

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

FOR THE YEAR  
2012

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Office of the District Clerk

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**  
**2012**

<b>ALVIN E. TAYLOR</b>	Chairman, Personnel, Pension and Insurance Committee
<b>RAYMOND SWEEZY</b>	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 2012**

**SPECIAL MEETING**  
**PERSONNEL, PENSION AND INSURANCE COMMITTEE**  
**The Metropolitan District**  
555 Main Street, Hartford  
Monday, January 9, 2012

**Present:** Commissioners Daniel Camilliere, Timothy Curtis, John M. Grottole, Maureen Magnan, Trude H. Mero, Albert F. Reichin, Pasquale J. Salemi, Raymond Sweezy and Alvin E. Taylor (9) (1-Vacancy)

**Absent:** Commissioners Joseph Klett and J. Lawrence Price (2)

**Also**

**Present:** John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
Christopher R. Stone, Assistant District Counsel  
Carl R. Nasto, Assistant District Counsel  
Erin Ryan, Assistant District Counsel  
Kristine C. Shaw, District Clerk  
George Scurlock, Director of Diversity  
Michael Jefferson, PMU Diversity Manager  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 4:30 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 December 12, 2011 were approved.*

*Commissioner Reichin abstained.*

**CONSIDERATION OF, AND POTENTIAL ACTION ON, AMENDMENTS TO THE EMPLOYMENT CONTRACT OF THE CHIEF EXECUTIVE OFFICER (CEO)-Report 4.**

At 4:32 p.m., Chairman Taylor requested an executive session for the purpose of discussing potential amendment(s) to the employment contract of the CEO.

***Attorney Stone said that notice was sent to the affected employee advising him that he had the option to have this executive session in public session and the employee chose not to exercise that option.***

***On motion made by Commissioner Sweezy and duly seconded, the Personnel, Pension and Insurance Committee entered into executive session.***

Those in attendance during the executive session were as follows:

Commissioners Daniel Camilliere, Timothy Curtis, John M. Grottole, Maureen Magnan, Trude H. Mero, Albert F. Reichin, Pasquale J. Salemi, Raymond Sweezy and Alvin E. Taylor, Attorneys Christopher R. Stone, Carl R. Nasto, Erin Ryan and Mr. John M. Zinzarella

**RECONVENE**

At 5:54 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:

To: Personnel, Pension and Insurance Committee

January 9, 2012

**BE IT RESOLVED**, that the Personnel, Pension and Insurance Committee of the Metropolitan District hereby recommends to the Board of Commissioners of the Metropolitan District the approval of the "Third Amendment to Employment Contract" by and between the Metropolitan District and its Chief Executive Officer, Charles P. Sheehan, the terms of which being attached hereto and incorporated herein by reference.

***On motion made by Commissioner Reichin and duly seconded, the contract amendment(s) of the Chief Executive Officer, as amended in executive session, were recommended to the District Board.***

***Commissioner Mero abstained.***

**DISSOLUTION OF THE SUBCOMMITTEE ON DIVERSITY-Report 5.**

To: Personnel, Pension and Insurance Committee

January 9, 2012

**BE IT RESOLVED**, that the Personnel, Pension and Insurance Committee hereby dissolves the Subcommittee on Diversity, formerly known as the Affirmative Action Subcommittee, initially established as a subcommittee of the Personnel, Pension and Insurance Committee by resolution adopted by said committee on January 12, 2004.

Respectfully submitted,

Kristine C. Shaw  
District Clerk

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

**ADJOURNMENT**

The meeting was adjourned at 5:26 P.M.

ATTEST:  
  
Kristine C. Shaw  
District Clerk

March 5, 2012

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

**SPECIAL MEETING**  
**PERSONNEL, PENSION AND INSURANCE COMMITTEE**  
**The Metropolitan District**  
555 Main Street, Hartford  
Monday, February 6, 2012

**Present:** Commissioners Daniel Camilliere, Timothy Curtis, Joseph Klett, Trude H. Mero, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (8) (1-Vacancy)

**Absent:** Commissioners John M. Grottolo, Maureen Magnan, J. Lawrence Price and Albert F. Reichin (4)

**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  
Carl R. Nasto, Assistant District Counsel  
Erin Ryan, Assistant District Counsel  
Carol Fitzgerald, Manager of Financial Control  
Stanley Pokora, Manager of Treasury  
Kristine C. Shaw, District Clerk  
George Scurlock, Director of Diversity  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant  
David Lee, Dahab Associates

**CALL TO ORDER**

District Chairman DiBella called the meeting to order at 4:32 P.M.

**ROLL CALL AND QUORUM**

The District Clerk called the roll and informed Chairman DiBella 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.

**ELECTION OF CHAIRMAN**

District Chairman DiBella called for nominations for Chairman.

Commissioner Sweezy nominated Commissioner Alvin E. Taylor for Chairman of the Personnel, Pension and Insurance Committee. Commissioner Camilliere seconded the nomination. There were no other nominations.



***On motion made by Commissioner Sweezy and duly seconded, Commissioner Taylor was unanimously elected Chairman of the Personnel, Pension and Insurance Committee.***

Commissioner Taylor assumed the Chair and thanked the members of the Committee.

### **ELECTION OF VICE CHAIRMAN**

Commissioner Camilliere nominated Commissioner Raymond Sweezy for Vice Chairman of the Personnel, Pension, and Insurance Committee. Commissioner Mero seconded the nomination. There were no other nominations.

***On motion made by Commissioner Camilliere and duly seconded, Commissioner Sweezy was unanimously elected Vice Chairman of the Personnel, Pension and Insurance Committee.***

### **PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

### **MDC PENSION INVESTMENT PERFORMANCE REVIEW – 2011**

John Zinzarella introduced David Lee representing Dahab Associates, Inc. Mr. Lee reviewed the 2011 Performance Review with the Committee members.

[A copy of the report is maintained in the Office of the District Clerk.]

### **RFQ/P 279 – REAL ESTATE INVESTMENT MANAGER SEARCH REPORT**

David Lee provided an overview of the selection criteria for RFQ/P 279 –Real Estate Investment Manager.

Attorney Halloran requested that Mr. Lee provide information for each firm regarding potential litigation and/or government enforcement issues for the past five years.

### **ADJOURNMENT**

The meeting was adjourned at 5:11 P.M.

ATTEST:

  
Kristine C. Shaw  
District Clerk

April 2, 2012

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

**SPECIAL MEETING  
PERSONNEL, PENSION AND INSURANCE COMMITTEE  
The Metropolitan District  
555 Main Street, Hartford  
Monday, March 5, 2012**

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

**Absent:** Commissioner Joseph Klett (1)

**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  
Carl R. Nasto, Assistant District Counsel  
Erin Ryan, Assistant District Counsel  
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

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 4:30 P.M.

**ROLL CALL AND QUORUM**

The District Clerk called the roll and 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.

**APPROVAL OF MINUTES**

***On motion made by Commissioner Reichin and duly seconded, the meeting minutes of January 9, 2012 were approved.***

**PROPOSED JOB TITLE CHANGE - ASSISTANT TO THE DEPUTY CEO OF BUSINESS SERVICES – Report 4a.**

To: Personnel, Pension & Insurance Committee for consideration on March 5, 2012

The job specification for Assistant to the Chief Administrative Officer was previously approved by the Personnel, Pension and Insurance Committee and the District Board as an Exempt and Excluded Grade EE-15; with a salary range of \$83,072 - \$107,993. As a result of the 2011 District-wide reorganization plan, the position of Chief Administrative Officer was changed to the Deputy Chief Executive Officer, Business Services to better align the position with the new organizational structure.

At this time, it is proposed that the Assistant to the Chief Administrative Officer be modified, in title only, to Assistant to the Deputy Chief Executive Officer, Business Services to support the Deputy Chief Executive Officer, Business Services. This action would not entail any other change in the present job description, as shown in the attached, or change the value of the position for classification purposes.

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 District Board amend the Job Classification Plan to modify the current job specification, in title only, Assistant to the Chief Administrative Officer to Assistant to the Deputy Chief Executive Officer, Business Services with no change in the present job description or value of the position.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

***Chairman Taylor asked if there was no objection, Agenda Items 4a, 4b and 4c would be considered together with one motion. There was no objection.***

***On motion made by Commissioner Reichin 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  
CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: ASSISTANT TO THE DEPUTY CEO of BUSINESS SERVICES

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform accurate financial analyses of new ventures, business proposals and District operational procedures; and to make recommendations on new and current operations, financial policies, budgets and work plans. Work involves gathering, organizing, and analyzing data; evaluating operations; developing recommendations; and assisting with budget plans, evaluations, and reports. Classification typically reports to the Deputy Chief Executive Officer, Business Services

**ESSENTIAL FUNCTIONS**

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

Evaluates district operation procedures; analyzes workflow and resource requirements; documents work processes; recommends procedural improvements; and assists in developing new procedures.

Conducts financial analyses; assists in developing District financial plans, including bond sales; gathers and organizes financial data; analyzes data; identifies trends and financial indicators; develops recommendations for financial policies and programs; and assists in preparing financial reports.

Reviews and evaluates budget proposals; coordinates the development of budget narratives and edits narratives; and develops recommendations for actions on budget proposals.

Prepares forecasts of debt, budgets, revenue and investments; researches, gathers and analyzes financial, historical, operational, and other relevant data; identifies operational issues, legislature and/or proposals which affect financial activities; and prepares reports of findings and/or recommendations.

Assesses and plans capital improvements; reviews structure proposals; and prepares related reports.

Analyzes proposed District ventures; identifies and evaluates operations and recommends courses of action; analyzes cost/benefit outcomes and present and future value considerations; evaluates contracts and proposal conditions; and advises management of findings, issues and recommendations.

Prepares management reports; develops recommendations for services with revenue potential; prepares reports identifying feasibility, cost/benefit, and recommendations for services and/or programs; and plans and implements strategic initiatives.

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

**ADDITIONAL FUNCTIONS**

Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in economics, accounting, business, engineering or a related field, supplemented by a minimum of five (5) years of progressively responsible government financial management experience, two (2) of which must be supervisory and/or managerial experience; or any combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for the job.

**PERFORMANCE APTITUDES**

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

**Human Interaction:** Requires the ability to apply principals of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

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

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

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

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

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

#### **ADA COMPLIANCE**

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

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate 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 who can with such accommodations perform the essential functions of the job.*

#### **PROPOSED JOB CLASSIFICATION - CASH MANAGEMENT ANALYST – Report 4b.**

To: Personnel Pension & Insurance Committee for consideration on March 5, 2012

It is the recommendation of the staff that the current Classification Plan be amended to include the new classification for the Cash Management Analyst position with a classification of EE-13 (salary range is \$75,353 to \$97,959).

As a result of the EPA and DEP consent decrees and consent orders, the environment in which the District operates has changed dramatically. With the implementation of the Special Sewer Service Charge on customers' billings, the additional visibility from rating agencies and increased future demand for cash flow, it is in the District's best interest to develop a more focused program to become a more efficient and effective cash management process. This position will report into the Manager of Treasury and be responsible for the development and administration of policies with regard to all cash management policies.

At this time, 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 current classification plan be amended to include the position of Cash Management Analyst with an EE-13 classification.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE:

CASH MANAGEMENT ANALYST

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform professional-level work in the Treasury function of the organization. The Cash Management Analyst is responsible for day to day cash management of the MDC, along with monthly reporting, cash planning and analysis. This position will work under the direction of the Treasury Manager.

**ESSENTIAL FUNCTIONS**

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

Assist Treasury Manager in managing cash including daily receipts, disbursements, and fund transfers and investment activity. Purchase or sell short-term investments to meet daily liquidity needs.

Manage one or more staff as assigned by the Treasury Manager.

Coordinate timely receipt of grants, loans, town tax receipts, and lockbox in order to insure efficient use of cash.

Primary contact for daily cash, new implementation of products, controlling the rollout of bank products with banking institutions. Coordinates and tests new product implementations.

Responsible for all cash activity reconciliation for Cash Management and prepares journal entries to record Treasury's cash activities.

Manage the sewer user charge function.

Manage the water and sewer assessment area, along with personnel assigned to those areas.

Perform quarterly evaluations of the MDC's bank group for financial soundness and appropriate credit ratings.

Assist Treasury Manager with OPEB/Pension activity reconciliation, actuarial valuation preparation. Analyze benefit costs, trends and prepare reports.

Assist Treasury Manager in annual budget preparation and monthly budget analysis reporting.

Responsible in completing the monthly Treasury Report with analysis, develops, maintains and reports on key performance indicators which highlight the Cash and Debt Management function's performance.

Assist in the drafting and revising financial statement disclosures in accordance with GASB. Assist Accounting in the monthly general ledger entry and analysis.

Make recommendations for improving operational efficiency, controls and fraud prevention.

Designated as critical employee for business continuity planning in disaster or state/local emergencies.

#### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

#### **MINIMUM QUALIFICATIONS**

Bachelor's Degree in finance, accounting or a minimum of five (5) years of experience in treasury/cash management or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

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

Experience working within a treasury workstation environment.

Proven ability to accept ownership, take initiative and assume responsibility. Strong work ethic and willingness to do what it takes to accomplish task.

High level of proficiency in Excel, Word and Access.

Experience with working with an ERP system (SAP, Oracle etc.).  
Strong oral and written skills.

