

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

FOR THE YEAR  
2014

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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**  
**2014**

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

DANIEL CAMILLIERE

J. LAWRENCE PRICE

DONALD CURREY

ALBERT F. REICHIN

TIMOTHY CURTIS

PASQUALE J. SALEMI

JOSEPH KLETT

RAYMOND SWEEZY

MAUREEN MAGNAN

ALVIN E. TAYLOR

THEA MONTANEZ

# **MINUTES**

**OF**

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

**HELD IN 2014**

**SPECIAL MEETING**  
**PERSONNEL, PENSION AND INSURANCE COMMITTEE**  
**The Metropolitan District**  
555 Main Street, Hartford  
Monday, February 3, 2014

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

**Absent:** Commissioners Joseph Klett, Maureen Magnan and Albert F. Reichin, (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  
John S. Mirtle, Esq., District Clerk  
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 4:42 p.m.

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MINUTES**

***On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of November 12, 2013 were approved. Commissioner Currey abstained.***

**Staff Report re: Update on Employee Benefits Consultant and Potential Action re: Contract Term – Report 4.**

**EXECUTIVE SESSION**

At 4:44 P.M., Chairman Taylor requested an executive session to discuss a pending legal claim and collective bargaining strategies.

***On motion made by Commissioner Sweezy 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, Donald Currey, Timothy Curtis, Thea Montanez, J. Lawrence Price, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella; Attorneys R. Bartley Halloran and Christopher R. Stone; and Charles Sheehan and John Zinzarella.

**RECONVENE**

At 5:15 P.M., Chairman Taylor requested to come out of executive session and on motion made by Commissioner Sweezy and duly seconded, the Committee came out of executive session and reconvened. No formal action was taken.

**Tentative Agreement Regarding Health Insurance – Report 5.**

To: Personnel Pension & Insurance Committee

February 3, 2014

It is the recommendation of the staff that the Metropolitan District Commission authorize the Chief Executive Officer to execute a collective bargaining agreement regarding medical benefits with the three AFSCME Locals (Local 184, Local 1026, Local 3713), to take effect immediately upon ratification, but no later than February 16, 2014.

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:** The Metropolitan District, acting through its duly constituted Board of Commissioners, hereby accepts 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 incorporating the terms of said tentative agreement as attached hereto.

that The Metropolitan District, acting through its duly constituted Board of Commissioners, hereby accepts 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 incorporating the terms of said tentative agreement as attached hereto.

that The Metropolitan District, acting through its duly constituted Board of Commissioners, hereby accepts 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 incorporating the terms of said tentative agreement as attached hereto.

that the acceptance of the tentative agreement with each of the respective unions is contingent upon ratification by each union on or before February 16, 2014.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

TENTATIVE AGREEMENT  
(HEALTH INSURANCE)

BETWEEN

THE METROPOLITAN DISTRICT COMMISSION (MDC)

AND

AFSCME COUNCIL 4  
LOCAL 184, LOCAL 1026 ,and LOCAL 3713

The parties will recommend this tentative agreement for ratification by their respective governing bodies.

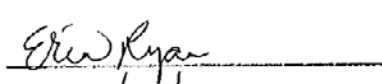
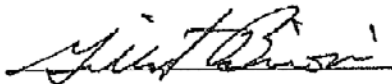
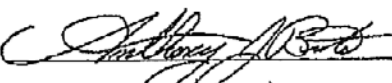


TENTATIVE AGREEMENT FOR HEALTH INSURANCE

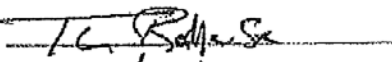
1. Effective upon ratification by both parties, Employee Premium for Health Insurance shall be 15%, 12% Premium Share for non-smokers;
2. Effective upon ratification by both parties, Outpatient co-pay increase from \$50 to \$100;
3. Effective upon ratification by both parties, Inpatient co-pay increase from \$125 to \$250;
4. All other co-pays remain the same;
5. Foregoing effective upon ratification through December 31, 2014;
6. Management withdraws its claim for arbitration in Case No. 2013-MBA-415;
7. Unions withdraw MPP-30,673, with prejudice;
8. This Tentative Agreement shall be subject to the ratification of the Unions and the MDC.

For Local 184 Council 4 AFSCME:

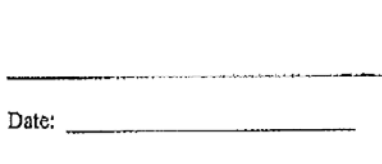
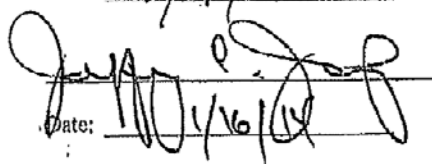
For the Metropolitan District:

Date: 1-17-2014Date: 1/24/14Date: 1/16/2014Date: 1/22/14

For Local 1026 Council 4 AFSCME:

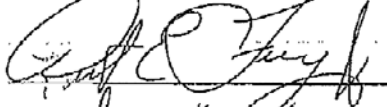
Date: 1/17/14

Date: \_\_\_\_\_

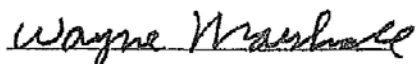
Date: 1/16/14

Date: \_\_\_\_\_

For Local 3713 Council 4 AFSCME:



Date: Jan 17<sup>th</sup> 2014



Date: 1/16/14

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

**ADJOURNMENT**

The meeting was adjourned at 5:22 P.M.

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

February 10, 2014

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

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
SPECIAL MEETING  
The Metropolitan District  
555 Main Street, Hartford  
Monday, February 10, 2014**

**Present:** Commissioners Donald Currey, Timothy Curtis, Maureen Magnan, Thea Montanez, J. Lawrence Price, Albert F. Reichin, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (9) (2-Vacancies)

**Absent:** Commissioners Daniel Camilliere, Joseph Klett, 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  
Christopher R. Stone, Assistant District Counsel  
John S. Mirtle, Esq., District Clerk  
Erin Ryan, Director of Human Resources  
Carol Fitzgerald, Acting Director of Finance  
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 3:05 p.m.

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MINUTES**

***On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of February 3, 2014 were approved. Commissioner Reichin abstained.***

**Approval of Job Classifications**

To: Personnel Pension & Insurance Committee for consideration on February 10, 2014

It is the recommendation of the staff that The Metropolitan District approve the job classifications for E&E and the three (3) AFSCME Locals (Local 184, Local 1026, Local 3713).

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:** The Metropolitan District, acting through its duly constituted Board of Commissioners, hereby approves the Job Classifications for E&E and the three (3) AFSCME Locals (Local 184, Local 1026 and Local 3713).

**Respectfully submitted,**

Charles P. Sheehan  
Chief Executive Officer

*Commissioner Currey made a motion to adopt the resolution on the understanding that all job descriptions require a high school diploma or G.E.D. The motion was duly seconded, the report was received and resolution recommended to the District Board, as adopted, by unanimous vote of those present.*

**ADJOURNMENT**

The meeting was adjourned at 3:29 P.M.

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

March 17, 2014

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

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
SPECIAL MEETING  
The Metropolitan District  
555 Main Street, Hartford  
Monday, March 17, 2014**

**Present:** Commissioners Daniel Camilliere, Donald Currey, Timothy Curtis, , J. Lawrence Price, Pasquale J. Salemi, Raymond Sweezy and Alvin E. Taylor (7) (2-Vacancies)

**Absent:** Commissioners Joseph Klett, Maureen Magnan, Thea Montanez, Albert F. Reichin and District Chairman William A. DiBella (5)

**Also**

**Present:** Charles P. Sheehan, Chief Executive Officer  
R. Bartley Halloran, District Counsel  
Scott W. Jellison, Deputy Chief Executive Officer, Engineering & Operations  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
Christopher R. Stone, Assistant District Counsel  
John S. Mirtle, Esq., District Clerk  
Erin Ryan, Director of Human Resources  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant  
Zachary Karas, Retirement Plan Advisors

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 12:03 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 10, 2014 were approved.***

**Modification of the District's 457(B) Plan**

**TO:** Personnel, Pension and Insurance Committee for consideration on March 17, 2014

Staff is recommending that the 457(b) Plan be modified to include changes recommended by the financial advisor hired to conduct a due diligence report of the funds offered by the Plan.

In addition, Staff is recommending that the 457(b) Plan include a default option for easy enrollment of new participants.

A thorough review of this petition was conducted prior to advancing this recommendation for action, including consultation with the members of the 457(b) Committee and the financial advisor hired by the Plan.

Therefore, staff is recommending that the 457(b) Plan be modified to include the above listed changes.

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

**VOTED:** That the Personnel Pension and Insurance Committee approve passage of the following resolution:

**RESOLVED:** That the 457(b) Plan be modified to include changes to funds as recommended by the Plan advisor, and to include a default option for easy enrollment.

Respectfully Submitted,

Charles P. Sheehan  
Chief Executive Officer

***On motion made by Commissioner Price and duly seconded, the report was received and resolution recommended to the District Board by a unanimous vote.***

***Agenda item #5, Discussion re: Job Reclassification (possible executive session), was postponed to a later date.***

***Commissioner Salemi exited the meeting at 1:04 p.m.***

**ADJOURNMENT**

The meeting was adjourned at 1:20 P.M.

