

**JOURNAL  
OF  
THE PERSONNEL, PENSION & INSURANCE COMMITTEE  
OF  
THE METROPOLITAN DISTRICT  
COMMISSION**

FOR THE YEAR  
2011

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Membership of the District is made up of the City of Hartford and  
The Towns of Bloomfield, Newington, Wethersfield, Windsor,  
East Hartford, Rocky Hill and West Hartford

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**MEMBERSHIP**  
**OF**  
**THE PERSONNEL, PENSION & INSURANCE COMMITTEE**  
**2011**

**ALVIN E. TAYLOR**      Chairman, Personnel, Pension and Insurance Committee  
**RAYMOND SWEEZY**      Vice Chairman, Personnel, Pension and Insurance Committee

DANIEL CAMILLIERE

J. LAWRENCE PRICE

TIMOTHY CURTIS

ALBERT F. REICHIN

JOHN M. GROTTOLE

PASQUALE J. SALEMI

JOSEPH KLETT

RAYMOND SWEEZY

MAUREEN MAGNAN

ALVIN E. TAYLOR

TRUDE H. MERO

# **MINUTES**

**OF**

**MEETINGS OF THE PERSONNEL, PENSION & INSURANCE COMMITTEE**

**HELD IN 2011**

**SPECIAL MEETING**  
**PERSONNEL, PENSION AND INSURANCE COMMITTEE**  
**The Metropolitan District**  
555 Main Street, Hartford  
Monday, February 7, 2011

**Present:** Commissioners Daniel Camilliere, John M. Grottolo, Joseph Klett, Trude H. Mero, J. Lawrence Price, Albert F. Reichin, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman DiBella (9) (1-vacancy)

**Absent:** Commissioners Timothy Curtis and Maureen Magnan (2)

**Also**

**Present:** Charles P. Sheehan, Chief Executive Officer  
John M. Zinzarella, Chief Financial Officer  
Scott W. Jellison, Chief Operating Officer  
Robert E. Moore, Chief Administrative Officer  
R. Bartley Halloran, District Counsel  
Christopher R. Stone, Assistant District Counsel  
Erin Ryan, Assistant District Counsel  
Patricia Speicher Werbner, Director of Human Resources  
Kristine C. Shaw, District Clerk  
Constantin Banciulescu, Interim Chief of Engineering  
Sally Keating, Manager, Environment, Health & Safety  
Susan Negrelli, Assistant Manager of Water Treatment  
Jennifer M. Ottalagana, Manager of Development Services  
Stanley Pokora, Manager of Treasury  
Lebert Thomas, Manager of Engineering & Planning  
Carol Fitzgerald, Manager of Financial Control  
Robert Constable, Manager of Budgeting & Analysis  
Rick Gomez, PMU Diversity Officer  
Kathleen Drake, Staff Services Administrator  
Neil Amwake, Principal Engineer  
Amy Velasquez, Environmental Analyst  
Andrew Perham, Environmental Analyst  
Robert Facey Jr., President, Local 3713  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant  
Richard H. Goldstein, Attorney, McElroy, Deutsch, Mulvaney & Carpenter/PH, LLP

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 4:16 p.m.

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MINUTES**

***On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of December 6, 2010 were approved.***

**ORGANIZATIONAL CHANGES- ESTABLISHMENT OF POSITIONS – Report 4.**

To: Personnel, Pension and Insurance Committee for consideration on February 7, 2011

On December 6, 2010, IMG Consultants presented the Personnel, Pension and Insurance (PPI) Committee with a broad overview of the proposed District-wide reorganization plan. The first step of the plan was implemented January 1, 2011 with the creation and appointment of two new positions: Deputy Chief Executive Officer, Engineering & Operations and Deputy Chief Executive Officer, Business Services.

The overall goals of the reengineering encompass the following principles:

- To optimize span of control
- To improve cross organization collaboration
- To strengthen delegation and accountability
- To maintain a sound financial base
- To gain synergies and improve support to core business functions by consolidating Business Services functions.

In addition to the Deputy Chief Executive Officers positions, several “Director” positions have been recommended and existing positions descriptions have been either modified or new position descriptions have been developed. These positions are critical to the continued implementation of the new organizational structure. Consistent with District Ordinances, and, upon approval of the District Board, these positions are established as “unclassified” employees/officers.

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

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

**RESOLVED:** That the following unclassified positions and respective descriptions be approved with a salary range conforming to Grade EE-22 of the Classification Plan.

Director of Diversity  
Director of Engineering  
Director of Facilities  
Director of Finance

Director of Human Resources  
Director of Information Services  
Director of Operations  
Director of Procurement

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

***On motion made by Commissioner Reichin and duly seconded,  
the report was received and the resolution recommended to the  
District Board by unanimous vote of those present.***

## **METROPOLITAN DISTRICT COMMISSION POSITION DESCRIPTION**

**POSITION TITLE:                      DIRECTOR OF DIVERSITY**

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### **PURPOSE OF POSITION**

This is a highly responsible executive level position and a member of the senior executive leadership team. The purpose of this position is to provide strategic vision and leadership for direction and management of District internal and external diversity programs, services and initiatives including the Small Local Business Enterprise Program, supplier diversity programs, internal diversity and inclusion programs and affirmative action. Position typically reports to an Assistant District Counsel. 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 Commission.

### **ESSENTIAL FUNCTIONS**

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

Works with the Chief Executive Officer, District Counsel and Assistant District Counsel (Labor) and staff to develop and implement programs and activities that will assure that MDC's Affirmative Action, Diversity and Small Local Business Enterprise (SLBE) program goals are achieved.

Participates in strategic and operational management processes of the organization as a member of the senior management team to foster leadership and innovation in the development of diverse business support, inclusion and affirmative action.

Plans and directs goals, objectives, operations and activities of the Small Local Business Enterprise Program, supplier diversity programs, internal diversity and inclusion programs and affirmative action.

Advises senior executive leadership on supply management strategies, industry trends, products and pricing tools. Monitors work force and business utilization and compliance with District goals and set-asides.

Directs and coordinates activities to expand the base of small, local and minority vendors who are capable and available to participate in purchasing and contracting opportunities. Develops and maintains relationship with assigned key suppliers to maintain knowledge of current activity and prospective business opportunities. Establishes and maintains relationships with community and business service organizations.

Oversees the development of the District's annual Affirmative Action Plan in compliance with Commission on Human Rights and Opportunity requirements and monitors hiring and promotional achievements with adopted goals.

Oversee District multicultural initiatives and diversity programs.

Analyzes information on assigned departments effectiveness and efficiency. Identifies best business practices and modifies operating policies and procedures. Recommends District administrative and governing policies. Supervises direct report managerial and staff employees.

Directs the development of the operating budget and directs departments expenditures with fund allocations and approves fund transfers for Finance department and Board of Finance consideration.

Coordinates District goals, objectives, and activities as a member of the senior management team. Works with assigned District departments and executives of government agencies, municipalities, contractors, and community organizations. Represents the District in meetings, public events and media conferences. Directs the processing of public inquiries and complaints.

Advises the Board and committees on items relating to diversity.

Performs related duties as required and assigned.

### **KNOWLEDGE SKILLS AND ABILITIES:**

Knowledge of the principles and practices of strategic planning, contracting, and change management.

Thorough knowledge of laws, rules, and regulations which apply to the provisions and limitations of Affirmative Action and SLBE programs.

Thorough knowledge of the principles and practices of public procurement, including contract law, accounting principles and cost analysis techniques, and administrative management.

Strong organizational and project management skills Knowledge of analytical techniques to conduct studies, analyze findings, and make recommendations concerning effectiveness, efficiency, and productivity.

Ability to investigate and resolve issues. Ability to prepare, interpret, and evaluate policies and modifications.

Ability to write clear and concise reports, memoranda, directives, and letters. Ability to communicate effectively, orally and in writing.

Ability to supervise, select, train, evaluate and motivate employees; and ability to establish and maintain effective working relationships with a wide variety of people, including program managers and suppliers.

Considerable ability to form alliances with community and small business organizations and small, minority and women owned businesses.

Considerable ability to develop and administer policies and procedures at the executive management level, including goals, objectives, strategic planning, decision-making, and report development and writing.

Considerable ability to manage the work of District department through direct report supervisors and managers.

Extensive skills to build trust and personal accountability, and the ability to establish and maintain effective working relationships with District staff, personnel from governmental agencies, contractors, consultants and customers.

Demonstrated competencies include: vision and leadership, analytical planning and problem solving skills, negotiation; accountability, team building and staff development; planning and organizational skills, astute judgment and decision-making, integrity, commitment to diversity and the ability to function well in a multicultural environment.



## MINIMUM QUALIFICATIONS

Bachelor's degree in business administration, acquisition/procurement, engineering, public administration or related field with Master's level course work in the field; Master's degree in related field preferred; supplemented by a minimum of ten (10) years progressively responsible experience that includes professional experience in the administration of an Affirmative Action/Diversity/SLBE office, contracts for major procurements or management of other similar major supplier diversity programs including three (3) years at the management level; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Must have a valid driver's license.

## PERFORMANCE APTITUDES

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

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

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

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

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

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

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

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

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

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

## **METROPOLITAN DISTRICT COMMISSION POSITION DESCRIPTION**

**POSITION TITLE: DIRECTOR OF ENGINEERING**

---

### **PURPOSE OF POSITION**

This is a highly responsible executive level position and a member of the senior executive leadership team. The purpose of this position is to provide strategic vision and leadership for developing, implementing and managing the District's engineering programs, which include engineering design, construction, development services, inspection services, technical services and planning and asset management. Position typically reports to the Deputy Chief Executive Officer. 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 Commission.

### **ESSENTIAL FUNCTIONS**

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

Participates in strategic and operational management processes of the organization as a member of the senior management team to achieve District goals and foster innovation and prioritizing of engineering functions and initiatives.

Directs the engineering design and construction of all District water and waste water treatment facilities, water mains, sewers pump stations, roads, dams, utility services, buildings and all other related structures and physical assets.

Plans and directs goals, objectives, operations and activities of District engineering functions, which include engineering design services, construction, inspection services, technical services, development services and planning and asset management.

Directs the implementation of design and construction and manages staff and resources; and monitors and evaluate programs to ensure compliance, effectiveness and efficiency.

Develops and implements plans and facilities to meet all public health and environmental standards and requirements for water and wastewater services.

Directs operating department's expenditures with fund allocations and approves fund transfers for Finance Department and Board of Finance consideration. Supervises direct report managerial and staff employees.

Performs planning for asset replacement and maintenance improvements and prepares capital budget requests and budget projections.

Establishes long range goals, objectives and work plans; allocates staff and resources; coordinates priorities and activities among work groups; monitors and evaluates programs, services and operations; analyzes operational, financial, and statistical data; assesses effectiveness and performance; and identifies and implements changes to maximize use of resources, achieve goals and objectives and better serve the District and its customers.

Directs implementation of programs and services through direct report managers, supervisors and staff; ensures activities adhere to applicable local, state and federal regulations, District policies and procedures, engineering principles and practices, quality control standards, and safe work practices; and provides guidance and direction regarding difficult engineering, planning and construction issues.

Develops short and long range capital improvements And coordinates with Facilities and Operations and Finance departments; directs the implementation of capital projects; reviews and analyzes proposals; reviews and

recommends the award of contracts; oversees contractor and consulting engineer performance; approves reports, plans and specifications, change orders and various design and construction documents and ensures work complies with project specifications, engineering principles, safety and quality standards.

Coordinates design and utility service activities with GIS services.

Supervises staff directly and through direct report managers; appoints candidates from approved eligibility lists; enforces safe work practices; approves employee performance evaluations; counsels employees; administers union contract language, oral and written warning and suspension; and recommends higher level discipline and other personnel actions, such as reclassifications.

Manages assigned financial resources; oversees operating and capital budget development; presents budget requests; controls expenditures and ensures compliance with fund allocations; approves fund transfers for consideration by the Finance Department; and prepares and/or reviews financial reports.

Establishes and maintains effective working relationships with District staff, agencies, local businesses, community groups, and professional organizations; and coordinates development with regulatory agencies.

Oversees the preparation and distribution of operating, statistical and regulatory reports for assigned programs and operations; and directs the establishment and management of department records, files and databases.

Performs related duties as required and assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of civil engineering principles and practices as applied to a water and sewer -service for regional municipal utility.

Thorough knowledge, skill and ability in all phases of governmental public works utility engineering for water and wastewater treatment and water distribution and sewage collection and water resource construction and management.

Thorough knowledge of engineering principles and practices including the functional areas of strategic planning, engineering design, construction, utility services, development services, inspection services, and technical services.

Thorough knowledge of public administration principles, practices and technologies as applied to District public works water and waste water delivery systems.

Considerable ability to communicate orally and in writing and to lead others.

Considerable ability to develop and administer policies and procedures at the senior management level, including goals, objectives, strategic planning, financial management, decision-making, and report development and writing.

Considerable ability to manage the work of District departments through direct report supervisors and managers.

Extensive skills to build trust and personal accountability, and the ability to establish and maintain effective working relationships with District staff, personnel from governmental agencies, contractors, consultants and customers.

Demonstrated competencies include: vision and leadership, analytical planning and problem solving skills, negotiation; accountability, team building and staff development; planning and organizational skills, astute judgment and decision-making, integrity, commitment to diversity and the ability to function well in a multicultural environment.

## MINIMUM QUALIFICATIONS

Bachelor's degree in engineering with Master's level course work in the field; Master's degree in related engineering field preferred; supplemented by a minimum of ten (10) years of progressively responsible experience managing utility or public works engineering programs, including three (3) years at the management level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Must have a Connecticut Professional Engineer license or ability to obtain within 60 days from date of appointment.

Must have a valid driver's license.

## PERFORMANCE APTITUDES

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

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

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

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

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

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

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

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

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

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## **METROPOLITAN DISTRICT COMMISSION POSITION DESCRIPTION**

**POSITION TITLE:                    DIRECTOR OF FACILITIES**

---

### **PURPOSE OF POSITION**

This is a highly responsible executive level position and a member of the senior executive leadership team. The purpose of this position is to provide strategic vision and leadership for direction, management and planning of the District operation of water treatment and supply, waste water treatment, and solid waste processing facilities and related capital expansion and improvement programs. Position typically reports to Deputy Chief Executive Officer. 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 Commission.

### **ESSENTIAL FUNCTIONS**

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

Participates in strategic and operational management processes of the organization as a member of the senior management team to provide leadership and innovation in the operation and management of District facilities.

Directs the prioritization and development of capital improvement projects for facility expansion, replacement, repair and maintenance.

Assures compliance with all state and federal public health drinking water standards, state and federal environmental standards and permit requirements and state and federal Occupational Safety and Health Administration standards for the management and operation of all treatment facilities and associated processes.

Directs the operations of the Connecticut Resource Recovery Agency Mid-Connecticut Project to insure compliance with the project agreement, delivery of quality services, and adherence to all applicable safety standards.

Collaborates on the design and construction of facilities upgrades, renovations and modifications with the engineering departments. Reviews the analysis of equipment purchases and upgrades and recommends appropriate action.