#### **PERFORMANCE APTITUDES**

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

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

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

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

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

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

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

#### **ADA COMPLIANCE**

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

**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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## **PROPOSED JOB CLASSIFICATION-TREASURY RECEIVABLES SPECIALIST – Report 4c.**

To: Personnel Pension & Insurance Committee for consideration on March 5, 2012

It is the recommendation of the staff that the current Classification Plan be amended to include the new classification for the Treasury Receivables Specialist position with a classification of EE-13 (salary range is \$75,353 to \$97,959).

As a result of the EPA and DEP consent decrees and consent orders, the environment in which the District operates has changed dramatically. With the implementation of the Special Sewer Service Charge on customers' billings, the additional visibility from rating agencies and increased future demand for cash flow, it is in the District's best interest to develop a more focused program to become a more efficient and effective cash management process. This position will report into the Manager of Treasury and be responsible for the development and administration of policies with regard to all District receivables.

At this time, 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 current classification plan be amended to include the position of Treasury Receivables Specialist with an EE-13 classification.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

### METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE:

TREASURY RECEIVABLES SPECIALIST

#### **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform professional-level work in the Treasury function of the organization. The Treasury Receivables Specialist is responsible all aspects of receivables for the MDC, cash forecasting, accounts receivable reserve levels, resolving customer billing problems and reducing accounts receivable delinquency. This position will report to the Treasury Manager.

#### **ESSENTIAL FUNCTIONS**

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



Planning, evaluating, implementing and continuously improving all aspects of credit & receivable functions and processes with the Treasury Manager.

Determine appropriate bad debt reserve requirements for receivables.

Prepare cash flow projections based on billings and receivables in order to assist Treasury Manager in cash flow forecasting.

Assisting in formulation of specific collection objectives and achievement of same.

Ensuring professional relationships are established and maintained with clients and attorneys.

Working closely with Treasury Manager to respond to credit and receivable concerns with existing and potential clients.

Manages one or more staff as directed by the Treasury Manager.

Direct interaction with selected clients in resolving receivables delinquencies.

Improve realization of accounts receivable, through application of good customer service in a timely manner.

Identify issues attributing to account delinquency and discuss them with management.

Review and monitor assigned accounts and all applicable collection reports.

Provide timely follow-up on payment arrangements.

Make recommendations for improving operational efficiency, controls and fraud prevention.

#### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree in finance, business administration or a related field, and a minimum of five (5) years of experience in receivables collection or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

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

Applicants must possess strong systems skills; solid collection, analytical and negotiating skills; effective oral and written communication skills; and a solid knowledge of commercial credit and collection laws.

Proven ability to accept ownership, take initiative and assume responsibility. Strong work ethic and willingness to do what it takes to accomplish task.

Creative, self-disciplined and capable of identifying and completing critical tasks independently and with a sense of urgency.

High level of proficiency in Excel, Word and Access.

Experience with working with an ERP system (SAP, Oracle etc.).

#### **PERFORMANCE APTITUDES**

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

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

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

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

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

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

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

#### **ADA COMPLIANCE**

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

**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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### **JOB CLASSIFICATION REVISION- MANAGER OF MAINTENANCE – Report 4d.**

To: Personnel Pension and Insurance Committee for consideration on March 5, 2012

It is the recommendation of the staff that the current Classification Plan be amended to include the revised classification for the Manager of Maintenance position with a classification of EE-19 (salary range is \$96,765 to \$135,471).

With the expiration of the contract between The Metropolitan District and CRRA, the existing classification of Manager of Maintenance and Solid Waste (EE-20) is no longer applicable. Therefore, the revised job classification removes all duties pertaining to Mid-Connecticut and management of the solid waste plant, and supplements the position with additional, non-CRRA related responsibilities.

At this time, 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 current classification plan be amended to include the position of Manager of Maintenance with an EE-19 classification.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

***Chairman Taylor asked if there was no objection, Agenda Items 4d and 4e would be considered together with one motion. There was no objection.***

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

METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE:

MANAGER OF MAINTENANCE

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to supervise and manage the maintenance and repair of the District fleet, plants, stationary equipment, facilities, pump stations and operations of sewer and water pumping stations and water storage facilities and a radio control system. Work involves preparing and administering the department budget and the entity-wide preventative maintenance plan, directing and coordinating District maintenance activities and providing technical assessment of equipment and facility problems and needs. Classification typically reports to the Director of Operations.

**ESSENTIAL FUNCTIONS**

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

Plans and directs the goals, objectives and operations of the maintenance department. Reviews reports on Department operations and directs corrections. Supervises and reviews performance of subordinate supervisor and staff employees.

Plans and directs the development of physical plant facilities. Confers on the design of plant upgrading and modification. Reviews the analysis of equipment purchases and upgrades and recommends expenditures.

Compiles and analyzes information on Maintenance Department including prepares reports to determine effectiveness and efficiency of operating policies and approved operating procedures. Reviews forms and reports from subordinate activities.

Writes specifications for facilities and equipment repairs, and equipment purchases as well as for stock and non stock warehouse items. Directs the preparation of maintenance contracts with Procurement department and administers approved contracts.

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

Conducts research into alternate technologies such as conservation strategies.

Oversees operating and capital budget requests. Controls department expenditures with fund allocations and approves fund transfers for Finance Department consideration.

Counsels employees and to the extent necessary, participates in disciplinary proceedings as determined by Human Resources and/or the Office of District Counsel. Appoints job candidates for positions reporting directly and from approved eligibility lists. Approves employee performance evaluations and recommends reclassifications.

Works with Environment, Health & Safety Department on matters relating to OSHA compliance and safety policies and procedures. Coordinates Department operations and goals with other District Departments and governmental agencies. Coordinates department operations and the personnel, materials and equipment necessary for projects objectives and programs.

Monitors performance of pump stations and storage during critical periods of high demand, system failure, storms and floods. Directs control operations of the pump station/storage system, coordinates overall system operation with other departments.

Works in collaboration with Information Technology and Procurement Departments to procure, implement and maintain a centralized inventory control system.

Collaborates with Information Technology, Procurement, and all other relevant Departments to develop, implement and monitor a Computerized Maintenance Management System (CMMS).

Supervises the centralized ground maintenance staff, including Riverfront Recapture.

#### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

#### **MINIMUM QUALIFICATIONS**

Bachelor's degree in mechanical or electrical engineering, or closely related field; supplemented by minimum nine (9) years previous experience that includes mechanical and electrical engineering, as it relates to facility management, and a minimum of three (3) years of supervisory and/or managerial experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Connecticut Professional Engineer license is desirable.

Must have a valid driver's license.

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.

#### **PERFORMANCE APTITUDES**

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

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

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

**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 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:** 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 who can with such accommodations perform the essential functions of the job.*

### **PROPOSED JOB CLASSIFICATION - MANAGER OF ENGINEERING TECHNICAL SERVICES – Report 4e.**

To: Personnel Pension and Insurance Committee for consideration on March 5, 2012

It is the recommendation of the staff that the current Classification Plan be amended to include the new classification for the Manager of Engineering Technical Services position with a classification of EE-18 (salary range is \$96,064 to \$124,884).

During the reorganization approved and implemented in 2011, planning and technical services were centralized in the Engineering Department. This classification's duties are presently outlined within the duties of the Chief of Engineering position.

At this time, 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 current classification plan be amended to include the position of Manager of Engineering Technical Services with an EE-18 classification.

Respectfully submitted,

Charles P. Sheehan

Chief Executive Officer

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION****CLASSIFICATION TITLE:****Manager of Engineering Technical Services****PURPOSE OF CLASSIFICATION**

The purpose of this classification is to supervise, plan and organize the preparation of the Districts Master Planning and Asset Management programs associated with the underground Collection and Distribution systems schedule including capital Facility projects. . The work includes the development, implementation and maintenance of system wide asset strategy and analysis programs. Additionally, this position maintains, refines, controls and operates the water distribution computer models and maintains computer modeling systems. This position is responsible for developing and administering an Asset Management Program and managing activities related to the preparation of capital improvement projects budget. This position typically reports to the Director of Engineering.

**ESSENTIAL FUNCTIONS**

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

Supervises personnel involved in the research, collection, compilation, and publication of the District's capital project budgets. Manages the collection of data, assimilation and scheduling of capital improvement projects against a planned schedule for repair, replacement or retrofit or upgrade.

Develops asset strategy and analysis, including best use of assets and planning for capital improvements and additions. Assists in the formulation of capital projects budgeting.

Maintains and manages asset information, records and data, entering such information in the District's operational software program. Monitors capital project closeout for capitalization and recording of fixed assets. Maintains, monitors and records fixed asset acquisition, retro-fits and upgrades and asset retirements.

Develops and implements best practices for asset management, including maintenance of contemporary valuation and accounting of assets and infrastructure.

Maintains, refines and controls the District's computer water models and maintains computer modeling systems. Develops and Reviews major initiatives and policy and procedure proposals affecting asset and capital expenditure plans and Agreements for Service. Maintain and develop all design standards and technical specifications for the District's Engineering Department.

Peer reviews all engineering designs and manuals of practice for conformance with professional engineering standards and District requirements. Analyses, develops, coordinates and implements special engineering projects. Responsible to maintain and oversee all necessary regulatory permitting requirements as it relates to District operating standards set by DEEP, DPH and/or the EPA. Prepares and/or reviews project reports, statistical analyses, project tracking records, correspondence, and other operational and administrative documents.

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.

**ADDITIONAL FUNCTIONS**

Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in civil engineering, mechanical engineering, environmental engineering, or closely related field; supplemented by minimum seven (7) years previous experience that includes asset management or asset replacement experience, planning and project management work including three (3) years of supervisory and/or managerial experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

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

**Human Interaction:** Requires the ability to function in a 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, 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 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, depth, texture and visual cues or signals. Some tasks require the ability to communicate orally.

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

*The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities who can, with such accommodations, perform the essential functions of the job.*


**CONSIDERATION OF, AND POSSIBLE ACTION ON, A REQUEST BY MDC EMPLOYEE FOR DISABILITY RETIREMENT PURSUANT TO GENERAL ORDINANCES G1D AND G1H – Report 5.**

***Commissioner Taylor asked if there was no objection, Agenda Item #5 would be postponed to the next scheduled meeting of***

***the Personnel, Pension and Insurance Committee. There was no objection.***

**ADJOURNMENT**

The meeting was adjourned at 4:48 P.M.

ATTEST:  
  
Kristine C. Shaw  
District Clerk

April 2, 2012

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



**SPECIAL MEETING**  
**PERSONNEL, PENSION AND INSURANCE COMMITTEE**  
**The Metropolitan District**  
555 Main Street, Hartford  
Monday, April 2, 2012

**Present:** Commissioners Daniel Camilliere, Joseph Klett, Daniel E. Lilly, Maureen Magnan, Trude H. Mero, J. Lawrence Price, Albert F. Reichin, Pasquale J. Salemi, Raymond Sweezy and District Chairman William A. DiBella (10)

**Absent:** Commissioner Timothy Curtis, John M. Grottole, and Alvin E. Taylor (3)

**Also**

**Present:** Charles P. Sheehan, Chief Executive Officer  
Scott W. Jellison, Deputy Chief Executive Officer, Engineering & Operations  
R. Bartley Halloran, District Counsel  
Christopher R. Stone, Assistant District Counsel  
Erin Ryan, Assistant District Counsel  
Kristine C. Shaw, District Clerk  
Robert Constable, Manager of Budgeting & Analysis  
Carol Fitzgerald, Manager of Financial Control  
Stanley Pokora, Manager of Treasury  
Robert Zaik, Manager of Labor Relations  
Jessica Coelho, Project Engineer 1  
Michael Bezanson, Principal Engineer  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant

**CALL TO ORDER**

Vice Chairman Sweezy called the meeting to order at 4:33 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 Reichin and duly seconded, the meeting minutes of February 6, 2012 and March 5, 2012 were approved.***

**JOB CLASSIFICATION REVISION- CONSTRUCTION SERVICES SUPERVISOR – Report 4a.**

To: Personnel, Pension and Insurance Committee for consideration on April 2, 2012

Staff is recommending that the Classification Plan be amended to reflect the new job specification for a *Construction Services Supervisor* classification with a proposed value of SS-06 (annual range \$ 76,232.00 to \$ 91,520.00). The creation of this position recognizes the need to elevate the field lead authority now vested with the *Principal Engineering Technician* position (PT-14 with annual salary range of \$ 76,128.00 to \$ 91,416.00) to a supervisory position. This action, if approved, will resolve internal issues of assignment, direction and correction while addressing external issues dealing with contracted services in the field.

If approved, staff would plan to advertise these new positions internally. The potential applicant's pool would encompass the construction inspection unit and other technical field units.

A thorough review of this position was conducted prior to advancing this recommendation for action. There would be no retroactivity involved.

Therefore, staff is recommending that the classification system be amended to reflect the addition of a *Construction Services Supervisor* position and to allocate the position to SS-06 salary grade.

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 addition of a *Construction Services Supervisor* position and to allocate the position to SS-06 salary grade.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

***Vice Chairman Sweezy asked if there was no objection, Agenda Items 4a, 4b and 4c would be considered together with one motion. There was no objection.***

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

**TITLE: CONSTRUCTION SERVICES SUPERVISOR****GENERAL DESCRIPTION:**

This is very responsible construction engineering supervision work involving the guidance, training, correction, direction and coordination of inspectors working on complex utility and building construction projects.

Work involves responsibility for assistance in the assurance of accurate and timely field inspection of construction work according to plans and District and professional standards. Duties include training, assessing performance, mentoring and teaching inspectors, instructing contractors in making corrections and coordinating construction programs.

