

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

FOR THE YEAR  
2013

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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**  
**2013**

<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

JOSEPH KLETT

PASQUALE J. SALEMI

MAUREEN MAGNAN

RAYMOND SWEEZY

TRUDE H. MERO

ALVIN E. TAYLOR

# **MINUTES**

**OF**

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

**HELD IN 2013**

**SPECIAL MEETING**  
**PERSONNEL, PENSION AND INSURANCE COMMITTEE**  
**The Metropolitan District**  
555 Main Street, Hartford  
Monday, January 7, 2013

**Present:** Commissioners Daniel Camilliere, Timothy Curtis, Albert F. Reichin, J. Lawrence Price, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (8) (2-Vacancies)

**Absent:** Commissioners Joseph Klett, Maureen Magnan 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  
Christopher R. Stone, Assistant District Counsel  
Kristine C. Shaw, District Clerk  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant  
Tom Raffa, President, Local 1026 Council 4 AFSCME  
Timothy J. Dupuis, CDM  
Joe Vitale, Bond Counsel

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 4:47 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 December 3, 2012 were approved.*

*Commissioner Camilliere abstained.*

**REINSTATEMENT OF CERTAIN MEDICAL BENEFITS FOR EXEMPT AND EXCLUDED & UNCLASSIFIED EMPLOYEES HIRED AFTER FEBRUARY 15, 2011-Report 4.**

To: Personnel, Pension & Insurance Committee for consideration on January 7, 2013

It is recommended that it be:

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

**RESOLVED:** Be it hereby resolved that the Personnel, Pension and Insurance Committee hereby recommends to the District Board that the following provisions set forth in a certain resolution adopted by the District Board on February 7, 2011 and subsequently amended by resolution adopted by the District Board on April 4, 2011, be rescinded retroactively to the effective date of said resolutions, specifically February 15, 2011:

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

4. For employees hired after February 15, 2011 who retire after 10 years of service and are age 55 or older, and do not otherwise meet the Rule of 85 (total of years of service and age), post-retirement medical benefits shall be eliminated;

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.***

#### **APPOINTMENT OF THE CHIEF OF PROGRAM MANAGEMENT-Report 5.**

To: Committee on Organization

From: Personnel, Pension and Insurance Committee

January 7, 2013

It is recommended that that it be:

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

**Resolved:** That the District Board, in accordance with Section 2-8 of the District Charter, hereby designates Timothy J. Dupuis as the Chief of Program

Management of The Metropolitan District effective January 28, 2013, to serve until a successor shall have been named and qualified.

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, through the Committee on Organization, by unanimous vote of those present.***

**ADJOURNMENT**

The meeting was adjourned at 5:02 P.M.

ATTEST:

  
Kristine C. Shaw  
District Clerk

February 4, 2013

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

**PERSONNEL, PENSION AND INSURANCE COMMITTEE**

**The Metropolitan District**

555 Main Street, Hartford

Monday, February 4, 2013

**Present:** Commissioners Daniel Camilliere, Timothy Curtis, Joseph Klett, Albert F. Reichin, J. Lawrence Price, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (9) (2-Vacancies)

**Absent:** Commissioners Maureen Magnan and Trude Mero (2)

**Also**

**Present:** Charles P. Sheehan, Chief Executive Officer  
Scott W. Jellison, Deputy Chief Executive Officer, Engineering & Operations  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
Timothy J. Dupuis, Chief of Program Management  
R. Bartley Halloran, District Counsel  
Christopher R. Stone, Assistant District Counsel  
Kristine C. Shaw, District Clerk  
Erin Ryan, Director of Human Resources  
Carol Fitzgerald, Acting Director of Finance  
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  
Joe Vitale, Bond Counsel

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 4:37 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 January 7, 2013 were approved.***

**JOB CLASSIFICATION REVISION-DIRECTOR OF DIVERSITY-Report 4a.**

To: Personnel Pension & Insurance Committee for consideration on February 4, 2013



It is the recommendation of the staff that the current Classification Plan be amended to include the revised classification for the Director of Diversity position with a classification of EE-20 (salary range is \$104,141.78 to \$144,782.45). The amended job classification includes lesser supervisory responsibilities and a preference for bilingual abilities.

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 Director of Diversity with an EE-20 classification.

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.***

## **METROPOLITAN DISTRICT COMMISSION POSITION DESCRIPTION**

**POSITION TITLE: DIRECTOR OF DIVERSITY**

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### **PURPOSE OF POSITION**

This is a highly responsible executive level position. The purpose of this position is to provide management of District internal and external diversity programs, services and initiatives including the Small Local Business Enterprise Program, supplier diversity programs, internal diversity and inclusion programs and affirmative action. Position reports to District Counsel.

### **ESSENTIAL FUNCTIONS**

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

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

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

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

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

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

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

Oversee District multicultural initiatives and diversity programs.