Directs the operations of reservoirs, lakes, dams, hydroelectric projects, water treatment plants, water quality laboratory, forestry management, watershed management, recreation activities, watershed inspection requirements, and related activities.

Directs the development, implementation and use of automated process control systems including Supervisory Control and Data Acquisition (SCADA) and "Real Time Control" systems.

Develops and/or reviews specifications for facilities and equipment repairs and purchases. Directs the preparation of maintenance contracts and administers approved contracts.

Conducts research into alternate and emerging technologies pertinent to plant and facilities performance, regulatory compliance and system operation and protection.

Investigates and assesses equipment and system failures. Responds to and directs emergency repairs. Monitors preventative maintenance programs.

Analyzes management issues and problems and prepares recommendations and reports. Assures safe work practices and compliance with regulatory and government mandates. Evaluates employee performance; counsels employees;

administers union contract language, oral and written warning and suspension; and recommends higher level discipline and other personnel actions, such as reclassifications.

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 Chief Executive Officer and Deputy Chief Executive Officer on various operational issues.

Directs the development of the operating budget(s) and presents budget requests to the Board of Finance. Directs assigned departments expenditures with fund allocations and approves fund transfers for Finance department and Board of Finance consideration.

Performs other related duties as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of public administration principles, practices and technologies as applied to District public works water treatment and water supply and distribution systems, waste water treatment and collection and solid waste processing.

Thorough knowledge of federal and state statutes, regulations and standards applicable to water treatment and water supply and distribution systems and waste water treatment, collection and discharge systems.

Thorough knowledge of the technologies and methodologies utilized in water and waste water treatment facility and plant operations and maintenance.

Knowledge of the principles and practices of strategic planning, contracting, negotiations and change management.

Knowledge of design and construction of treatment facilities, treatment processes buildings and related infrastructure.

Thorough knowledge of civil engineering principles and practices as applied to a multi-service regional utility.

Extensive skills to build trust and personal accountability, and the ability to establish and maintain effective working relationships with District staff, personnel from governmental agencies, contractors, consultants and customers.

Demonstrated competencies include: vision and leadership, analytical planning and problem solving skills, negotiation; accountability, team building and staff development; planning and organizational skills, astute judgment and decision-making, integrity, commitment to diversity and the ability to function well in a multicultural environment.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in engineering with Master's level course work in the field; Master's degree in related engineering field preferred; supplemented by a minimum of ten (10) years progressively responsible experience that includes utility plant or public works experience, including three (3) at the management level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.

Must have a Connecticut Professional Engineer license or ability to obtain within 60 days from date of appointment. Class IV Water Treatment Operator Certificate or Class IV Wastewater Operator Certificate are desirable.

Must have a valid driver's license.

## **PERFORMANCE APTITUDES**

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

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

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

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

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

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

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

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

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

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## METROPOLITAN DISTRICT COMMISSION POSITION DESCRIPTION

**POSITION TITLE:                      DIRECTOR OF FINANCE**

---

### PURPOSE OF POSITION

This is a highly responsible financial executive level position and a member of the senior executive leadership team. The purpose of this position 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. Works under the general direction of the Deputy Chief Executive Officer. 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 Commission.

### ESSENTIAL FUNCTIONS

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

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 Deputy 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 department.

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.

Manages and supervises direct report managerial and staff employees. Administers union contract language and discipline. Appoints job candidates from approved eligibility lists. Approves employee performance evaluations and recommends reclassifications. Assures safe work practices.

Analyzes new venture proposals and advises on financial aspects.

Performs special assignments and work as assigned.

### **KNOWLEDGE SKILLS AND ABILITIES:**

Thorough knowledge, skill and ability in all aspects of generally accepted accounting principles.

Considerable knowledge of public administration principles and practices as applied to District finance-related departments.

Knowledge and ability to manage accounting, treasury, audit, and budget management functions.

Knowledge of state and federal grant and loan processes and debt issuance practices.

Knowledge and skill in using IT financial applications. Ability to use SAP desirable.

Considerable ability to communicate orally and in writing and to lead others in District finance-related departments.

Considerable ability to administer policies and procedures at the executive management level.

Considerable ability to manage the work of District finance-related departments through direct report supervisors and managers.



Extensive skills to build trust and personal accountability, and the ability to establish and maintain effective working relationships with District staff, Board, personnel from governmental agencies, contractors, consultants and customers.

Demonstrated competencies include: vision and leadership, analytical planning and problem solving skills, negotiation; accountability, team building and staff development; planning and organizational skills, astute judgment and decision-making, integrity, commitment to diversity and the ability to function well in a multicultural environment.

### **MINIMUM QUALIFICATIONS:**

A bachelor's degree in accounting, business or finance is required; a master's degree in business administration (MBA) or professional designation such as certified public accountant (CPA) or certified management accountant (CMA) is preferred; 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 which provides the requisite knowledge, skills and abilities for this job.

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

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

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

## **METROPOLITAN DISTRICT COMMISSION POSITION DESCRIPTION**

**POSITION TITLE:                   DIRECTOR OF HUMAN RESOURCES**

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### **PURPOSE OF POSITION**

This is a highly responsible executive level position and a member of the senior executive leadership team. The purpose of this position is to provide strategic vision and leadership for the direction and management of the District's human resource strategic plans, policies, programs and operations including human resources administration, labor relations, recruitment and selection, benefits, diversity, human resources information systems, classification and compensation, education and training and employment services. Position typically reports the Deputy Chief Executive Officer. Pursuant to The By-Laws of The Metropolitan District, paragraph B2e and B4a, the person appointed to this position will be an officer of The Metropolitan District Commission

### **ESSENTIAL FUNCTIONS**

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

Participates in strategic and operational management processes of the organization as a member of the senior management team to foster leadership, innovation and prioritizing of human capital initiatives to meet the personnel needs of the District.

Plans, directs and manages District human resource staff, programs, and services, including human resources administration, labor relations, recruitment and selection, benefits, diversity and inclusion, HRIS (Human Resource Information Systems), classification and compensation, education and training and employment services.

Establishes goals, objectives and work plans; develops, designs and implements adopted policies, training programs, processes and procedural instructions; allocates staff and resources; assesses staff effectiveness and performance; and identifies and implements changes to maximize use of resources.

Assure District hiring, promotion and staff assignments adhere to applicable local, state and federal labor regulations and civil rights laws, and District policies and procedures and applicable collective bargaining agreements.

Reviews and approves all personnel actions, recruiting activities and decisions, significant disciplinary actions and training; and provides guidance and direction regarding difficult operational and administrative issues and concerns.

Direct the analysis and implementation of employee benefit programs for pension, health and wellness.

Develops reviews, evaluates and recommends labor relations strategies, policies and objectives; reviews and approves labor relations decisions, actions and settlements; provides information in contract and pension negotiations, and reviews and provides final interpretation of collective bargaining agreements.

Oversees sensitive investigations and identifies human resources needs, trends and strategic issues. Consults with directors and managers regarding human resources management issues; provides information in employment law and litigation; interprets policies and regulations.

Identifies best business personnel practices, operating policies and procedures. Recommends District administrative and governing practices. Advises Chief Executive Officer and Deputy Chief Executive Officer on various personnel, union and benefit issues.

Establishes effective working relationships with District staff, union leadership and personnel from governmental agencies; coordinates operations other District work units to support project objectives and programs.

Manages assigned resources including staff, budgets and other resources; develops business case justifications and cost/benefit analyses for HRIS spending; develops and manages department operating and capital budgets.

Prepares and/or reviews project reports, statistical analyses, project tracking records, correspondence, and other operational and administrative documents.

Develops information for the preparation of the District Affirmative Action Plan.; Reviews and approves CHRO complaint responses; provides support to Affirmative Action Advisory issues.

Directs the development of the operating and capital budget and presents budget requests to the Board of Finance. Directs assigned departments expenditures with fund allocations and approves fund transfers for Finance department and Board of Finance consideration.

Serves as District Privacy Officer.

Performs special assignments and duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the principles and practices of human resources management and labor relations, including recruitment and selection, benefit administration, diversity and inclusion, HRIS, classification and compensation, education and training and employment services.

Thorough knowledge of state and federal civil rights and labor laws and regulation and the Commission on Human Rights and Opportunities (CHRO) practices and procedures.

Thorough knowledge of pension and health benefit programs.

Considerable knowledge of business theory, business processes, strategic planning, management, finance and budgeting.

Considerable ability to communicate orally and in writing and to lead others.

Considerable ability to develop and administer policies and procedures at the executive management level.

Considerable ability to manage the work of HR-related departments through direct report supervisors and managers.

Extensive skills to build trust and personal accountability, and the ability to establish and maintain effective working relationships with District staff, union leadership, personnel from governmental agencies, contractors, consultants and customers.

Demonstrated competencies include: vision and leadership, analytical planning and problem solving skills, negotiation; accountability, team building and staff development; planning and organizational skills, astute judgment and decision-making, integrity, commitment to diversity and the ability to function well in a multicultural environment.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in human resource management, business or public administration, labor relations, or a related field; Master's degree preferred; supplemented by a minimum ten (10) years of progressively responsible human resources management experience, including three (3) years at the management level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must have a valid driver's license.

## PERFORMANCE APTITUDES

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

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

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

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

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

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

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

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

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

*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.*

## METROPOLITAN DISTRICT COMMISSION POSITION DESCRIPTION

**POSITION TITLE: DIRECTOR OF INFORMATION SERVICES**

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### PURPOSE OF POSITION

This is a highly responsible executive level position and a member of the senior executive leadership team. The purpose of this position is to provide strategic vision and leadership for the direction and management of Information Systems (IS) and services including business applications, GIS and financial data processing, hardware and software

services, network applications, communication systems, internet and web site management and control, general mail room and printing services to accomplish District goals and objectives. Position typically reports to the Deputy Chief Executive Officer. 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 Commission.

## ESSENTIAL FUNCTIONS

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

Participates in strategic and operational management processes of the organization as a member of the senior management team to foster leadership innovation and prioritization of information system applications.

Directs the development and application of information technology hardware and software to meet District management, budget, engineering and operational needs.

Plans, manages and directs the staff, resources and operations of the District's Information Systems departments and functions. Manages the development, implementation and maintenance of all information systems, GIS and communication systems including telephones, cell phones and PDAs.

Plans, directs and coordinates the technological development, operation, and maintenance of the District information systems, including system analysis, programming, hardware installation and software applications and prepares systems maintenance schedules and oversees its implementation; assures continuous delivery of IS services through monitoring of IS performance; directs the development and execution of a comprehensive disaster recovery and business continuity plan.

Coordinates approved IS development and upgrade projects; coordinates and facilitates consultation with user departments; collaborates with process owners in defining business and system requirements for new technology implementations; monitors project status and progress; provides training for users and reports progress.

Develops department goals and objectives; develops operating procedures; establishes work plans, priorities and assignments; sets department performance goals; monitors operations and department performance; ensures compliance with applicable laws and regulations; evaluates department effectiveness and efficiency; and implements changes to improve performance.

Supervises information systems staff; interviews; recommends and selects applicants from approved lists; assigns work; establishes performance expectations; provides training and employee development; provides guidance and advise regarding difficult IS issues; enforces safe work practices; evaluates employee performance; counsels employees; administers union contract language, oral and written warning and suspense; and recommends higher level discipline and other personnel actions, such as reclassifications.

Manages District IS resources including equipment, develops business case justifications and cost/benefit analyses for IS spending; develops and manages department operating and capital budgets; identifies opportunities for cost-effective investments in IS systems including staffing, sourcing, purchasing and in-house development and maintains appropriate user licenses.

Reviews hardware and software acquisition and maintenance contracts; pursues master agreements to capitalize on economies of scale; and represents the District and its IS issues to vendors and contractors.

Directs the development of the operating and capital budget and presents budget requests to the Board of Finance. Directs assigned departments expenditures with fund allocations and approves fund transfers for Finance department and Board of Finance consideration.

Prepares and/or reviews project reports, statistical analyses, project tracking records, correspondence, and other operational and administrative documents.

Performs special assignments and duties as assigned.

## KNOWLEDGE SKILLS AND ABILITIES

Thorough knowledge and ability to manage information technology information systems and software including the ability to manage SAP and ESRI GIS applications.

Considerable knowledge of business theory, business processes, strategic planning, management, finance and budgeting, and business office operations.

Considerable knowledge and exposure to data processing, hardware platforms, enterprise software applications and outsources systems.

Knowledge of and ability to manage information technology integrations in the District.

Knowledge of contracting, negotiating and change management.

Considerable ability to communicate orally and in writing and to lead others.

Considerable ability to develop and administer policies and procedures at the executive management level.

Considerable ability to manage the work of IT-related departments through direct report supervisors and managers.

Extensive skills to build trust and personal accountability, and the ability to establish and maintain effective working relationships with District staff, personnel from governmental agencies, contractors, consultants and customers.

Demonstrated competencies include: vision and leadership, analytical planning and problem solving skills, negotiation; accountability, team building and staff development; planning and organizational skills, astute judgment and decision-making, integrity, commitment to diversity and the ability to function well in a multicultural environment.

## MINIMUM QUALIFICATIONS

Bachelor's degree in management information systems, computer science or a related field; Masters Degree in related field preferred; supplemented by minimum of ten (10) years of progressively responsible IS management experience including specific experience in SAP; including three (3) years at the management level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must have a valid driver's license.

## PERFORMANCE APTITUDES

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

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

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

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

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

## ADA COMPLIANCE

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

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

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

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## METROPOLITAN DISTRICT COMMISSION POSITION DESCRIPTION

**POSITION TITLE:                      DIRECTOR OF OPERATIONS**

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### PURPOSE OF POSITION

This is a highly responsible executive level position and a member of the senior executive leadership team. The purpose of this position is to provide strategic vision and leadership for direction and management of the operation, maintenance and repair of all District pipelines, pump stations, vehicles, buildings and appurtenant facilities and customer services, utility services, communications and patrol. Position typically reports to Deputy Chief Executive Officer. Pursuant to The By-Laws of The Metropolitan District, paragraph B2e and B4a, the person appointed to this position will be an officer of The Metropolitan District Commission

### ESSENTIAL FUNCTIONS

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

Participates in strategic and operational management processes of the organization as a member of the senior management team to provide leadership and innovation in the maintenance and repair of District assets.

Directs the repair and maintenance of all District infrastructure including fifteen hundred miles of water mains and sewers, pump stations, storage tanks, valves, generators, electronic control systems and all related appurtenances.

Plans for and directs the purchase, replacement, maintenance and repair of all district equipment and vehicles necessary to operate district facilities.

Plans for and directs the development, installation and operation of water metering devices and assures the proper customer billing and maintains good customer relations and services through operation of central call center and customer complaint response.

Oversees utility service connections and cross connection prevention and maintains call-before-you-dig system and operates district wide command center to coordinate work force assignments for emergency response, repairs and maintenance.

Oversees law enforcement on district properties through management of the Patrol department.