This position also has the responsibility for making very difficult construction inspection technical field decisions. This work requires that the employee have considerable knowledge, skill and ability in construction inspection methods and supervision.

**SUPERVISION RECEIVED:**

Works under the general supervision of the Manager of Construction Services.

**EXAMPLES OF DUTIES:**

Schedules, assigns, trains, directs and evaluates employees in medium to large construction inspection unit.

Prepares reports, completes forms and compiles information on completed work assignments and employee effort. Analyzes information related to unit effectiveness and efficiency. Assists in the drafting of the unit budget and controlling and accounting for expenditures within fund allocations.

Trains and counsels employees. Administers Collective Bargaining Agreements. Applies disciplinary action. Assists in employee selection. Assures safe work practices.

Identifies and analyzes opportunities for improving service delivery methods and procedures; identifies and calculates resource needs; coordinates informational reviews and updates with appropriate management staff; and provides guidance and leadership with the implementation of revised, adjusted and/or new work procedures.

Directs and coordinates the review of work plans for assigned construction inspection services and activities; assigns work activities and projects; monitors and tracks work flow; reviews and evaluates work products, methods, and procedures; meets with staff to provide input to identify and resolve problems.

Assigns, reviews, monitors and tracks work performed in the field; performs field inspections and approves construction work; reviews and approves inspector diaries, reports, correspondence, memoranda, and recommendations for change orders and progress payments; confers with construction inspectors, engineers, and contractors regarding contract and plan interpretation and use and provision of construction materials, or methods. This position ensures compliance with the plans, specifications and internal engineering construction standards. Takes appropriate action to correct or remediate construction issues or concerns.

Provides staff assistance to higher level management staff; participates as an attendee to a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary. Attends and participates in professional group meetings; stay abreast of new trends and innovations in the field on construction inspection.

Coordinates construction inspection activities with those of other divisions and outside agencies and organizations. Acts as principal liaison between District engineers and contractors.

Assists in settling disputes arising between contractor and inspector during the performance of the contracts, participates in public meetings and/or hearings, and, addresses and promptly disposes of public complaints.

Inspects standard and highly complex utility pipeline and building mechanical systems construction. Instructs contractors in construction practices and in correcting construction errors. Enforces inspection decisions. Oversees contractor pressure tests of water, sewer and force main pipelines.

Maintains detailed records of inspection activities. Compiles and prepares reports.

Performs other related duties as required.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of construction inspection principles and practices.

Good knowledge of land surveying principles and practices. Considerable ability to operate all survey instruments and to survey land and completed construction.

Thorough ability to inspect utility and building mechanical trade's construction safely, effectively and efficiently and with firmness and tact.

Good ability in mathematics as applied to surveying and related operations. Computers and supporting word processing and spreadsheet applications.

Considerable ability to establish and maintain effective working relationships with co-workers, contractors, consultants, and the general public. Considerable ability in oral and written communications.

Operational characteristics, services, and activities of a comprehensive construction inspection program including maintaining construction records and to prepare inspection reports.

Modern and complex principles and practice of construction inspection for public works construction.

Considerable knowledge of OSHA regulations and construction safety precautions pertaining to the work.

Principles of supervision, training, and performance evaluation. Supervise and coordinate construction inspection services. Interpret and explain District construction inspection policies and procedures.

Read and interpret plans, specifications, maps, drawings, contracts and work orders. Communicate clearly and concisely, both orally and in writing.

#### QUALIFICATIONS:

Associate's degree in engineering technology or related field; supplemented by minimum of five (5) years of senior level construction inspection including surveying experience, involving large scale and complex construction projects and at least one (1) year of lead or supervisory experience; or an equivalent combination of education and qualifying experience on a year-for-year basis. Must have a valid driver's license

### **PERFORMANCE APTITUDES**

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

**Human Interaction:** Requires the ability to 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, machinery, tools and/or materials requiring complex and rapid adjustments.

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

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

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **ADA COMPLIANCE**

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

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

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

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**JOB CLASSIFICATION REVISION-CONSTRUCTION MANAGER – Report 4b.**

To: Personnel, Pension and Insurance Committee for consideration on April 2, 2012

Staff is recommending that the Classification Plan be amended to reflect the new job specification for a *Construction Manager* classification with a proposed value of EE-16 (annual range \$ 87,224.99 to \$ 113,392.46). The creation of this position recognizes the specific needs attached to the long-term capital improvement program. The current classification, Principal Engineer, EE16, does not adequately reflect the functional aspects of construction management.

This action, if approved, will allow the District to secure in-house professionals to ensure high construction management standards. The required certification has commonly been labeled as the “gold standard” of professional and personal credentials. The professionals who have secured this certification have firm underpinnings based in education, field experience and demonstrated competence in a myriad of construction projects.

A thorough review of this position was conducted prior to advancing this recommendation for action. There would be no retroactivity involved.

Therefore, staff is recommending that the classification system be amended to reflect the addition of a *Construction Manager* position and to allocate the position to EE-16 salary level.

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

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

**RESOLVED:** That the classification system be amended to reflect the addition of a *Construction Manager* position and to allocate the position to EE-16 salary level.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: CONSTRUCTION MANAGER**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to plan, direct, coordinate and budget a wide variety of construction projects, including the building of all types of industrial structures, roads and waste water treatment facilities. The classification may supervise an entire project or just part of a project. The classification schedules and coordinates all design and construction processes, including the selection, hiring and oversight of specialty trade contractors. The classification supervises the construction process from the conceptual development stage through final construction, ensuring on-time low cost completion.

More specifically, the classification provides critical service in the development and implementation of the District's Capital Improvement Program by overseeing major construction and facility upgrades' and retrofits. The classification applies construction management skills and principles to execute all phases of multi-faceted construction, maintenance, or rehabilitation projects for district infrastructure and facilities. Employees in this classification function as owner agents/ representatives who attend to all aspects and components of their assigned projects, representing the needs of a specific infrastructure(s) or intended user while protecting the overall interests of the District in project implementation. Construction Managers are expected to exercise judgment relative to safety, cost, specifications, and project progression. This work requires that the employee have considerable knowledge, skill and ability in public works construction and maintenance projects; thorough knowledge of civil, mechanical, or electrical engineering principles and practices as applied to utility systems; and thorough knowledge of design standards and regulatory codes established by the District Board and/or state and federal agencies. It also requires proficiency in computer aided design (CAD) drafting, modeling, and related computer applications. Classification typically reports to a Division Manager.

## ESSENTIAL FUNCTIONS

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

Plans, directs and coordinates the construction and capital improvement projects; may supervise the entire construction project or supervise parts of a project. Provides construction scheduling and coordination of the construction process. Supports preparation of short and mid-term Capital Improvement Program plan including environmental impact reports as well as other project-specific environmental documentation, permit and easement requirements; presents project report summaries to the Board of Commissioners and other public and regulatory Officials.

Develops schedules project plans and tasks; identifies and pro-actively manages critical path tasks; sets and meets interim project goals; sets and manages project contingency; performs change control; and all other associated project management efforts needed to ensure that the construction schedule and budget are met.

Provides technical advice, information, and assistance in field of assignment to consultants, contractors, engineers, other District officials, and the public regarding applicable procedures, regulations, and standards.

Supervises and provides direction and assistance to consultants, contractors, and work crews: organizes, prioritizes, and coordinates work activities; monitors status of work in progress and inspects completed work to ensure compliance with contracts (costs, schedule, specifications, & quality of work); provides technical expertise and assistance with complex/problem situations.

Serves as the project liaison to the public, property owners, other government agencies, and other District departments/officials regarding project planning, design and/or construction progress: solicits input and feedback; responds to inquiries; makes presentations to, neighborhood, Council and civic groups.

Represents the project internally for all District concerns: consults with division manager or other officials to review status of projects, review/resolve problems, receive advice/direction, and provide recommendations; facilitates the coordination of project meetings, communications, and work activities between contractors, project teams, government agencies, and other participants; assists in resolving problems or conflicts between project participants; recommends solutions to problems and facilitates implementation; and prepares executive summaries and reports for presentation to District management, or other officials as requested.

Manages the administrative aspects of the project: negotiates and monitors budget and expenditures; updates project schedules and monitors progress of project in meeting established schedule; processes purchase order requisitions, work orders, and invoices; reviews project progress reports submitted by contractors; coordinates acquisition and/or maintenance of required permitting; schedules inspections to ensure compliance with all regulatory requirements; facilitates adherence to all reporting and documentation requirements; evaluates and monitors progress against performance and quality measurements.

Manages projects during construction phase; attends regular project progress meetings; works with consultants, contractors, and work crews to resolve problems and initiate the appropriate solutions; assists with field decisions and approves change orders as appropriate; prepares, reviews, and processes change orders for changes to contracted scope of work; monitors adherence to project schedules; inspects quality of construction work and materials; coordinates final inspections with contractors and engineers; and facilitates project acceptance with other District departments or government agencies.

Prepares, coordinates, and/or reviews construction and engineering plans, designs, and specifications pertaining to projects: develops engineering specifications for project construction based on programming assessment, design concepts, fundamental engineering principles, and approved preliminary plan; calculates cost estimates and identifies resources needed for projects; and, reviews the project designs and plans of subordinate engineers, developers and contractors and assures needed corrections.

Advises District personnel on engineering and other technical matters. Reviews specifications, prospectuses and proposals for sound engineering standards and technical feasibility. Provides technical assistance to division managers and contracts officer during the bid phase of project design to help evaluate proposals and make recommendations for awarding the contract.

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

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in construction management or civil, environmental, or electrical engineering, or closely related field; supplemented by six (6) years of progressively responsible engineering design and/or construction management experience for municipal utilities or public works; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain CCM/CMAA certification or ability to acquire certification within ninety days of award and have a valid Connecticut driver's license.

### **PERFORMANCE APTITUDES**

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



**Human Interaction:** Requires the ability to act as a first-line supervisor to a group of employees typically involving assigning and reviewing work and evaluating employee job performance.

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

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

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

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

#### **ADA COMPLIANCE**

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

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

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, wetness, humidity, rain, temperature and noise extremes, machinery, or traffic hazards.

*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-PROJECT MANAGER – Report 4c.**

To: Personnel, Pension and Insurance Committee for consideration on April 2, 2012

Staff is recommending that the Classification Plan be amended to reflect the new job specification for a *Project Manager* classification with a proposed value of EE-16 (annual range \$ 87,224.99 to \$ 113,392.46). The creation of this position recognizes the specific needs attached to the long-term capital improvement program. The current

classification, Principal Engineer, EE16, does not adequately reflect the functional aspects of project management.

If approved, staff would plan to advertise these new positions internally. The potential applicant's pool would encompass the employees assigned to the engineering-based classifications.

A thorough review of this position was conducted prior to advancing this recommendation for action. There would be no retroactivity involved.

Therefore, staff is recommending that the classification system be amended to reflect the addition of a *Project Manager* position and to allocate the position to EE-16 salary level.

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

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

**RESOLVED:** That the classification system be amended to reflect the addition of a *Project Manager* position and to allocate the position to EE-16 salary level.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: PROJECT MANAGER**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to supervise development and implementation of the District's Capital Improvement Program; oversees engineering project work for major capital projects and facility upgrades' applies project management skills and principles to execute all phases of multi-faceted construction, maintenance, or rehabilitation projects for district infrastructure and facilities. Employees in this classification function as owner agents/ representatives who attend to all aspects and components of their assigned projects, representing the needs of a specific infrastructure(s) or intended user while protecting the overall interests of the District in project implementation. Project Managers are expected to exercise judgment relative to safety, cost, specifications, and project progression. Project Managers either perform the essential tasks of this position or coordinate the work of others (in-house or contractual), depending on the needs of the specific project. This work requires that the employee have considerable knowledge, skill and ability in public works engineering as applied to utility construction and maintenance projects; thorough knowledge of civil, mechanical, or electrical engineering principles and practices as applied to utility systems; and thorough knowledge of design standards and regulatory codes established by the District Board

and/or state and federal agencies. It also requires proficiency in computer aided design (CAD) drafting, modeling, and related computer applications. Classification typically reports to a Division Manager.

### **ESSENTIAL FUNCTIONS**

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

Oversees preparation of short and mid-term Capital Improvement Program plan including environmental impact reports as well as other project-specific environmental documentation, permit and easement requirements; presents project report summaries to the Board of Commissioners and other public and regulatory Officials.

Supervises engineering review of engineering project requests and proposals during proposal and design stage, and thereafter, assigns projects to engineering staff; sets priorities and adjusts workload accordingly.

Develops schedules project plans and tasks; identifies and pro-actively manages critical path tasks; sets and meets interim project goals; sets and manages project contingency; performs change control; and all other associated project management efforts needed to ensure that project schedule and budget are met.

Provides technical advice, information, and assistance in field of assignment to consultants, contractors, engineers, other District officials, and the public regarding applicable procedures, regulations, and standards.

Supervises and provides direction and assistance to consultants, contractors, and work crews: organizes, prioritizes, and coordinates work activities; monitors status of work in progress and inspects completed work to ensure compliance with contracts (costs, schedule, specifications, & quality of work); provides technical expertise and assistance with complex/problem situations.

Serves as the project liaison to the public, property owners, other government agencies, and other District departments/officials regarding project planning, design and/or construction progress: solicits input and feedback; responds to inquiries; makes presentations to, neighborhood, Council and civic groups.

Represents the project internally for all District concerns: consults with division manager or other officials to review status of projects, review/resolve problems, receive advice/direction, and provide recommendations; facilitates the coordination of project meetings, communications, and work activities between contractors, project teams, government agencies, and other participants; assists in resolving problems or conflicts between project participants; recommends solutions to problems and facilitates implementation; and prepares executive summaries and reports for presentation to District management, or other officials as requested.