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

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

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

Oversees implementation of programs developed in response to the MDC Disparity study, including matchmaking, waiver of bond requirements in certain situations, small local business set asides including chairing committee which reviews purchases of goods and services and third party contracts, setting of goals for the small business set aside program, monitors workforce and contracting minority participation, and such other programs and initiatives as directed by District Counsel.

Advises the Board, and committees on items relating to diversity.

Performs related duties as required and assigned.

## **KNOWLEDGE SKILLS AND ABILITIES:**

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

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

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

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

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

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

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

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

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

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

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

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

## MINIMUM QUALIFICATIONS

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

Must have a valid driver's license.

## PERFORMANCE APTITUDES

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

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

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

**Verbal Aptitude:** Requires the ability to utilize synthesis data and information, as well as reference, descriptive, design, advisory, and consulting 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 scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organization problems of major functions.

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

## ADA COMPLIANCE

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

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

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

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

## JOB CLASSIFICATION REVISION-MANAGER OF MAINTENANCE-Report 4b.

To: Personnel Pension & Insurance Committee for consideration on February 4, 2013

It is the recommendation of the staff that the current Classification Plan be amended to include the revised job classification for the Manager of Maintenance position with no increase in the Exempt and Excluded (EE) Grade; currently an EE-19 (salary range is \$99,184.86 to \$137,891.15).

On March 3, 2012, this existing Manager of Maintenance job classification was amended by the District Board, based on recommendation by Personnel, Pension & Insurance Committee, to remove the Solid Waste responsibilities following the expiration of the contract relevant to Mid-Connecticut. At this time, it is recommended this classification be further revised to incorporate changes from the recent classification compensation study. Revisions are underlined in classification description attached hereto.

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 revised position of Manager of Maintenance, as indicated below, with an EE-19 classification.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

Code: 38275  
Employee Group: E&E  
FLSA Status: Exempt

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE:           MANAGER OF MAINTENANCE**

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### JOB SUMMARY

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

### 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, 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 purchase requests, equipment purchases and upgrades and recommends expenditures.
- Oversees comprehensive inventory control program, working in collaboration with the Finance Department. Responsible for and accountable for the management of Inventory Control operations including but not limited to: physical inventory planning, cycle counting, and product moves. Very strong emphasis on leading initiatives to maintain the highest levels of stock accuracy, control processes, and reporting standards.
- Compiles and analyzes information on Department effectiveness and efficiency, determines operating policies and approves operating procedures. Prepares reports. Reviews forms and reports from subordinate activities.
- Develops, maintains, and institutes operating and emergency response procedures.
- 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 employee and to the extent necessary, participates in disciplinary proceedings as determined by Human Resources of Office of District Counsel. Appoints job candidates for positions reporting directly and from approved eligibility lists. Approves employee performance evaluations and recommends reclassifications.
- 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.
- Responds appropriately to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ensures that all personnel and facilities operate safely at all times and promotes an environment in which safety is a priority.
- Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Performs other related duties as required.

## **SUPERVISION RECEIVED**

Classification typically reports to the Director of Operations.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in engineering, mechanical, or electrical, or closely related field; supplemented by minimum ten (10) years previous experience that includes engineering, mechanical and electrical including 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.

## **SPECIAL REQUIREMENTS**

Must have a valid driver's license.

## **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 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 and encourages both prospective and current employees to discuss potential accommodations with the employer.*

***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.***

## CONTRACTUAL SERVICES-DURATIONAL PROJECT MANAGER-Report 4c.

To: Personnel, Pension & Insurance Committee for consideration on February 4, 2013

At its meeting held on June 9, 2008, the District Board authorized the PPI to develop and implement contracted positions to serve as Durational Project Engineers for the District. These positions have been utilized by PMU and Engineering in order to acquire, as needed, temporary technical expertise and engineering project management skills and competencies and include highly technical engineering design, project management and monitoring. The duration for these positions shall be three years with the option of extending the duration for an additional two years.

Recently, there has been a demonstrated need to expand the scope of these durational services to other than engineering services, such as information technology. In order to provide the District with the flexibility to address this management need, the PPI recommends to the District Board that the limitation of the use of durational project engineers to the engineering function be removed, and that the individuals providing these specialty services, including those retained to date, be re-categorized as "Durational Project Managers."

It is further recommended that the compensation for Durational Project Managers not exceed \$160,000 annually, exclusive of any cost of living adjustment otherwise afforded exempt and excluded employees. As contracted positions, Durational Project Managers shall not be eligible for pension benefits, leave time or other benefits afforded classified District Employees. Health benefits maybe considered in the negotiation of annual payments.

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 position of Durational Project Engineer be changed to Durational Project Manager, eliminating the limitation on the scope of services that may be provided, and said Durational Project Manager position is considered a contracted position in order to acquire as needed temporary highly technical, and highly technical project management and monitoring. The compensation shall not exceed \$160,000 annually, exclusive of any cost of living adjustment otherwise afforded exempt and excluded employees.