Plans and directs goals, objectives, operations and activities of maintenance, operations, customer service, utility services, communications, emergency action planning and patrol.

Analyzes management issues and problems and prepares recommendations and reports. Assures safe work practices and compliance with regulatory and government mandates. Manages Capacity Management Operation and Maintenance (CMOM) and Computerized Maintenance Management System (CMMS) Programs.

Directs the development of the operating budget(s) of operating departments and presents budget requests to the Board of Finance. Directs assigned departments expenditures with fund allocations and approves fund transfers for Finance department and Board of Finance consideration.

Administers collective bargaining agreement provisions and applies disciplinary measures. Appoints job candidates from approved eligibility lists. Approves employee performance evaluations and recommends reclassifications.

Directs operating department's expenditures with fund allocations and approves fund transfers for Finance Department and Board of Finance consideration. Supervises direct report managerial and staff employees.

Coordinates District goals, objectives, and activities as a member of the senior management team. Works with assigned District departments and executives of government agencies, municipalities, contractors, and community organizations. Represents the District in meetings, public events and media conferences. Directs the processing of public inquiries and complaints.

Advises the Board, Bureau and committees on items relating to the operating departments.

Performs related duties as required and assigned.

## **KNOWLEDGE SKILLS AND ABILITIES:**

Thorough knowledge, skill and ability in all phases of governmental public works utility and maintenance management principles, practices and technologies.

Thorough knowledge of public administration principles, practices and technologies as applied to District public works water and waste water distribution and collection systems and related utility departments.

Knowledge of the principles and practices of strategic planning, contracting, negotiations and change management.

Considerable knowledge of the hydraulics, operation, repair and maintenance of water mains, pump stations, sewers and appurtenant devices and controllers.

Considerable knowledge of customer service systems, billing, metering technologies, principles, practices and activities.

Considerable knowledge of vehicle maintenance, repair, and replacement, electronic equipment repair and replacement, power systems, building maintenance, grounds keeping and related facility maintenance.

Considerable knowledge of local, state and federal laws, regulations and standards affecting water distribution, sewers, safety, watershed protection and related law enforcement.

Considerable ability to communicate orally and in writing and to lead others.



Considerable ability to develop and administer policies and procedures at the executive management level, including goals, objectives, strategic planning, financial management, decision-making, and report development and writing.

Considerable ability to manage the work of District departments through direct report supervisors and managers.

Extensive skills to build trust and personal accountability, and the ability to establish and maintain effective working relationships with District staff, personnel from governmental agencies, contractors, consultants and customers.

Demonstrated competencies include: vision and leadership, analytical planning and problem solving skills, negotiation; accountability, team building and staff development; planning and organizational skills, astute judgment and decision-making, integrity, commitment to diversity and the ability to function well in a multicultural environment.

## MINIMUM QUALIFICATIONS

Bachelor's degree in engineering, with Master's level course work in related engineering field; Master's degree preferred; supplemented by a minimum of ten (10) years progressively responsible experience that includes utility plant or public works experience, including three (3) at the management level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must have a valid driver's license. Must have a State of Connecticut Class 3 Water Distribution System certificate or the ability to acquire it within eighteen months of appointment. Connecticut Professional Engineer license is desirable.

## 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; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

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

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

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

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

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## METROPOLITAN DISTRICT COMMISSION POSITION DESCRIPTION

**POSITION TITLE:         DIRECTOR OF PROCUREMENT**

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### PURPOSE OF POSITION

This is a highly responsible senior management level position and a member of the senior management leadership team. The purpose of this position is to provide strategic vision and leadership for the direction and management of procurement operations of the District which includes; competitive bidding, contract negotiation, procurement compliance and control, and the acquisition of materials and services to support the District's operating and capital requirements. Position typically reports the Deputy Chief Executive Officer. 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 Commission

### ESSENTIAL FUNCTIONS

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

Plans and directs all procurement programs, objectives and operations. Analyzes information on the effectiveness and efficiency of procurement programs and procedures, ensures compliance with all applicable District policies and procedures as well as all applicable State and Federal regulations.

Participates in strategic and management governance processes of the organization as a member of the senior management team to foster leadership and vision for the procurement, and contract compliance and control functions of the District.

Provides over site of purchases to ensure the obtaining of maximum value from expenditures of funds administered through District accounts, insuring that all procedural and regulatory requirements are met.

Oversees the negotiation and management of contracts for all District functions. Provides over site and direction on complex contracts ensuring policies are consistent, processes fair and quality assurance control standards are rigorously enforced. Directs and manages the preparation, solicitation and evaluation of RFQs/RFPs/RFSs/RFIs including preparing cost/price analyses.

Exercises authority to execute contracts (up to the maximum amount of their delegated authority), negotiates and issues contract amendments (change orders), purchase orders, and agreements in accordance with the delegation of signature authority established by District management. May act as or appoint Contract Officer for contract negotiation and approvals.

Reviews and analyzes complex solicitations, budgetary estimates and price proposals from subcontractors/vendors in accordance with the District's Charter, labor, taxation, commercial and other applicable laws to determine reasonableness of prices and proposal terms and conditions. Assures implementation of Small Local Business Enterprise, minority and women owned business programs and set-asides meet District goals and funding requirements in contract and purchase.

Ensures procurement staff's compliance with procurement and subcontracting policies as adopted by the District. Develops and recommends procurement structures that best utilize staff to achieve long and short-range goals. Assures compliance with use of purchasing systems, use of state qualified contractors and all other purchasing controls.

Acts as District liaison with contractors, regulatory agencies and the general public on matters of procurement. Coordinates District actions with government agencies, contractors, and interested groups.

Analyzes information on department's effectiveness and efficiency. Identifies best business practices and modifies operating policies and procedures. Recommends District administrative and governing policies. Advises Chief Executive Officer and Deputy Chief Executive Officer on procurement operational issues.

Prepares written reports and correspondence as required. Maintains compliance files in accordance with the District policies/procedures. Maintains contacts with all pertinent markets in which the District will operate.

Develops budgets and controls department expenditures within fund allocations. Recommends fund transfers.

Supervises assigned staff; interviews and recommends applicants for selection; assigns work; establishes performance expectations; provides training and employee development; provides guidance and advise regarding difficult issues; enforces safe work practices; evaluates employee performance; counsels employees; administers union contract language, oral and written warning and suspense; and recommends higher level discipline and other personnel actions.

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

Performs other related duties as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of principles and practices and regulation as applied to public sector procurement.

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

Knowledge of State Clean Water Fund and Safe Drinking Water Fund grant and loan requirements for procurement and contract management.

Knowledge of the principles and practices involved in the preparation, solicitation, evaluation and negotiation of RFQs/RFPs/RFSs/RFIs, including the preparation of cost/price analyses, small and disadvantage business set-asides.

Knowledge of public administration principles, practices and technologies as applied to District public works water and wastewater and solid waste facilities and distribution and collection systems.

Knowledge of the principles and practices of purchasing systems, purchasing cards and related software.

Considerable ability to communicate orally and in writing and to lead others.

Considerable ability to develop and administer policies, procedures and programs at the senior management level, including goals, objectives, strategic planning, decision-making, and report development and writing.

Considerable ability to manage the work of District departments through direct report supervisors and managers.

Extensive skills to build trust and personal accountability, and the ability to establish and maintain effective working relationships with District staff, personnel from governmental agencies, contractors, consultants and customers.

Demonstrated competencies include: vision and leadership, analytical planning and problem solving skills, negotiation; accountability, team building and staff development; planning and organizational skills, astute judgment and decision-making, integrity, commitment to diversity and the ability to function well in a multicultural environment.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in business, public administration, finance or related field with Master's level course work in either field; Master's degree business, public administration preferred; supplemented by a minimum of ten (10) years previous experience that includes public sector procurement functions and operations, including three (3) years managerial experience; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

Professional certification such as Certified Public Purchasing Officer, Certified Professional Purchasing Manager, or equivalent certifications are desirable.

Must have a valid driver's license.

## **PERFORMANCE APTITUDES**

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

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

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

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

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; 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.

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

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

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**CONSIDERATION AND POTENTIAL ACTION RELATING TO MODIFICATIONS OF SALARY AND BENEFITS FOR EXEMPT AND EXCLUDED EMPLOYEES, AND DISCUSSION OF IMPACT ON STRATEGY FOR COLLECTIVE BARGAINING NEGOTIATIONS-Report 5.**

**EXECUTIVE SESSION**

At 4:25 p.m., Chairman Taylor requested an executive session for the purpose of discussing proposed modifications of salary and benefits for exempt and excluded employees, and the impact on strategy for collective bargaining negotiations.

***On motion made by Commissioner Reichin and duly seconded, the Personnel, Pension and Insurance Committee entered into executive session for the purpose of discussing proposed modifications of salary and benefits for exempt and excluded employees, and the impact on strategy for collective bargaining negotiations.***

Those in attendance during the executive session were as follows:

Commissioners Daniel Camilliere, John Grottole, Joseph Klett, Trude H. Mero, J. Lawrence Price, Albert F. Reichin, Pasquale J. Salemi, Raymond Sweezy, District Chairman William A. DiBella, Attorneys R. Bartley Halloran, Christopher R. Stone, Erin Ryan, Messrs. Charles P. Sheehan, Robert E. Moore, John M. Zinzarella and Ms. Patricia Speicher Werbner

**RECONVENE**

At 5:07 p.m., Chairman Taylor requested to come out of executive session and on motion made by Commissioner Reichin and duly seconded, the Personnel, Pension and Insurance Committee came out of executive session and reconvened. The following action was taken:

It is **RECOMMENDED** that it be:

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

**RESOLVED:** That the salary and benefits provided to classified and unclassified exempt and excluded employees of the District be modified and amended as follows:

1. As to salary/wages, effective January 1, 2011, there shall be no increase in salary/wages (0%) for 2011, excluding any increases resulting from approved step increases;
2. As to salary/wages, effective January 1, 2012, there shall be an increase in salary/wages of 1.5% for 2012, in addition to any increases resulting from approved step increases;
3. For employees hired after February 15, 2011, medical coverage for spouses of retirees shall be eliminated, and such coverage shall only be extended to the retired employee, subject to Item 4 below;
4. For employees hired after February 15, 2011 who retire after 10 years of service and are age 55 or older, and do not otherwise meet the Rule of 85 (total of years of service and age), post-retirement medical benefits shall be eliminated;
5. For employees hired after February 15, 2011, such employees shall contribute 1% of their gross annual salary, pro-rated as necessary, to the Other Post-Employment Benefits (OPEB) Trust Fund established by resolution of the District Board on May 3, 2010;
6. Effective January 1, 2012, employees' contribution towards medical insurance premiums shall increase from 8% to 13%, provided, however, that this contribution towards medical insurance premiums shall be reduced to 9% for employees certified as "non-smokers" or actively enrolled in a formal smoking cessation program;
7. Effective December 30, 2012, employees' contribution towards medical insurance premiums shall increase from 13% to 15%, provided, however, that this contribution towards medical insurance premiums shall be reduced to 10% for employees certified as "non-smokers" or actively enrolled in a formal smoking cessation program;
8. All District buildings, including areas immediately adjacent thereto, shall be "smoke free" as to all non-union employees;
9. Medical plan design changes as detailed in the attached schedule (incorporated herein by reference) shall be implemented on March 1, 2011 for Year 1 changes and January 1, 2012 for Year 2 changes, with a Health Savings Account (HSA) option to be provided as of March 1, 2011; and
10. The District shall continue to provide a \$10,000.00 life insurance policy for current employees and a \$5,000.00 life insurance policy for retired employees. The District shall no longer subsidize any increases in these policy amounts. Retired employees may, upon the consent and subject to the limitations of the policy provider, purchase additional coverage by converting the policy at their expense.

**MDC****Medical Plan Options**

	<u>Current</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Years 1 &amp; 2</u>
Type of plan	PPO	PPO	PPO	PPO w/ HSA
Referrals required	No	No	No	No
<u>In Network</u>				
Deductible	NA	NA	NA	\$1500/3000
Coinsurance	NA	NA	NA	0%
Out of Pocket Max	NA	NA	NA	\$2500/5000
Office visit copay	\$10	\$20	\$25	Ded/Coins
Specialist visit copay	\$10	\$20	\$25	Ded/Coins
Preventive care copay	\$10	No Charge	No Charge	No Charge
Outpatient Rehab copay	\$10	\$20	\$25	Ded/Coins
Emergency Room copay	\$50	\$75	\$150	Ded/Coins
Urgent Care copay	\$25	\$25	\$25	Ded/Coins
Outpatient surg copay	\$0	\$100	\$200	Ded/Coins
Inpatient copay	\$0	\$250	\$250	Ded/Coins
Lifetime Maximum	Unlimited	Unlimited	Unlimited	Unlimited
<u>Out of Network</u>				
Deductible	\$200/600	\$500/1500	\$500/1500	\$1500/3000
Coinsurance	20%	20%	20%	30%
Out of Pocket Maximum	\$1200/3600	\$2000/6000	\$2000/6000	\$3000/6000
Lifetime Maximum	\$1m	Unlimited	Unlimited	Unlimited
<u>Prescription Drugs</u>				
Retail	\$5/10/15	\$5/20/35	\$10/25/40	Ded, then \$10/25/40
Mail Order	MAC A 2x	MAC A 2x	MAC A 2x	

***On motion made by Commissioner Reichin and duly seconded, the report was received and the resolution as presented was recommended to the District Board by unanimous vote of those present.***

### **ADJOURNMENT**

The meeting was adjourned at 5:07 P.M.

ATTEST:

Kristine C. Shaw  
District Clerk

April 4, 2011

Date Approved

**Special Meeting**  
**PERSONNEL, PENSION AND INSURANCE COMMITTEE**  
**The Metropolitan District**  
555 Main Street, Hartford  
Monday, April 4, 2011

**Present:** Commissioners Daniel Camilliere, John M. Grottole, Joseph Klett, Maureen Magnan, J. Lawrence Price, Albert F. Reichin, Raymond Sweezy, Alvin E. Taylor and District Chairman DiBella (9) (1-vacancy)

**Absent:** Commissioners Timothy Curtis, Trude H. Mero and Pasquale J. Salemi (3)

**Also**

**Present:** Charles P. Sheehan, Chief Executive Officer  
John M. Zinzarella, Chief Financial Officer  
R. Bartley Halloran, District Counsel  
Brendan M. Fox, Jr., Assistant District Counsel  
Christopher R. Stone, Assistant District Counsel  
Erin Ryan, Assistant District Counsel  
Patricia Speicher Werbner, Director of Human Resources  
Kristine C. Shaw, District Clerk  
Stanley Pokora, Manager of Treasury  
Robert Facey Jr., President, Local 3713  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant  
Richard H. Goldstein, Attorney, McElroy, Deutsch, Mulvaney & Carpenter/PH, LLP

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 4:31 P.M.

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MINUTES**

***On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of February 7, 2011 were approved.***

***Commissioner Klett abstained.***



**APPOINTMENT OF DIRECTOR OF DIVERSITY – Report 4.**

To: Personnel, Pension & Insurance Committee for consideration on April 4, 2011

On February 7, 2011, the District Board adopted the Director of Diversity position to oversee internal and external diversity initiatives. This position is critical to the continued implementation of the new organizational structure. At this time, it is the recommendation of staff that George Scurlock be appointed to the position of Director of Diversity.