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

May 12, 2014

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



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

**The Metropolitan District**

555 Main Street, Hartford

Monday, May 12, 2014

**Present:** Commissioners Donald Currey, Timothy Curtis, Maureen Magnan, Thea Montanez, J. Lawrence Price, Raymond Sweezy and Alvin E. Taylor and District Chairman William A. DiBella (8)

**Absent:** Commissioners Daniel Camilliere, Joseph Klett, Pasquale J. Salemi and Albert F. Reichin (4)

**Also**

**Present:** Charles P. Sheehan, Chief Executive Officer  
Scott W. Jellison, Deputy Chief Executive Officer, Engineering & Operations  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
Christopher R. Stone, Assistant District Counsel  
John S. Mirtle, Esq., District Clerk  
Sue Negrelli, Director of Engineering  
Robert Zaik, Manager of Labor Relations  
Marcy Wright-Bolling, Human Resources Officer  
Erin Ryan, Director of Human Resources  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant  
Commissioner Allen Hoffman

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 4:02 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MINUTES**

***On motion made by Commissioner Curtis and duly seconded,  
the meeting minutes of March 17, 2014 were approved.***

***Commissioner Magnan abstained.***

**JOB CLASSIFICATION REVISION**

## Strategic Sourcing Specialist

**To:** Personnel, Pension and Insurance Committee for consideration on May 12, 2014

Staff is recommending that the Classification Plan be amended to reflect a revised job specification for *Strategic Sourcing Specialist* with a proposed value of EE-14 (annual range \$83,123.74 - \$108,060.86).

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

Therefore, staff is recommending that the classification system be amended to reflect the revised *Strategic Sourcing Specialist* position at a salary grade of EE-14.

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 *Strategic Sourcing Specialist* position and to allocate the position to an EE-14 salary grade.

Respectfully Submitted,

Charles P. Sheehan  
Chief Executive Officer

***Commissioner Magnan moved to amend the resolution to read:  
RESOLVED: That the classification system be amended to reflect the  
addition of the Strategic Sourcing Specialist position and to allocate  
the position to an EE-14 salary grade.***

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

## **METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: STRATEGIC SOURCING SPECIALIST**

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### **JOB SUMMARY**

The purpose of this classification is to coordinate, plan, and perform work related to the District's internal and external strategic sourcing programs, services, and procurement initiatives including the Small Local Business Enterprise Program and supplier diversity programs.

### **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, Diversity and Procurement 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 the appropriate sourcing of commodities and services.
- Plans and supports the goals, objectives, operations, and activities of the District's Small Local Business Enterprise Program and supplier diversity programs.
- Develops and implements supply management strategies, monitors industry trends, and manages vendor evaluation 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 relationships 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 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. May represent the District in meetings and other public events with internal and external stakeholders.
- 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 participation on the 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 the Director of Procurement.
- Works with the Controller to implement strong financial controls within the inventory environment and monitors the effectiveness of those controls.

- Forecasts and reports best economic order quantities and works closely with internal stakeholders to develop new contract requirements for commodity purchasing.
- 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 Director of Procurement.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in business administration, acquisition/procurement, engineering, public administration or related field, supplemented by a minimum of five (5) years experience that includes professional experience in the administration of an Affirmative Action/Diversity/SLBE or similar supplier diversity program; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position.

## **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.*

**APPOINTMENT OF DIRECTOR OF ENGINEERING**

To: Personnel, Pension and Insurance Committee for consideration on May 12, 2014

It is the recommendation of the staff that the Personnel, Pension and Insurance Committee recommend to the Committee on Organization the appointment of Susan Negrelli as Director of Engineering for The Metropolitan District.

**Be it hereby resolved** that the Personnel, Pension and Insurance Committee recommends to the Committee on Organization the appointment of Susan Negrelli as Director of Engineering for The Metropolitan District.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

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

**APPOINTMENT OF DIRECTOR OF OPERATIONS**

To: Personnel, Pension and Insurance Committee for consideration on May 12, 2014

It is the recommendation of the staff that the Personnel, Pension and Insurance Committee recommend to the Committee on Organization the appointment of Gerald J. Lukowski as Director of Operations for The Metropolitan District.

**Be it hereby resolved** that the Personnel, Pension and Insurance Committee recommends to the Committee on Organization the appointment of Gerald J. Lukowski as Director of Operations for The Metropolitan District.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

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

### **PETITION FOR DISABILITY RETIREMENT**

**To:** Personnel, Pension and Insurance Committee for consideration on May 12, 2014

Pursuant to Section G 1 b. of the General Ordinances, staff is recommending that the Personnel, Pension and Insurance Committee approve a Disability Retirement effective April 1, 2014, for Mr. Darrell Gilbert. We have received the employee's written petition for consideration under the Disability Retirement provision. 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. The medical condition was confirmed by the District's doctor. 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:

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

**RESOLVED:** That effective April 1, 2014, Mr. Darrell Gilbert 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

**EXECUTIVE SESSION**

At 4:25 P.M., Chairman Taylor requested an executive session to discuss disability retirement.

***On motion made by Commissioner DiBella and duly seconded, the Personnel, Pension & Insurance Committee entered into executive session to discuss Darrell Gilbert's petition for disability retirement***

Those in attendance during the executive session:

Commissioners Donald Currey, Timothy Curtis, Maureen Magnan, Thea Montanez, J. Lawrence Price, Raymond Sweezy and Alvin E. Taylor and District Chairman William A. DiBella; Attorney Christopher R. Stone; and Erin Ryan, Robert Zaik and Charles Sheehan.

**RECONVENE**

At 4:37 P.M., Chairman Taylor requested to come out of executive session and on motion made by Commissioner Price and duly seconded, the Committee came out of executive session and reconvened. No formal action was taken.

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

**ADJOURNMENT**

The meeting was adjourned at 4:38 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

July 2, 2014

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

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
SPECIAL MEETING  
The Metropolitan District  
555 Main Street, Hartford  
Wednesday, July 2, 2014**

**Present:** Commissioners Daniel Camilliere, Donald Currey, Maureen Magnan, J. Lawrence Price, Raymond Sweezy and Alvin E. Taylor (6)

**Absent:** Commissioners Timothy Curtis, Joseph Klett, Thea Montanez, Pasquale J. Salemi, Albert F. Reichin and District Chairman William A. DiBella (6)

**Also**

**Present:** R. Bartley Halloran, District Counsel  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
Christopher R. Stone, Assistant District Counsel  
John S. Mirtle, Esq., District Clerk  
Erin Ryan, Director of Human Resources  
Cynthia A. Nadolny, Executive Assistant  
Commissioner Allen Hoffman

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 12:03 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MINUTES**

***On motion made by Commissioner Camilliere and duly seconded, the meeting minutes of May 12, 2014 were approved.***



**AMENDMENT NO. 6 TO THE RETIREMENT PLAN FOR EMPLOYEES OF THE  
METROPOLITAN DISTRICT**

**To:** Personnel, Pension and Insurance Committee for consideration on July 2, 2014

WHEREAS, The Metropolitan District (the "MDC") is the sponsor of the Retirement Plan for Employees of The Metropolitan District (the "Retirement Plan"); and

WHEREAS, the Personnel, Pension and Insurance Committee of the MDC (the "PPI Committee") has the authority to adopt amendments to the Retirement Plan; and

WHEREAS, it is desirable that the PPI Committee adopt an amendment to the Retirement Plan which permits a terminated participant who has made a claim against the MDC in connection with his termination of employment to reinstate his vested deferred benefit under the Retirement Plan by recontributing to the Retirement Plan the amount of his prior lump sum distribution, together with interest at the rate of five percent (5%), compounded annually.

NOW, THEREFORE, BE IT

RESOLVED: That the PPI Committee does hereby adopt Amendment No. 6 to the Retirement Plan in substantially the form presented to this meeting, together with any modifications that are determined by counsel for the MDC to be necessary or desirable to effectuate the intention thereof and to comply with the requirements of the Internal Revenue Code of 1986, as amended; and further

RESOLVED: That the Chief Executive Officer of the MDC or any other officer designated by the Chief Executive Officer be, and each of them hereby is, authorized and empowered, for and on behalf of the MDC, to take any and all actions which may be necessary or desirable to effectuate the intention of the foregoing resolution.

Respectfully Submitted,

Charles P. Sheehan  
Chief Executive Officer

**AMENDMENT NO. 6  
TO THE  
RETIREMENT PLAN FOR EMPLOYEES OF  
THE METROPOLITAN DISTRICT**

The Metropolitan District (the "Company") has adopted this Amendment No. 6 to the Retirement Plan for Employees of The Metropolitan District (the "Plan"), effective as of the date set forth herein.