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.***

**VOLUNTARY EMPLOYEE PARTICIPATION-CONNECTICUT HIGHER EDUCATION TRUST (CHET) 529 COLLEGE SAVINGS PROGRAM-Report 5.**

To: Personnel Pension & Insurance Committee for consideration on February 4, 2013

It is the recommendation of staff that the current Employee Benefit offerings be revised to include voluntary employee participation in the Connecticut Higher Education Trust (CHET) 529 College Savings Program. If approved, this would allow employees to designate an after-tax payroll deduction to their individual 529 College Savings Account(s). The MDC would be responsible for creating an ACH transfer to CHET every pay period.

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 Employee Benefit offerings be amended to include voluntary employee participation in the Connecticut Higher Education Trust (CHET) 529 College Savings Program.

Respectfully submitted,


Charles P. Sheehan  
Chief Executive Officer

*On a 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

March 4, 2013

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

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
SPECIAL MEETING**

**The Metropolitan District**

555 Main Street, Hartford

Monday, March 4, 2013

**Present:** Commissioners Daniel Camilliere, Timothy Curtis, Albert F. Reichin, J. Lawrence Price, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (8) (2-Vacancies)

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

**Also**

**Present:** Charles P. Sheehan, Chief Executive Officer  
Scott W. Jellison, Deputy Chief Executive Officer, Engineering & Operations  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
Timothy J. Dupuis, Chief of Program Management  
Christopher R. Stone, Assistant District Counsel  
Kristine C. Shaw, District Clerk  
Erin Ryan, Director of Human Resources  
Stanley Pokora, Manager of Treasury  
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 4:32 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 Camilliere and duly seconded, the meeting minutes of February 4, 2013 were approved.*

**JOB CLASSIFICATION REVISIONS & SALARY RECOMMENDATIONS-RE:  
MANAGER OF ENGINEERING TECHNICAL SERVICES-Report 4a.**

To: Personnel Pension & Insurance Committee for consideration on March 4, 2013

It is the recommendation of the staff that the current Classification Plan be amended to include the revised classification for the Manager of Engineering Technical Services position with a classification of EE-18 (salary range is \$98,467 to \$127,286).

Due to retirements and other organizational changes, the revised classification would supervise the activities performed by GIS, consolidating the work under one Manager.

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 revised position of Manager of Engineering Technical Services with an EE-18 classification.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

***Without objection, Agenda Items 4a, 4b, & 4c were considered together. On motion made by Commissioner Reichin and duly seconded, the reports were received and the resolutions recommended to the District Board by unanimous vote of those present.***

## **METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: MANAGER OF ENGINEERING TECHNICAL SERVICES**

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### **JOB SUMMARY**

The purpose of this classification is to coordinate, supervise, plan and organize the preparation of the District's underground systems repair and replacement schedule and capital project budgets. The work includes the development, implementation and maintenance of asset strategy, analysis programs and development of policies, procedures and standards in support of engineering and construction functions. Additionally, this position is responsible for computer model maintenance to support capital planning decisions; the coordination of petitions and developer permit agreements; and the coordination with utilities, municipalities and state agencies, including paving projects, project related communication/outreach and traffic control for MDC construction projects.

### **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 and implements plans that coordinate paving, traffic, project related communication/outreach, utility relocation and third party project coordination related to MDC construction projects. The ability to plan, organize and cooperate with other departments and managers is essential in this position.
- Develops and implements policies, procedures and standards to promote consistency in MDC projects and enhance the efficient delivery of projects.
- Coordinates petitions and developer permit agreements.
- Oversees the GIS Department; assesses GIS services to ensure responsiveness to user needs; confers with staff, government agencies and other departments on GIS operations; and administers GIS and related vendor contracts.
- 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.
- Reviews major initiatives and policy and procedure proposals affecting asset and capital expenditure plans and Agreements for Service.
- Analyzes, develops, coordinates, and implements special engineering projects. Previews engineering designs and manuals of practice for conformance with professional engineering standards and District requirements.
- 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.
- Performs other related duties as required.

## **SUPERVISION RECEIVED**

Classification reports to the Director of Engineering.

## **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 sixty (60) days from date of appointment.

Must have a valid driver's license.

**SPECIAL REQUIREMENTS**

None.

**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 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 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 calculation.

**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 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.

*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 REVISIONS & SALARY RECOMMENDATIONS-RE:  
TREASURY RECEIVABLES SPECIALIST-Report 4b.**

To: Personnel Pension & Insurance Committee for consideration on March 4, 2013

It is the recommendation of staff that the current Classification Plan be amended to include the revised classification for the Treasury Receivables Specialist position with a classification of EE-10 (salary range is \$66,721 to \$86,249).