Mr. Scurlock is an experienced human resources function leader and diversity professional with expertise in diversity practices and leadership development. His strengths include managing client relationships, facilitating change and bringing a bottom-line strategic perspective to diversity initiatives, all of which will be critical to the success of the MDC Small Local Business Enterprise (SLBE) Program and supplier diversity programs, as well as internal diversity programs. In March 2010, George was appointed as a MDC Durational Project Engineer and hit the ground running, making great strides and breathing life into innovative diversity processes. Most noteworthy is his tireless efforts to make the SLBE Program a reality by expanding the base of small, local vendors and facilitating their participation in MDC purchasing and contracting opportunities.

It is the opinion of staff that Mr. Scurlock is a valuable addition to The Metropolitan District and will serve us well as the Director of Diversity.

Therefore, it is recommended that it be:

**Voted:** That the Personnel, Pension and Insurance Committee recommends to the District Board, through the Committee on Organization, passage of the following resolution:

**Resolved:** That the District Board, in accordance with Section 2-8 of the Charter of The Metropolitan District, hereby appoints George Scurlock as the Director of Diversity, with a salary determined pursuant to the range previously adopted by the District Board.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

***On motion made by Commissioner Reichin and duly seconded, the report was received and the resolution recommended to the District Board through the Committee on Organization by unanimous vote of those present.***

**AMENDMENT AND RESTATEMENT OF RETIREMENT PLAN RELATING TO BUY-BACK OF YEARS OF SERVICE BY FORMER DISTRICT COUNSEL BOURKE SPELLACY – Report 5.**

To: Personnel, Pension & Insurance Committee for consideration on April 4, 2011

WHEREAS, The Metropolitan District (the “Employer”) is the sponsor of the Retirement Plan for Employees of The Metropolitan District (the “Retirement Plan”); and

WHEREAS, the District Board of the Employer, upon recommendation of the Personnel, Pension and Insurance Committee, has the authority to adopt documents pertaining to the Retirement Plan at any time and from time to time; and

WHEREAS, Attorney Bourke Spellacy was initially employed by the District as of April 11, 1966, and his employment was terminated on January 6, 1973; and

WHEREAS, thereafter, on January 3, 1977, Attorney Spellacy was rehired by the District, and served as District Counsel until his retirement from the District on February 1, 2007; and

WHEREAS, throughout his tenure with the District, Attorney Spellacy was a District employee, and as such participated in and contributed to the Retirement Plan; and

WHEREAS, upon his termination on January 6, 1973, Attorney Spellacy had not fully vested in the Retirement Plan, and received a refund of his pension contributions to date in the amount of \$1,160.43; and

WHEREAS, upon his request, and acknowledging his years of service to the District, staff recommends that Attorney Spellacy be allowed to buy-back two years of service, at a cost to be determined by the District actuaries and consistent with Amendment 3 to the Retirement Plan attached hereto and incorporated by reference herein.

NOW, THEREFORE, BE IT

RESOLVED: That the Personnel, Pension and Insurance Committee recommends to the District Board that the Retirement Plan provisions set forth in Amendment No. 3, as attached and in substantially the form presented to this meeting, be and hereby are approved and adopted, together with any modifications that are determined by counsel for the Employer to be necessary or desirable to effectuate the intention of this resolution to allow Attorney Spellacy, at his cost, to buy-back two years of service and to credit an additional two years of service to his retirement account; and further

**RESOLVED:** That the Chief Executive Officer of the Employer or any other officer designated by him be, and each of them hereby is, authorized and empowered, for and on behalf of the Employer, to execute Amendment No. 3 to the Retirement Plan and to take any and all other actions which may be necessary or desirable to effectuate the intention of the foregoing resolutions; and further

**RESOLVED:** That the Chief Executive Officer of the Employer or any other officer designated by him be, and each of them hereby is, authorized and empowered, for and on behalf of the Employer, to execute such other documents and to take any and all other actions which may be necessary or desirable in order to permit the Employer to implement Amendment No. 3 to the Retirement Plan.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

***On motion made by District Chairman DiBella and duly seconded, the report was received and the resolution recommended to the District Board by majority vote of those present.***

***Commissioner Reichin and Commissioner Sweezy voted no.***

**TECHNICAL REVISIONS TO EXEMPT & EXCLUDED EMPLOYEE BENEFIT  
RESOLUTION ADOPTED BY DISTRICT BOARD ON FEBRUARY 7, 2011 – Report  
6.**

To: Personnel, Pension and Insurance Committee for consideration on April 4, 2011

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

**RESOLVED:** That Sections 3, 5, 9 and 10 of the resolution of the District Board of February 7, 2011 relating to the salary and benefits provided to classified and unclassified exempt and excluded employees of the District be modified and amended as follows (changes in bold):

1. As to Section 3, replace the entire section with the following:

For employees hired after February 15, 2011, medical coverage for spouses **and dependents** of retirees shall be eliminated, and such coverage shall only be extended to the retired employee, subject to Item 4 below.

2. As to Section 5, replace the entire section with the following:

For employees hired after February 15, 2011, such employees shall contribute 1% of their gross annual salary, pro-rated as necessary, to the Other Post-Employment Benefits (OPEB) Trust Fund established by resolution of the District Board on May 3, 2010. **Any monies contributed to the OPEB shall not be refunded to the contributing employee, regardless of whether such employee has vested in the District's Retirement Plan.**

3. As to Section 9, replace the entire section with the following:

Medical plan design changes as detailed in the attached schedule (incorporated herein by reference) shall be implemented on **April 1, 2011** for Year 1 changes and January 1, 2012 for Year 2 changes, with a Health Savings Account (HSA) option to be provided as of **August 1, 2011**. **As to the HSA, the District shall contribute 50% towards each participating employee's annual deductible for a period of three (3) years, subject to revision thereafter.**

4. As to Section 10, replace the entire section with the following:

The District shall continue to provide a \$10,000.00 life insurance policy for current employees and a \$5,000.00 life insurance policy for retired employees. The District shall no longer subsidize any increases in these policy amounts. Retired employees may, upon the consent and subject to the limitations of the policy provider, purchase additional coverage by **continuing** the policy at their expense.

5. In all other respects, unless specifically modified or amended herein, the resolution of February 7, 2011 remains in full force and effect.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

***On motion made by Commissioner Reichin and duly seconded, the report was received and the resolution recommended to the District Board by unanimous vote of those present.***

**ADJOURNMENT**

The meeting was adjourned at 4:55 P.M.

ATTEST:

A handwritten signature in blue ink, appearing to read "Kristine C. Shaw".

Kristine C. Shaw  
District Clerk

April 4, 2011  
\_\_\_\_\_  
Date Approved

**Meeting**  
**PERSONNEL, PENSION AND INSURANCE COMMITTEE**  
**The Metropolitan District**  
555 Main Street, Hartford  
Monday, April 11, 2011

**Present:** Commissioners Daniel Camilliere, John M. Grottolo, Trude H., Mero, J. Lawrence Price, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman DiBella (8) (1-vacancy)

**Absent:** Commissioners Timothy Curtis, Joseph Klett, Maureen Magnan, J. Lawrence Price and Albert F. Reichin (5)

**Also**

**Present:** John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
Patricia Speicher Werbner, Director of Human Resources  
Kristine C. Shaw, District Clerk  
Stanley Pokora, Manager of Treasury  
David Lee, Dahab Associates  
Steven Roth, Dahab Associates  
Richard H. Goldstein, Attorney, McElroy, Deutsch, Mulvaney & Carpenter/PH, LLP

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 4:36 P.M.

**ROLL CALL AND QUORUM**

The District Clerk informed Chairman Taylor that a quorum of the Personnel, Pension and Insurance Committee was present, and the meeting was declared a legal meeting of the Metropolitan District of Hartford County, Connecticut.

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MINUTES**

*On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of April 4, 2011 were approved.*

**QUARTERLY REPORT FROM PENSION INVESTMENT ADVISOR-DAHAB ASSOCIATES – Report 4.**

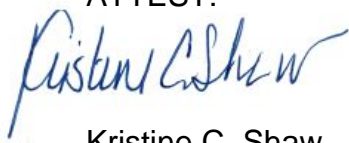
Stan Pokora, Manager of Treasury, introduced David Lee and Steven Roth from Dahab Associates. They reviewed the Performance Review-

December 2010 with the Committee members. [A copy of the report is maintained in the Office of the District Clerk.]

**ADJOURNMENT**

The meeting was adjourned at 5:39 p.m.

ATTEST:

A handwritten signature in blue ink, appearing to read "Kristine C. Shaw".

Kristine C. Shaw  
District Clerk

May 17, 2011

\_\_\_\_\_  
Date Approved

**Special Meeting**  
**PERSONNEL, PENSION AND INSURANCE COMMITTEE**  
**The Metropolitan District**  
555 Main Street, Hartford  
Tuesday, May 17, 2011

**Present:** Commissioners Daniel Camilliere, John M. Grottole, Maureen Magnan (via phone), Trude H., Mero, J. Lawrence Price, Albert F. Reichin and Alvin E. Taylor (7) (1-vacancy)

**Absent:** Commissioners Timothy Curtis, Joseph Klett, Pasquale J. Salemi and Raymond Sweezy (4)

**Also**

**Present:** John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
R. Bartley Halloran, District Counsel  
Christopher R. Stone, Assistant District Counsel  
Erin Ryan, Assistant District Counsel  
Patricia Speicher Werbner, Director of Human Resources  
Kristine C. Shaw, District Clerk  
Stanley Pokora, Manager of Treasury  
Robert Zaik, Manager of Labor Relations  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant  
Richard H. Goldstein, Attorney, McElroy, Deutsch, Mulvaney & Carpenter/PH, LLP

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 12:04 p.m.

**ROLL CALL AND QUORUM**

The District Clerk informed Chairman Taylor that a quorum of the Personnel, Pension and Insurance Committee was present, and the meeting was declared a legal meeting of the Metropolitan District of Hartford County, Connecticut.

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MINUTES**

***On motion made by Commissioner Reichin and duly seconded, the meeting minutes of April 11, 2011.***



**APPOINTMENT OF THE HARTFORD AS PROVIDER FOR MDC LIFE INSURANCE PROGRAM – Report 4.**

To: Personnel, Pension and Insurance Committee for Consideration on May 17, 2011

Staff is seeking approval from the Personnel, Pension and Insurance Committee to appoint The Hartford as the most qualified vendor to provide life insurance to MDC employees and retirees.

In December 2010, Lockton Company was retained to represent the MDC as a health care advisor and to market the MDC Life Insurance Program to the life insurance provider community. As a result of Lockton's marketing efforts, it was determined that The Hartford's proposal provides the MDC Life Insurance Program Benefits for an annual cost of \$264,671; which is an annual savings of \$127,333 versus the incumbent carrier.

Based on the foregoing, it is recommended that it be:

RESOLVED: That The Hartford be appointed as the provider for the MDC Life Insurance Program for a period of three years commencing July 1, 2011;

RESOLVED: That the chief executive officer or any other officer designated by him be, and each of them hereby is, authorized and empowered, to execute a contract on behalf of the MDC.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

***On motion made by Commissioner Reichin and duly seconded, the report was received and the resolution adopted by unanimous vote.***

**PENSION PLAN INVESTMENT POLICY MODIFICATIONS-RE: NEW ASSET CLASS AND TARGET ASSET PERCENTAGES – Report 5.**

To: Personnel, Pension and Insurance Committee for Consideration on May 17, 2011

The District's financial advisor, DAHAB Associates, is proposing a new asset class, emerging markets, revised target asset percentages and asset allocation ranges for the District's pension plan. These changes to the pension plan investment policy are recommended to expand the pension plan's mix of asset classes and to enhance the performance.

These proposed modifications are important for the Pension Plan's long-term investment performance and incorporate the following recommendations from DAHAB Associates:

A. Asset Target %

	Current Targets	Proposed Targets
Domestic Equity		
- Large Cap	40.0%	17.5%
- Mid Cap	0.0%	17.5%
- Small Cap	10.0%	12.5%
International Equity	10.0%	10.0%
Emerging Markets	0.0%	10.0%
Fixed Income		
-Global Fixed	40.0%	5.0%
-Broad Fixed (Aetna)	0.0%	19.5%
Real Estate	0.0%	5.0%
Cash & Equivalents		
-Aetna Cash Acct	0.0%	3.0%

B. Asset Allocation Range %

	Current <u>Alloc %</u>	Proposed <u>Alloc %</u>
Domestic Equity		
- Large Cap	32% to 48%	12.5% to 22.5%
- Mid Cap	8% to 12%	12.5% to 22.5%
- Small Cap	8% to 12%	9.5% to 15.5%
International Equity	8% to 12%	7% to 13%
Emerging Markets	0%	7% to 13%
Fixed Income		
-Global Fixed	38% to 42%	2% to 8%
-Broad Fixed (Aetna)	0%	14.5% to 24.5%
Real Estate	0%	2% to 8%
Cash & Equivalents		
-Aetna Cash Acct	0 to 15%%	0% to 15%

As part of DAHAB Associates recommendation for a new asset class and revised target allocation percentages for the pension plan, the firm is recommending a new investment manager search for Midcap, Emerging Market and Real Estate asset classes.

DAHAB Associates, with the assistance of staff, will issue a Request for Proposals (RFP) for Midcap, Emerging Market and Real Estate investment managers. Following an initial screening of the responses, a list of qualified investment managers will be presented to your committee for review and final selection to manage the investment classes.

Based on the foregoing, it is recommended that it be:

RESOLVED: That Emerging Market be adopted as a new asset class within the pension plan investment policy;

RESOLVED: That Personnel, Pension and Insurance Committee adopt the proposed Asset Target Percentages and Asset Allocation Percentage Ranges.

RESOLVED: That DAHAB Associates be authorized, with oversight by staff, to conduct an Investment Manager Search for MDC Pension Plan Investments.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

***On motion made by Commissioner Reichin and duly seconded, the report was received and the resolution adopted by unanimous vote.***

**CONSIDERATION OF, AND POTENTIAL ACTION ON, A REQUEST BY MDC EMPLOYEE FOR DISABILITY RETIREMENT PURSUANT TO GENERAL ORDINANCES G1D AND G1H – Report 6.**

At 12: 16 p.m., Chairman Taylor requested an executive session for the purpose of discussing a personnel matter relating to the employment, potential disability pension and health of a MDC employee.

Commissioner Reichin asked if the employee had been notified of this discussion in executive session today.

Attorney Halloran responded that he has been notified and he has given a HIPAA authorization for the Committee to discuss the relative medical condition.