(1) Effective as of the date of adoption of this Amendment No. 6, Article IX of the Plan is amended by adding a new Section 9.4(c) to the Plan to read as follows:

(c) Notwithstanding the provisions of subsection (a), the Terminated Participant who was hired on October 19, 2001, who terminated employment on October 7, 2011 due to a reduction in force, who completed ten Years of Vesting Service that were not interrupted by a Break in Service, and who received a lump sum distribution of his Accumulated Contributions in April 2012 shall be entitled to recontribute to the Plan the amount of his lump sum distribution, plus interest at the rate of five percent (5%), compounded annually, from the date on which he received the lump sum distribution. If the Terminated Participant recontributes to the Plan the amount of this lump sum distribution, plus interest at the rate of five percent (5%), compounded annually, then the Terminated Participant shall be credited with all of the Years of Credited Service that were earned prior to the severance from employment for purposes of determining the Terminated Participant's Accrued Benefit under the Plan. The Terminated Participant shall thereupon have the right to receive a vested deferred benefit in accordance with the provisions of Section 9.2 of the Plan or, in the alternative, a lump sum distribution pursuant to Section 9.3 of the Plan.

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

Witness:

THE METROPOLITAN DISTRICT

\_\_\_\_\_

By \_\_\_\_\_

Title:

Date:

**EXECUTIVE SESSION**

At 12:05 P.M., Chairman Taylor requested an executive session to discuss the proposed amendment to the retirement fund as it relates to pending litigation.

***On motion made by Commissioner Camilliere and duly seconded, the Personnel, Pension & Insurance Committee entered into executive session to discuss pending litigation.***

Those in attendance during the executive session:

Commissioners Daniel Camielliere, Donald Currey, Albert Hoffman, Maureen Magnan, J. Lawrence Price, Raymond Sweezy and Alvin E. Taylor; Attorneys R. Bartley Halloran, and John Mirtle; and John Zinzarella.

Attorneys Christopher Stone and Erin Ryan entered the meeting during executive session.

**RECONVENE**

At 12:25 P.M., Chairman Taylor requested to come out of executive session and on motion made by Commissioner Price and duly seconded, the Committee came out of executive session and reconvened. No formal action was taken.

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

***Chairman Taylor created an Investment Subcommittee to investigate the retirement plan investment strategy. Chairman Taylor appointed Commissioners Sweezy, Price and Taylor the newly formed subcommittee. Commissioner Sweezy was appointed chairperson of the newly formed Investment subcommittee.***

**ADJOURNMENT**

The meeting was adjourned at 12:28 PM

ATTEST:

Handwritten signature of John S. Mirtle in black ink.

John S. Mirtle, Esq.  
District Clerk

July 14, 2014

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

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

**The Metropolitan District**

555 Main Street, Hartford

Wednesday, July 14, 2014

**Present:** Commissioners Daniel Camilliere, Donald Currey, Timothy Curtis, Maureen Magnan, J. Lawrence Price, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (9)

**Absent:** Commissioners Joseph Klett, Thea Montanez and Albert F. Reichin (3)

**Also**

**Present:** R. Bartley Halloran, District Counsel  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
Christopher R. Stone, Assistant District Counsel  
Brendan Fox, Assistant District Counsel  
John S. Mirtle, Esq., District Clerk  
Carol Fitzgerald, Acting Director of Finance  
Sue Negrelli, Director of Engineering  
Stanley Pokora, Manager of Treasury  
Michael Jefferson, Project Management Unit Diversity Manager  
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 4:35 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MINUTES**

***On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of July 2, 2014 were approved.***

***Commissioner Curtis abstained.***

**JOB CLASSIFICATION REVISION  
BILLING ANALYST**

**TO:** Personnel, Pension and Insurance Committee for consideration on July 14, 2014

Staff is recommending that the Classification Plan be amended to include the new position of *Billing Analyst* with a proposed value of EE-13 (annual range \$79,168 to \$102,918). The creation of this position will allow for greater coordination of all billing rates and procedures.

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

Therefore, staff is recommending that the classification system be amended to reflect the modification of the *Billing Analyst* position and assign the classification a value of EE-13.

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

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

**RESOLVED:** That the classification system be amended to reflect the modification of the *Billing Analyst* position and assign this classification a value of EE-13.

Respectfully Submitted,

Charles P. Sheehan  
Chief Executive Officer

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE:** **BILLING ANALYST**

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**JOB SUMMARY**

The purpose of this classification is to perform professional level work maintaining the Metropolitan District's accounting system with respect to billing processes. The position will assist in developing billing processes and procedures and analyzing billing data.

**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.**

- Designs, implements and oversees billing procedures and processes. Plans and implements internal controls and quality assurances for billing processes. Works in a cross-functional capacity to ensure best practices are followed.
- Acts as a liaison to stakeholders regarding billing rates and billing details.
- Ensures the accuracy and timeliness of the billing processes for the District. Reviews and analyzes billing.
- Performs analysis of billing effectiveness and recommends and implements improvements to the billing system.
- Documents all processes. Monitors and responds to changes in billing requirements.
- May oversee the work of other employees in the billing group.
- Performs other related duties as required.

## **SUPERVISION RECEIVED**

**Classification reports to the 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, billing process development and financial analysis, including two (2) years of supervisory and/or managerial experience.

Experience with SAP/ERP Systems preferred.

## **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 supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels and communicate processes to others company wide.

**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:** Tasks are regularly preformed 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 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 Magnan and duly seconded, the resolution was adopted by unanimous vote of those present.***

## **JOB CLASSIFICATION REVISION PROCUREMENT SPECIALIST**

To: Personnel, Pension and Insurance Committee for consideration on July 14, 2014

Staff is recommending that the Classification Plan be amended to assign a salary to the previously approved *Procurement Specialist* with a proposed value of EE-12 (annual range \$75,392 to \$98,009). This job classification was analyzed using the point valuation system and market data, and assigning this position to the level of EE-12 will allow for the creation of a job ladder within the procurement department.

If addition to assigning a salary to the previously approved job classification, the classification will be revised to reflect a change in reporting structure, as this position will report to the Director of Procurement.

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

Therefore, staff is recommending that the classification system be amended to reflect the modification of the *Procurement Specialist* position and assign the classification a value of EE-12.

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 *Procurement Specialist* position and assign this classification a value of EE-12.

Respectfully Submitted,

Charles P. Sheehan  
Chief Executive Officer

Code: 12385  
Employee Group: E&E  
FLSA Status: Exempt

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE:       PROCUREMENT SPECIALIST**

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**JOB SUMMARY**

The purpose of this classification is to plan, coordinate, and perform responsible work related to the District's procurement programs and operations. Work involves planning, coordinating, and performing technical and complex procurement activities for District commodities, labor contracts, and plain materials contracts in accordance with laws, ordinances, rules, regulations, and other requirements governing procurement. Responsibilities include creating purchase orders and contract documents, drafting bid award/rejection letters, and administering the MDC P-Card policy.

**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, administers and performs technical and complex procurement activities for public works material, labor contracts, and plain materials contracts.
- Plans, coordinates, and performs technical and complex procurement activities in accordance with laws, ordinances, rules, regulations, and other requirements governing District procurement.
- Reviews and analyzes complex solicitations, budgetary estimates and price proposals from vendors and subcontractors in accordance with the District's Charter and bylaws to determine reasonableness of process and proposal terms and conditions.
- Coordinates the advertising process with external media for assigned procurements.
- Reviews, signs and/or issues purchase orders, ensuring accuracy and compliance with policies and procedures.
- Negotiates and administers procurement contracts; monitors contractor performance; and ensures contract specifications are met.
- Establishes and maintains procurement files, records, lists, documentation and databases; reviews records and reports prepared by subordinates; compiles information; maintains procurement activity reports; and prepares operational and statistical reports.
- Attends seminars and trade fairs to keep abreast of trends, new developments, and new products; develops and researches new and alternative sources of supply.
- 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.

**Metropolitan District Commission • Procurement Specialist****12385****SUPERVISION RECEIVED**

Classification typically reports to the Manager of Procurement.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in, business administration, or a related field; supplemented by minimum four (4) years previous experience and/or training that includes procuring goods and services, supervising staff, and negotiating purchasing contracts; 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 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; and 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 visual and/or auditory 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.*

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

**RESOLUTION AMENDING THE COMPOSITION OF THE DEFERRED  
COMPENSATION COMMITTEE AS THE DISTRICT'S  
ADMINISTRATOR OF 457(B) PLAN**

To: Personnel, Pension and Insurance Committee for Consideration on July 14, 2014

WHEREAS, The Metropolitan District (the "Employer") is the sponsor of The Metropolitan District Commission Eligible 457 Governmental Deferred Compensation Plan (the "457(b) Plan"); and

WHEREAS, the District Board of the Employer has the authority to adopt documents pertaining to the 457(b) Plan at any time and from time to time; and

WHEREAS, the District Board of the Employer by resolution adopted on June 1, 2009, adopted 457(b) Plan documents that incorporate the requirements of the Internal Revenue Code of 1986 ("Plan Documents") as amended; and

WHEREAS, upon adoption of the Plan Documents, the District Board of the Employer authorized the District's Personnel, Pension and Insurance Committee ("PPI") to designate individuals or positions to serve as members of the Deferred Compensation Committee ("Committee"), the duly appointed administrator of the 457(b) Plan;

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 PPI hereby increases the membership of the Committee by one additional member from among the Commissioners of the District's PPI;

And further

RESOLVED: That the Chairperson of PPI is hereby authorized to designate, appoint and, in the Chairperson's discretion, replace, such additional member of the Deferred Compensation Committee; and further

RESOLVED: That the other members of the Deferred Compensation Committee are as follows:

Director of Human Resources  
Manager of Financial Control (Controller)  
Manager of Treasury (Deputy Treasurer)  
Director of Engineering  
Director of Operations  
President of Local 184 (or his or her designee)  
President of Local 1026 (or his or her designee)  
President of Local 3713 (or his or her designee)

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

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

#### **INVESTMENT OF CERTAIN MDC REAL PROPERTY TO THE MDC EMPLOYEE PENSION FUND**

To: Personnel, Pension and Insurance Committee for consideration on July 14, 2014

Be it resolved that the Personnel, Pension and Insurance Committee of the Metropolitan District hereby recommends to the District Board an investment contribution to the employee pension trust fund of MDC-owned Class III property located partly in Glastonbury and partly in Manchester, comprising a total of approximately 570 acres as more particularly set forth in the attached map and valued by independent appraisers at \$3.06 million, subject to the execution of an agreement with the pension trust fund to accept said investment contribution;

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

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

**ADJOURNMENT**

The meeting was adjourned at 4:52 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

October 8, 2014

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

**PERSONNEL, PENSION AND INSURANCE COMMITTEE**  
**SPECIAL MEETING**  
**The Metropolitan District**  
555 Main Street, Hartford  
Wednesday, October 8, 2014

**Present:** Commissioners Daniel Camilliere, Donald Currey, Thea Montanez, Albert F. Reichin, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (7)

**Absent:** Commissioners Timothy Curtis, Joseph Klett, Maureen Magnan, J. Lawrence Price and Pasquale J. Salemi (5)

**Also**

**Present:** Commissioner Allen Hoffman  
Charles P. Sheehan, Chief Executive Officer  
Scott W. Jellison, Deputy CEO, Engineering & Operations  
John M. Zinzarella, Deputy CEO, Business Services  
R. Bartley Halloran, District Counsel  
Christopher R. Stone, Assistant District Counsel  
John S. Mirtle, District Clerk  
Gerald J. Lukowski, Director of Operations  
Kelly Shane, Director of Procurement  
Rob Constable, Manager of Budgeting and Analysis  
Stanley Pokora, Manager of Treasury  
Erin Ryan, Director of Human Resources  
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 4:04 PM

**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 July 14, 2014 were approved. Commissioner Reichin abstained.***

**JOB CLASSIFICATION REVISION  
FINANCIAL ANALYST**

**TO:** Personnel, Pension and Insurance Committee for consideration on October 8, 2014

Staff is recommending that the Classification Plan be amended to include the salary assignment for the previously approved position of *Financial Analyst* with a proposed value of EE-12 (annual range \$75,391 to \$98,008). This position was approved in March 2014 as a component of the classification and compensation study, but at that time, a salary was not assigned to the position. The assignment of this position to an EE-12 is consistent with the previous valuing of positions created from the generic "management analyst" job specification.

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

Therefore, staff is recommending that the classification system be amended to reflect the *Financial Analyst* position and assign the classification a value of EE-12.

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 *Financial Analyst* position and assign this classification a value of EE-12.

Respectfully Submitted,

Charles P. Sheehan  
Chief Executive Officer

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

**EMPLOYEE BENEFITS CONSULTANT  
RFQP 2014R-29**

**TO:** Personnel, Pension and Insurance Committee for consideration on October 8, 2014

Staff is recommending that the Personnel Pension and Insurance Committee enter into a 2-year contract with three additional 1-year option periods with Lockton Companies consultant firm in the capacity of Employee Benefits Consultant. The District advertised RFQP 2014R-29 in July 2014 to hire an Employee Benefits Consultant and received 9 proposals. Of those 9 proposals received, the 4 highest ranking firms were invited to interview with the selection panel and members of the Personnel Pension and Insurance Committee.

Upon completion of interviews, it was determined that the recommended firm submitted the most highly rated proposal with the lowest overall fee for services to be performed.

Therefore, staff is recommending that the Chief Executive Officer or his designee be authorized to enter into a contract with Lockton Companies to serve as Employee Benefits Consultant.

It is therefore **RESOLVED** that:

**VOTED:** That the Personnel Pension and Insurance Committee authorizes the Chief Executive Officer or his designee:

**RESOLVED:** To enter into a contract with Lockton Companies for a 2-year term as Employee Benefits Consultant, in accordance with the terms outlined in RFQP 2014R-29.

Respectfully Submitted,

Charles P. Sheehan  
Chief Executive Officer

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

**PENSION PLAN AMENDMENT TO COMPLY WITH *UNITED STATES V. WINDSOR***

**TO:** Personnel, Pension and Insurance Committee for consideration on October 8, 2014

As a result of the United State Supreme Court's decision in *United States v. Windsor*, 570 U.S. 12 (2013) for purposes of all federal law, including the laws governing the Plan, the terms "spouse," "husband," "wife," and "husband and wife" must



apply equally to individuals validly married under state law regardless of whether the marriage is a same-sex or opposite-sex marriage.

Therefore, staff is recommending that the Personnel Pension and Insurance Committee adopt the following *Windsor* amendment to the Plan:

**WINDSOR AMENDMENT  
TO THE  
RETIREMENT PLAN FOR EMPLOYEES OF  
THE METROPOLITAN DISTRICT**

The Metropolitan District has adopted this Amendment to the Retirement Plan for Employees of The Metropolitan District (the "Plan"), in order to comply with the United States Supreme Court's decision in *United States v. Windsor*, 570 U.S. 12 (2013), effective as of the date set forth herein.

A new Appendix is added to the Plan to read as follows:

**APPENDIX**

**Section 1      Preamble**

1.1      This Appendix is intended to amend the Plan in a manner that is consistent with the United States Supreme Court's decision in *United States v. Windsor* and applicable guidance issued by the Internal Revenue Service.

1.2      Supersession of inconsistent provisions. This Appendix shall supersede any and all provisions of the Plan to the extent such provisions are inconsistent with the language of this Appendix.

**Section 2      Definitions of "Marriage," "Spouse," "Husband," "Wife," and "Husband and Wife"**

2.1      Effective as of the date set forth herein, the terms "marriage," "spouse," "husband," "wife," and "husband and wife" (including all variations thereof) when applicable under the Plan, shall pertain equally in regard to both a Participant who is validly married to an individual of the opposite sex and to a Participant who is validly married to an individual of the same sex.

**Section 3      Valid marriage determined pursuant to state or jurisdiction of ceremony**

3.1      A Participant is "validly married," for purposes of the Plan, if he or she is legally married pursuant to the laws of any state or similar jurisdiction, regardless of the Participant's state of domicile.

3.2      A Participant is not validly married, nor do the terms "marriage," "spouse," "husband," "wife," or "husband and wife" apply to a Participant, if he or she has entered into a registered domestic partnership, civil union, or other similar formal relationship recognized under state law that is not otherwise denominated as a marriage under the laws of such state.

**Section 4      Effective Date**

4.1      The requirements of this Appendix are effective as of June 26, 2013.

THE METROPOLITAN DISTRICT

Witness:

By \_\_\_\_\_  
Title:  
Date:

It is therefore **RESOLVED** that:

**VOTED:**      That the Personnel Pension and Insurance Committee adopt the following:

**RESOLVED:** That the Pension Plan be amended to comply with the United States Supreme Court ruling in *United States v. Windsor*, 570 U.S. 12 (2013).

Respectfully Submitted,

Charles P. Sheehan  
Chief Executive Officer

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

**PENSION PLAN INVESTMENT POLICY MODIFICATIONS  
NEW ASSET CLASS AND TARGET ASSET PERCENTAGES FOR THE DISTRICT'S  
PENSION PLAN**

To: Personnel, Pension and Insurance Committee for Consideration on October 8, 2014

The District's financial advisor, DAHAB Associates, has proposed a revised target asset class distribution for the District's Pension Plan investments. The proposed asset classes now include an investment in timber, as well as modification to the existing asset class allocations. These changes to the pension plan investment policy are recommended to improve the pension plan's mix of asset classes to enhance performance while reducing the overall risk of the plan.

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

A. Asset Target %

	Current Targets	Proposed Targets
Domestic Equity		
- Large Cap	17.5%	30.0%
- Mid Cap	17.5%	10.0%
- Small Cap	12.5%	10.0%
International Equity	10.0%	10.0%
Emerging Markets	10.0%	0.0%
Fixed Income		
-Global Fixed	5.0%	12.5%
-Broad Fixed (Aetna)	19.5%	15.0%
Real Estate	5.0%	7.5%
Timber	0.0%	5.0%

## Cash &amp; Equivalents

-Aetna Cash Acct	3.0%	0.0%
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## B. Asset Allocation Range %

	Current <u>Alloc %</u>	Proposed <u>Alloc %</u>
Domestic Equity		
- Large Cap	12.5% to 22.5%	22.0% to 38.0%
- Mid Cap	12.5% to 22.5	7.0% to 13.0%
- Small Cap	9.5% to 15.5%	7.0% to 13.0%
International Equity	7% to 13%	7% to 13%
Emerging Markets	7% to 13%	0.0%
Fixed Income		
-Global Fixed	2% to 8%	9.5% to 15.5%
-Broad Fixed (Aetna)	14.5% to 24.5%	12.0% to 18.0%
Real Estate	2% to 8%	4.0% to 11.0%
Timber	0%	2% to 8%
Cash & Equivalents		
-Aetna Cash Acct	0 to 15%%	0% to 15%

DAHAB Associates is also recommending that a new investment manager search be conducted for all asset classes once the new asset class and revised target allocation percentages for the pension plan are approved.