Based the Finance reorganization and recent retirements, this position will focus on collections and the management of the customer accounts leaving the supervision of clerical staff within the scope of the Treasury Receivables Administrator position. This position will report to the Treasury Receivables Administrator and is responsible for ensuring that the MDC's goals and compliance requirements relating to collections and cash management are achieved.

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 revised position of Treasury Receivables Specialist with an EE-10 classification.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

## **METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: TREASURY RECEIVABLES SPECIALIST**

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### **JOB SUMMARY**

The purpose of this classification is to perform professional-level work within the Treasury function. The Treasury Receivables Specialist is responsible for supporting all aspects of receivables for the MDC including: cash forecasting, preparing and maintaining accounts receivable metrics, developing and maintaining accounts receivable reserve levels, resolving customer billing issues and reducing accounts receivable delinquency.

### **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 the planning, evaluating, implementing and continuously improving all aspects of the credit and receivables functions and processes under the direction of the Treasury Receivables Administrator, including monitoring, tracking and reporting on claims activities.
- Assists in the preparing cash flow projections based on the anticipated revenues forecasts and collection experience under the direction of the Treasury Receivables Administrator.
- Works directly with clients and attorneys to achieve collection objectives, while ensuring professional relationships are established and maintained.

- Works closely with Manager of Treasury and Treasury Receivables Administrator to respond to credit and collection issues with existing and potential customers.
- May coordinate workflow for one or more staff as directed by the Treasury Receivable Administrator.
- Develops, implements and maintains monthly accounts receivable metrics reports.
- Resolves client-billing issues and reduces accounts receivable delinquency, while applying good customer service in a timely manner.
- Reviews and monitors assigned accounts and all applicable collection reports, and provides timely follow-up on payment arrangements.
- Makes recommendations for improving operational efficiency, controls and fraud prevention.
- Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Performs other related duties as required.

## **SUPERVISION RECEIVED**

Classification reports to the Treasury Receivables Specialist.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in finance, business administration or a related field, and a minimum of three (3) years of experience in accounts receivables function or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

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 for work. Strong work ethic and willingness to be proactive and assertive.

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.)

## **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 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 require ability to utilize principles of fractions and/or interpret graphs.

**Functional Reasoning:** Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**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.

*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 REVISIONS & SALARY RECOMMENDATIONS-RE: ACCOUNTING ADMINISTRATOR-Report 4c.

To: Personnel Pension & Insurance Committee for consideration on March 4, 2013

It is the recommendation of staff that the current Classification Plan be amended to include the revised classification for the Accounting Administrator position with a classification of EE-14 (salary range is \$81,096 to \$104,832).

Based upon the reorganization of Finance and retirements, this amended job classification will supervise general accounting, accounts payable, the Financial Control inventory position, and manage the relationship with the payroll vendor.

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 revised position of Accounting Administrator with an EE-14 classification.



Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

## **METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE:            ACCOUNTING ADMINISTRATOR**

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### **JOB SUMMARY**

This classification performs professional level work related to maintaining the Metropolitan District's accounting system. The position will assist in analyzing accounting data. Additionally, the position will be responsible for accounts payable, payroll functions, and financial reporting.

### **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.

- Schedules, assigns, supervises and evaluates the work of a work group in revenue, expenditure and payroll accounting.
- Manages and analyzes complex financial accounting issues, as well as develops procedures to ensure compliance with appropriate accounting standards. Prepares financial recommendations and financial reports.
- Ensures the accuracy and timeliness of the processing of payroll for the District. Acts as the liaison between The District and the payroll provider.
- Manages and analyzes material and cost analysis related to all aspects of inventory. Performs cost accounting, rate development, and prepares and issues reports and metrics to management detailing trends and variances.
- Trains and counsels employees. Administers union contract language and oral warnings, and recommends higher-level discipline. Assists in employee selection. Assures safe work practices.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Performs other related duties as required.

### **SUPERVISION RECEIVED**

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

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in accounting or closely related field; supplemented by minimum five (5) years previous experience and/or training that includes, financial analysis or governmental accounting including two (2) years of supervisory and/or managerial experience. Certified Public Accountant (CPA) is desirable.

## PERFORMANCE APTITUDES

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

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

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

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

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

**Functional Reasoning:** Requires the ability to apply principles of logical or 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 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:** Requires the ability to work under conditions where exposure to environmental factors is not likely to present a risk of injury or illness.

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

## ADJOURNMENT

The meeting was adjourned at 4:41 P.M.