***On motion made by Commissioner Reichin and duly seconded, the Personnel, Pension and Insurance Committee entered into executive session for the purpose of discussing a personnel matter relating to***

***the employment, potential disability pension and health of a MDC employee.***

Those in attendance during the executive session were as follows:

Commissioners Daniel Camilliere, John Grottole, Maureen Magnan, Trude H. Mero, J. Lawrence Price, Albert F. Reichin, Alvin E. Taylor, Attorneys R. Bartley Halloran, Christopher R. Stone, Erin Ryan, Messrs. John M. Zinzarella, Stanley Pokora, Robert Zaik and Ms. Patricia Speicher Werbner

**RECONVENE**

At 12:42 p.m., on motion made by Commissioner Reichin and duly seconded, the Personnel, Pension and Insurance Committee came out of executive session and reconvened. The following action was taken:

**VOTED:** That the Personnel, Pension and Insurance Committee, pursuant to its authority under Section G1b of the General Ordinances and Section B3h of the Metropolitan District, upon due consideration of the request of Martin Tinti for consideration for disability retirement, hereby adopts following:

**RESOLVED:** That, pursuant to Section G1g and G1h of the General Ordinances of the Metropolitan District, the application of Martin Tinti for disability retirement is approved, and his retirement benefit shall be calculated pursuant to Section G1h(1)(c), without the 5% benefit reduction assessed for each year preceding normal retirement set forth in Section G1h(2).

**BE IT FURTHER RESOLVED:** That the effective date of Martin Tinti's disability retirement shall be effective May 1, 2011, provided he submits a fully completed effective Voluntary Retirement Selection Form, with disability election, on or before May 31, 2011. If the completed form is received after May 31, 2011, the disability retirement shall be effective on the first day of the month following receipt of the form by Human Resources.

***On motion made by Commissioner Reichin and duly seconded, the resolution was read into the record and adopted by unanimous vote.***

**CHRO COMPLAINT DECISION-JAMES JULIANO**

Attorney Halloran reported that we had a Commission on Human Rights Opportunities (CHRO) complaint by a James Juliano over age discrimination in a promotion. He said that it was dismissed by CHRO which found that the process that the MDC engaged in was valid.

**EMPLOYEE TERMINATION-DONNA SMITH**

Attorney Stone reported that there was a claim that an employee, now former employee, Donna Smith who worked at Maxim Road, devoted part of her time, that otherwise should have been spent working on behalf of the District, working on personal matters, including but not limited to, to an operation of a part-time business. He said that she not only was using MDC time, but MDC resources and a thorough investigation through Information Technology and Mr. Zaik was conducted. Attorney Stone said that there were two meetings with the employee and it was determined after those meetings that we had enough evidence and proof that the allegations were true. He said that efforts to resolve the matter short of termination proved unsuccessful and the employee was terminated. Attorney Stone concluded that he anticipates that there would be a further proceeding and we hope to expedite those in fairness both to the terminated employee and to the District.

**ADJOURNMENT**

The meeting was adjourned at 12:45 p.m.

ATTEST:



Kristine C. Shaw  
District Clerk

July 18, 2011

\_\_\_\_\_  
Date Approved

**Special Meeting**  
**PERSONNEL, PENSION AND INSURANCE COMMITTEE**  
**The Metropolitan District**  
555 Main Street, Hartford  
Monday, July 18, 2011

**Present:** Commissioners Daniel Camilliere, Maureen Magnan, Trude H., Mero, J. Lawrence Price, Pasquale J. Salemi, Raymond Sweezy and Alvin E. Taylor (7) (1-vacancy)

**Absent:** Commissioners Timothy Curtis, Joseph Klett and Albert F. Reichin (3)

**Also**

**Present:** John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
Christopher R. Stone, Assistant District Counsel  
David Ryan, District Labor Counsel  
Erin Ryan, Assistant District Counsel  
Kristine C. Shaw, District Clerk  
George Scurlock, Director of Diversity  
Cynthia A. Nadolny, Executive Assistant  
Richard H. Goldstein, Attorney, McElroy, Deutsch, Mulvaney & Carpenter/PH, LLP

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 4:05 p.m.

**ROLL CALL AND QUORUM**

The District Clerk informed Chairman Taylor that a quorum of the Personnel, Pension and Insurance Committee was present, and the meeting was declared a legal meeting of the Metropolitan District of Hartford County, Connecticut.

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MINUTES**

***On motion made by Commissioner Camilliere and duly seconded, the meeting minutes of May 17, 2011 were approved.***

Chairman Taylor asked if there was no objection, Agenda Item #5 would be taken up prior Agenda Item #4. There was no objection to his request.

**MODIFICATIONS TO THE DISTRICT SECTION 125 PLAN- RE: AMENDMENT 1 – Report 5.**

To: Personnel, Pension & Insurance Committee on July 18, 2011

WHEREAS, The Metropolitan District (the “Employer”) maintains The Metropolitan District Section 125 Plan (the “125 Plan”) in order to permit its employees to pay their share of the cost of coverage under certain welfare benefit plans on a pre-tax basis; and

WHEREAS, the District Board of the Employer has the authority to adopt amendments pertaining to the 125 Plan at any time and from time to time; and

WHEREAS, it is desirable that the Personnel, Pension and Insurance Committee (the “PPI Committee”) recommend to the District Board of the Employer the adoption of an amendment to the 125 Plan in order to reflect the availability of a high deductible health plan/health savings account program to certain employees of the Employer.

NOW, THEREFORE, BE IT

RESOLVED: That the PPI Committee does hereby recommend to the District Board of the Employer the adoption of Amendment No. 1 to the 125 Plan, in substantially the form presented to this meeting, together with any modifications that are determined by counsel for the Employer to be necessary or desirable to effectuate the intention thereof and to comply with the requirements of the Internal Revenue Code of 1986, as amended.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

DRAFT 5/6/11

**AMENDMENT NO. 1  
THE METROPOLITAN DISTRICT  
SECTION 125 PLAN**

The Metropolitan District, a governmental entity organized under the laws of the State of Connecticut, has adopted this Amendment No. 1 to The Metropolitan District Section 125 Plan (the “Plan”), effective as of the date set forth herein.

(1) Effective as of August 1, 2011, Article II of the Plan is amended by deleting the definition of “Benefit Package Option” and substituting the following in lieu thereof:

*“Benefit Package Option”* means a qualified benefit under Section 125(f) of the Code that is offered under a Section 125 Benefit Program or an option for coverage under a Health Plan or Dental Plan (such as an indemnity option, a health maintenance

organization option, a preferred provider organization option, or a high deductible health plan/health savings account program).

(2) Effective as of August 1, 2011, Article II of the Plan is amended by deleting the definition of "Health Plan" and substituting the following in lieu thereof:

"*Health Plan*" means any Section 125 Benefit Program that provides health coverage under a comprehensive health indemnity plan, a point of service health plan, a health maintenance organization, or a high deductible health plan/health savings account program.

(3) Effective as of August 1, 2011, Article IV of the Plan is amended by adding a new Section 4.14 at the end thereof to read as follows:

Section 4.14 *Health savings accounts*. Anything in this Plan to the contrary notwithstanding, in order for contributions for a month to be made under this Plan to a health savings account for a Participant, there must be coverage in effect as of the first day of the month under a health plan described in Code Section 223(c)(2), and there must not be any other coverage under a health plan in effect as of such first day of the month for the Participant other than health plan coverage described in Code Section 223(c)(1)(B).

(4) All section numbers and cross references thereto are appropriately amended to effectuate the intention of the foregoing amendments.

Witness:

THE METROPOLITAN DISTRICT

By: \_\_\_\_\_

Title:

Date:

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

**CONSIDERATION OF AND POTENTIAL ACTION ON THE CALCULATION OF PENSION BENEFITS FOR CERTAIN EMPLOYEES RETIRING PURSUANT TO THE 2010-2011 EARLY RETIREMENT INCENTIVE PLAN – Report 4.**

At 4:12 p.m., Chairman Taylor requested an executive session for the purpose of discussing strategy with respect to a potential claim.

***On motion made by Commissioner Camilliere and duly seconded, the Personnel, Pension and Insurance Committee***



***entered into executive session for the purpose of discussing strategy with respect to a potential claim.***

Those in attendance during the executive session were as follows:

Commissioners Daniel Camilliere, Maureen Magnan, Trude H. Mero, J. Lawrence Price, Pasquale J. Salemi, Raymond Sweezy, Attorneys Christopher R. Stone, David Ryan, Erin Ryan and John Zinzarella

### **RECONVENE**

At 4:49 p.m., Chairman Taylor requested to come out of executive session and on motion made by Commissioner Magnan and duly seconded, the Personnel, Pension and Insurance Committee came out of executive session and reconvened. The following formal action was taken:

Prior to the vote, Chairman Taylor requested Attorney Stone state the resolution being considered for the record:

“The resolution would be that the District waives seeking any reimbursement from those retirees from the early retirement plan of earlier this year that were overpaid from and by the District; for benefits that they were entitled to be paid for upon retirement. That is the first part of the resolution to be incorporated into the record.”

“The second part of the motion would be that as to any of those same employees, to the extent their ongoing pension payments have increased due to the overpayments referenced in the first part of this resolution, that the District, on behalf of the Pension Fund, will seek reimbursement from those employees for pension overpayments made from the effective date of their respective retirement through the date their pension amount is corrected and adjusted.

“The third part of the motion would be that as to those individuals who were underpaid by the District upon retirement pursuant to the early retirement plan of earlier this year, the District shall pay each retiree so affected the amount due, and make any adjustment in their pension payments accordingly.”

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

### **REPORT-RE: COLLECTIVE BARGAINING NEGOTIATIONS – Report 6.**

At 4:53 p.m., Chairman Taylor requested an executive session for the purpose of discussing an update on collective bargaining negotiations.

***On motion made by Commissioner Camilliere and duly seconded, the Personnel, Pension and Insurance Committee entered into executive session for the purpose of discussing collective bargaining negotiations.***

Those in attendance during the executive session were as follows:

Commissioners Daniel Camilliere, Maureen Magnan, Trude H. Mero, J. Lawrence Price, Raymond Sweezy, Attorneys Christopher R. Stone, David Ryan, Erin Ryan and John Zinzarella

At 5:30 p.m., Chairman Taylor requested to come out of executive session and on motion made by Commissioner Sweezy and duly seconded, the Personnel, Pension and Insurance Committee came out of executive session and reconvened. No formal action was taken

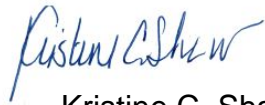
**REPORT-RE: LEADERSHIP DEVELOPMENT INITIATIVE (LDI) – Report 7.**

Chairman Taylor asked if there was no objection and due to the loss of a quorum, Agenda Item 7 would be taken up at a future meeting of the Committee. There was no objection to his request.

**ADJOURNMENT**

The meeting was adjourned at 5:32 p.m.

ATTEST:



Kristine C. Shaw  
District Clerk

August 8, 2011

\_\_\_\_\_  
Date Approved

**SPECIAL MEETING**  
**PERSONNEL, PENSION AND INSURANCE COMMITTEE**  
**The Metropolitan District**  
555 Main Street, Hartford  
Monday, August 8, 2011

**Present:** Commissioners Daniel Camilliere, Timothy Curtis, John M. Grottole, Joseph Klett, Maureen Magnan, J. Lawrence Price, Albert F. Reichin, Pasquale J. Salemi, Raymond Sweezy and Alvin E. Taylor and District Chairman William A. DiBella (11) (1-vacancy)

**Absent:** Commissioners Trude H. Mero (1)

**Also**

**Present:** Charles P. Sheehan, Chief Executive Officer  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
R. Bartley Halloran, District Counsel  
Christopher R. Stone, Assistant District Counsel  
Erin Ryan, Assistant District Counsel  
Kristine C. Shaw, District Clerk  
George Scurlock, Director of Diversity  
Doris Poma, HR Diversity Officer & Acting Mgr. of Employee Services  
Stanley Pokora, Manager of Treasury  
Rita Kelly, Consultant  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant  
Richard H. Goldstein, Attorney, McElroy, Deutsch, Mulvaney & Carpenter/PH, LLP

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 4:14 p.m.

**ROLL CALL AND QUORUM**

The District Clerk informed Chairman Taylor that a quorum of the Personnel, Pension and Insurance Committee was present, and the meeting was declared a legal meeting of the Metropolitan District of Hartford County, Connecticut.

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MINUTES**

***On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of July 18, 2011 were approved.***

***Commissioner Klett abstained.***

**MDC MEDICAL BENEFITS UPDATE – Report 4.**

John Zinzarella, Deputy Chief Executive Officer, Business Services provided the following report to the Committee:

“If you recall, at the February 2011 PPI meeting, the MDC approved the implementation of the high deductible health Plan coupled with a FSA for Exempt Employees. It had originally contemplated a short period open enrollment of August 1, 2011 through December 31, 2011; then a second year plan effective from January 1, 2012 through December 31, 2012. As you recall, our traditional PPO plan year runs October 1 through September 30, and with the introduction of the high deductible health plan which runs January 1 through December 31, it will be very confusing as well as cumbersome for people to enroll. Now, the staff is pursuing to synchronize those two benefit plans as of a calendar/fiscal year. So going forward for the remainder of 2011, the District is going to negotiate with Anthem a short period plan year from October 1, 2011 through December 31, 2011 and then have the PPO medical plan follow a calendar year basis, similar to the high deductible health plan coupled with the FSA. At the same time, the District will retain a medical benefits broker to market the medical plan for the January 1, 2012 plan year. With the expectation that the consultant agreement is below the public bid threshold amount of \$25,000.00, as well as, that in order to successfully market and implement a plan for January 1, 2012, the marketing will commence sometime in September 2011. This process is similar, or almost identical to the process that was followed for the life insurance program. In addition to when we market the plan, for consideration, the January 1, 2012 medical plan will also look to include buy-up benefits. Buy-up benefits are defined as when the employees bear the additional costs of the benefits on the pre-tax basis. Employees can elect buy-up benefits purely on a voluntary basis, which allows for a more robust medical plan for the employee, at no additional cost to the District.”

**STATUS OF AFFIRMATIVE ACTION PLAN SUBMITTAL TO THE COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES (CHRO) – Report 5.**

Erin Ryan, Assistant District Counsel, provided the following report to the Committee:

“You should have all received a copy of the Affirmative Action Plan in the mail last week. We just wanted to give you a brief update on what we have done; the plan should be submitted to CHRO on the 15<sup>th</sup> of this month. It will be our first plan submitted to the state and we have been working with consultant, Rita Kelly and the diversity team of George Scurlock and Doris Poma to complete the plan.”

Commissioner Reichin asked if there was anything about that the Board has a Diversity Committee.

Ms. Ryan responded that there was not, but it would be inserted and it was a very good idea.

Ms. Ryan continued:

“So we will submit our plan on the 15<sup>th</sup> of this month and it generally takes three months for their review process. So we will be defending our plan in November and you normally find out about a week in advance of the defense date if the plan is approved or not. On the defense date, Chuck and I would go and present the plan, answer any questions in a public forum and then get the official approval.”

Commissioner Taylor asked if there are any changes relative to who is or who is not a protected class in terms of our future hiring policies.