Manages the administrative aspects of the project: negotiates and monitors budget and expenditures; updates project schedules and monitors progress of project in meeting established schedule; processes purchase order requisitions, work orders, and invoices; reviews project progress reports submitted by contractors; coordinates acquisition and/or maintenance of required permitting; schedules inspections to ensure compliance with all regulatory requirements; facilitates adherence to all reporting and documentation requirements; evaluates and monitors progress against performance and quality measurements.

Coordinates and participates in the programming phase of the project (planning & preliminary design/concepts): identifies user needs and requirements; confers with all appropriate parties to solicit

input and feedback; develops cost projections, engineering specifications, project budgets, and schedules; and facilitates approval of project and final design.

Manages projects during design phase; attends regular project progress meetings; works with consultants, contractors, and work crews to resolve problems and initiate the appropriate solutions; assists with field decisions and approves change orders as appropriate; prepares, reviews, and processes change orders for changes to contracted scope of work; monitors adherence to project schedules; inspects quality of construction work and materials; coordinates final inspections with contractors and engineers; and facilitates project acceptance with other District departments or government agencies.

Prepares, coordinates, and/or reviews construction and engineering plans, designs, and specifications pertaining to projects: develops engineering specifications for project construction based on programming assessment, design concepts, fundamental engineering principles, and approved preliminary plan; calculates cost estimates and identifies resources needed for projects; and, reviews the project designs and plans of subordinate engineers, developers and contractors and assures needed corrections.

Performs or oversees modeling, testing, planning, and engineering studies in support of project analysis and design; reviews and verifies engineering calculations and analysis submitted by subordinate engineers meet specifications and professional standards; verifies compliance of recommendations to District policy; and makes recommendations concerning improvements, modifications, design strategies, structural systems, or other aspects of project development.

Advises District personnel on engineering and other technical matters. Reviews specifications, prospectuses and proposals for sound engineering standards and technical feasibility. Provides technical assistance to division managers and contracts officer during the bid phase of project design to help evaluate proposals and make recommendations for awarding the contract.

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

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

Bachelor's degree in civil, environmental, or electrical engineering, or closely related field; supplemented by six (6) years of progressively responsible engineering design and/or project management experience for municipal utilities or public works; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Connecticut Professional Engineering license, or the ability to acquire such a license by reciprocity within ninety (90) days of hire. Must possess and maintain a valid Connecticut driver's license.

### **PERFORMANCE APTITUDES**

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

**Human Interaction:** Requires the ability to act as a first-line supervisor to a group of employees typically involving assigning and reviewing work and evaluating employee job performance.

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

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

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

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

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

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

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, wetness, humidity, rain, temperature and noise extremes, machinery, or traffic hazards.

*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.*

## **PETITION FOR DISABILITY RETIREMENT – Report 5.**

### **EXECUTIVE SESSION**

At 4:16 p.m., Vice Chairman Sweezy requested an executive session for the purpose of discussing a Petition for Disability Retirement.

***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 Petition for Disability Retirement.***

Those in attendance during the executive session were as follows:

Commissioners Daniel Camilliere, Joseph Klett, Daniel E. Lilly, Maureen Magnan, Trude H. Mero, J. Lawrence Price, Albert F. Reichin, Pasquale J. Salemi, Raymond Sweezy

and District Chairman William A. DiBella, Attorneys R. Bartley Halloran, Erin Ryan, Christopher R. Stone, Charles P. Sheehan, Carol Fitzgerald and Robert Zaik

### **RECONVENE**

At 4:55 p.m., Vice Chairman Sweezy 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:

To: Personnel, Pension and Insurance Committee for consideration on April 2, 2012

Pursuant to Section G1b of the General Ordinances, we are recommending that the Personnel, Pension and Insurance Committee approve a Disability Retirement effective April 1, 2012, for Mr. Daniel Depietro. We have received the employee's written petition for consideration under the Disability Retirement provision. The employee has over twenty-one years of service with the District.

A thorough review of this petition was conducted prior to advancing this recommendation for action.

Therefore, staff is recommending that the employee's petition for disability retirement be approved by this Committee.

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

**RESOLVED:** That effective April 1, 2012, Mr. Daniel DePietro shall be approved for a Disability Retirement pursuant to the terms and conditions of the General Ordinances of the Metropolitan District Commission, with specific reference to the determination of benefits set forth in General Ordinance Section G1h(1).

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

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

**PETITION FOR DISABILITY RETIREMENT – Report 6.**

### **EXECUTIVE SESSION**

At 4:56 p.m., Vice Chairman Sweezy requested an executive session for the purpose of discussing a Petition for Disability Retirement.

***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 Petition for Disability Retirement.***

Those in attendance during the executive session were as follows:

Commissioners Daniel Camilliere, Joseph Klett, Daniel E. Lilly, Maureen Magnan, Trude H. Mero, J. Lawrence Price, Albert F. Reichin, Pasquale J. Salemi, Raymond Sweezy and District Chairman William A. DiBella, Attorneys R. Bartley Halloran, Erin Ryan, Christopher R. Stone, Charles P. Sheehan, Carol Fitzgerald and Robert Zaik

### **RECONVENE**

At 5:03 p.m., Vice Chairman Sweezy 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:

To: Personnel, Pension and Insurance Committee for consideration on April 2, 2012

Pursuant to Section G1b of the General Ordinances, we are recommending that the Personnel, Pension and Insurance Committee approve a Disability Retirement effective April 1, 2012, for Mr. Craig Myers. We have received the employee's written petition for consideration under the Disability Retirement provision. The employee has over twenty-four years of service with the District.

A thorough review of this petition was conducted prior to advancing this recommendation for action.

Therefore, staff is recommending that the employee's petition for disability retirement be approved by this Committee.

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

**RESOLVED:** That effective April 1, 2012, Mr. Craig Myers shall be approved for a Disability Retirement pursuant to the terms and conditions of the General Ordinances of the Metropolitan District Commission, with specific reference to the determination of benefits set forth in General Ordinance Section G1h(1).

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

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

**ADJOURNMENT**

The meeting was adjourned at 5:04 P.M.

ATTEST:

  
Kristine C. Shaw  
District Clerk

June 13, 2012

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



**SPECIAL MEETING**  
**PERSONNEL, PENSION AND INSURANCE COMMITTEE**  
**The Metropolitan District Training Center**  
125 Maxim Road, Hartford, Connecticut  
Wednesday, June 13, 2012

**Present:** Commissioners Daniel Camilliere, John M. Grottolo, Daniel E. Lilly, Maureen Magnan, Trude H. Mero, J. Lawrence Price, Albert F. Reichin, Raymond Sweezy and District Chairman William A. DiBella (9)

**Absent:** Commissioner Timothy Curtis, Joseph Klett and Pasquale J. Salemi (3)

**Also**

**Present:** 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  
Kristine C. Shaw, District Clerk  
Erin Ryan, Acting Director of Human Resources  
Carol Fitzgerald, Acting Director of Finance  
George Scurlock, Director of Diversity  
Robert Zaik, Manager of Labor Relations  
Cynthia A. Nadolny, Executive Assistant  
Colin Coggin, Vice President, Local 3713 AFSCME  
Dominik Marquez, Treasurer, Local 1026 AFSCME  
Dean Gozzo, Vice President, Local 184 AFSCME  
Gilbert Bironi, President, Local 184 AFSCME  
Thomas Raffa, Sr., President, Local 1026 AFSCME  
Mario Calderon, Vice President Local 1026 AFSCME  
John L. Paganetti, Recording Secretary, Local 1026 AFSCME  
Steve A. Lemanski, Consulting Actuary, Milliman

**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 Personnel, Pension and Insurance Committee 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 2, 2012 were approved.***

**COST REDUCTION INITIATIVES, INCLUDING, BUT NOT LIMITED TO, ALTERNATIVES FOR REDUCTION IN EMPLOYEE POPULATION THROUGH VARIOUS RETIREMENT INITIATIVES - Report 4.**

***On motion made by Commissioner Reichin and duly seconded, the report was received and the retirement incentive as presented and detailed below, with a continued moratorium on pension negotiations to December 31, 2015 were recommended to the District Board by majority vote.***

***Commissioner Lilly voted no on this matter.***

**ELIGIBILITY**

- A) District employees who, no later than November 1, 2012, have combined age and service of "85" points (Rule of 85);
- B) District employees who, no later than November 1, 2012, are 65 years or older; or
- C) District employees who, no later than November 1, 2012, will be at least 55 years of age and have at least 10 years of credited service (the early retirement discount of 5% for each year prior to normal retirement date shall remain).

**RETIREMENT INCENTIVE**

1. Two and one-half percent (2.5%) for each year and twenty-one one hundredths of one percent (0.21%) for each month of completed service, times final average earnings. Final average earnings equals the greater of: (a) the average of the employee's compensation for the last 36 months preceding termination of employment ("36 Month Average Compensation"); or (b) the average of the employee's compensation for the three calendar years out of the ten calendar years preceding the calendar year in which termination of employment occurs which produce the highest average ("High 3 Year Average Compensation").

2. The maximum credited service shall remain at thirty-two (32) years, but the maximum benefit shall increase to eighty percent (80%) of the average earnings as calculated above.

**SPECIAL CONDITIONS**

The retirement incentive set forth above is specifically conditioned upon the following:

1. Irrevocable election to participate must be submitted, in writing and on a prescribed form, to the Human Resources Department no later than the close of business on Friday, August 10, 2012. Any form(s) received after said date and time may, at the District's sole discretion and upon a demonstration of good cause, be accepted.

2. The effective termination date for those participating employees shall be December 29, 2012, with the associated pension commencing January 1, 2013, subject to an earlier termination and retirement date as set forth in subsection 3 below.

3. For those participating employees who have reached one or more of the criteria set forth in the eligibility section above on or before November 1, 2012, the District may, in its sole discretion, unilaterally or at the request of any such qualifying employee and for good cause, determine the effective date of the employees termination and associated retirement as of a date on or after the later of August 10, 2012 and the date they reach one or more of the criteria, and prior to December 29, 2012.

### **ADJOURNMENT**

The meeting was adjourned at 4: 42 P.M.

ATTEST:

  
Kristine C. Shaw  
District Clerk

October 3, 2012

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

**SPECIAL MEETING**  
**PERSONNEL, PENSION AND INSURANCE COMMITTEE**  
**The Metropolitan District**  
555 Main Street, Hartford CT  
Wednesday, October 3, 2012

**Present:** Commissioners Daniel Camilliere, John M. Grottole, Daniel E. Lilly, J. Lawrence Price, Albert F. Reichin, Pasquale J. Salemi, Raymond Sweezy and Alvin E. Taylor (8)

**Absent:** Commissioner Timothy Curtis, Joseph Klett, Maureen Magnan and Trude Mero (4)

**Also**

**Present:** Charles P. Sheehan, Chief Executive Officer  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
Brendan M. Fox Jr., Assistant District Counsel  
Carl R. Nasto, Assistant District Counsel  
Christopher R. Stone, Assistant District Counsel  
Kristine C. Shaw, District Clerk  
Erin Ryan, Director of Human Resources  
George Scurlock, Director of Diversity  
Robert Zaik, Manager of Labor Relations  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 4:01 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 Personnel, Pension and Insurance Committee 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 June 13, 2012 were approved.***

**DISABILITY RETIREMENT APPLICATION-ANGEL COLON JR-Report 4.****EXECUTIVE SESSION**

At 4:02 p.m., Chairman Alvin E. Taylor requested an executive session for the purpose of discussing the proposed disability retirement application for Angel Colon Jr.

***On motion made by Commissioner Reichin and duly seconded, the Personnel, Pension and Insurance Committee entered into executive session for the purpose of discussing the proposed disability retirement application for Angel Colon Jr.***

Those in attendance during the executive session were as follows:

Commissioners Daniel Camilliere, John M. Grottole, Daniel E. Lilly, J. Lawrence Price, Albert F. Reichin, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor; Attorneys Erin M. Ryan, Christopher R. Stone; Messrs. John M. Zinzarella and Robert Zaik.

**RECONVENE**

At 4:20 p.m., Chairman Alvin E. 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:

To: Personnel, Pension and Insurance Committee for consideration on October 3, 2012

Pursuant to Section G1b. of the General Ordinances, we are recommending that the Personnel, Pension and Insurance Committee approve a Disability Retirement effective October 1, 2012, for Mr. Angel Colon, Jr. We have received the employee's written petition for consideration under the Disability Retirement provision. The employee has over eighteen years of service with the District.

A thorough review of this petition was conducted prior to advancing this recommendation for action.

Therefore, staff is recommending that the employee's petition for disability retirement be approved by this Committee.