ATTEST:  
  
Kristine C. Shaw  
District Clerk

April 8, 2013

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

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
SPECIAL MEETING**

**The Metropolitan District**

555 Main Street, Hartford

Tuesday, March 26, 2013

**Present:** Commissioners Albert F. Reichin, J. Lawrence Price, Pasquale J. Salemi, Raymond Sweezy and District Chairman William A. DiBella (5) (2-Vacancies)

**Absent:** Commissioners Daniel Camilliere, Timothy Curtis, Joseph Klett, Maureen Magnan, Trude Mero and Alvin E. Taylor (6)

**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  
Brendan M. Fox Jr., Assistant District Counsel  
Kristine C. Shaw, District Clerk  
Erin Ryan, Director of Human Resources  
Stanley Pokora, Manager of Treasury  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant  
David Lee, Dahab Associates  
Seth M. Lynn, Dahab Associates  
Frank Zurlo, Smith Brothers Insurance  
Carol Constant, Smith Brothers Insurance

**CALL TO ORDER**

Vice Chairman Sweezy called the meeting to order at 12:00 p.m.

**ROLL CALL AND QUORUM**

The District Clerk called the roll and informed the Vice Chairman that a quorum of the Personnel, Pension & Insurance Committee was not present.

At that time, the meeting was adjourned and there was an informal discussion.

**ADJOURNMENT**

The meeting was adjourned at 12:01 P.M.

ATTEST

  
Kristine C. Shaw  
District Clerk

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

**PERSONNEL, PENSION AND INSURANCE COMMITTEE**

**SPECIAL MEETING**

**The Metropolitan District**

555 Main Street, Hartford

Monday, April 8, 2013

**Present:** Commissioners Daniel Camilliere, Timothy Curtis, Joseph Klett, Albert F. Reichin, J. Lawrence Price, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (8) (2-Vacancies)

**Absent:** Commissioners Maureen Magnan, Trude Mero and Pasquale J. Salemi (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  
Christopher R. Stone, Assistant District Counsel  
Kristine C. Shaw, District Clerk  
Erin Ryan, Director of Human Resources  
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 4:33 p.m.

**ROLL CALL AND QUORUM**

The District Clerk called the roll and informed the Chairman that a quorum of the Personnel, Pension & Insurance Committee was present, and the meeting was declared a legal meeting of the Personnel, Pension & 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 MEETING MINUTES**

*On motion made by Commissioner Reichin and duly seconded, the meeting minutes of March 4, 2013 were approved.*

**MODIFICATION TO THE VACATION TIME ALLOTMENT FOR DEPUTY CHIEF EXECUTIVE OFFICERS-Report 4.**

To: Personnel Pension & Insurance Committee for consideration on April 8, 2013

Historically, the District has maintained parity among its deputy chief executive officers in their respective benefit package, including the annual allotment of vacation time. In January 2013, the District Board, upon recommendation of the Personnel, Pension and Insurance Committee, approved a benefit package for the Chief of Program Management that included four (4) weeks of vacation annually, effective immediately. Presently, the two other deputy chief executive officers are allotted three (3) weeks of vacation annually.

In order to provide each of these positions with the same vacation benefit, it is the recommendation of staff that the Deputy Chief Executive Officer of Engineering & Operations and the Deputy Chief Executive Officer of Business Services be awarded an additional week of vacation beginning in calendar year 2013, for a total of four (4) weeks annually. It should be noted that this is consistent with vacation benefits afforded professionals at the senior executive level in other organizations.

Based upon the foregoing, 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 Deputy Chief Executive Officer of Engineering and Operations and Deputy Chief Executive Officer of Business Services be awarded an additional week of vacation beginning in calendar year 2013, effective January 1, 2013.

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.***

**COLLECTIVE BARGAINING STRATEGIES RELATING TO HEALTHCARE ALTERNATIVES AND MODIFICATIONS TO EMPLOYEE HEALTH CARE PLAN-Report 5.****EXECUTIVE SESSION**

At 4:36 P.M., Chairman Taylor requested an executive session to discuss collective bargaining strategies.

***On motion made by Commissioner Reichin and duly seconded, the Personnel, Pension & Insurance Committee entered into executive session to discuss ongoing collective bargaining strategies.***

Those in attendance during the executive session:

Commissioners Daniel Camilliere, Timothy Curtis, Joseph Klett, J. Lawrence Price, Albert F. Reichin, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella, Attorneys R. Bartley Halloran, Christopher R. Stone, Messrs Sheehan and Zinzarella and Ms. Erin Ryan

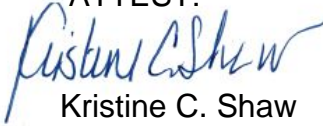
### **RECONVENE**

At 4:53 P.M., Chairman Taylor requested to come out of executive session and on motion made by Commissioner Reichin and duly seconded, the Committee came out of executive session and reconvened. No formal action was taken.