DAHAB Associates, with the assistance of staff, will issue a Request for Proposals (RFP) for investment managers for all asset classes. Following an initial screening of the responses, a list of qualified investment managers will be presented to the Pension Investment Subcommittee for review and final selection of investment manager for the approved investment classes.

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

**RESOLVED:** That Timber be adopted as a new asset class within the pension plan investment policy by the Personnel, Pension and Insurance Committee.

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

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

Respectfully Submitted,

Charles P. Sheehan  
Chief Executive Officer

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

**ADJOURNMENT**

The meeting was adjourned at 4:15 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

November 10, 2014  
\_\_\_\_\_  
Date Approved

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

**The Metropolitan District**

555 Main Street, Hartford

Monday, November 10, 2014

**Present:** Commissioners Daniel Camilliere, Donald Currey, Timothy Curtis, Joseph Klett, Maureen Magnan, J. Lawrence Price, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (10)

**Absent:** Commissioners Thea Montanez and Albert F. Reichin, (2)

**Also**

**Present:** Charles P. Sheehan, Chief Executive Officer  
Scott W. Jellison, Deputy CEO, Engineering & Operations  
John M. Zinzarella, Deputy CEO, Business Services  
R. Bartley Halloran, District Counsel  
Steve Bonafonte, Assistant District Counsel  
John S. Mirtle, District Clerk  
Kerry E. Martin, Assistant to the Chief Executive Officer

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 3:00 PM

**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 October 8, 2014 were approved. Commissioner Klett abstained.***

**EXECUTIVE SESSION**

At 3:02 P.M., Chairman Taylor requested an executive session to discuss personnel matters.

***On motion made by Commissioner Camilliere and duly seconded, the Personnel, Pension & Insurance Committee entered into executive session to discuss the appointment of the successor to the Chief Executive Officer.***

Those in attendance during the executive session:

Commissioners Daniel Camilliere, Donald Currey, Timothy Curtis, Joseph Klett, Maureen Magnan, J. Lawrence Price, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella; Attorneys R. Bartley Halloran, Steve Bonafonte, and John Mirtle; and Charles Sheehan.

Commissioners Price and Magnan entered the meeting during executive session at 3:03 PM.

### **RECONVENE**

At 4:35 P.M., Chairman Taylor requested to come out of executive session and on motion made by Commissioner Sweezy and duly seconded, the Committee came out of executive session and reconvened. No formal action was taken.

### **ADJOURNMENT**

The meeting was adjourned at 4:35 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

November 12, 2014

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

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

555 Main Street, Hartford

Wednesday, November 12, 2014

**Present:** Commissioners Daniel Camilliere, Donald Currey, Timothy Curtis, Thea Montanez, J. Lawrence Price, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (9)

**Absent:** Commissioners Joseph Klett, Maureen Magnan, and Albert F. Reichin (3)

**Also**

**Present:** Charles P. Sheehan, Chief Executive Officer  
John M. Zinzarella, Deputy CEO, Business Services  
Christopher R. Stone, Assistant District Counsel  
Steve Bonafonte, Assistant District Counsel  
John S. Mirtle, District Clerk  
Gerald J. Lukowski, Director of Operations  
Kelly Shane, Director of Procurement  
Sue Negrelli, Director of Engineering  
Stanley Pokora, Manager of Treasury  
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 4:00 PM

**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 November 10, 2014 were approved.*

**MEDICARE SUPPLEMENT PRESENTATION FROM LOCKTON**

Bob Devite presented on Post-65 Retiree Benefits.

***Commissioner Curtis Entered the meeting at 4:15***

**AUTHORIZING THE DISTRICT CHAIRMAN TO CREATE A SUBCOMMITTEE TO  
NEGOTIATE AND EXECUTE AN EMPLOYMENT CONTRACT FOR THE  
SUCCESSOR TO THE CHIEF EXECUTIVE OFFICER**

**EXECUTIVE SESSION**

At 4:24 P.M., Chairman Taylor requested an executive session to discuss personnel matters.

***On motion made by Commissioner Camilliere and duly seconded, the Personnel, Pension & Insurance Committee entered into executive session to discuss the appointment of the successor to the Chief Executive Officer to a one year term.***

Those in attendance during the executive session:

Commissioners Daniel Camilliere, Donald Currey, Timothy Curtis, Thea Montanez, J. Lawrence Price, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella; Attorney Christopher R. Stone and Steve Bonafonte.

**RECONVENE**

At 4:26 P.M., Chairman Taylor requested to come out of executive session and on motion made by District Chairman DiBella and duly seconded, the Committee came out of executive session and reconvened. No formal action was taken.

**SUCCESSOR TO THE CHIEF EXECUTIVE OFFICER**

To: Personnel, Pension & Insurance Committee for consideration on November 12, 2014

Be it hereby resolved that the Personnel, Pension & Insurance Committee recommend to the District Board that Mr. Scott Jellison be appointed Chief Executive Officer of The Metropolitan District effective February 1, 2015, subject to the execution of a mutually acceptable employment agreement negotiated by a specially created subcommittee created by the District Chairman. The specially created subcommittee shall deliver said proposed agreement to the Personnel, Pension & Insurance Committee for approval, and thereafter for consideration by the District Board prior to the effective date of the appointment.

Respectfully Submitted,



Charles P. Sheehan  
Chief Executive Officer



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

**AUTHORIZING THE DISTRICT CHAIRMAN TO CREATE A SUBCOMMITTEE TO  
NEGOTIATE AND EXECUTE AN EMPLOYMENT CONTRACT FOR  
THE DISTRICT COUNSEL**

**EXECUTIVE SESSION**

At 4:35 P.M., Chairman Taylor requested an executive session to discuss personnel matters.

***On motion made by Commissioner Camilliere and duly seconded, the Personnel, Pension & Insurance Committee entered into executive session to discuss the employment contract for the District Counsel.***

Those in attendance during the executive session:

Commissioners Daniel Camilliere, Donald Currey, Timothy Curtis, Thea Montanez, J. Lawrence Price, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella; Attorneys Christopher R. Stone and Steve Bonafonte.

**RECONVENE**

At 4:45 P.M., Chairman Taylor requested to come out of executive session and on motion made by Commissioner Sweezy and duly seconded, the Committee came out of executive session and reconvened. No formal action was taken.

**CREATION OF SUBCOMMITTEE FOR DISTRICT  
COUNSEL EMPLOYMENT AGREEMENT**

To: Personnel, Pension & Insurance Committee for consideration on November 12, 2014

Be it hereby resolved that the Personnel, Pension and Insurance Committee recommends to the District Board that the District Chairman be authorized to create a special subcommittee for the purpose of negotiating the terms of a mutually acceptable full-time employment agreement with District Counsel R. Bartley Halloran. The specially created subcommittee shall deliver said proposed agreement to the Personnel, Pension & Insurance Committee for approval, and thereafter for consideration by the District Board prior to the effective date of said agreement.

Respectfully Submitted,



Charles P. Sheehan  
Chief Executive Officer

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

**ADJOURNMENT**

The meeting was adjourned at 4:45 PM

ATTEST:



John S. Mirtle, Esq.  
District Clerk

December 1, 2014

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

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

**The Metropolitan District**  
555 Main Street, Hartford  
Monday, December 1, 2014

**Present:** Commissioners Daniel Camilliere, Donald Currey, Timothy Curtis, Thea Montanez, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (8)

**Absent:** Commissioners Joseph Klett, Maureen Magnan, J. Lawrence Price and Albert F. Reichin (4)

**Also**

**Present:** John M. Zinzarella, Deputy CEO, Business Services  
Christopher R. Stone, Assistant District Counsel  
Brendan Fox, Assistant District Counsel  
Steven Bonafonte, Assistant District Counsel  
John S. Mirtle, District Clerk  
Gerald J. Lukowski, Director of Operations  
Kelly Shane, Director of Procurement  
Sue Negrelli, Director of Engineering  
Stanley Pokora, Manager of Treasury  
Erin Ryan, Director of Human Resources  
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 4:19 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MINUTES**

***Commissioner Currey made a motion to amend the minutes of November 12, 2014 to reflect a one year term for the employment contract for the successor to the Chief Executive Officer.***

***The Personnel, Pension & Insurance committee meeting minutes of November 12, 2014 have been amended to reflect Commissioner Currey's amendment.***

***On motion made by Commissioner Currey and duly seconded, the amended meeting minutes of November 12, 2014 were approved.***

**APPOINTMENT OF PPI COMMITTEE AS TRUSTEE FOR PENSION FUND AND  
APPROVAL OF TRUST AGREEMENT**

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

WHEREAS, it is desirable that the Personnel, Pension and Insurance Committee (the "PPI Committee") of the District Board of the Employer recommend to the District Board that it appoint certain members of the PPI Committee to a subcommittee of the PPI Committee to serve as the trustee of the Retirement Plan (collectively referred to as the "Trustee"), and that the Employer enter into a trust agreement with the Trustee in substantially the form presented to this meeting.