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 effective October 1, 2012, Mr. Angel Colon, Jr. shall be approved for a Disability Retirement pursuant to the terms and conditions of the General Ordinances of the Metropolitan District Commission.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

***On motion made by Commissioner Reichin and duly seconded, the disability retirement for Angel Colon Jr., was approved.***

**RFQ/P 292-MDC EMPLOYEE BENEFITS CONSULTANT AND APPOINTMENT OF SUBCOMMITTEE TO REVIEW RESPONSIVE PROPOSALS-Report 5.**

Chairman Taylor appointed the following Commissioners for the RFQ/P 292 Review Subcommittee:

District Chairman William A. DiBella, Joseph Klett, Daniel E. Lilly, Maureen Magnan, J. Lawrence Price, Raymond Sweezy and Alvin E. Taylor

**MARKETING OF THE MDC HEALTHCARE PLAN-Report 6.**



L O C K T O N   C O M P A N I E S ,   L L C



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## Marketing Overview

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### ❖ Request for Proposal - Background

- MDC again engaged Lockton to send Requests for Proposals (RFP's) to the markets to evaluate the competitiveness of the current Medical/Rx and Dental self-insured contracts with Anthem BlueCross BlueShield (Anthem).
- MDC's current Anthem financial arrangement offers cash flow advantages to MDC and limits specific members' annual claim levels to \$250,000 via individual stop loss (ISL) coverage.
- At Lockton's recommendation, MDC lowered the ISL threshold from \$500,000 to \$250,000 in 2011 to limit MDC's exposure to these individual claim risks.

2



## Marketing Overview

### ❖ Request for Proposal - Medical

- Lockton sent self-insured medical RFP's to Aetna, Cigna, ConnectiCare, and United Healthcare.
- The bids are currently being evaluated and demonstrate potential opportunities for fixed cost savings (administrative fees and stop loss premiums) compared to Anthem's current program and renewal proposal. (*Refer to separate handout*)
- Similar to last year's results, Aetna and Cigna appear to present the best opportunities for fixed cost savings, but all proposals must be thoroughly and completely evaluated before any definitive statements about potential savings can be affirmed.
- A Lockton carrier network discount analysis performed in the Fall of 2011 found no significant savings or cost increases between the markets.

3



## Marketing Overview

### ❖ Request for Proposal - Dental

- Lockton sent self insured dental RFP's to Delta Dental, MetLife, Guardian, Aetna, Cigna, United Healthcare & ConnectiCare.
- The bids are currently being evaluated and demonstrate potential opportunities for fixed cost savings (administrative fees) over Anthem's current program and renewal proposal, although not financially significant (approximately \$19,000 annually from the most competitive bidder).
- Similar to the medical plan, all proposals must be thoroughly and completely evaluated before any definitive statements about potential savings can be affirmed.

### ❖ Request for Proposal – Carve-out Prescription Drugs

- Lockton has also sent an RFP for a carve-out prescription drug plan administered through the public sector coalition, and we are awaiting a formal response.
- Most likely would offer MDC more favorable prescription drug contract terms than currently available through Anthem.

4





## Marketing Overview


- Health Care Reform Highlights
  - For 2012 open enrollment, MDC will be required to provide enrolled members a 4-page 2-sided summary of benefits and coverage (SBC). SBC's must adhere to strict and precise standards set by the Federal government.
  - In 2013, medical flexible spending accounts (FSA's) will have a \$2,500 annual maximum.
  - In 2014, MDC will have to offer **affordable** and **qualifying** coverage to employees or a healthcare tax will be assessed. A review of the MDC plans showed that the plans will meet qualifying coverage levels (i.e., must pay 60% of covered charges on average). A review of active employee contributions also indicates that employees are currently offered affordable coverage (i.e., not to exceed 9.5% of employee household income).
  - Based on current medical cost and medical trends, the surcharge tax proposed for 2018 will have a significant impact to MDC's healthcare expenditures. MDC should be addressing plan design changes within their union contracts to address escalating costs that will trigger the 40% 'Cadillac Tax' in 2018.

5

### ADJOURNMENT

The meeting was adjourned at 4: 49 P.M.

ATTEST:

  
Kristine C. Shaw  
District Clerk

November 14, 2012

Date Approved

**SPECIAL MEETING**  
**PERSONNEL, PENSION AND INSURANCE COMMITTEE**  
**The Metropolitan District**  
555 Main Street, Hartford CT  
Wednesday, November 14, 2012

**Present:** Commissioners Daniel Camilliere, Timothy Curtis, Daniel E. Lilly, Maureen Magnan, J. Lawrence Price, Albert F. Reichin, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (10)

**Absent:** Commissioner John M. Grottole, Joseph Klett and Trude Mero (3)

**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  
Brendan M. Fox Jr., Assistant District Counsel  
Christopher R. Stone, Assistant District Counsel  
Kristine C. Shaw, District Clerk  
Carol Fitzgerald, Manager of Financial Control  
Stanley Pokora, Manager of Treasury  
Erin Ryan, Director of Human Resources  
George Scurlock, Director of Diversity  
Robert Zaik, Manager of Labor Relations  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 4:37 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 Personnel, Pension and Insurance Committee 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 October 3, 2012 were approved.***

***Commissioner Curtis abstained.***

**JOB CLASSIFICATION REVISIONS & SALARY RECOMMENDATIONS-  
Report 4.**

**Proposed Job Classification-Business Systems Analyst-Report 4a.**

To: Personnel Pension & Insurance Committee for consideration on November 14, 2012

It is the recommendation of the staff that the current Classification Plan be amended to include the new classification for the Business Systems Analyst position with a classification of EE-12 (salary range is \$71,759 to \$93,287).

As a result of the integration of the Project Management Unit into the core infrastructure of the MDC as defined in the MDC reorganization, which was implemented effective January 1, 2011, and based upon data obtained through the Compensation and Classification Study, the existing job description of Management Analyst is required to be modified to capture the specific duties being performed by personnel in the business systems role. Modifications to the job description will facilitate the establishment of appropriate performance objectives and performance reviews for personnel in these positions. These positions typically report into various Financial Managers and are responsible for ensuring that the MDC's goals and compliance requirements relating to document retention for capital projects are achieved.

At this time, 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 current classification plan be amended to include the position of Business System Analyst with an EE-12 classification.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

***Chairman Taylor asked if there was no objection, Agenda Items 4a, 4b, 4c, 4d, 4e and 4f would be considered together with one motion. There was no objection.***

***On motion made by Commissioner Reichin and duly seconded, the reports were received. During discussion, it was determined that each job description would be amended to include the “ability to perform statistical analysis” The motion as amended was recommended to the District Board by unanimous vote of those present.***

## **METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: BUSINESS SYSTEMS ANALYST**

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### **JOB SUMMARY**

The purpose of this classification is to perform professional administrative work involving the study, analysis and assessment of administrative systems and business operations for the purpose of developing business solutions, management tools, and policies and procedures to improve efficiency and effectiveness. Duties include analyzing management operations, procedures and production, recommending improvements in problems discovered, and coordinating programs and the implementation of improvements in them; and develops, administers and reports on assigned budgets. Classification typically reports to a Manager.

### **ESSENTIAL FUNCTIONS**

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

- Manages and maintains the Oracle financial system. Organizes and maintains records, provides user and document permissions, and provides user system training.
- Creates and maintains document management architecture in the Oracle content manager system. Configures Oracle system for Clean Water Projects and Capital Improvement Projects.
- Creates workflows for the project control department.
- Compiles information; and prepares a variety of records and reports.
- Performs special assignments, as directed; researches management problems or new areas of management involvement; drafts and presents recommendations; and prepares and presents special reports.
- Attends training sessions, seminars, and staff meetings; and provides training to other District staff as assigned.

### **SUPERVISION RECEIVED**

Classification typically reports to a Manager.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in business administration, or a related field; supplemented by two (2) years previous experience and/or training involving analysis of business systems and the use of common database and spreadsheet software; or

any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## **SPECIAL REQUIREMENTS**

None.

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

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence.

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

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

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

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

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

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate 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.*

## **Proposed Job Classification-Compliance Analyst-Report 4b.**

To: Personnel Pension & Insurance Committee for consideration on November 14, 2012

It is the recommendation of the staff that the current Classification Plan be amended to include the new classification for the Compliance Analyst position with a classification of EE-12 (salary range is \$71,759 to \$93,287).

As a result of the integration of the Project Management Unit into the core infrastructure of the MDC as defined in the MDC Reorganization, which was implemented effective January 1, 2011, and based upon data obtained through the Compensation and Classification Study, the existing job description of Management Analyst is required to be modified to capture the specific duties being performed by personnel in the contract compliance as well as the financial compliance functions. Modifications to the job description will facilitate the establishment of appropriate performance objectives and performance reviews for personnel in these positions. These positions typically report into various Financial Managers and are responsible for ensuring that the MDC's internal control structure is being maintained by performing compliance tasks as well as periodically documenting core processes and performing process reviews on those processes.

At this time, 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 current classification plan be amended to include the position of Compliance Analyst with an EE-12 classification.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

## **METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: COMPLIANCE ANALYST**

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### **JOB SUMMARY**

The purpose of this classification is to perform professional administrative work involving the study, analysis and assessment of administrative systems and business operations for the purpose of ensuring compliance with the requirements of government-funded projects.. Duties include compliance analysis, maintaining accurate and thorough records, thorough knowledge of all requirements of a contract, advising Project Managers on budgets, auditing contractor compliance, serving as a liaison to multiple departments and shareholders as required by a project, and performing other duties as required.

### **ESSENTIAL FUNCTIONS**

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

- Serves as a point of contact for construction contract projects. Coordinates all submittals and requests for information. Ensures change orders are processed accurately, and verifies payment requisition prior to authorization.
- Responsible for ensuring that certified payrolls are issued per the state's prevailing wage requirements. Ensures that all ARRA/DEP/DPH information is in compliance.
- Performs field/site visits to gather contractor payroll information to ensure certified payroll compliance. Attends EPA/DEP audit meetings.
- Sets all construction meetings and completes and distributes minutes of all monthly project meetings. Attends assigned change order meetings.
- Provides and obtains information from vendors, contractors, and sales representatives; responds to vendor inquiries regarding payments; processes and prepares contract payment estimates for work done in accordance with District contracts.
- Attends training sessions, seminars, and staff meetings; and provides training to other District staff as assigned.

## **SUPERVISION RECEIVED**

Classification typically reports to a Manager.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in business administration, or a related field; supplemented by two (2) years previous experience and/or training involving analysis of business systems and the use of common database and spreadsheet software; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## **SPECIAL REQUIREMENTS:**

None

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

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence.

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

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

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

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE

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

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate 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.*

## Proposed Job Classification-Cost Analyst-Report 4c.

To: Personnel Pension & Insurance Committee for consideration on November 14, 2012

It is the recommendation of the staff that the current Classification Plan be amended to include the new classification for the Cost Analyst position with a classification of EE-10 (salary range is \$65,094 to \$84,623).

As a result of the MDC Reorganization, which was implemented effective January 1, 2011, a position within the Finance function needs to be created to perform cost accounting and control procedures. This position will typically report into a Financial Manager and is responsible for ensuring that the MDC's various operating and capital costs are appropriately allocated to operating and capital funds. In addition, this position is responsible for reviewing cost allocation processes to ensure that a strong internal control process is maintained.

At this time, 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 current classification plan be amended to include the position of Cost Analyst with an EE-10 classification.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer



**Proposed Job Classification-Manager of Water Quality-Report 4d.**

To: Personnel, Pension and Insurance Committee for consideration on November 14, 2012

Staff is recommending that the Classification Plan be amended to reflect the new job specification for a *Manager of Water Quality* classification with a proposed value of EE-19 (annual range \$96,766 to \$135,472). The creation of this position recognizes the reengineering strategy, which created a cost center for lab services/water quality that is separate and distinct from Water Treatment, and also eliminated the Assistant Manager positions.

If approved, staff would plan to advertise this new position internally. The potential applicant pool would likely encompass the Laboratory department. A thorough review of this petition was conducted prior to advancing this recommendation for action.

Therefore, staff is recommending that the classification system be amended to reflect the addition of a *Manager of Water Quality* position.

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 addition of a *Manager of Water Quality* position and to allocate the position to an EE-19 salary grade.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE:           MANAGER OF WATER QUALITY**

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**JOB SUMMARY**

This is very responsible position to assist with planning and managing the staff, resources, and operation and maintenance of the water quality laboratory including: reviewing the work of department staff directly and through subordinate supervisors; assisting with planning, evaluating, and monitoring the plant's work load, budgets, productivity, safety and performance; and responsibility for the development of engineering solutions to technical and operational problems. Work involves directing the testing, the interpretation and reporting of test results to

Federal and State regulatory entities and within the District as the test results pertain to water quality and the regulatory requirements of the testing program

## ESSENTIAL FUNCTIONS

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

- Assists in planning and directing the programs and objectives of the water treatment process; gathers and analyzes information on the effectiveness and efficiency of the water quality operations; recommends changes to operating policies and procedures; and makes other recommendations to improve performance and productivity.
- Plans and directs the operation of the Department of Water Quality Laboratories in the testing of water, wastewater and sludge samples by federally approved methodology, interprets the results and determines the action to be taken with the results of the analysis. The action may include but is not limited to reporting test results to departments within the District, State and/or Federal regulatory authorities and taking corrective action if necessary based on the analysis result. Directs the reporting of compliance water analysis data to the regulatory authority in the manner and format mandated. Prepares, certifies and submits regulatory reports; prepares reports of laboratory test results; completes forms and compiles information on completed work assignments and employee effort.
- Assists with managing the operations and maintenance of the laboratories; monitors workload and productivity; ensures work activities comply with established policies and procedures; and provides guidance to subordinate supervisors and staff regarding difficult technical issues.
- Reviews and assists in the negotiation of regulatory permits and orders; ensures operations comply with District, state and federal regulations and standards; and identifies issues of noncompliance and needed corrective actions.
- Assists in developing capital and operational budgets; reviews subordinate budgets; reviews and monitors unit and sub-activity expenditures; prepares budget spreadsheets; and recommends approvals for expenditures and/or budget allocations.
- Analyzes water quality data and the compliance with federal and state regulations in accordance with statutory requirements. Directs the laboratory staff in the certification processes, assists in plant permitting and implementation requirements, directs the operation of the quality assurance program, and directs the implementation of the chemical hygiene plan. Serves as project manager on various projects: assists in the planning and developing of water improvement projects. Assures certification of the laboratory(s) as a state approved laboratory as applicable.
- Directs the operation of the Department, and coordinates with other departments' operations and recommendations which may impact the water quality of the potable and stored water of the distribution system including but not limited to the supply, water treatment and distribution systems. Assists in the water quality monitoring and security upgrades within the distribution system to augment routine water quality monitoring.
- Reviews proposed regulations at the state and federal level relating to water quality, water analysis, operator certification and cross connection programs. Plans and evaluates new regulatory requirements and the impact upon the District and makes decisions for the implementation of the final regulations. Interfaces with state and local government agencies and professional water and wastewater organizations relating to regulatory affairs pertaining to water quality and cross connection issues.
- Performs related work as required.