Ms. Ryan said that the plan will not dictate whom you can or cannot hire; you are always focused on the most qualified person. She said what the plan will do is make us look at our recruiting processes to ensure we are recruiting the most diverse applicant pool that we can.

Attorney Halloran added the following comments:

“So there are no surprises as we go along. From reading the plan you all saw that in some areas, the plan sets up goals as to achieving a more diverse work force. However, in some areas because the state breaks the particular jobs down in much greater detail than the federal government does and uses data that is outdated; they use the 2000 Census as opposed to anything newer that. You will see that our goals are to hire white Caucasians in a number of categories”

Attorney Halloran & Chairman Taylor thanked Rita Kelly and the diversity team for their outstanding efforts in putting this plan together.

**APPOINTMENT OF SUBCOMMITTEE TO INTERVIEW QUALIFIED RESPONDENTS FOR REQUEST FOR PROPOSAL (RFP) 277 – INSURANCE BROKER SERVICES – Report 7.**

Chairman Taylor appointed Commissioners Magnan, Price, Klett and himself to the subcommittee.

**COLLECTIVE BARGAINING UPDATE – Report 7.**

Chairman Taylor announced that this report was not ready for discussion and if there was no objection, the update would be postponed to the next PPI meeting. There was no objection to his request

**ADJOURNMENT**

The meeting was adjourned at 4:32 p.m.

ATTEST:



Kristine C. Shaw  
District Clerk

September 7, 2011

\_\_\_\_\_  
Date Approved

**SPECIAL MEETING  
PERSONNEL, PENSION AND INSURANCE COMMITTEE  
The Metropolitan District  
555 Main Street, Hartford  
Wednesday, September 7, 2011**

**Present:** Commissioners Daniel Camilliere, Timothy Curtis, John M. Grottole, Trude H. Mero, Pasquale J. Salemi, J. Lawrence Price, Albert F. Reichin, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (10) (1-vacancy)

**Absent:** Commissioners Joseph Klett and Maureen Magnan (2)

**Also**

**Present:** Charles P. Sheehan, Chief Executive Officer  
Scott W. Jellison, Deputy Chief Executive Officer, Engineering & Operations  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
R. Bartley Halloran, District Counsel  
Christopher R. Stone, Assistant District Counsel  
David Ryan, District Labor Counsel  
Steven Bonafonte, Attorney, Consultant  
Kristine C. Shaw, District Clerk  
Robert Zaik, Manager of Labor Relations  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant  
Richard H. Goldstein, Attorney, McElroy, Deutsch, Mulvaney & Carpenter/PH, LLP

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 3:03 p.m.

**ROLL CALL AND QUORUM**

The District Clerk informed Chairman Taylor that a quorum of the Personnel, Pension and Insurance Committee was present, and the meeting was declared a legal meeting of the Metropolitan District of Hartford County, Connecticut.

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MINUTES**

***On motion made by Commissioner Reichin and duly seconded, the meeting minutes of August 8, 2011 were approved.***

**CRRA LITIGATION AND ARBITRATION MATTERS – RE: TERMINATION ISSUES AND BUDGETARY ADJUSTMENTS – Report 4.**

At 3:05 p.m., Chairman Taylor requested an executive session for the purpose of discussing CRRA litigation and arbitration matters.

***On motion made by Commissioner Reichin and duly seconded, the Personnel, Pension and Insurance Committee entered into executive session for the purpose of discussing CRRA litigation and arbitration matters.***

Those in attendance during the executive session were as follows:

Commissioners Daniel Camilliere, Timothy Curtis, John M. Grottole, Trude H. Mero, Pasquale J. Salemi, J. Lawrence Price, Albert F. Reichin, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella, Attorneys Steven Bonafonte, R. Bartley Halloran, David Ryan, Christopher R. Stone, Messrs. Charles P. Sheehan, Scott Jellison, John Zinzarella, Robert Zaik

Commissioner Salemi joined the meeting at 3:11 p.m.

Commissioner Curtis joined the meeting at 4:07 p.m.

**RECONVENE**

At 4:22 p.m., Chairman Taylor requested to come out of executive session and on motion made by Commissioner Reichin and duly seconded, the Personnel, Pension and Insurance Committee came out of executive session and reconvened. No formal action was taken.

**COLLECTIVE BARGAINING NEGOTIATIONS – Report 5.**

At 4:23 p.m., Chairman Taylor requested an executive session for the purpose of discussing collective bargaining negotiations.

***On motion made by Commissioner Reichin and duly seconded, the Personnel, Pension and Insurance Committee entered into executive session for the purpose of discussing collective bargaining negotiations.***

Those in attendance during the executive session were as follows:

Commissioners Daniel Camilliere, Timothy Curtis, John M. Grottole, Trude H. Mero, Pasquale J. Salemi, J. Lawrence Price, Albert F. Reichin, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella, Attorneys R. Bartley Halloran, David Ryan, Christopher R. Stone, Messrs. Charles P. Sheehan, Scott Jellison, John Zinzarella, Robert Zaik

**RECONVENE**

At 4:50 p.m., Chairman Taylor requested to come out of executive session and on motion made by Commissioner Reichin and duly seconded, the Personnel, Pension and Insurance Committee came out of executive session and reconvened. No formal action was taken.

**ADJOURNMENT**

The meeting was adjourned at 4:51 p.m.

ATTEST:

  
Kristine C. Shaw  
District Clerk

November 9, 2011

\_\_\_\_\_  
Date Approved



**SPECIAL MEETING**  
**PERSONNEL, PENSION AND INSURANCE COMMITTEE**  
**The Metropolitan District**  
555 Main Street, Hartford  
Monday, September 19, 2011

**Present:** Commissioners Daniel Camilliere, Timothy Curtis, John M. Grottole, Maureen Magnan, Albert F. Reichin, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (8) (1-vacancy)

**Absent:** Commissioners Joseph Klett, Trude H. Mero, J. Lawrence Price and Pasquale J. Salemi (4)

**Also**

**Present:** Charles P. Sheehan, Chief Executive Officer  
Scott W. Jellison, Deputy Chief Executive Officer, Engineering & Operations  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
R. Bartley Halloran, District Counsel  
David Ryan, District Labor Counsel  
Carl R. Nasto, Assistant District Counsel  
Erin Ryan, Assistant District Counsel  
Steven Bonafonte, Attorney, Consultant  
Kristine C. Shaw, District Clerk  
Robert Zaik, Manager of Labor Relations  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant  
Richard H. Goldstein, Attorney, McElroy, Deutsch, Mulvaney & Carpenter/PH, LLP

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 3:18 p.m.

**ROLL CALL AND QUORUM**

The District Clerk informed Chairman Taylor that a quorum of the Personnel, Pension and Insurance Committee was present, and the meeting was declared a legal meeting of the Metropolitan District of Hartford County, Connecticut. It was noted that Commissioner Curtis was joining the meeting via phone.

**CHANGE OF AGENDA ORDER**

Chairman Taylor requested a motion to change the order of the agenda; specifically to move Agenda Item # 2, until the end of the meeting, consider Agenda Item # 6 first and consider Agenda Item # 4 & 5 together.

***There was no objection and on motion made by Commissioner Reichin and duly seconded, the agenda as changed was accepted.***

**CONSIDERATION OF, AND POTENTIAL ACTION ON, A REQUEST BY MDC EMPLOYEE FOR DISABILITY RETIREMENT PURSUANT TO GENERAL ORDINANCES G1D AND G1H – Report 2.**

At 3:20 p.m., Chairman Taylor requested an executive session for the purpose of discussing a personnel matter relating to the employment, potential disability pension and health of a MDC employee.

***On motion made by Commissioner Reichin and duly seconded, the Personnel, Pension and Insurance Committee entered into executive session for the purpose of discussing a personnel matter relating to the employment, potential disability pension and health of a MDC employee.***

Those in attendance during the executive session were as follows:

Commissioners Daniel Camilliere, Timothy Curtis, John Grottole, Maureen Magnan, Albert F. Reichin, Raymond Sweezy, Alvin E. Taylor, District Chairman DiBella, Attorneys R. Bartley Halloran, David Ryan, Erin Ryan, Messrs. Charles P. Sheehan, Scott W. Jellison, John M. Zinzarella and Robert Zaik

**RECONVENE**

At 3:22 p.m., on motion made by Commissioner Reichin and duly seconded, the Personnel, Pension and Insurance Committee came out of executive session and reconvened. The following action was taken:

**VOTED:** That the Personnel, Pension and Insurance Committee, pursuant to its authority under Section G1b of the General Ordinances and Section B3h of the Metropolitan District, upon due consideration of the request of Thomas Gonzalez for consideration for disability retirement, hereby adopts following:

**RESOLVED:** That, pursuant to Section G1g and G1h of the General Ordinances of the Metropolitan District, the application of Thomas Gonzalez for disability retirement is approved, and his retirement benefit shall be calculated pursuant to Section G1h(1)(c), without the 5% benefit reduction assessed for each year preceding normal retirement set forth in Section G1h(2).

**BE IT FURTHER RESOLVED:** That the effective date of Thomas Gonzalez's disability retirement shall be October 1, 2011, provided he submits a fully completed effective Voluntary Retirement Selection Form, with disability election, on or before September 30, 2011. If the completed form is received after September 30, 2011, the disability retirement shall be effective on the first day of the month following receipt of the form by Human Resources.

***On motion made by Commissioner Reichin and duly seconded, the resolution as distributed in executive session was adopted by unanimous vote.***

**UPDATE ON COLLECTIVE BARGAINING NEGOTIATIONS & CRRA ARBITRATION AND CONTRACT TERMINATION, INCLUDING DISCUSSION OF BUDGETARY AND ORGANIZATIONAL IMPACTS FROM LOSS OF DIRECT AND INDIRECT REVENUE – Report 3 & 4.**

At 3:23 p.m., Chairman Taylor requested and executive session for the purpose of discussing collective bargaining negotiations and pending CRRA arbitration.

***On motion made by Commissioner Reichin and duly seconded, the Personnel, Pension and Insurance Committee entered into executive session for the purpose of discussing collective bargaining negotiations and CRRA arbitration.***

Those in attendance during the executive session were as follows:

Commissioners Daniel Camilliere, Timothy Curtis, John Grottolo, Maureen Magnan, Albert F. Reichin, Raymond Sweezy, Alvin E. Taylor, District Chairman DiBella Attorneys R. Bartley Halloran, Carl R. Nasto, David Ryan, Erin Ryan, Steven Bonafonte, Messrs. Charles P. Sheehan, Scott W. Jellison, John M. Zinzarella and Robert Zaik

**RECONVENE**

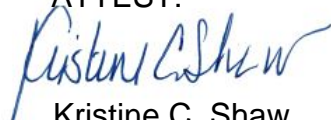
At 3:50 p.m., on motion made by Commissioner Reichin and duly seconded, the Personnel, Pension and Insurance Committee came out of executive session and reconvened. No formal action was taken.

**ADJOURNMENT**

At 3:51 p.m., Chairman Taylor announced that a quorum was no longer present and requested a motion to adjourn.

***On motion made by Commissioner Sweezy and duly seconded, the meeting was adjourned at 3:51 p.m.***

ATTEST:

  
Kristine C. Shaw  
District Clerk

November 9, 2011

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Date Approved

**SPECIAL MEETING  
of  
PERSONNEL, PENSION AND INSURANCE COMMITTEE  
The Metropolitan District  
555 Main Street, Hartford  
Monday, November 9, 2011**

**Present:** Commissioners Daniel Camilliere, Timothy Curtis, John M. Grottole, Maureen Magnan, Trude H. Mero, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (8) (1-vacancy)

**Absent:** Commissioners Joseph Klett, J. Lawrence Price and Albert F. Reichin (3)

**Also**

**Present:** Ronald Armstrong, Commissioner  
Charles P. Sheehan, Chief Executive Officer  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
David Ryan, District Labor Counsel  
Erin Ryan, Assistant District Counsel  
Christopher R. Stone, Assistant District Counsel  
Kristine C. Shaw, District Clerk  
Robert Zaik, Manager of Labor Relations  
Cynthia A. Nadolny, Executive Assistant  
Richard H. Goldstein, Attorney, McElroy, Deutsch, Mulvaney & Carpenter/PH, LLP

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 4:33 p.m.

**ROLL CALL AND QUORUM**

The District Clerk informed Chairman Taylor that a quorum of the Personnel, Pension and Insurance Committee was present, and the meeting was declared a legal meeting of the Metropolitan District of Hartford County, Connecticut.

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MINUTES**

***On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of September 7, 2011 and September 19, 2011 were approved.***

***Commissioner Magnan abstained.***

**DISCUSSION AND POSSIBLE AUTHORIZATION OF PAYMENT RESULTING FROM SUPREME COURT RULING IN THE MATTER OF GABRIELE NYENHUIS V. METROPOLITAN DISTRICT COMMISSION, JUDICIAL DISTRICT OF HARTFORD AT HARTFORD CV 07-4044418S-Report 4.**

*On motion made by Commissioner Sweezy and duly seconded, Agenda Item # 4 was tabled.*

**CONSIDERATION OF AND POSSIBLE MODIFICATIONS TO SALARY & BENEFITS FOR EXEMPT & EXCLUDED, CLASSIFIED AND UNCLASSIFIED EMPLOYEES-Report 5.**

*On motion made by District Chairman DiBella and duly seconded the report was received and the following resolution recommended to the District Board by unanimous vote of those present.*

Resolution Re: Exempt and Excluded Employees

Be It Resolved That, effective January 2, 2011 the base wage for exempt and excluded, classified and unclassified employees employed by the District as of January 2, 2011 and remaining so employed, without interruption, through the date of passage of this resolution, shall increase by 2.5% retroactive to January 2, 2011; and

Be It Further Resolved That, effective January 1, 2012 the base wage for exempt and excluded, classified and unclassified employees employed by the District as of that date, shall increase by 2.5%; and

Be It Further Resolved That, effective January 1, 2012, all exempt and excluded, classified and unclassified employees shall contribute 0.5% of their 2012 base salary towards the District's Other Post-Employment Benefits Trust Fund ("OPEB"); and

Be It Further Resolved That, effective on the first day of the calendar month following the date of the full ratification, acceptance, and execution of certain collective bargaining agreements by and between the District and its three collective bargaining units, the medical plan design changes set forth in Schedule A attached hereto and made a part hereof shall be implemented for all exempt and excluded, classified and unclassified employees of the District.