NOW, THEREFORE, BE IT

RESOLVED: That the PPI Committee does hereby recommend to the District Board of the Employer that Alvin E. Taylor, Albert F. Reichin and Lawrence J. Price, current members of the PPI Committee, be appointed to a subcommittee of the PPI Committee to serve as the Trustee of the Retirement Plan; and further

RESOLVED: That the PPI Committee does hereby recommend to the District Board of the Employer that the Trust Agreement for the Retirement Plan, in substantially the form presented to this meeting, be approved and adopted, together with any modifications that are determined by counsel for the Employer to be necessary or desirable to effectuate the intention of the Retirement 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 the chief executive officer be, and each of them hereby is, authorized and empowered, for and on behalf of the Employer, to take any and all actions which may be necessary or desirable to effectuate the intention of the foregoing resolutions.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Office

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

**RETIREMENT PLAN FOR EMPLOYEES OF  
THE METROPOLITAN DISTRICT**

**TRUST AGREEMENT**

**RETIREMENT PLAN FOR EMPLOYEES OF  
THE METROPOLITAN DISTRICT**

**TRUST AGREEMENT**

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**RETIREMENT PLAN FOR EMPLOYEES OF  
THE METROPOLITAN DISTRICT**

**TRUST AGREEMENT**

THIS AGREEMENT, effective as of the \_\_\_\_ day of December, 2014, by and between The Metropolitan District, a governmental entity organized under the laws of the State of Connecticut (the “Employer”) and individual

members of the Personnel, Pension and Insurance Committee of the District Board of the Employer (the "PPI Committee") whose names are set forth at the end of this Agreement (collectively, the "Trustee"),

W I T N E S S E T H :

WHEREAS, the Employer and the Trustee desire to adopt this trust agreement relating to the Retirement Plan for Employees of the Metropolitan District.

NOW, THEREFORE, the Employer and the Trustee hereby adopt the following trust agreement:

A R T I C L E   I

Definitions and General Duties of the Parties

Section 1.1      When used in this Trust Agreement, the following terms have the meanings indicated unless a different meaning is plainly required by the context.

"Employer" means The Metropolitan District.

"Person" means an individual, corporation, partnership, joint venture, association, trust, estate or other entity.

"Plan" means the Retirement Plan for Employees of the Metropolitan District, including all amendments thereto of which this Trust Agreement forms a part.

"Plan Administrator" means the Person or Persons designated by the District Board of the Employer.

"Trust Agreement" means the Retirement Plan for Employees of the Metropolitan District Trust Agreement, including all amendments thereto.

"Trust Fund" means all the assets held under this Trust Agreement.

"Trust Year" means the period ending on December 31 of each year.

Any term used in this Trust Agreement which is defined in the Plan shall have the meaning set forth in the Plan for all purposes of this Trust Agreement.

The singular form of any word shall include the plural and the masculine gender shall include the feminine wherever necessary for the proper interpretation of this Trust Agreement.

Section 1.2      The Employer agrees to perform its obligations in accordance with the Plan and this Trust Agreement. It shall make its contributions to the Trust Fund in cash or in other property acceptable to the Trustee.

Section 1.3      The Trustee agrees to hold any and all property which the Trustee may receive as Trustee hereunder, IN TRUST, for the uses and purposes and upon the terms and conditions set forth in this Trust Agreement; *provided, however*, that this requirement will not fail to be satisfied merely because securities of the Plan are held in the name of a nominee or in street name if such securities are held on behalf of the Plan by: (a) a bank or trust company that is subject to supervision by the United States or a state, or a nominee of such bank or trust company; or (b) a broker or dealer registered under the Securities Exchange Act of 1934, or a nominee of such broker or dealer; or (c) a clearing agency as defined in Section 3(a)(23) of the Securities Exchange Act of 1934, or its nominee. The Trustee agrees to be bound by the terms of this Trust Agreement and the Plan insofar as such documents are consistent with applicable law.

Section 1.4      The Trustee shall manage, invest and reinvest the Trust Fund, collect income therefrom and make payments therefrom, all as hereinafter provided. For such purposes, all the assets of the Trust Fund may be commingled and managed, invested and reinvested together. The Trustee shall be responsible only for the property actually received by the Trustee as Trustee hereunder. The Trustee shall have no duty or authority to compute any amount to be paid to the Trustee by the Employer or to bring any action or proceeding to enforce the

collection from the Employer of any contribution to the Trust Fund, nor shall the Trustee have any duty or authority to compute any amount to be paid by the Trustee under direction from the Plan Administrator as hereinafter provided.

Section 1.5        The Trustee shall discharge the Trustee's duties with respect to the Plan and this Trust Agreement solely in the interest of the Participants and Beneficiaries and for the exclusive purpose of providing benefits to Participants and their Beneficiaries and defraying reasonable expenses of administering the Plan.

Section 1.6        The Trustee shall discharge the Trustee's duties with respect to the Plan and this Trust Agreement with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent man acting in a like capacity and familiar with such matters would use in the conduct of an enterprise of a like character and with like aims.

Section 1.7        The Trustee shall diversify the investments of the Trust Fund so as to minimize the risk of large losses, unless under the circumstances it is clearly prudent not to do so.

Section 1.8        As of a valuation date, the Trustee shall within a reasonable time thereafter notify the Plan Administrator of the amount of the net earnings or losses of the Trust Fund during the twelve month period ending on such date. "Net earnings or losses" shall mean gross earnings less all taxes, expenses and payments and shall include any increases or decreases in the market values of investments during such period. In the case of investments in a common trust fund, mutual fund or similar investment media, the valuation of such investments on the most recent valuation date of such fund shall be taken as the value of such investments.

Section 1.9        If more than one individual is serving as the Trustee hereunder, such individuals may allocate among themselves their responsibilities under the Plan and this Trust Agreement. Except as provided by law, if responsibilities have been so allocated, only that individual to whom a specific responsibility has been allocated shall be liable for any loss to the Trust Fund resulting from his or her acts or omissions in carrying out such responsibility. To the extent that responsibilities are not allocated among individuals serving as Trustee, the vote of a majority of the individuals serving at any time shall be required for any action by the Trustee. The signature of any one of the individuals serving as Trustee may be accepted and relied upon by all parties dealing with the Trustee.

Section 1.10       The Trustee shall not maintain the indicia of ownership of any assets of the Trust Fund outside the jurisdiction of the district courts of the United States.

## ARTICLE II

### Powers and Duties of Trustee in Investment, Administration and Disbursement of Trust Fund

Section 2.1        For purposes of this Article, "investment manager" means an investment adviser registered under the Investment Advisers Act of 1940, a bank as defined in said Act, or an insurance company qualified to perform investment management services under the laws of more than one state. An investment manager hereunder must acknowledge in writing that it is a fiduciary with respect to the Plan.

Section 2.2        The District Board of the Employer shall have the power to appoint one or more investment managers to manage, acquire or dispose of any assets of the Trust Fund in accordance with the terms of a written agreement approved by the District Board.

The District Board of the Employer, through the Plan Administrator, may direct the Trustee and the investment manager in writing from time to time as to the investments to be made of the Trust Fund. The Trustee or the investment manager, as the case may be, shall not be bound to comply with any such direction if, in its opinion, compliance might adversely affect the tax exempt status of the trust created hereby, in which case the Trustee or the investment manager shall notify the Plan Administrator in writing of its opinion concerning such direction.

The District Board of the Employer, through the Plan Administrator, may direct the Trustee and the investment manager in writing from time to time as to the approximate percentage of the Trust Fund available for

investment to be invested in fixed income securities and/or in equities. The Trustee or the investment manager, as the case may be, shall not be bound to comply with any such direction if, in its opinion, compliance might adversely affect the tax exempt status of the trust created hereby, in which case the Trustee or the investment manager shall notify the Plan Administrator in writing of its opinion concerning such direction.

The Trustee and the investment manager shall not be liable for investments made in compliance with any written direction. The Trustee and the investment manager shall not have any duty or obligation to review, evaluate or reevaluate the investments made pursuant to such directions.