## SUPERVISION RECEIVED

Works under the direction of the Deputy CEO, Operations.

## MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college or university in the sciences of biology or chemistry; supplemented by a minimum seven (7) years of progressively responsible experience in water treatment systems three (3) of which

must be supervisory and/or managerial experience (which may include program and/or project supervision); 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.**

### **SPECIAL REQUIREMENTS**

Requires a Connecticut Class IV Water Treatment Plant Operator certificate or the ability to acquire and maintain within eighteen (18) months.

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

- Knowledge of wastewater chemistry, bacteriology and laboratory procedures principle and practices.
- Knowledge of public administration principles and practices as applied to a specialized work unit.
- Ability to communicate orally and in writing and to coordinate technical and specialized operational and administrative activities.
- Ability to administer policies and procedures including scheduling, budgetary work, day-to-day problem solving and report writing.
- Ability to lead a work group.
- Ability to establish and maintain effective working relationships with coworkers, vendors, contractors, other governmental agencies, and the general public;

### **ADA COMPLIANCE**

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

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

**Environmental Factors:** Essential functions are performed primarily in an indoor, shop, laboratory, or office environment with occasional fieldwork that may involve exposure to various weather conditions, atmospheric conditions, hazards, noises, etc.

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

### **Proposed Job Classification-Inventory Control Analyst-Report 4e.**

To: Personnel Pension & Insurance Committee for consideration on November 14, 2012

It is the recommendation of the staff that the current Classification Plan be amended to include the new classification for the Inventory Control Analyst position with a classification of EE-10 (salary range is \$65,094 to \$84,623).

As a result of the MDC Reorganization, which was implemented effective January 1, 2011, a position within the Finance function needs to be created to perform inventory accounting and control procedures. This position will typically report into a Financial Manager and is responsible for ensuring that the MDC's various inventories are valued appropriately and processes encompassing inventory costing, ordering, receipts, and issuances are followed and a strong internal control process is achieved.

At this time, 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 current classification plan be amended to include the position of Inventory Control Analyst with an EE-10 classification.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

## **METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: INVENTORY CONTROL ANALYST**

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### **JOB SUMMARY**

This classification will perform professional level work related to inventory in the financial control function of the organization. The position will assist in monitoring and reconciling inventories. This position will perform material and cost analyses and forecast optimum order quantities. In addition, this position will play a key role in supporting management to implement effective inventory controls as well as developing a strong working relationship with the procurement department.

### **ESSENTIAL FUNCTIONS**

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

- Manages all inventory assets within the organization. Oversees periodic/cycle inventory counts.
- Performs material and cost analyses related to all aspects of inventory and provide reports and metrics to management to assist in budget and financial decisions.
- Works with the Controller to implement strong financial controls within inventory environment and monitor effectiveness of those controls.

- Forecasts and reports best economic order quantities and work closely with procurement department to leverage purchases.
- Assists General Accounting and Financial Control functions in identifying and implementing opportunities for cost savings and productivity improvement.
- Operates a personal computer proficiently, and general office equipment as necessary to complete essential functions, to include highly skilled use of word processing, spreadsheet, database, or other system software.
- Reports on periodic variances and their causes and perform cost accumulation tasks. This involves working closely with engineering and operations personnel.
- Performs related work as required.

### **SUPERVISION RECEIVED**

Works under the direction of the Manager of Financial Control/Controller.

### **MINIMUM QUALIFICATIONS**

A minimum of four (4) years of work experience in the area of inventory control is required with supervisory experience and a Bachelor's degree in accounting, finance, business or closely related field is preferred. Professional inventory control designation is a plus.

### **SPECIAL REQUIREMENTS**

Experience working with an ERP system (SAP preferable).

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

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

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

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

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

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or 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:** Essential functions are regularly performed without exposure to adverse environmental conditions.

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

#### **Proposed Job Classification-WPC & Water Treatment Lab Administrator-Report 4f.**

To: Personnel, Pension and Insurance Committee for consideration on November 14, 2012

Staff is recommending that the Classification Plan be amended to reflect a revised job specification for the *WPC & Water Treatment Lab Administrator* with a proposed value of EE-14 (annual range \$79,118 to \$102,854). The revised responsibilities for this position will centralize the laboratory administrator responsibilities for both Water Pollution Control and Water Treatment under one administrator. This action, if approved, will allow for succession planning and more efficient administration of laboratory assignments and responsibilities, and will create a designated employee identified by the Department of Public Health for water treatment testing and regulation.

If approved, the current incumbent in the WPC Laboratory Administrator position would assume the additional responsibilities.

A thorough review of this petition was conducted prior to advancing this recommendation for action.

Therefore, staff is recommending that the classification system be amended to reflect the revised *WPC & Water Treatment Lab Administrator* position.

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 addition of a *WPC & Water Treatment Lab Administrator* position and to allocate the position to an EE-14 salary grade.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

## **METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION**

### **CLASSIFICATION TITLE: WPC & WATER TREATMENT LAB ADMINISTRATOR**

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#### **JOB SUMMARY**

This is very responsible department of water quality laboratory position involving the direction and coordination of the water quality laboratory operations and staff in the collection of compliance, process, and other water, wastewater, and sludge samples.

Work involves responsibility for safe, effective and timely testing of samples to assure water and wastewater quality. Duties include directing laboratory testing of water, wastewater, sludge and industrial waste, administering laboratory procedures, interpreting test results and coordinating the associated reporting. This position also has the responsibility for handling all supervisory level managerial functions, managing laboratory-related budgets, and making difficult water pollution control and water analysis laboratory technical and operational decisions. Assists with maintaining the Department's Quality Control and Quality Assurance Program and any associated DPH or DEEP laboratory state certification programs. This work requires that the employee have considerable knowledge, skill and ability in water and wastewater chemistry and bacteriology, and laboratory procedures..

#### **ESSENTIAL FUNCTIONS**

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

- Directs and coordinates laboratory testing to determine if plant effluent meet standards. Directs routine and specialized testing of water, sewage, sludge and industrial waste and interprets test results to ensure compliance with all federal and state regulations. Prepares test reports. Directs laboratory certification procedures.
- Assists with the operation and management of the treatment facilities as appropriate; ensures the work activities comply with established procedures and provides guidance to subordinates and staff regarding technical issues pertaining to the operation.
- Ensures that the District submits the necessary analytical compliance data in a timely manner, requests variances from the appropriate state agencies, and interfaces with the regulatory community as needed.
- Reviews and assists in the negotiation of regulatory permits and or orders, ensures that the operations of the facilities and/or distribution system comply with the Metropolitan District's, the State of Connecticut, and federal standards, and identifies issues of noncompliance and needed corrective action.
- May serve as the manager on various projects, or assist in the planning or development of treatment or distribution system projects.
- Directs the maintenance of laboratory equipment and supply inventories and carries out requisition procedures.
- Schedules, assigns, directs and evaluates employees in a laboratory work group.
- Prepares reports, completes forms and compiles information on completed work assignments and employee effort. Analyzes information on work group efficiency and effectiveness. Analyzes delivered sludge processing costs.

- Develops and manages the department budget and controls and accounts for expenditures within fund allocations.
- Trains and counsels employees. Administers union contract language and oral warnings and recommends higher level discipline. Assists in employee selection. Assures safe work practices.
- Serves as subject matter expert within MDC on the regulatory aspects pertaining to laboratory, water and wastewater issues.
- Performs hands-on laboratory or associated duties as necessary.
- Coordinates activities on a short and long term basis to assure personnel, materials and equipment necessary for projects and objectives. Assists in planning and developing water and water pollution control capital projects.
- Operates a personal computer, and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheets, database or other system software such as LABWORKS and HACH WIMS.
- Performs related work as required.

### **SUPERVISION RECEIVED**

Works under the direction of the Manager of Water Quality.

### **MINIMUM QUALIFICATIONS**

A bachelor's degree from a recognized college or university in chemistry, bacteriology or environmental science plus eight years of progressively responsible chemical or water pollution control laboratory experience including at least some experience in a supervisory capacity.

### **SPECIAL REQUIREMENTS**

Must have a valid driver's license.

Must obtain State of Connecticut Environmental Laboratory Manager or Co-Manager (DPH) certification or OIT status within twenty four (24) months, and maintain certification.

Wastewater Operator License Class 4 certificate preferred.

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

- Knowledge of water and wastewater chemistry, bacteriology and laboratory procedures principle and practices.
- Knowledge of public administration principles and practices as applied to a specialized work unit.
- Ability to communicate orally and in writing and to coordinate technical and specialized operational and administrative activities.
- Ability to administer policies and procedures including scheduling, budgetary work, day-to-day problem solving and report writing.
- Ability to lead a work group.
- Ability to establish and maintain effective working relationships with coworkers, vendors, contractors, other governmental agencies, and the general public;



**ADA COMPLIANCE**

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

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

**Environmental Factors:** Essential functions are performed primarily in an indoor, shop, laboratory, or office environment with occasional fieldwork that may involve exposure to various weather conditions, atmospheric conditions, hazards, noises, etc.

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

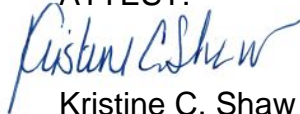
**APPOINTMENT OF SUBCOMMITTEE TO REVIEW THE PROPOSALS FOR RFQ/P  
299-INDEPENDENT FIDUCIARY-PENSION PLAN**

Chairman Taylor appointed himself and the following Commissioners to the subcommittee: Daniel Lilly, Ray Sweezy, Pasquale Salemi, Alvin Taylor and William DiBella

**ADJOURNMENT**

The meeting was adjourned at 4:52 P.M.

ATTEST:



Kristine C. Shaw  
District Clerk

January 7, 2013

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

**SPECIAL MEETING  
PERSONNEL, PENSION AND INSURANCE COMMITTEE  
The Metropolitan District  
555 Main Street, Hartford CT  
Monday, December 3, 2012**

**Present:** Commissioners Daniel Camilliere, Timothy Curtis, Daniel E. Lilly, Maureen Magnan, J. Lawrence Price, Albert F. Reichin, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (10)

**Absent:** Commissioner John M. Grottole, Joseph Klett and Trude Mero (3)

**Also**

**Present:** Charles P. Sheehan, Chief Executive Officer  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
R. Bartley Halloran, District Counsel  
Brendan M. Fox Jr., Assistant District Counsel  
Christopher R. Stone, Assistant District Counsel  
Robert Constable, Manager of Budgeting & Analysis  
Kristine C. Shaw, District Clerk  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 4:30 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 Personnel, Pension and Insurance Committee 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 14, 2012 were approved.*

**THE METROPOLITAN DISTRICT VACATION DAY PLAN – Report 4.**

To: Personnel, Pension and Insurance Committee

December 3, 2012

WHEREAS, it is desirable that the Personnel, Pension and Insurance Committee (the “PPI Committee”) of the District Board of The Metropolitan District (the “Employer”) recommend to the District Board that it adopt an elective vacation day plan pursuant to the provisions of Section 125 of the Internal Revenue Code of 1986, as amended, and Proposed Regulation Section 1.125-1(o)(4).

NOW, THEREFORE, BE IT

RESOLVED: That the PPI Committee does hereby recommend to the District Board of the Employer the adoption of The Metropolitan District Vacation Day Plan (the “Vacation Day 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 of the Vacation Day Plan and to comply with the requirements of the Internal Revenue Code of 1986, as amended; 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 take any and all other actions which may be necessary or desirable to effectuate the intention of the foregoing resolution.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

***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.***

**THE METROPOLITAN DISTRICT  
VACATION DAY PLAN**

Effective January 1, 2013

**THE METROPOLITAN DISTRICT  
VACATION DAY PLAN**

INDEX

ARTICLE I	Name, Effective Date and Purpose
ARTICLE II	Definitions
ARTICLE III	Employees Entitled to Participate
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ARTICLE V	Elective Vacation Day Accounts and Crediting of Elective Vacation Days
ARTICLE VI	Administration of the Plan
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ARTICLE VIII	Miscellaneous Provisions

**THE METROPOLITAN DISTRICT  
VACATION DAY PLAN**

The Metropolitan District, a governmental entity organized under the laws of the State of Connecticut, has adopted this vacation day plan for the benefit of certain of its employees.

**ARTICLE I**

**Name, Effective Date and Purpose**

Section 1.1    *Name of Plan.* This Plan shall be known as "The Metropolitan District Vacation Day Plan."

Section 1.2    *Effective Date.* This Plan shall be effective January 1, 2013.

Section 1.3    *Purpose.* This Plan is intended to qualify as a vacation day plan under Section 125 of the Internal Revenue Code of 1986, as amended, and Proposed Regulation Section 1.125-1(o)(4).