# MDC Medical Plan Options

*\* Union member - 11/12/11  
Approved - 11/12/11  
Signed - 11/12/11*

	<u>Current</u>	<u>Proposed</u>	<u>Proposed</u>
Type of plan	PPO	PPO	PPO w/ HSA
Referrals required	No	No	No
<u>In Network</u>			
Deductible	NA	NA	\$1500/3000
Coinsurance	NA	NA	0%
Out of Pocket Max	NA	NA	\$2500/5000
Office visit copay	\$10	\$20 - 15	Ded/Coins
Specialist visit copay	\$10	\$20 - 15	Ded/Coins
Preventive care copay	\$10	No Charge - 100	No Charge
Outpatient Rehab copay	\$10	\$20 - 15	Ded/Coins
Emergency Room copay	\$50	\$75 OK	Ded/Coins
Urgent Care copay	\$25	\$25 OK	Ded/Coins
Outpatient surg copay	\$0	\$100 - 50	Ded/Coins
Inpatient copay	\$0	\$250 - 125	Ded/Coins
Lifetime Maximum	Unlimited	Unlimited	Unlimited
<u>Out of Network</u>			
Deductible	\$200/600	\$500/1500	\$1500/3000
Coinsurance	20%	20%	30%
Out of Pocket Maximum	\$1200/3600	\$2000/6000	\$3000/6000
Lifetime Maximum	\$1m	Unlimited	Unlimited
<u>Prescription Drugs</u>			
Retail	\$5/10/15	5-15-25	Ded, then \$10/25/40
	MAC A	\$5/20/35	
Mail Order	2x	MAC A	
		2x	
<u>10/11 Rates</u>	<u>Current</u>	<u>Alternative</u>	<u>Alternative</u>
	<u>Rates</u>	<u>Rates</u>	<u>Rates</u>
Employee only	\$656.01	\$619.57	\$459.78
Employee + 1	1,381.94	1,303.31	968.56
Family	1,820.32	1,717.22	1,275.81

06/17/11

CONSIDERATION OF AND POSSIBLE MODIFICATIONS TO DISTRICT EMPLOYEE HEALTH PLAN RELATING TO EMPLOYEE PAID OPTION FOR EXPANDED DENTAL AND VISION COVERAGES-Report 6.

To: Personnel, Pension and Insurance Committee for consideration on November 9, 2011

**WHEREAS:** Lockton Company was retained in August, 2011 to serve as MDC's health care advisor to market the MDC's buy up vision benefits to the provider community. As a result of Lockton's marketing efforts, it was determined that the proposal of Vision Service Plan (VSP) was the most cost effective and comprehensive proposal for administering the MDC buy up vision benefits.

**WHEREAS:** Lockton Company was retained in August, 2011 to serve as MDC's health care advisor to market the MDC's core and buy up medical and dental to the provider community. As a result of Lockton's marketing efforts, it was determined that Anthem of CT's proposal was the most cost effective proposal for administering the MDC core medical benefits and core and buy up dental benefits for an estimated annual cost of \$1.2M.

**NOW, THEREFORE, BE IT**

**RECOMMENDED,** that the Personnel, Pension and Insurance Committee recommend to the District Board passage of the following resolution:

**RESOLVED:** That VSP be appointed to administer the District buy up vision benefits for a period of no more than four years commencing January 1, 2012, and that the Chief Executive Officer of the District is authorized to execute a contract on behalf of the District; and

**FURTHER RESOLVED:** That Anthem of CT be appointed to administer the MDC core medical benefits and core and buy up dental benefits for a period of no more than three years commencing January 1, 2012, and that the Chief Executive Officer of the District is authorized to execute a contract on behalf of the District.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

*On motion made by District Chairman DiBella and duly seconded the report was received and the resolution recommended to the District Board by unanimous vote of those present.*

**CONSIDERATION OF AND POSSIBLE ACTION ON JOB CLASSIFICATION REVISION & SALARY RECOMMENDATION-RE: HUMAN RESOURCES GENERALIST-Report 7.**



To: Personnel, Pension and Insurance Committee for consideration on November 9, 2011

As part of the special review conducted with the Human Resources Department, the attached job specification is proposed as an amendment to the classification plan. The Human Resources Generalist classification is proposed to be allocated to EE-13, salary level. The annual salary range is \$ 73,515.05 to \$ 95,569.60. There is no retroactivity action in this proposal and minimal budgetary impact.

Within the Human Resources Department, there are presently three different level positions incorporating specialized duties and responsibilities. The Principal HR Officer is allocated to EE-13 salary; the HR Technical Officer position is allocated to EE-12, salary; and, the Human Resources Officer position is allocated to the EE-11 salary level.

With the incorporation of the duties and responsibilities from all three of these positions, the staff assigned will be more efficient and have the capabilities to respond to every type of human resources issue.

Staff recommends endorsement of this amendment as an effort to achieve efficiency and better accountability.

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

**RESOLVED:** That the Classification Plan be amended to include the Human Resources Generalist classification with a salary allocation of EE-13.

Respectfully submitted,

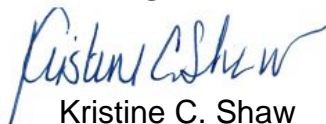
Charles P. Sheehan  
Chief Executive Officer

***On motion made by Commissioner Grottole and duly seconded the report was received and the resolution recommended to the District Board by unanimous vote of those present.***

### **ADJOURNMENT**

The meeting was adjourned at 4:55 p.m.

ATTEST:

  
Kristine C. Shaw  
District Clerk

December 12, 2011

Date Approved

**SPECIAL MEETING  
of  
PERSONNEL, PENSION AND INSURANCE COMMITTEE  
The Metropolitan District  
555 Main Street, Hartford  
Monday, December 12, 2011**

**Present:** Commissioners Daniel Camilliere, John M. Grottole, Joseph Klett, J. Lawrence Price, Albert F. Reichin, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (8) (1-Vacancy)

**Absent:** Commissioners Timothy Curtis, Maureen Magnan, Trude H. Mero and Pasquale J. Salemi (4)

**Also**

**Present:** Daniel Lilly, Commissioner  
Charles P. Sheehan, Chief Executive Officer  
Scott W. Jellison, Deputy Chief Executive Officer, Engineering & Operations  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
R. Bartley Halloran, District Counsel  
Erin Ryan, Assistant District Counsel  
Christopher R. Stone, Assistant District Counsel  
Kristine C. Shaw, District Clerk  
George Scurlock, Director of Diversity  
Robert Constable, Manager of Budgeting & Analysis  
Stanley Pokora, Manager of Treasury  
Robert Zaik, Manager of Labor Relations  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant  
Richard H. Goldstein, Attorney, McElroy, Deutsch, Mulvaney & Carpenter/PH, LLP

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 4:02 p.m.

**ROLL CALL AND QUORUM**

The District Clerk informed Chairman Taylor that a quorum of the Personnel, Pension and Insurance Committee was present, and the meeting was declared a legal meeting of the Metropolitan District of Hartford County, Connecticut.

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MINUTES**

*On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of November 9, 2011 were approved.*

**MEMORANDUM OF UNDERSTANDING BETWEEN MDC AND AFSCME COUNCIL 4, LOCALS 184 & 1026 RELATING TO PHASE III OF THE RADIO FREQUENCY METER READING PROGRAM – Report 4.**

To: Pension, Personnel, & Insurance Committee for consideration on December 12, 2011

**Be It Hereby Resolved**, that the Metropolitan District, acting through its duly constituted Board of Commissioners, hereby accepts the Memorandum of Understanding (MOU), Contracted Services- Radio Frequency Work with AFSCME Council 4, Local 1026 & Local 184 and authorizes the Chief Executive Officer to execute the Memorandum of Understanding with said local incorporating the terms of said MOU;

Memorandum of Understanding  
(Contracted Services – Radio Frequency Work)

The Metropolitan District Commission, hereinafter, “the District,” together with Local 1026, COUNCIL 4, AFSCME, hereinafter “Local 1026,” in mutual consideration of the promises made herein, including the execution of this agreement, WITHOUT SETTING PRECEDENT OR ESTABLISHING PRACTICE in the disposition of these types of issues, agree to the following:

1. Limited to the remaining new Radio Frequency installation work in Glastonbury and South Windsor and the battery replacement work in Bloomfield and Windsor, also referred to internally within the District as “RF Phase III”, the District shall use contracted services to complete this work.
2. The parties agree that this agreement and the events leading to the execution of this agreement cannot be used against the parties in any future matters, save for the enforcement of the terms of this agreement.
3. For those individuals within Local 1026 who, as of January 1, 2012, are physically laid-off as a result of the expiration of the District’s contract with CRRA to operate waste processing component of the Mid-Conn Trash to Energy Facility and participating in and/or remitting the COBRA rate to maintain medical coverage, the District shall pay the medical coverage provider directly the COBRA premium for up to two months of coverage (January and February, 2012) at the rate paid by the individuals for coverage in existence as of the effective date of the layoff.
4. For those individuals within the Local 1026 who, as of January 1, 2012, are laid off as a result of the expiration of the District’s contract with CRRA to operate waste processing component of the Mid-Conn Trash to Energy Facility and those individuals who *waive* bumping or reassignment rights and who are placed on the Recall List and who are recalled within five (5) years from date of lay-off or waiver, the District shall restore the individual’s pension benefits subject to the provisions of the District’s Pension Ordinances.
5. From a previous agreement related to the loss of the trash plant, the District and Local 1026 agreed to modify the recall language of the Bargaining Agreement from one (1) year to three (3) years. This Agreement shall once again modify the recall language and supersede the recall language of that previous agreement. The recall time period now shall be extended to five (5) years from the three (3) years reached in that agreement.
6. The obligations and undertakings of the District and Local 1026 are specifically conditioned upon the District’s eligibility for and receipt of grant/loan funding from the Department of Public Health through its Drinking Water State Revolving Fund in an amount no less than \$3,034,000.00, and the approval of boards of cognizance of the District.
7. The parties shall not use this Agreement, or the events leading to the execution of this Agreement, in any future matters between the parties, save for the defense or enforcement of the terms of this

Agreement. Furthermore, nothing in this Agreement shall be construed to create evidence of "shared work" of Local 1026's bargaining unit work.

8. This writing satisfies the requirements under Section 20.1 of the Collective Bargaining Agreement. This Agreement shall not establish past practice, or precedent.
9. All other terms and conditions of the Collective Bargaining Agreement, not herein waived or modified, shall continue in full force and effect.

All terms and conditions above, agreed to this 2 day of December, 2011.

For Local 1026, AFSCME:

M. Ryan, Sr.

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For the District:

Charles C. Allen

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Memorandum of Understanding  
(Contracted Services – Radio Frequency Work)

The Metropolitan District Commission, hereinafter, “the District,” together with Local 184, COUNCIL 4, AFSCME, hereinafter “Local 184,” , in mutual consideration of the promises made herein, including the execution of this agreement, WITHOUT SETTING PRECEDENT OR ESTABLISHING PRACTICE in the disposition of these types of issues, agree to the following:

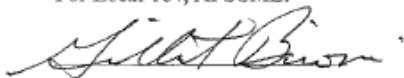
1. Limited to the remaining new Radio Frequency installation work in Glastonbury and South Windsor and the battery replacement work in Bloomfield and Windsor, also referred to internally within the District as “RF Phase III”, the District shall use contracted services to complete this work.
2. The parties agree that this agreement and the events leading to the execution of this agreement cannot be used against the parties in any future matters, save for the enforcement of the terms of this agreement.
3. For those individuals within Local 184 who, as of January 1, 2012, are physically laid-off as a result of the expiration of the District’s contract with CRRA to operate waste processing component of the Mid-Conn Trash to Energy Facility and participating in and/or remitting the COBRA rate to maintain medical coverage, the District shall pay the medical coverage provider directly the COBRA premium for up to two months of coverage (January and February, 2012) at the rate paid by the individuals for coverage in existence as of the effective date of the layoff.
4. For those individuals within the Local 184 who, as of January 1, 2012, are laid off as a result of the expiration of the District’s contract with CRRA to operate waste processing component of the Mid-Conn Trash to Energy Facility and those individuals who waive bumping or reassignment rights and who are placed on the Recall List and who are recalled within five (5) years from date of lay-off or waiver, the District shall restore the individual’s pension benefits subject to the provisions of the District’s Pension Ordinances.
5. From a previous agreement related to the loss of the trash plant, the District and Local 184 agreed to modify the recall language of the Bargaining Agreement from one (1) year to three (3) years. This Agreement shall once again modify the recall language and supersede the recall language of that previous agreement. The recall time period now shall be extended to five (5) years from the three (3) years reached in that agreement.
6. The obligations and undertakings of the District and Local 184 are specifically conditioned upon the District’s eligibility for and receipt of grant/loan funding from the Department of Public Health through its Drinking Water State Revolving Fund in an amount no less than \$3,034,000.00, and the boards of cognizance of the District.
7. The parties shall not use this Agreement, or the events leading to the execution of this Agreement, in any future matters between the parties, save for the defense or enforcement of the terms of this

Agreement. Furthermore, nothing in this Agreement shall be construed to create evidence of "shared work" of Local 184's bargaining unit work.

8. This writing satisfies the requirements under Section 20.1 and Section 20.3 of the Collective Bargaining Agreement. This Agreement shall not establish past practice, or precedent.
9. All other terms and conditions of the Collective Bargaining Agreement, not herein waived or modified, shall continue in full force and effect.

All terms and conditions above, agreed to this 2 day of Dec, 2011.

For Local 184, AFSCME:



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For the District:



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***On motion made by District Chairman DiBella and duly seconded, the report was received and resolution recommended to the District Board by unanimous vote of those present.***

**MEDICAL BENEFITS PREMIUM SHARE FOR EXEMPT & EXCLUDED, CLASSIFIED AND UNCLASSIFIED EMPLOYEES-CONFORM TO REVISED COLLECTIVE BARGAINING AGREEMENTS – Report 5.**

To: Pension, Personnel, & Insurance Committee for consideration on December 12, 2011

**Be It Hereby Resolved**, that effective January 1, 2012 and consistent with the terms of the amended collective bargaining agreements with District collective bargaining units, exempt and excluded, classified and unclassified employees of the District shall pay 13% of the cost of the premiums for medical insurance, through weekly payroll deductions, and the contribution rate for an employee who has been certified as a “non-smoker” and/or who is actively enrolled in a formal smoking cessation program shall be reduced to 10%.

*On motion made by Commissioner Sweezy and duly seconded, the report was received and resolution recommended to the District Board by unanimous vote of those present.*

**SELECTION OF INSURANCE BROKER-RFQ/P 277-Report 6.**

*On motion made by Commissioner Sweezy and duly seconded, the report was received and RC Knox & Company was selected as the Insurance Broker of Record by unanimous vote of those present.*

**JOB CLASSIFICATION REVISION & SALARY RECOMMENDATION - MANAGER OF HUMAN RESOURCES (NEW POSITION) – Report 7a.**

To: Personnel, Pension and Insurance committee for consideration on December 12, 2011

We are recommending that the Classification Plan be amended to add the job specification for a Manager of Human Resources classification with a proposed value of salary grade EE-18 (annual range is \$ 96,064.95 to \$ 124,884.64). Under the restructuring plan for the Human Resources Department, this position will oversee a staff of three (3) Human Resources Generalists and an administrative assistant.

The position is required to act in the role of a manager responsible for the administration of the Human Resources department, including benefits administration, and all hiring and promotions. This position requires the knowledge of local, state, and federal employment laws and regulations.

The audit of the Human Resources Department conducted in July 2011 led to the recommendation that the position be changed from a Director level position to a Manager level position, as policy-making and procedures are created by the Executive



level management team, and the Manager of Human Resources will be responsible for implementing said policies and procedures.