Subject to any such directions, and to the terms of any investment management contract, the Trustee and the investment manager shall have, each with respect to the assets of the Trust Fund subject to its control, the power in its discretion:

- i) To invest and reinvest in any property, real, personal or mixed, and wherever situate, including, but not by way of limitation, common and preferred stocks and the sale of options against stocks, common trust funds, mutual funds, shares of any regulated investment company as defined in Section 851(a) of the Code, bonds, notes (including variable amount notes), debentures, mortgages, variable annuity contracts, savings accounts and certificates of deposit, and interests in limited liability companies or limited liability partnerships;
- ii) To purchase insurance and/or annuity contracts, including group annuity contracts, from an insurance company, and to pay all premiums thereon, *provided that* life insurance contracts shall be purchased only upon the written direction of the Plan Administrator if provided under the terms of the Plan;
- iii) To retain any property at any time received by it whether or not such property would be eligible as a new investment under subsection (a);
- iv) To sell or exchange any property at any time held by it at either public or private sale for cash or on credit and grant options for the purchase or exchange thereof;
- (e) To participate in any plan of reorganization, consolidation, merger or combination, or other similar plan relating to such property and to consent to, or to oppose any such plan and any action thereunder or any contract, lease, mortgage, purchase, sale or other action by any corporation;
- (f) To deposit any such property with any protective, reorganization or similar committee; to delegate discretionary power thereto and to pay and agree to pay part of its expenses and compensation and any assessments levied with respect to any such property so deposited;
- (g) To exercise all conversion and subscription rights pertaining to any such property;
- (h) To invest and reinvest (and withdraw from investment) all or any portion of the Trust Fund in units of participation in one or more of the funds of a common trust for the investment of funds of qualified employee benefit trusts which is established and maintained by the Trustee or a co-trustee, and which is exempt under Code Section 584. The authority to invest in such units of participation shall not be limited by any statute, other rule of law or custom prohibiting or restricting the commingling of trust assets. As long as any portion of the Trust Fund is so invested, the terms of the declaration of trust for the common trust, together with any and all amendments heretofore or hereafter made thereto, are hereby incorporated into this Trust Agreement and made a part hereof as fully as if set out herein at length, and shall apply to all assets invested in said common trust; and
- (i) To invest and reinvest (and withdraw from investment) all or any portion of the Trust Fund in units of participation in one or more funds of a qualified group trust for pension and profit sharing plans which satisfies the requirements of Revenue Ruling 81-100, as modified. The authority to invest in such units of participation shall not be limited by any statute, other rule of law or custom prohibiting or restricting the commingling of trust assets. As long as any portion of the Trust Fund is so invested, the terms of the declaration of trust for the group trust (including provisions for the collective investment of such assets with the assets of other qualified pension, profit sharing and stock-bonus trusts participating in said group trust), together with any and all amendments heretofore or hereafter made thereto, are hereby incorporated into this Trust Agreement and made a part hereof as fully as if set out at length herein, and shall apply to all assets invested in said common trust.



Section 2.3 The Trustee shall have power and authority:

- (a) To exercise all voting rights with respect to any investments and to grant proxies, discretionary or otherwise; *provided, however*, that any proxies on investments acquired at the direction of the investment manager shall be voted by the investment manager;
- (b) To cause any investments to be registered and held in the name of one or more of the Trustee's nominees;
- (c) To collect and receive any and all money and other property due to the Trust Fund and to give full discharge therefor;
- (d) To settle, compromise or submit to arbitration any claims, debts or damages due or owing to or from the Trust Fund; to commence or defend suits or legal proceedings whenever, in the Trustee's judgment, any interest of the Trust Fund requires it; and to represent the Trust Fund in all suits or legal proceedings in any court of law or equity or before any other body or tribunal;
- (e) To hold in cash, without liability for interest thereon, any portion of the Trust Fund pending investment thereof, together with such estimated amounts as the Trustee, in the Trustee's discretion, determines to be required for current payments and expenses; and
- (f) Generally, to do all acts, whether or not expressly authorized, which the Trustee may deem necessary or desirable for the protection of the Trust Fund.

Section 2.4 If an investment manager has been appointed in accordance with Section 2.2, notice of such appointment shall be given to the Trustee. Except as provided by law, neither the District Board of the Employer nor the Trustee shall be liable for the acts or omissions of such investment manager. The Trustee shall have no obligation to invest or otherwise manage any asset of the Trust Fund subject to investment by the investment manager. The investment manager may direct the Trustee in writing as to the investments to be made of the assets subject to control by the investment manager. The Trustee shall not be liable for investments made in compliance with such written directions from the investment manager and shall be under no duty or obligation to review, evaluate or reevaluate investments made pursuant to such directions.

Section 2.5 Persons dealing with the Trustee shall be under no obligation to see to the proper application of any money paid or property delivered to the Trustee or to inquire into the Trustee's authority as to any transaction.

Section 2.6 The Trustee shall make payments (and shall stop such payments) from the Trust Fund at such times, in such amounts and to such person or persons as the Plan Administrator shall direct in writing. In directing the Trustee to make such payments (or to stop payments), the Plan Administrator shall follow the provisions of the Plan, and, except for payment of expenses of administering or terminating the Trust Fund, and except in the case of the revocation of the Plan and Trust Agreement, shall not direct that any payment be made which would cause any part of the Trust Fund to be used for purposes other than for the exclusive benefit of the Participants and their Beneficiaries. The Trustee shall be fully protected in acting upon any such written direction of the Plan Administrator without investigation and shall have no duty to determine the right or benefit of any person in the Trust Fund or under the Plan or to inquire into the right or power of the Plan Administrator to direct any such payment.

Section 2.7 The Trustee shall make any payment required to be made by the Trustee hereunder by mailing the Trustee's check for the amount thereof to the person to whom payment is to be made, at such address as shall have been last furnished to the Trustee. If no such address shall have been so furnished, such check shall be mailed to such person in care of the Employer at its principal office.

### ARTICLE III

#### For Protection of Trustee

Section 3.1 The District Board of the Employer shall promptly give notice of a change in the Person or Persons serving as the Plan Administrator. Until such notice is received by the Trustee, the Trustee shall be fully protected in continuing to rely upon the authority of the Person or Persons last certified to the Trustee to be the Plan Administrator.

Section 3.2 The Trustee may rely upon any certification, notice or direction of the Employer which the Trustee believes to be genuine and to have been signed by a duly authorized officer or agent of the Employer.

Section 3.3 Communications to the Trustee shall be addressed to the Trustee at the Trustee's main office, or to such other address as the Trustee may specify. No communication shall be binding upon the Trust Fund or the Trustee until it is received by the Trustee. Communications to the Plan Administrator or to the Employer shall be sent to the Employer's main office or to such other address as the Employer may specify.

Section 3.4 The Trustee may consult with any legal counsel, who may be counsel to the Employer or the Plan Administrator, with respect to the meaning or construction of this Trust Agreement, the Trustee's obligations or duties hereunder, or any act which the Trustee should take or omit hereunder, or any action or proceeding or any question of law, and shall be fully protected with respect to any action taken or omitted by the Trustee in good faith pursuant to such advice.

Section 3.5 The Trustee's powers, duties, rights and obligations shall be limited to those expressly conferred or imposed upon the Trustee by this Trust Agreement and the Plan, and may not be changed without the Trustee's written consent.

Section 3.6 To the extent permitted by law, the Employer shall indemnify and save harmless the Trustee from and against any and all claims, loss, damages, expenses (including reasonable counsel fees) and liability (including reasonable amounts paid in settlement with the Employer's approval) to which the Trustee may be subjected by reason of any act done or omitted to be done, except where the same is due to the willful misconduct or negligence of the Trustee.

#### ARTICLE IV

##### Expenses and Compensation of Trustee

Section 4.1 The Trustee shall not be entitled to receive compensation for the Trustee's services as Trustee hereunder, but shall be reimbursed by the Employer for any expenses properly and actually incurred by the Trustee in performing the Trustee's duties hereunder.

#### ARTICLE V

##### Settlement of Accounts - Government Reports - Determination of Rights

Section 5.1 The Trustee shall keep books of account which shall show all receipts and expenses and a complete record of the operation of the Trust Fund. The Plan Administrator shall have the sole responsibility to keep records of the shares allocated to individual Participants. The Employer and/or the Plan Administrator may at any reasonable time inspect the books of the Trustee or have the same inspected by any agent or employee and may at any reasonable time demand an accounting from the Trustee on agreeing to pay the necessary expenses of the same.

Section 5.2 The Trustee shall file with the Employer and the Plan Administrator an annual statement or accounting of the Trustee's acts hereunder, and the Employer or the Plan Administrator may enter into an agreement approving and allowing the same. Any such agreement shall be final and binding and conclusive on all persons party hereto or claiming any interest hereunder and shall be a full discharge of the Trustee with respect to the matters set forth in such statement or accounting. If the Employer or the Plan Administrator fails to file with the Trustee its written exceptions or objections to any such account within 60 days after the receipt thereof, the

Employer and the Plan Administrator shall be deemed to have approved such account; and in such case, the Trustee shall be released, relieved and discharged with respect to all matters and things set forth in such account as though such account had been settled by the decree of a court of competent jurisdiction. No person interested in the Plan or Trust Fund other than the Employer and/or the Plan Administrator may require an accounting or bring any action against the Trustee with respect to the Trust Fund or the Trustee's actions as Trustee. Notwithstanding the foregoing, the Trustee shall be entitled to have a judicial settlement of the Trustee's accounts if the Trustee so desires.

Section 5.3        The Trustee shall be responsible for the filing of any reports required by law to be filed by trustees with governmental authorities with respect to the Trust Fund; *provided, however*, the Trustee shall only be responsible for such filing upon receipt of proper notification and necessary information from the Plan Administrator and/or the Employer.

## ARTICLE VI

### Resignation, Removal and Substitution of Trustee

Section 6.1        The Trustee (or any one of them) may resign from the Trustee's duties hereunder by filing with the Employer the Trustee's written resignation. No such resignation shall take effect until 60 days from the date of such filing unless prior thereto a successor shall have been appointed.

Section 6.2        The Trustee may be removed by the Employer at any time, upon 60 days notice to the Trustee, but such notice may be waived by the Trustee. Such removal shall be effected by delivering to the Trustee a written notice of removal executed by the Employer, and by giving notice to the Trustee of the appointment of a successor in the manner hereinafter set forth.

