORMANCE APTITUDES

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

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

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

**Verbal Aptitude:** Requires the ability to utilize synthesis data and information, as well as reference, descriptive, design, advisory, and consulting data and information as applicable.

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

**Functional Reasoning:** Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organization problems of major functions.

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

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.*

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What is your preferred method of communication?

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**Personnel Pension and Insurance (PPI) – April 28, 2025**  
**Reporting Period (March/April 2025)**  
**Employment Activity/Actions Summary**

| <b>HEADCOUNT (Current)</b>   |                         |                            |
|------------------------------|-------------------------|----------------------------|
| <b>2025 Funded Positions</b> | <b>Currently Filled</b> | <b>Active Recruitments</b> |
| 471                          | 433                     | 16                         |

| <b>EMPLOYMENT ACTIONS</b> |   |   |
|---------------------------|---|---|
| <b>Action</b>             | <b>Month (March)</b>                    | <b>Month (April)</b>                    |
| New Hires                 | 3                                       | 6                                       |
| Promotions                | 5<br>(internal and external candidates) | 2<br>(internal and external candidates) |
| Retirements               | 5                                       | 4                                       |
| Resignations              | 1                                       | 0                                       |
| Terminations              | 0                                       | 0                                       |

| <b>GRIEVANCES</b> |  |  |
|-------------------|--|--|
| <b>UNION</b>      | <b>Grievances Received Month (March)</b> | <b>Grievances Received Month (April)</b> |
| Local 184         | 1  | 2  |
| Local 1026        | 0  | 0  |
| Local 3713        | 0  | 0  |

**PERSONNEL, PENSION AND INSURANCE COMMITTEE****The Metropolitan District**

555 Main Street, Hartford

Monday, March 17, 2025

**Present:** Commissioners John Avedisian, David Drake, Bhupen Patel, Pasquale Salemi and Alvin Taylor (5)

**Remote**

**Attendance:** Commissioners Dimple Desai, Byron Lester, Maureen Magnan, David Steuber, District Chairman Donald Currey (5)

**Absent:** Commissioners Joan Gentile, and James Woulfe (2)

**Also**

**Present:** Commissioner Andrew Adil (Remote Attendance)  
Commissioner John Gale  
Commissioner Jackie Mandyck (Remote Attendance)  
Commissioner Dominic Pane (Remote Attendance)  
Commissioner Christopher Tierinni  
Citizen Member Edwin Vargas  
Scott Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Christopher Levesque, Chief Operating Officer (Remote Attendance)  
Kelly Shane, Chief Administrative Officer  
Jamie Harlow, Director of Human Services  
Susan Negrelli, Director of Engineering  
David Rutty, Director of Operations (Remote Attendance)  
Robert Schwarm, Director of Information Systems  
Rita Kelley, Equal Employment Opportunity Compliance Officer  
Diana Phay, Manager of Treasury (Remote Attendance)  
Carrie Blardo, Executive Assistant to the Chief Executive Officer  
Victoria Escoriza, Executive Assistant  
Chris Mclellan, Stock Specialist  
Dylan Pecego, IT Consultant  
Matthew McAuliffe, IT Consultant (Remote Attendance)  
Amanda Litvak, IT Professional Level Associate (Remote Attendance)  
Elizabeth Tavelli, Independent Consumer Advocate  
David Lee, Dahab Associates, Inc.

**CALL TO ORDER**

Chairman Alvin Taylor called the meeting to order at 4:00 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

***4:03 PM Commissioner Steuber entered remotely***

***4:07 PM District Chairman Currey entered remotely***

**INDEPENDENT CONSUMER ADVOCATE COMMENTS & QUESTIONS RELATIVE  
TO AGENDA ITEMS**

The Independent Consumer Advocate did not have any comments or questions.

**APPROVAL OF MEETING MINUTES**

***On motion made by Commissioner Drake and duly seconded, the meeting minutes of January 6, 2025 were approved.***

**REPORT BY DAHAB ASSOCIATES INC. RE: 4<sup>TH</sup> QUARTER 2024 PENSION PLAN  
INVESTMENT PERFORMANCE**

David Lee of Dahab Associates, Inc. provided a report on the 2024 4<sup>TH</sup> Quarter Pension Plan Investment Performance.

**REPORT BY DAHAB ASSOCIATES INC. RE: 4<sup>TH</sup> QUARTER 2024 OPEB TRUST  
INVESTMENT PERFORMANCE**

David Lee of Dahab Associates, Inc. provided a report on the 2024 4<sup>TH</sup> Quarter OPEB Trust Investment Performance.

**EMPLOYEE CLIMATE STUDY UPDATE**

Chief Executive Officer Scott Jellison informed the Committee that he has been meeting with small groups of employees to go over feedback and results from the climate study and will continue to meet with additional groups to implement recommendations from the study and Amazing Workplaces.

**OUTSIDE LABOR COUNSEL**

The Committee discussed retaining outside labor counsel for collective bargaining negotiations.

***Commissioner Avedisian made a motion to adjourn which was duly seconded. Commissioners Avedisian, Desai, Patel and Magnan voted in favor of the motion to adjourn. Commissioners Salemi, Taylor, Currey and Lester opposed. The motion failed.***

**VACANCIES INCLUDING JOB TITLE, CLASSIFICATION, OPEN POSTINGS AND WHETHER INTERNAL/EXTERNAL POSTING**

Jamie Harlow, Director of Human Resources, provided a report on vacancies in January and February of 2025

**PRIOR MONTH'S RETIREMENTS, RESIGNATIONS, TERMINATIONS INCLUDING EMPLOYEE'S YEARS OF SERVICE, GENDER, RACE & CLASSIFICATION**

Jamie Harlow, Director of Human Resources, provided a report on the retirements, resignations and terminations from January and February of 2025.

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

Chris McLellan, Stock Specialist I & Local 184 President, stated he wanted to clarify comments by CEO Scott Jellison regarding a recent overtime call-in of on-call employees. He stated both times the employees on call were not called, grievances were issued, and the District upheld them and paid the employees that missed the call. He said that 184 members are on call every weekend.

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

Commissioner Salemi asked that a solicitation for a new CFO be on the next agenda and cost for outside labor counsel.

Commissioner Taylor would like the management study to be discussed at the next meeting.

Citizen Member Vargas asked for clarification on Commissioner requests for consideration of future agenda items. He asked if all requests made by Commissioners get placed on the agenda, or if the chairman takes them under advisement.

**ADJOURNMENT**

The meeting was adjourned at 5:39 PM

ATTEST:

John S. Mirtle, Esq.  
District Clerk

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Date Approved

\*\*Video of the full March 17, 2025 Personnel, Pension and Insurance Committee meeting is available at <https://www.youtube.com/@MetropolitanDistrictCommission> \*\*