## **ARTICLE II**

### **Definitions**

When used in this Plan, the following terms have the meanings set forth below unless a different meaning is plainly required by the context:

"*Administrator*" means the Personnel, Pension and Insurance Committee of the District Board of The Metropolitan District.

"*Affiliated Group*" means any group of corporations or other business organizations of which the Employer is a member, determined by using the tests established under Section 414 of the Code.

"*Annual Base Pay*" means a Participant's annual rate of base salary as of the October 1 preceding the first day of the Plan Year.

"*Code*" means the Internal Revenue Code of 1986, as amended.

"*Compensation*" means an individual's gross compensation from the Employer for a Plan Year, including salary, wages, incentive pay, bonuses, commissions and taxable fringe benefits, but excluding nontaxable amounts contributed by the Employer under any qualified retirement plan or fringe benefit program (other than elective contributions made under this Plan or under any other arrangement described in Section 125, Section 132(f)(4) or Section 457(b) of the Code).

"*Dependent*" means a dependent as defined in Code Section 152 determined without regard to subsections (b)(1), (b)(2) and (d)(1)(B) thereof, *except that* any child to whom Code Section 152(e) applies is treated as a dependent of both parents.

"*Elective Vacation Day*" means a paid vacation day which a Participant has elected to purchase under the Plan.

"*Elective Vacation Day Account*" or "*Account*" means the notional account or other type of recordkeeping or bookkeeping entry described in Article V of this Plan.

"*Effective Date*" means the 1st day of January, 2013.

"*Eligibility Date*" means an Employee's date of employment or reemployment by the Employer.

"*Employee*" means any person who is employed by the Employer as a common law employer and who is either an exempt employee or an excluded (non-bargaining unit) employee of the Employer.

An Employee shall not include any person included in a unit of employees covered by a collective bargaining agreement (as so determined by the Secretary of Labor) between employee representatives and the Employer if benefits are the subject of good faith bargaining between such employee representatives and the Employer, unless the collective bargaining agreement expressly provides for the inclusion of such person as an eligible Employee under the Plan. In addition, a Leased Employee shall not be considered an Employee.

An individual who is classified by the Employer as an independent contractor shall not be considered an Employee. If the Employer reclassifies an individual as an Employee, the individual shall be an Employee prospectively from the effective date of that reclassification only, and then only if the individual otherwise satisfies the requirements of this definition. If an individual not classified by the Employer as an Employee is retroactively reclassified as such by any governmental or regulatory authority, such individual shall nonetheless be deemed to have become an Employee only prospectively on the event of such reclassification (and not retroactively to the date on which the individual was found to have first become an Employee for any other purposes), and then only if the individual otherwise satisfies the requirements of this definition.

"*Employer*" means The Metropolitan District, a governmental entity organized under the laws of the State of Connecticut, or any successor corporation or business organization which shall assume the obligations of the Plan with respect to its common law employees.

"*Highly Compensated Participant*" means a Participant who is described in subsection (a), determined in accordance with the rules set forth in subsection (b).

(a) An individual is described in this subsection (a) for a Plan Year if such individual is not described in subsection (b)(iii) and such individual:

(i) was an officer of the Employer or another member of the Affiliated Group during the preceding Plan Year (or the current Plan Year, in the case of the first year of employment);

(ii) owns more than five percent (5%) of the voting power or value of all classes of stock of the Employer or another member of the Affiliated Group during either the Plan Year or the preceding year;

(iii) received Compensation from the Employer and the other members of the Affiliated Group during the preceding Plan Year (or the current Plan Year, in the case of the first year of employment) in excess of \$115,000 and was included in the twenty percent (20%) of Employees who received the highest Compensation from the Employer and the other members of the Affiliated Group during the preceding year (or the current Plan Year, in the case of the first year of employment); or

(iv) is a spouse or dependent (within the meaning of Code Section 152, determined without regard to subsections (b)(1), (b)(2) and (d)(1)(B) thereof) of an individual described in subsections (a)(i), (a)(ii) or (a)(iii).

(b) For purposes of subsection (a):

(i) The dollar limitation referred to in subsection (a)(iii) shall be adjusted in accordance with regulations for increases in the cost of living.

(ii) When determining the number of employees of the Employer and the other members of the Affiliated Group for purposes of subsection (a)(iii), the following individuals shall be disregarded:

(A) employees who have less than six months of service;

(B) employees who are under age twenty-one (21);

(C) employees who normally work less than six months per year;

(D) employees who normally work less than seventeen and one-half (17-1/2) hours per week; and

(E) employees who are included in a unit of employees covered by a collective bargaining agreement, but only if (1) at least ninety percent (90%) of the individuals employed by the Affiliated Group are covered by collective bargaining agreements, and (2) the Plan excludes from coverage individuals covered by such agreements.

(iii) Individuals who are nonresident aliens without U.S.-source earned income from the Affiliated Group shall not be treated as employees.

"*Key Employee*" means an individual who, during the preceding Plan Year, meets any of the following standards:

(a) is an officer of the Employer or another member of the Affiliated Group having annual Compensation from the Employer and the other members of the Affiliated Group greater than \$165,000;

(b) owns more than five percent (5%) of the voting power or value of all classes of stock of the Employer; or

(c) owns more than one percent (1%) of the voting power or value of all classes of stock of the Employer and has Compensation from the Employer and the other members of the Affiliated Group in excess of \$150,000.

The dollar limitation referred to in subsection (a) shall be adjusted in accordance with regulations for increases in the cost of living. In addition, no more than fifty (50) employees of the Employer and the other members of the Affiliated Group (or, if a smaller number, the greater of three or ten percent (10%) of all employees of the Employer and the other members of the



Affiliated Group, other than employees described in subsection (b)(ii) of the definition of Highly Compensated Participant) shall be considered officers under subsection (a). For purposes of subsection (b) and subsection (c): (i) the constructive ownership rules of Section 318 of the Code shall be applied by utilizing a five percent (5%) test in lieu of the fifty percent (50%) test set forth in subsection (a)(2)(C) thereof; and (ii) the aggregation rules of Section 414(b), (c) or (m) of the Code shall not apply.

"*Leased Employee*" means an individual who performs services for a member of the Affiliated Group, other than as a common law employee, if: (a) such services are provided pursuant to a written or oral agreement between the Employer or another member of the Affiliated Group and any other person; (b) such services have been performed on a substantially full-time basis for a period of at least one year; and (c) such services are performed under primary direction or control by the entity for which such services are provided.

"*Participant*" means an Employee who is covered under the Plan pursuant to the terms of Section 3.1 hereof.

"*Plan*" means The Metropolitan District Vacation Day Plan as of its effective date, including any amendments thereto.

"*Plan Year*" means the calendar year.

"*Value of an Elective Vacation Day*" means the amount of the Participant's Annual Base Pay divided by the number of business days during the Plan Year.

"*Value of the Elective Vacation Day Account*" as of a particular date means the total contributions credited to the Account from the beginning of the Plan Year to such date, reduced by the payments made to the Participant from the Account from the beginning of the Plan Year to such date. The Value of the Elective Vacation Day Account may, as of a particular date, be less than zero.

The singular form of any word shall include the plural wherever necessary for the proper interpretation of this Plan.

### **ARTICLE III**

#### **Employees Entitled to Participate**

Section 3.1 *Eligibility to Participate in Plan.* Each eligible Employee of the Employer shall become a Participant in this Plan on his or her Eligibility Date.

Section 3.2 *Termination of Participation.* An individual will cease to be a Participant in this Plan as of the earlier of:

- (a) the date on which the Plan terminates, or
- (b) the date on which the individual ceases to be an eligible Employee.

Section 3.3 *Resumption of Participation.* A former Participant who has become ineligible for coverage under this Plan will become a Participant pursuant to Section 3.1 when he or she again becomes an eligible Employee.

## **ARTICLE IV**

### **Benefits**

#### Section 4.1 *Contribution elections.*

(a) A Participant may elect under this Plan either: (i) to receive the entire amount of his or her Compensation from the Employer in cash; or (ii) to have a portion of the Compensation payable by the Employer for a Plan Year applied by the Employer on a pre-tax basis to purchase Elective Vacation Days under the Plan. If a Participant elects coverage under this Plan for a Plan Year, the Participant will be credited on the first day of each Plan Year with the number of Elective Vacation Days elected by the Participant for the Plan Year.

(b) If a Participant elects to be credited with one or more Elective Vacation Days, the amount of the required contribution for the Plan Year shall equal the Value of an Elective Vacation Day multiplied by the number of Elective Vacation Days elected. The amount of the required contribution will be pro rated over the number of pay dates during the Plan Year on which Compensation is regularly scheduled to be paid to the Participant, and will be contributed to the Plan in accordance with the Participant's election under this Section 4.1. A Participant may elect to purchase a whole number of Elective Vacation Days, up to a maximum of five Elective Vacation Days for a Plan Year.

(c) Except as provided in Section 4.4, Section 4.5 and Section 4.6, an election made by a Participant pursuant to this Section 4.1 for a Plan Year shall be irrevocable during the entire Plan Year.

Section 4.2 *Election procedures.* Prior to the beginning of each Plan Year, the Administrator shall provide each Participant the opportunity to make a contribution election pursuant to Section 4.1. Each Participant must make his or her contribution election in accordance with the procedures established by the Administrator. The contribution election shall be effective as of the first day of the Plan Year and shall be effective for that entire Plan Year.

In the case of the Plan Year during which an individual first becomes a Participant or is reinstated as a Participant, the applicable contribution election must be made within a reasonable period of time following the date on which he or she becomes eligible for coverage under the Plan, and in no event later than thirty (30) days after such date.

Section 4.3 *Default elections.* If a Participant does not make a contribution election within the deadline established by the Administrator, the Participant shall be deemed to have elected to receive the entire amount of his or her Compensation from the Employer in cash, and will not have any portion of his or her Compensation applied on a pre-tax basis to purchase Elective Vacation Days under this Plan.

Section 4.4 *Election changes due to change in status.*

(a) A Participant shall be permitted to revoke his or her election under Section 4.1 during a Plan Year and make a new election for the remaining portion of such Plan Year if, under the facts and circumstances: (i) a change in status has occurred; and (ii) both the revocation and the new election ("election change") are consistent with the change in status. For purposes of this subsection (a), the following events are changes in status:

(i) an event that changes a Participant's legal marital status, including marriage, death of his or her spouse, divorce, legal separation, or annulment;

(ii) any of the following events that change the employment status of the Participant, or his or her spouse or Dependent: a termination or commencement of employment, a strike or lockout, a commencement of or return from an unpaid leave of absence, a change in worksite, and any change in employment status (such as a switch from hourly-paid to salaried status) that results in the individual becoming eligible, or ceasing to be eligible, under the eligibility conditions of any vacation day plan of his or her employer;

(iii) an event that changes the number of a Participant's Dependents, including birth, adoption, placement for adoption (as defined in regulations under Code Section 9801), or death of a Dependent; and

(iv) a change in the place of residence of the Participant, spouse or Dependent.

***The Administrator may determine by written policy that other circumstances or situations constitute a change in status consistent with regulations or rulings issued by the Internal Revenue Service with respect to Code Section 125.***

(b) If a Participant changes his or her election pursuant to this Section 4.4, any change in the Participant's contribution election must be made no later than thirty (30) days following the date of the change in status; *provided, however*, that the Administrator may extend such thirty (30) day period for good cause if the change in the Participant's contribution election is received close enough to the date of the change in status so that the Participant's change in election can be deemed to be on account of the change in status. Each such election, or change in election, shall be effective from the date on which the Administrator receives the applicable contribution election until the end of the Plan Year.

Section 4.5 *Separation from service.* In the event a Participant who purchased Elective Vacation Days incurs a separation from service for any reason during a Plan Year, then the following rules shall apply:

(a) if the Value of the Elective Vacation Day Account as of the date of the Participant's separation from service is greater than zero, the Plan shall pay the Value of the Elective Vacation Day Account to the Participant; and

(b) if the Value of the Elective Vacation Day Account as of the date of the Participant's separation from service is less than zero, the Participant shall contribute to the Plan the amount necessary to make the Value of the Elective Vacation Day Account equal zero.

Section 4.6 *Failure to make required contributions.* Coverage shall cease if a Participant fails during a Plan Year to make required contributions, if any, for the Plan Year. In such event, the Participant is prohibited from making a new election for the remaining portion of the applicable Plan Year. Any new election shall be made in accordance with the procedures established by the Administrator.

Section 4.7 *Maximum contributions.* The maximum contributions under this Plan for a Plan Year with respect to any Participant shall not exceed an amount equal to five times the Value of an Elective Vacation Day.

Section 4.8 *Highly Compensated Participants and Key Employees.*

(a) If, during any Plan Year, the Plan or any other Section 125 plan of the Employer discriminates in favor of Highly Compensated Participants with respect to either contributions or benefits, Highly Compensated Participants will be subject to income tax with respect to contributions made under the Plan or the other Section 125 plan on their behalf for such Plan Year. If more than twenty-five percent (25%) of the total contributions made in order to obtain nontaxable benefit coverage for a Plan Year is attributable to Key Employees, Key Employees will be subject to income tax with respect to contributions made on their behalf for such Plan Year.

(b) If the Administrator determines during any Plan Year that the Plan may fail to satisfy for such Plan Year any of the Code's nondiscrimination requirements with respect to Highly Compensated Participants or limitations applicable to Key Employees, the Administrator shall take whatever action it deems appropriate for the Plan to adhere to those requirements and limitations. This action may include mandatory modifications of elections and agreements previously made by Highly Compensated Participants or Key Employees.