### **ADJOURNMENT**

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

ATTEST:

  
Kristine C. Shaw  
District Clerk

May 6, 2013

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

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
SPECIAL MEETING**

**The Metropolitan District**

555 Main Street, Hartford

Monday, May 6, 2013

**Present:** Commissioners Timothy Curtis, Joseph Klett, J. Lawrence Price, Albert F. Reichin, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (8) (2-Vacancies)

**Absent:** Commissioners Daniel Camilliere, Maureen Magnan and Trude Mero (3)

**Also**

**Present:** Christopher R. Stone, Assistant District Counsel  
Kristine C. Shaw, District Clerk  
Erin Ryan, Director of Human Resources  
Stanley Pokora, Manager of Treasury  
James Randazzo, Manager of Water Supply  
John J. Jacobson, Attorney, Reid and Riege  
John V. Galiette, Attorney, Reid and Riege  
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 4:44 p.m.

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MEETING MINUTES**

*On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of April 8, 2013 were approved.*

*Commissioner Taylor abstained.*

**ESTABLISHMENT OF AN INTERNAL REVENUE CODE SECTION 457(F)  
NONQUALIFIED DEFERRED COMPENSATION PLAN-Report 4.**

To: Personnel, Pension & Insurance Committee for consideration on May 6, 2013

Be it Hereby Resolved,

That the Metropolitan District Personnel, Pension and Insurance Committee hereby recommends to the District Board the establishment and implementation of an Internal Revenue Code Section 457(f) Nonqualified Deferred Compensation Plan ("the Plan") to

supplement the retirement income for certain senior officers of the District to address the income and retirement benefit limitations set forth in IRS Code Section 401(a)(17) and IRS Code Section 415, respectively;

That the following senior officers be designated as participants in the Plan: Chief Executive Officer, Deputy Chief Executive Officer of Engineering and Operations, Deputy Chief Executive Officer of Business Services, and Chief of Program Management; and

That District Counsel be authorized to execute, on behalf of the District, any and all documents necessary to establish and implement the Plan.

Respectfully submitted,

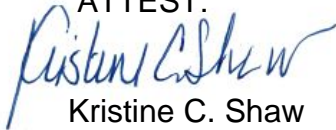
Charles P. Sheehan  
Chief Executive Officer

***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 5:17 P.M.

ATTEST:



Kristine C. Shaw  
District Clerk

June 3, 2013

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



**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
SPECIAL MEETING**

**The Metropolitan District**

555 Main Street, Hartford

Monday, June 3, 2013

**Present:** Commissioners Daniel Camilliere, Joseph Klett, J. Lawrence Price, Albert F. Reichin, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (8) (2-Vacancies)

**Absent:** Commissioners Timothy Curtis, Maureen Magnan and Trude Mero (3)

**Also**

**Present:** Charles P. Sheehan, Chief Executive Officer  
Scott W. Jellison, Deputy CEO, Engineering & Operations  
Timothy J. Dupuis, Chief of Program Management  
R. Bartley Halloran, District Counsel  
Kristine C. Shaw, District Clerk  
Erin Ryan, Director of Human Resources  
Carol Fitzgerald, Acting Director of Finance  
Robert Constable, Manager of Budgeting & Analysis  
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 4:34 p.m.

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MEETING MINUTES**

***On motion made by Commissioner Price and duly seconded,  
the meeting minutes of May 6, 2013 were approved.***

**JOB CLASSIFICATION & SALARY RECOMMENDATION-MANAGER OF  
STRATEGIC SOURCING AND INVENTORY CONTROL-Report 4.**

To: Personnel, Pension & Insurance Committee for consideration on June 3, 2013

Be it hereby resolved that the Personnel, Pension and Insurance Committee recommends to the District Board of Commissioners the creation of an exempt and excluded (EE) position of Manager of Strategic Sourcing and Inventory Control, with the attached job classification and salary grade of EE-18. (Salary Range \$98,466.47-\$127,286.06)

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.***

## **METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE:           MANAGER OF STRATEGIC SOURCING AND  
INVENTORY CONTROL**

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### **JOB SUMMARY**

The purpose of this classification is to provide management of the District internal and external strategic sourcing programs, services and initiatives, including the Small Local Business Enterprise Program and supplier diversity programs, and assist Controller on developing and implementing strong financial controls within inventory environment.

### **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.**

- Works with District Counsel and staff to develop and implement programs and activities that will assure that MDC's Diversity and Small Local Business Enterprise (SLBE) program goals are achieved with respect to sourcing of commodities and services.
- Plans and directs goals, objectives, operations and activities of the Small Local Business Enterprise Program and supplier diversity programs.
- Advises senior executive leadership on supply management strategies, industry trends, products and pricing tools. Monitors work force and business utilization and compliance with District goals and set-asides.
- Coordinates and participates in activities to expand the base of small, local and minority vendors who are capable and available to participate in purchasing and contracting opportunities. Develops and maintains relationship with assigned key suppliers to maintain knowledge of current activity and prospective business opportunities. Establishes and maintains relationships with community and business service organizations.