Therefore, staff is recommending that the classification system be amended to reflect the new job specification for the Manager of Human Resources with a salary grade allocation of EE-18.

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

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

**RESOLVED:** That the classification system be amended to reflect the new position of Manager of Human Resources job specification with a salary grade allocation of EE-18.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

*Chairman Taylor asked if there was no objection, Agenda Items 7a, 7b, 7c, would be considered together with one motion. There was no objection.*

*On motion made by Commissioner Sweezy and duly seconded, the reports were received and all resolutions were recommended to the District Board by unanimous vote of those present.*

## **METROPOLITAN DISTRICT COMMISSION POSITION DESCRIPTION**

**POSITION TITLE:** **MANAGER OF HUMAN RESOURCES**

### **PURPOSE OF POSITION**

The purpose of this position is to provide leadership and daily management of the District's Human Resources department and related policies, programs and operations including human resources administration, recruitment and selection, benefits, human resources information systems, classification and compensation, education and training, and employment services. Position typically reports to the Deputy Chief Executive Officer.

### **ESSENTIAL FUNCTIONS**

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

Manages District human resources staff, programs and services, including human resources administration, recruitment and selection, benefits, HRIS (Human Resources Information Systems), classification and compensation, education and training, and employment services.

Establishes goals, objectives and work plans; helps develop, design and implement adopted policies, training programs, processes and procedural instructions; allocates staff and resources; assesses staff effectiveness and performance; and implements changes to maximize use of resources.

Ensures District hiring, promotions, and staff assignments adhere to applicable local, state, and federal labor regulations and civil rights laws, District policies and procedures and applicable collective bargaining agreements. Works closely with and takes direction from Office of District Counsel in order to ensure compliance with all applicable District policies and local, state, and federal laws and regulations.

Reviews all personnel actions, recruiting activities and decisions, disciplinary actions, and training, and provides guidance and direction regarding operation and administrative issues.

Manages the implementation of all employee benefit programs, including those for pension, health and wellness.

May be assigned by District Counsel to oversee sensitive investigations and identifies human resources needs, trends, and strategic issues. Regularly consults with directors and managers regarding human resources management issues.

Identifies best business personnel practices, operating policies and procedures. Recommends District administrative and governing practices. Advises Chief Executive Officer and Deputy Chief Executive Officer on various personnel and benefit issues.

Establishes and maintains effective working relationships with District staff, union leadership and personnel from governmental agencies; coordinates operations with other District work units to support project objectives and programs. Seeks operational efficiencies and works to leverage existing resources to achieve cost savings to District.

Manages departmental budget.

Prepares and/or reviews project reports, statistical analyses, project tracking records, correspondence, and other operational and administrative documents.

Collects information for the preparation and management of the District's Affirmative Action Plan.

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

Thorough knowledge of federal, state, and local laws pertaining to personnel administration and compensation, pension administration, and benefit plans and practices.

Thorough knowledge of Commission on Human Rights and Opportunities (CHRO) practices and procedures.

Considerable knowledge of business theory and practices, strategic planning, management, finance, and budgeting.

Considerable knowledge of computer hardware and software applications, including SAP and I-Applicant.

Considerable ability to communicate effectively, both verbally and in writing, and strong leadership skills.

Considerable ability to administer policies and procedures to District employees.

Extensive skills to build trust and personal accountability, and the ability to establish and maintain effective working relationships with District staff and union leaders.

Demonstrated competencies include: integrity and the highest discretion dealing with sensitive and confidential matters, vision and leadership, analytical planning and problem solving skills, negotiations, accountability, team building and staff development, planning and organizational skills, active performance management and attention to detail, astute judgment and decision-making, integrity, commitment to diversity and the ability to function well in a multicultural environment.

### **MINIMUM QUALIFICATIONS**

Bachelor's Degree in Human Resources, Public Administration, Industrial Relations, or a closely related field; Master's Degree preferred; supplemented by a minimum of eight (8) years of progressively responsible human resources management experience, including three (3) years at the management level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Must have a valid driver's license.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to synthesize, hypothesize, and/or theorize concerning data and/or information including modification or existing policies, strategies, and/or methods to meet unique or unusual conditions.

**Human Interaction:** Requires the ability to act in a professional and confidential manner when dealing with sensitive information.

**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 utilizing consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

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

**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 in critical and/or unexpected situations.

### **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. Qualified candidates must be able to perform the essential functions of the position after reasonable accommodation is made.

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

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

## **JOB CLASSIFICATION REVISION & SALARY RECOMMENDATION - WATER POLLUTION CONTROL PLANT OPERATOR (NEW POSITION) – Report 7b.**

To: Personnel, Pension and Insurance Committee for consideration on December 12, 2011

We are recommending that the Classification Plan be amended to add a new classification (*Water Pollution Control Plant Operator 3*) with a proposed salary grade allocation of LT-08 (annual range of \$ 50,252.80 to \$ 60,299.20). A copy of the proposed job specification is attached.

This recommendation is supported by the agreement negotiated with Local 184, AFSCME. This classification recommendation involves a matter that had been filed for Arbitration. This resolution, if approved, will dispose of the Arbitration matter.

This agreement is premised upon a group classification review petition from the employees assigned to the Hartford WPC Facility designated as *relief* operators. A *relief* operator has working knowledge of all of the departments and processing procedures. These employees may be assigned from a home department to cover short-term production needs across any other department. The petitioning employees are currently assigned to the Water Pollution Control Operator 2, LT-07; position (annual range of \$ 47,944.00 to \$ 57,553.60). There are eleven employees involved with this classification review recommendation.

This resolution will reinforce the District's ability to assign operators across all Departments and Functions. Formerly, we had to recognize a "Department" operator role – we were limited in assigning operators to their chosen department. The attached agreement also creates the prospect of recognizing operator initiative and assertiveness. The District will embrace a regiment of cross-orientation and assimilation to enervate operators to develop a wider base of processing knowledge.

This recommendation fits well with the pending heat-recovery and new disinfectant processes. The full agreement is attached to this resolution.

The estimated retroactivity for these eleven employees is \$ 27,751.67 in Regular salaries and \$ 3,800.00 in Overtime monies.

These salary adjustments are off-set by the overtime monies to be saved with the implementation of the new 24/7 work schedules. Currently, we assign operators to work overtime in week-end processing (projected 42 hrs of Overtime/week-end X 4 employees X 150% Rate X 30 week-ends = \$ 237,048 per annum).

Staff is recommending that the classification system be amended to reflect the new *Water Pollution Control Plant Operator 3* position with a salary grade allocation of LT-08.

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

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

**RESOLVED:** That the classification system be amended to include a *Water Pollution Control Plant Operator 3* position with a salary grade allocation of LT-08.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

TITLE: WATER POLLUTION CONTROL PLANT OPERATOR 3

CODE: 37807

GENERAL DESCRIPTION:

This very responsible position is specialized in all unit processes of water pollution control plant operations, maintenance and process control and oversight. Responsibilities include unit processes such as preliminary treatment, primary treatment, secondary treatment, chlorine/Ultraviolet disinfection solids processing, solids receiving, thickening (both gravity and dissolved air floatation), dewatering, wet weather, heat recovery (pending)/electrical production and all associated equipment.

Work involves responsibility for safe and efficient operations of aforementioned assigned processes. This position has responsibility for making operational and process control decisions in all areas of the facilities in accordance with established procedures. The position requires the ability to work varying overtime assignments, including stand-by assignments and nights, week-ends and holidays.

SUPERVISION RECEIVED:

Works under the general supervision of a plant or shift supervisor or crew leader.

EXAMPLES OF DUTIES:

Inspects and operates all treatment plant equipment to ensure proper functioning, makes adjustments to operating equipment, reports the need for major or specialized repairs to equipment, machinery and electrical and control systems, assists specialized trades personnel in making major and/or highly technical repairs to equipment, machinery and systems. Performs preventative, predictive and corrective maintenance and assists maintenance in performing repairs.

Provides and inputs information to Supervisory Control and Data Acquisition Systems (SCADA), Laboratory OPS and other data and computerized control systems.

Operates all wastewater treatment equipment, machinery and facilities by using manual, electronic and computer control systems to regulate and control processes.

Assists in training and development of subordinate plant operations staff. Can help demonstrate effective operating procedure and technique and may help disseminate training material.

Monitors gauges, meters, charts, graphs and operates pumps, valves, electric motors, adjusting related equipment to operational needs.

Graphs data to determine trends; interprets data and trends and applies standard operating procedures to make appropriate process control decisions

Receives chemical shipments; monitors unloading process and records into inventory; checks chemical alarms and feed systems for leaks. Determines proper chemical dosages (polymer, carbon, coagulants, odor control) and implements changes to treatment processes based upon testing and knowledge of current system conditions and standard operating procedures.

Collects wastewater samples and performs laboratory tests associated with process and permit requirements; cleans tanks and maintain buildings and grounds.

Understands and operates all processes including incineration, waste heat recovery and electrical generation, disinfection (ultraviolet pending), including cleaning and change-out of ultraviolet bulbs.

Monitors collection system for real time control strategy. Operates plant wet weather treatment systems to optimize plant and collection system.

Performs work in a safe manner and observes all safety procedures, including the use of personal protective equipment. Performs work or lower classifications, as necessary.

Uses all tools, equipment and materials responsibly, performs inspections. Responds to emergencies as directed at any time of day or night.

Observes and accurately reports conditions on plant process and equipment problems. Fills out job or shift report forms, as assigned. Performs basic mathematical, statistical, geometric and algebraic calculations common to treatment quantification and laboratory analysis. Operates personal computers with the ability to apply and use various processing software programs.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Considerable contemporary knowledge of principles and practices of all wastewater treatment processes both liquid (BNR and wet weather) and solids treatment, odor control, incineration, waste heat recovery/electrical production and specific chemical and biological processes and sampling and testing applied in wastewater treatment.

Considerable knowledge skill and ability in applying safety procedures in all wastewater treatment operations, plant, grounds and equipment maintenance, including waste heat recovery and electrical generation production.

Considerable knowledge in using and applying the terminology, symbols and standard abbreviations used in wastewater treatment and the reading of blueprints (drawings) related to construction projects.

Considerable knowledge and skill to work independently, exercising sound judgment. Good ability in following oral and written instructions and procedures. Considerable oral and written communicative skills, including the effective completion of written forms and records, the timely and accurate preparation of reports, the electronic entry of data and information and the communication through electronic mail.

Good knowledge of Federal, State and Local legal and regulatory requirement related to the operation of wastewater treatment processes, including NPDES and air permits.

Effective knowledge and ability in utilizing computer systems for data entry and process optimization. Capability to maintain data and information and to retrieve operational and equipment information.

Good ability with the use of small hand tools. Good ability to establish and maintain effective working relationships with coworkers.

**QUALIFICATIONS:**

A high school diploma or the equivalent plus three years of experience in water pollution control plant operations, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

**SPECIAL REQUIREMENTS:**

Must have a valid Connecticut Class 2 Water Pollution Control Plant Operator's Certificate and maintain such certification in good standing. Good working experience with Windows Office Software. Experience in Oracle database (document storage), SAP and Contract Manager is desirable. Ability to work with SCADA systems for effective process monitoring and control.

Must possess a valid driver's license.

**JOB CLASSIFICATION REVISIONS & SALARY RECOMMENDATION - SYSTEMS REPAIR CREW LEADER – Report 7c.**

**TO:** Personnel, Pension and Insurance Committee for consideration on December 12, 2011

We are recommending that the Classification Plan be amended to reflect the amended job specification for a Systems Repair Crew Leader classification with a proposed value of salary grade LT-13 (annual range is \$ 62,628.80 to \$ 75,150.40). The recommendation recognizes the technical, safety and lead elements of this position. This position serves as a critical training and testing stop for employees aspiring to become field construction repair supervisors.

The adjustment would be applied to two incumbents (one who vacated position to become a supervisor and the other who is presently holding the position). The

estimated retroactivity is \$ 2,178.23 in Regular monies and \$ 649.80 in Overtime monies.

The position is required to act in the role of a supervisor responsible for a crew working with all of the necessary supporting equipment. This position requires the knowledge of construction operating techniques and procedures while cognizant of the extreme safety requirements.

A review of the Systems Repair Crew leader position was requested and a thorough evaluation was conducted. Based on the duties currently performed, it was determined that the breadth of the position has expanded and the level of responsibility has significantly changed.

Therefore, staff is recommending that the classification system be amended to reflect the revised job specification for the System Repair Crew Leader with a salary grade allocation of LT-13.

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

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

**RESOLVED:** That the classification system be amended to reflect the revised *Systems Repair Crew Leader* job specification with a salary grade allocation of LT-13.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

TITLE: SYSTEMS REPAIR CREW LEADER

CODE: 36015

GENERAL DESCRIPTION:

This is responsible utility repair crew leader work construction and repair of water and sewer pipeline **directing a supporting crew**.

Work involves responsibility for safe, effective and timely completion of assigned construction and repair projects. Duties include **operating pipeline construction equipment and tools**, performing repair and installations, and **directing crew members**. This position also has the responsibility for making difficult water and sewer pipeline component project decisions. This work requires that the employee have considerable knowledge, skill and ability in water and sewer pipeline component construction and repair methods.

SUPERVISION RECEIVED:

Works under the general supervision of the Systems Repair Superintendent or Assistant Systems Repair Superintendent.



EXAMPLES OF DUTIES:

Constructs and repairs manholes, catch basins, meter pits, sidewalks, and related pipeline components. Repairs sanitary and storm sewer lines and makes small repairs to water mains and services. Performs masonry work, as necessary in construction and repair.

Fills out forms and reports on completed work assignments and reviews employee time records.

Reads and interprets pipeline component blueprints and translates them into construction activities.

Assigns, directs, instructs and corrects the work of a small work crew in pipeline component construction and repair. Demonstrates work procedures. Cites work rules violations.

Coordinates activities on a short-term basis to assure personnel, materials and equipment necessary for assignments.

TITLE: SYSTEMS REPAIR CREW LEADERCODE: 36015

Responds to water and sewer emergencies and related problems at any time of day or night, as directed. Serves on-call for emergencies, as assigned.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of water and sewer pipeline component construction and repair methods, equipment and materials involving the components

Some knowledge of public administration principles and practices as applied to crew operations reporting.

Good skill in pipeline masonry.

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, contractors, customers and the general public.

QUALIFICATIONS:

A high school diploma or the equivalent plus four years of progressively responsible pipeline component repair and masonry experience including at least six months of experience directing

construction and repair activities, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

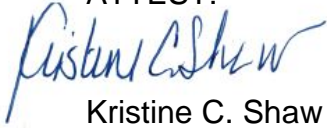
SPECIAL REQUIREMENTS:

Must have a valid driver's license.

**ADJOURNMENT**

The meeting was adjourned at 4:32 P.M.

ATTEST:



Kristine C. Shaw  
District Clerk

January 9, 2012

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Date Approved

**INDEX**

**To**

**MINUTES OF THE PERSONNEL, PENSION &  
INSURANCE COMMITTEE**

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