## **ARTICLE V**

### **Elective Vacation Day Accounts and Crediting of Elective Vacation Days**

Section 5.1 *Establishment of Account and Crediting of Elective Vacation Days.* At the beginning of the period of coverage of each Participant who elects to make contributions to the Plan pursuant to Section 4.1, the Administrator will establish an Elective Vacation Day Account for the Participant. The Administrator shall credit to the Participant's Account the contributions made on the Participant's behalf pursuant to Section 4.1 hereof, and shall debit from the Account all payments made to the Participant pursuant to this Article V. All amounts credited to the Accounts of Participants shall be the property of the Employer until distributed in accordance with the terms of this Article V.

The Administrator shall also record the total number of Elective Vacation Days that have been credited to the Participant under Section 4.1 of the Plan for the Plan Year, as well as the number of Elective Vacation Days taken by the Participant during the Plan Year.

Section 5.2 *Operation of Account.* A Participant may not take an Elective Vacation Day until he or she has first taken all of the vacation days to which he or she is otherwise entitled during the Plan Year, determined without regard to any elections made under this Plan. A Participant may not at any time during a Plan Year take more Elective Vacation Days than the number of Elective Vacation Days that have been credited on his or her behalf under Section 4.1.

When a Participant takes an Elective Vacation Day (or fraction thereof), the Value of the Elective Vacation Day Account of the Participant shall be debited with the Value of the Elective Vacation Day (or fraction thereof) taken, and the Value of the Elective Vacation Day (or fraction thereof) taken shall be paid to the Participant. If the Value of the Elective Vacation Day Account is less than zero (or becomes less than zero as a result of the debiting of the Value of the Elective Vacation Day from the Account), the Employer shall provide sufficient funds to the Plan in order to pay the Value of the Elective Vacation Day to the Participant.

If, on or before December 1 of the Plan Year, a Participant has not taken, and is not scheduled to take before the end of the Plan Year, the total number of Elective Vacation Days which he or she elected to purchase under the Plan during the Plan Year, and if the Value of the Elective Vacation Day Account as of the last day of the Plan Year is greater than zero, then the Value of the Elective Vacation Day Account shall be paid to the Participant on or before the last day of the Plan Year. If the Value of the Elective Vacation Day Account as of the last day of the Plan Year is not paid to the Participant on or before the last day of the Plan Year, such amount shall be forfeited. In no event may any unused Elective Vacation Days (or fraction thereof) be carried over to a subsequent Plan Year.

Section 5.3 *Requests for Payment from Account.* A Participant who has purchased Elective Vacation Days for a Plan Year pursuant to Article IV hereof shall notify the Administrator in the event the Participant wishes to take an Elective Vacation Day. The notice shall be in such form as the Administrator may prescribe.

Section 5.4 *Claims for Benefits.* Within a reasonable period of time following the receipt of the Participant's request to take an Elective Vacation Day, the Administrator shall notify the Participant in writing of the action taken regarding such request. In the event the Administrator denies the Participant's request to take an Elective Vacation Day, the Administrator shall furnish a written notification which shall include: (a) the reasons for the denial; (b) specific references to the Plan provisions on which the denial is based; (c) a description of any additional material or information necessary for the applicant to perfect the request, including an explanation of why such material or information is necessary; and (d) an explanation of the review procedure.

Section 5.5 *Appeal Procedures.* In the event a Participant has received a written denial of his or her request to take an Elective Vacation Day, the Participant may appeal such denial by filing with the Administrator a written request for review. Such request must be made within sixty (60) days following the receipt of the written denial. In connection with any request for review, the applicant may at any time review pertinent documents and may submit issues and comments in writing. The Administrator shall notify the applicant of its determination within sixty (60) days following receipt of the request for review (unless special circumstances require an extension of up to sixty (60) additional days).

**ARTICLE VI****Administration of the Plan**

Section 6.1 *Administrator.* The Administrator shall supervise and control the operation of this Plan and shall have all powers necessary to accomplish that purpose, including the power to make rules and regulations pertaining to the administration of this Plan. The Administrator's principal duty shall be to see that the Plan is operated and maintained in accordance with its terms for the exclusive benefit of the Participants. The Administrator shall have the power to administer the Plan, subject to any applicable requirements of law. The Administrator shall have complete discretionary authority in the following matters:

- (a) establishing rules and regulations which it determines to be necessary for the proper administration of the Plan;
- (b) interpreting the Plan;
- (c) resolving any and all questions, both legal and factual, with respect to the operation and administration of the Plan and the eligibility of any person to participate in the Plan;
- (d) determining the amount of benefits payable to a Participant;
- (e) authorizing the payment of benefits; and
- (f) delegating all or part of its duties and designating other persons to carry out any of its duties under the Plan, which designation or delegation must be in writing. The Administrator shall not be liable for any acts or omissions of the persons to whom such duties have been delegated, *provided that* the Administrator acted prudently and in the interests of the Participants in selecting and retaining such persons.

Section 6.2 *Designation of Administrator.* The Personnel, Pension and Insurance Committee of the District Board of The Metropolitan District shall serve as the Administrator of this Plan.

Section 6.3 *Allocation of Responsibilities.* The members of the Personnel, Pension and Insurance Committee may allocate among themselves by written agreement the Administrator's responsibilities under this Plan. Except as provided by law, if responsibilities have been allocated among the persons serving on the Personnel, Pension and Insurance Committee, then only that person to whom a specific responsibility has been allocated shall be liable for his or her acts or omissions in carrying out such responsibility.

Section 6.4 *Action by Majority.* Any act which this Plan authorizes or requires the Administrator to do may be done by a majority of the members of the Personnel, Pension and Insurance Committee, and the action of such majority expressed from time to time by a vote at a meeting, or in writing without a meeting, shall constitute the action of the Administrator.

Section 6.5 *Documents Made Available to Participants.* The Administrator shall make available to each Participant copies of the Plan and any other documents related to the Plan's operation that pertain to the Participant for examination at reasonable times during normal business hours.

Section 6.6 *Reliance on Information.* The Administrator may, to the extent permitted by law, rely conclusively on information which may be furnished by, or act in accordance with the instructions of, counsel or other experts consulted by the Administrator.

Section 6.7 *Exercise of Discretion.* The Administrator, in exercising its discretion, shall do so in a uniform and nondiscriminatory manner, treating all Participants in similar circumstances alike. Any interpretation or determination concerning the Plan which is adopted by the Administrator in good faith shall be binding upon the Employer and on all Participants.

Section 6.8 *Agent for Service of Process.* The Administrator shall have the power to designate the agent for service of legal process for the Plan.

Section 6.9 *Expenses of Administration.* The Employer shall pay all expenses of the Administrator, including fees paid to agents, counsel, accountants, consultants, and other persons hired to assist the Administrator.

Section 6.10 *Indemnification.* To the extent permitted by law, the Employer shall indemnify and save harmless any person serving as a member of the Personnel, Pension and Insurance Committee from and against any and all claims, losses, damages, expenses (including reasonable counsel fees) and liability (including reasonable amounts paid in settlement with the Employer's approval) to which such person may be subjected by reason of any act done or omitted, except where such act or omission is finally adjudicated to be due to the willful misconduct or negligence of such person.

## **ARTICLE VII**

### **Amendment or Termination of the Plan**

Section 7.1 *Right to Amend.* The Metropolitan District shall have the right to amend this Plan at any time and from time to time by resolution adopted by its District Board. Any such amendment may be made retroactively effective.

Section 7.2 *Effect of Amendment.* Except to the extent required to satisfy Section 125 of the Code and Proposed Regulation Section 1.125-1(o)(4), no amendment shall be made which would deprive any Participant or former Participant of the right to receive the benefits to which such individual is already entitled under the terms of this Plan.

Section 7.3 *Plan Termination.* Although The Metropolitan District expects to continue the Plan indefinitely, The Metropolitan District may, by action of its District Board, terminate the Plan at any time for any reason. Upon such termination, any payments shall be made in accordance with Section 4.5 of the Plan.

**ARTICLE VIII****Miscellaneous Provisions**

Section 8.1 *Decisions of Administrator.* Participants agree to be bound by the decisions of the Administrator with respect to the operation and administration of the Plan. Participants also agree to provide the Administrator with any information and to sign any documents that the Administrator deems appropriate for the purpose of administering the Plan.

Section 8.2 *Code Section 125.* If any provision in this Plan may be susceptible to more than one interpretation, that provision shall always be interpreted in a manner that will be consistent with this Plan being a vacation day plan within the meaning of Section 125 of the Code and Proposed Regulation Section 1.125-1(o)(4).

Section 8.3 *Reliance on Representations.* The Employer and the Administrator shall be discharged from any liability in acting upon any representations by an employee of any fact affecting his or her status under this Plan or upon any notice, request, consent, letter, telegram, or other document believed by them, or either one of them, to be genuine, and to have been signed or sent by the proper person.

Section 8.4 *No Contract of Employment.* The adoption and maintenance of this Plan shall not be construed as creating any contract of employment between the Employer and any employee. This Plan shall not affect the right of the Employer to deal with its employees in all respects, including their hiring, discharge, compensation and conditions of employment.

Section 8.5 *Unsecured Creditor.* The benefits provided under this Plan shall be paid entirely from the general assets of the Employer. A Participant or other person shall not have any claim against the Employer other than as an unsecured creditor.

Section 8.6 *Prohibition on Alienation.* The purpose of the Plan is to provide Elective Vacation Days to Participants. This Plan does not create a right or interest of any Participant which is transferable or assignable by the Participant or which is subject to alienation, anticipation, or encumbrance by the Participant, and no right or interest under the Plan shall be subject to garnishment, attachment, execution, or levy of any kind.

Section 8.7 *Plan for Exclusive Benefit of Employees.* This Plan shall be operated for the exclusive benefit of employees.

Section 8.8 *Applicable Law.* This Plan shall be construed according to the laws of the State of Connecticut, except as such laws are superseded by federal law.

Section 8.9 *Headings Not to Control.* Headings and titles within the Plan are for convenience only and are not to be read as part of the text of the Plan.

Dated this            day of            , 20   .



Witness:

THE METROPOLITAN DISTRICT

By \_\_\_\_\_

Name:

Title:

**CONTRACT EXECUTION OF THE ADMINISTRATION OF CORE MEDICAL BENEFITS, CORE & BUY UP DENTAL BENEFITS, BUY UP VISION BENEFITS AND FLEXIBLE SPENDING ACCOUNT PROGRAM – Report 5.**

To: Personnel, Pension & Insurance Committee

December 3, 2012

WHEREAS, the MDC through its Medical Insurance Broker, marketed its medical, dental and vision plans to various insurance companies and received proposals from numerous respondents, and based upon the evaluation of the said proposals by MDC staff in conjunction with its Medical Insurance Broker, it is desirable that the Personnel, Pension and Insurance Committee (the “PPI Committee”) of the District Board of The Metropolitan District (the “Employer”) recommend the execution of contracts for Fiscal 2013 with Anthem of Connecticut to administer core Medical and both core and buy up Dental Benefits and VSP to administer buy up Vision Benefits. In furtherance of the medical benefits program, it is also desirable that the contract of Chard Snyder be renewed for Fiscal 2013 for administration of the Flexible Spending Account program which is a component of the Metropolitan District’s medical plan offerings.

NOW, THEREFORE, BE IT

RESOLVED: That the PPI Committee does hereby recommend that The Metropolitan District execute three contracts; firstly with Anthem to administer core medical and both core and buy up dental benefits, secondly with VSP to administer buy up Vision Benefits and thirdly with Chard Snyder to administer the Flexible Spending Account program for the period commencing January 1, 2013 and ending on December 31, 2013.

RESOLVED: That the chief executive officer of The Metropolitan District or any other officer designated by him be, and each of them hereby is, authorized and empowered, for and on behalf of The Metropolitan District, to take any and all other actions which may be necessary or desirable to effectuate the intention of the foregoing resolution.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

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

**EXEMPT AND EXCLUDED EMPLOYEES & UNCLASSIFIED EMPLOYEES (SALARY SCHEDULE ADJUSTMENT - 2013) – Report 6.**

To: Personnel, Pension and Insurance Committee for consideration on December 3, 2012

As a result of the negotiation conducted with the three affiliated units of COUNCIL 4 AFSCME, this Committee previously approved the contract settlement agreements. Pursuant to these agreements, each of the bargaining units is scheduled for a general wage adjustment of 2.5% for 2013.

Historically, the Exempt and Excluded and unclassified employees have been granted general wage adjustments commensurate with that which has been negotiated with the bargaining units.

Staff recommends that the same wage adjustment be applied to the Exempt and Excluded and Unclassified employees. The cost of these wage adjustments have been incorporated in the 2013 budget process.

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

**RESOLVED:** That the Chief Executive Officer be authorized to adjust the Exempt and Excluded and Unclassified salary schedule by 2.5% effective the first week of the accounting year for 2013 (week-starting December 23, 2012).

Respectfully submitted,

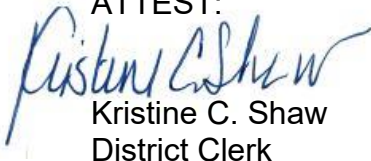
Charles P. Sheehan  
Chief Executive Officer

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

**ADJOURNMENT**

The meeting was adjourned at 4:49 P.M.

ATTEST:

  
Kristine C. Shaw  
District Clerk

January 7, 2013  
Date Approved

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**To**

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

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