- Monitors and reports upon District goals, objectives, and activities with respect to supply chain diversification. Works with assigned District departments and executives of government agencies, municipalities, contractors, and community organizations. Represents the District in meetings, public events and media conferences.
- Participates in programs developed in response to the MDC Disparity study, including matchmaking, waiver of bond requirements in certain situations, small local business set asides including chairing committee which reviews purchases of goods and services and third party contracts, setting of goals for the small business set aside program, monitors workforce and contracting minority participation, and such other programs and initiatives as directed by District Counsel.
- 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.
- Develops, maintains and reports on key performance indicators which highlight the MDC's supply chain diversification.
- Performs other duties as assigned.

### **SUPERVISION RECEIVED**

This classification typically reports to the District Counsel.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in business administration, acquisition/procurement, engineering, public administration or related field with Master's level course work in the field; Master's degree in related field preferred; supplemented by a minimum of seven (7) years progressively responsible experience that includes professional experience in the administration of an Affirmative Action/Diversity/SLBE office, contracts for major procurements or management of other similar major supplier diversity programs including three (3) years at the management level; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

### **SPECIAL REQUIREMENTS**

None.

### **PERFORMANCE APTITUDES**

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

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

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

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

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

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

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

## ADA COMPLIANCE

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

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

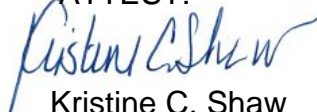
**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions.

*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.*

## **ADJOURNMENT**

The meeting was adjourned at 4:39 P.M.

ATTEST:



Kristine C. Shaw  
District Clerk

September 9, 2013

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

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
SPECIAL MEETING**

**The Metropolitan District**

555 Main Street, Hartford

Monday, September 9, 2013

**Present:** Commissioners Daniel A. Camilliere, Timothy Curtis, Joseph Klett, Thea Montanez, Larry Price, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (9) (2-Vacancies)

**Absent:** Commissioners Maureen Magnan and Albert F. Reichin (2)

**Also**

**Present:** Charles P. Sheehan, Chief Executive Officer  
R. Bartley Halloran, District Counsel  
Scott W. Jellison, Deputy CEO, Engineering & Operations  
John Zinzarella, Deputy Chief Executive Officer, Business Services  
Timothy J. Dupuis, Chief of Program Management  
John S. Mirtle, District Clerk  
Erin Ryan, Director of Human Resources  
Bob Zaik, Manager of Labor Relations  
Stanley Pokora, Manager of Treasury  
Brendan Fox, Assistant District Counsel  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant  
Frank Zurlo, Director of Benefits at Smith Brothers Insurance Inc.

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 5:17 p.m.

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MEETING MINUTES**

***On motion made by Commissioner Price and duly seconded,  
the meeting minutes of June 3, 2013 were approved.***

## **TENTATIVE AGREEMENT WITH UNIONS ON EMPLOYEE MEDICAL BENEFITS**

To: Personnel, Pension & Insurance for consideration on September 9, 2013

**Be It Hereby Resolved**, that the Personnel, Pension and Insurance Committee recommends to the District Board of Commissioners acceptance of the tentative agreement with AFSCME Council 4, Local 184 and authorizes the Chief Executive Officer to execute a collective bargaining agreement regarding medical benefits with said local effective January 1, 2014 incorporating the terms of said tentative agreement

**Be It Hereby Further Resolved**, that the Personnel, Pension and Insurance Committee recommends to the District Board of Commissioners acceptance of the tentative agreement with AFSCME Council 4, Local 1026 and authorizes the Chief Executive Officer to execute a collective bargaining agreement regarding medical benefits with said local effective January 1, 2014 incorporating the terms of said tentative agreement.

**Be It Hereby Further Resolved**, that the Personnel, Pension and Insurance Committee recommends to the District Board of Commissioners acceptance of the tentative agreement with AFSCME Council 4, Local 3713 and authorizes the Chief Executive Officer to execute a collective bargaining agreement regarding medical benefits with said local effective January 1, 2014 incorporating the terms of said tentative agreement.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

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

### **PRESENTATION BY SMITH BROTHERS INSURANCE INC.**

***Frank Zurlo, Director of Benefits at Smith Brothers Insurance Inc., presented an update on actions taken by Smith Brothers Insurance on behalf of the MDC this calendar year.***

**ADJOURNMENT**

The meeting was adjourned at 5:29 P.M.

ATTEST:

A handwritten signature in black ink, reading "John Mirtle".