Section 6.3        (a)        The appointment of a successor to the Trustee hereunder shall take effect upon the delivery to the resigning or removed Trustee of (i) a written instrument appointing such successor, executed by the Employer, and (ii) a written acceptance by the successor. The Employer shall send a notice of such appointment to the Plan Administrator.

(b)        Any successor Trustee shall be an individual, corporation or association authorized to exercise trust powers. All of the provisions set forth herein with respect to the Trustee shall relate to each such successor with the same force and effect as if such successor had been originally named the Trustee.

(c)        If a successor to the Trustee shall not have been appointed within 60 days after notice of resignation, the resigning Trustee or the Plan Administrator may apply to any court of competent jurisdiction for the appointment of such successor.

Section 6.4        Upon the appointment of a successor Trustee, the resigning or removed Trustee shall transfer and deliver the Trust Fund to such successor, after reserving such reasonable amount as the resigning or removed Trustee shall deem necessary to provide for the Trustee's expenses in the settlement of the Trustee's account, the amount of any compensation due to the Trustee, and any sums chargeable against the Trust Fund for which the Trustee may be liable.

Section 6.5        No successor Trustee shall be liable or responsible for any acts or defaults of any predecessor Trustee in any way, nor for any loss or expense from or occasioned by anything done or neglected to be done by any predecessor Trustee.

## ARTICLE VII

### Termination of Trust Fund

Section 7.1 Upon the termination of contributions to the Trust Fund or of the liability of the Employer to contribute to the Trust Fund, or upon the revocation of the Plan and Trust Agreement, all as provided for in the Plan, the Employer shall so notify the Trustee and the Trust Fund shall continue until all sums are distributed in accordance with the terms of the Plan. The Trustee shall be fully protected in acting upon any such written notification by the Employer without investigation and shall have no duty to inquire into the right or power of the Employer to issue such notification causing the termination of the Trust Fund.

Section 7.2 The Trustee's fees and expenses of administration of the Trust Fund and other expenses incident to the termination and distribution of the Trust Fund incurred after the termination of the Plan and Trust Agreement shall be paid from the Trust Fund.

Section 7.3 Upon settlement of the Trustee's accounts and distribution of all the assets of the Trust Fund, the Trustee thereupon shall be discharged from any further accountability therefor and shall have no further duty, obligation or responsibility under this Trust Agreement.

## ARTICLE VIII

### Amendment

Section 8.1 The Employer shall have the right at any time and from time to time to amend this Trust Agreement in whole or in part. The Employer shall send a copy of any such amendment to the Trustee and to the Plan Administrator. Any such amendment may be made retroactively effective, if necessary, in the opinion of the Employer, in order to qualify the Plan and Trust Agreement for federal income tax exemption. Any amendment to this Trust Agreement shall be binding upon the Trustee only when executed by the Trustee.

## ARTICLE IX

### Miscellaneous

Section 9.1 The titles to Articles in this Trust Agreement are placed herein for convenience of reference only, and in case of any conflict, the text of this instrument, rather than such titles, shall control.

Section 9.2 Except as provided by the terms of the Plan, no assets of the Trust Fund shall ever revert to, or be used or enjoyed by, the Employer or any successor of the Employer, nor shall any such funds or assets ever be used other than for the benefit of Participants or their Beneficiaries.

Section 9.3 The Trust Fund is established for the purpose of providing for the support of the Participants upon their retirement and for the support of their families. Except as provided by the terms of the Plan, no right or interest of any kind of any Participant in the Trust Fund or in any part thereof shall be subject to garnishment, attachment, execution or levy of any kind.

Section 9.4 In case any provision of this Trust Agreement shall be held illegal or invalid for any reason, said illegality or invalidity shall not affect the remaining provisions of this Trust Agreement, and this Trust Agreement shall be construed and enforced as if said illegal or invalid provision had never been inserted herein.

Section 9.5 This Trust Agreement shall be construed according to the laws of the State of Connecticut, except as such laws are superseded by federal law.

IN WITNESS WHEREOF, the parties have caused this Trust Agreement to be executed on this      day of December, 2014.

**EMPLOYER:**  
THE METROPOLITAN DISTRICT

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

**TRUSTEE:**

\_\_\_\_\_  
Alvin E. Taylor

\_\_\_\_\_  
Lawrence J. Price

\_\_\_\_\_  
Albert F. Reichin

## PETITION FOR DISABILITY RETIREMENT

### **EXECUTIVE SESSION**

At 4:29 P.M., Chairman Taylor requested an executive session to discuss the petition for disability retirement.

***On motion made by Commissioner Salemi and duly seconded, the Personnel, Pension & Insurance Committee entered into executive session to discuss the petition for disability retirement.***

Those in attendance during the executive session:

Commissioners Daniel Camilliere, Donald Currey, Timothy Curtis, Thea Montanez, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella; Attorneys Christopher R. Stone, Erin Ryan; Charles P. Sheehan, John Zinzarella and Bob Zaik.

### **RECONVENE**

At 4:34 P.M., Chairman Taylor requested to come out of executive session and on motion made by Commissioner Curtis and duly seconded, the Committee came out of executive session and reconvened. No formal action was taken.

**TO:** Personnel, Pension and Insurance Committee for consideration on December 1, 2014.

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 November 1, 2014, for Mr. John Caruso, Jr. We have received the employee's written petition for consideration under the Disability Retirement provision. 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. The medical condition was confirmed by the District's doctor.

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 November 1, 2014, Mr. John Caruso, 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 Currey and duly seconded, the resolution was adopted by unanimous vote of those present.***

## **COLLECTIVE BARGAINING AGREEMENT NEGOTIATION DISCUSSION**

### **EXECUTIVE SESSION**

At 4:35 P.M., Chairman Taylor requested an executive session to discuss collective bargaining agreement negotiation.

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

Those in attendance during the executive session:

Commissioners Daniel Camilliere, Donald Currey, Timothy Curtis, Thea Montanez, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella; Attorney Christopher R. Stone and Steven Bonafonte.

### **RECONVENE**

At 5:01 P.M., Chairman Taylor requested to come out of executive session and on motion made by Commissioner Camilliere and duly seconded, the Committee came out of executive session and reconvened. No formal action was taken.

### **APPROVAL OF EMPLOYMENT CONTRACT TERMS FOR CHIEF EXECUTIVE OFFICER AND DISTRICT COUNSEL**

***Chairperson Taylor requested without objection to combine the executive session for agenda items #7: Approval of Employment Contract Terms for CEO and #8: Approval of Employment Contract Terms for District Counsel. Hearing no objection, the executive sessions were combined into one executive session.***

### **EXECUTIVE SESSION**

At 5:03 P.M., Chairman Taylor requested an executive session to discuss the employment contract terms for CEO and the employment contract terms for District Counsel.

***On motion made by Commissioner Sweezy and duly seconded, the Personnel, Pension & Insurance Committee entered into executive session to discuss personnel matters related to the Chief Executive Officer and District Counsel.***

Those in attendance during the executive session:

Commissioners Daniel Camilliere, Donald Currey, Timothy Curtis, Thea Montanez, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella; Attorney Christopher R. Stone.

### **RECONVENE**

At 5:19 P.M., Chairman Taylor requested to come out of executive session and on motion made by Commissioner Sweezy and duly seconded, the Committee came out of executive session and reconvened. No formal action was taken.

**APPROVAL OF EMPLOYMENT CONTRACT TERMS FOR  
CHIEF EXECUTIVE OFFICE**

Be it hereby resolved that the Personnel, Pension and Insurance Committee of the Metropolitan District ("PPI"), upon recommendation of the special subcommittee of the District Board charged with advising PPI on contract terms and conditions for the new Chief Executive Officer, hereby recommends to the District Board the contract terms and conditions attached hereto and incorporated herein by reference.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

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

**APPROVAL OF EMPLOYMENT CONTRACT TERMS FOR DISTRICT COUNSEL**

Be it hereby resolved that the Personnel, Pension and Insurance Committee of the Metropolitan District ("PPI"), upon recommendation of the special subcommittee of the District Board charged with advising PPI on contract terms and conditions for the full-time District Counsel, hereby recommends to the District Board the contract terms and conditions attached hereto and incorporated herein by reference.

Respectfully submitted,

Charles P. Sheehan  
Chief Executive Officer

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

**ADJOURNMENT**

The meeting was adjourned at 5:20 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

January 15, 2015

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



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

**The Metropolitan District**  
555 Main Street, Hartford  
Monday, December 15, 2014

**Present:** Commissioners J. Lawrence Price, Raymond Sweezy and Alvin E. Taylor  
(3)

**Absent:** None (0)

**Also**

**Present:** Scott W. Jellison, Deputy Chief Executive Officer, Engineering & Operations  
John M. Zinzarella, Deputy CEO, Business Services  
John S. Mirtle, District Clerk  
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 4:36 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**PENSION FUND INVESTMENT MANAGERS RFQ/P**

***David Lee from Dahab Associates, Inc. briefed the Personnel, Pension and Insurance Investment Subcommittee on the Pension Fund Investment Managers RFQ/P.***

**ADJOURNMENT**

The meeting was adjourned at 4:47 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

April 21, 2015

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

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**To**

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

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