John S. Mirtle, Esq.  
District Clerk

October 7, 2013

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

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
SPECIAL MEETING**

**The Metropolitan District**

Bloomfield Water Treatment Facility

Reservoir #6, Route 44 Bloomfield, CT 06117

Monday, October 7, 2013

**Present:** Commissioners Daniel A. Camilliere, Timothy Curtis, Joseph Klett, Maureen Magnan, Larry Price, Albert F. Reichin, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (10) (2-Vacancies)

**Absent:** Commissioner Thea Montanez (1)

**Also**

**Present:**

R. Bartley Halloran, District Counsel  
Scott W. Jellison, Deputy CEO, Engineering & Operations  
John Zinzarella, Deputy Chief Executive Officer, Business Services  
Christopher Stone, Assistant District Counsel  
John S. Mirtle, District Clerk  
Erin Ryan, Director of Human Resources  
Stanley Pokora, Manager of Treasury  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant  
Carl Nasto, Assistant District Counsel  
Jim Masse, Network Analyst  
Sue Negrelli, Manager of Water Treatment  
Ray Baral, Water Treatment Plant Superintendent  
Steve Pratt, Manager of Water Quality  
Joe Vitale, Hinkley, Allen & Snyder LLP

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 4:41 p.m.

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.



**APPROVAL OF MEETING MINUTES**

***On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of September 9, 2013 were approved. Commissioners Magnan and Curtis abstained.***

**JOB CLASSIFICATION REVISION - ASSISTANT DISTRICT COUNSEL / DISTRICT CLERK – REPORT 4.**

**TO:** Personnel, Pension and Insurance Committee for consideration on October 7, 2013

Staff is recommending that the Classification Plan be amended to reflect a revised job specification for *Assistant District Counsel / District Clerk* with a proposed value of EE-20 (annual range \$104,141 to \$145,789). The revised qualifications for this position will allow for greater legal oversight over the responsibilities of the office of the District Clerk, such as FOI requests, accepting contracts and service on behalf of the MDC, complying with state record retention laws, and overseeing all real property transactions.

If approved, the position would be filled on a permanent basis by a candidate holding a Juris Doctor.

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 *Assistant District Counsel / District Clerk* position as a replacement of the *Administrative Officer & Special Assistant* job specification.

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 modification of the *Administrative Officer & Special Assistant* position to the *Assistant District Counsel / District Clerk* position and to allocate the position to an EE-20 salary grade.

Respectfully Submitted,

Charles P. Sheehan  
Chief Executive Officer

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

***District Counsel Bart Halloran briefed the committee regarding the Compensation and Classification study distributed to Commissioners.***

***Deputy CEO Scott Jellison briefed the committee on the MDC's intent to hire a Director of Engineering and Director of Operations, subject to the Committee's approval.***

### **ADJOURNMENT**

The meeting was adjourned at 4:57 P.M.

ATTEST:



John S. Mirtle, Esq.  
District Clerk

November 12, 2013

Date Approved

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
SPECIAL MEETING**

**The Metropolitan District**  
555 Main Street, Hartford  
Tuesday, November 12, 2013

**Present:** Commissioners Daniel A. Camilliere, Maureen Magnan, Thea Montanez, Larry Price, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (7) (2-Vacancies)

**Absent:** Commissioner Timothy Curtis, Joseph Klett, Albert F. Reichin and Pasquale J. Salemi (4)

**Also**

**Present:** Charles P. Sheehan, Chief Executive Officer  
Scott W. Jellison, Deputy CEO, Engineering & Operations  
John Zinzarella, Deputy CEO, Business Services  
Christopher Stone, Assistant District Counsel  
John S. Mirtle, District Clerk  
Erin Ryan, Director of Human Resources  
Bob Zaik, Manager of Labor Relations  
Stanley Pokora, Manager of Treasury  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant  
Brendan Fox, Assistant District Counsel  
Carol Fitzgerald, Acting Director of Finance

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 4:43 p.m.

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MEETING MINUTES**

***On motion made by Commissioner Price and duly seconded,  
the meeting minutes of October 7, 2013 were approved.***

**PETITION FOR DISABILITY RETIREMENT – Report 4.**

**TO:** Personnel, Pension and Insurance Committee for consideration on November 12, 2013

Pursuant to Section G 1 b. of the General Ordinances, we are recommending that the Personnel, Pension and Insurance Committee approve a Disability Retirement effective August 1, 2013, for Mr. Michael Stevens. We have received the employee's written petition for consideration under the Disability Retirement provision. The employee suffered a severe workers compensation injury that was complicated with the onset of additional medical conditions. The employee has been unable to return to work in any capacity since the last part of 2008. The employee's doctors have provided adequate medical information to support the condition that the employee is permanently disabled and cannot engage in any gainful occupation or employment. There was also an independent medical assessment including examination conducted to corroborate the employee's status. The employee was hired August 28, 1995.

A thorough review of this petition was conducted prior to advancing this recommendation for action. As the employee still has an open workers compensation file, the retirement benefits would have to be off-set against any workers compensation payments received.

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 August 1, 2013, Mr. Michael Stevens 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 District Chairman DiBella and duly seconded, the report was received and resolution adopted by unanimous vote of those present.***

### **ADJOURNMENT**

The meeting was adjourned at 4:57 P.M.

ATTEST:



John S. Mirtle, Esq.  
District Clerk

February 3, 2014

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Date Approved

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**To**

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

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