

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

FOR THE YEAR  
2016

Published by authority of the Commission  
And compiled by the  
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**  
**2016**

**RAYMOND SWEEZY**

Chairman, Personnel, Pension and Insurance Committee

DANIEL CAMILLIERE

BYRON LESTER

DONALD CURREY

MAUREEN MAGNAN

TIMOTHY CURTIS

J. LAWRENCE PRICE

JOSEPH KLETT

PASQUALE J. SALEMI

KATHLEEN J. KOWALYSHYN

RAYMOND SWEEZY

# **MINUTES**

**OF**

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

**HELD IN 2016**

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

**The Metropolitan District**  
555 Main Street, Hartford  
Wednesday, February 17, 2016

**Present:** Commissioners Daniel Camilliere, Donald Currey, Joseph Klett, Kathleen J. Kowalyshyn, Pasquale J. Salemi, Raymond Sweezy and District Chairman William A. DiBella (7)

**Absent:** Commissioners Timothy Curtis, Byron Lester, Maureen Magnan and J. Lawrence Price (4)

**Also**

**Present:** Scott W. Jellison, Chief Executive Officer  
John M. Zinzarella, Deputy CEO, Business Services  
Christopher R. Stone, Assistant District Counsel  
John S. Mirtle, District Clerk  
Rob Constable, Director of Finance  
Sue Negrelli, Director of Engineering  
Robert Schwarm, Director of Information Technology  
Kelly Shane, Director of Procurement  
Robert Zaik, Manager of Labor Relations  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant

**CALL TO ORDER**

Vice Chairman Sweezy called the meeting to order at 4:04 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

Donna Landerman of Bloomfield spoke regarding the CEO Contract Renewal.

**APPROVAL OF MINUTES**

*On motion made by District Chairman DiBella and duly seconded, the meeting minutes of December 14, 2015 were approved.*

**JOB CLASSIFICATION REVISION  
BILLING ANALYST**

**TO:** Personnel, Pension and Insurance Committee for consideration on February 17, 2016

Staff is recommending that the Classification Plan be amended to include the revised position of *Billing Analyst* with a proposed value of EE-13 (annual range \$83,175.53 – \$108,129.19). The position will provide 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.

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,

Scott W. Jellison  
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**

Works under the general direction of 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. [Additional years of service and experience in the utility industry can be used as a replacement for the degree requirement.](#)

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.*

***Commissioner Currey moved to amend the resolution. There was no second.***

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

***Commissioner Currey opposed.***

## **PETITION FOR DISABILITY RETIREMENT**

### **EXECUTIVE SESSION**

At 4:13 P.M., Vice Chairman Sweezy requested an executive session to discuss a petition for disability retirement for Mr. Leon Wang.

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

Those in attendance during the executive session:

Commissioners Daniel Camilliere, Donald Currey, Joseph Klett, Kathleen J. Kowalyshyn, Pasquale J. Salemi, Raymond Sweezy and District Chairman William A. DiBella Attorney Christopher R. Stone; Scott W. Jellison and John M. Zinzarella; Robert Zaik.

### **RECONVENE**

At 4:16 P.M., Vice Chairman Sweezy requested to come out of executive session and on motion made by Commissioner Salemi 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 February 17, 2016

Pursuant to Section G 1 b. of the General Ordinances, we are recommending that the Personnel, Pension and Insurance Committee approve a Disability Retirement effective August 1, 2015, for Mr. Leon Wang. 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 March 1, 2016, Mr. Leon Wang shall be approved for a Disability Retirement pursuant to the terms and conditions of the General Ordinances of the Metropolitan District Commission.

Respectfully Submitted,

Scott W. Jellison  
Chief Executive Officer

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

## **CEO CONTRACT**

### **EXECUTIVE SESSION**

At 4:17 P.M., Vice Chairman Sweezy requested an executive session to discuss the CEO Contract.

***On motion made by Commissioner Currey and duly seconded, the Personnel, Pension & Insurance Committee entered into executive session to discuss the CEO Contract.***

Those in attendance during the executive session:

Commissioners Daniel Camilliere, Donald Currey, Joseph Klett, Kathleen J. Kowalyshyn, Pasquale J. Salemi, Raymond Sweezy and District Chairman William A. DiBella Attorney Christopher R. Stone.

### **RECONVENE**

At 4:31 P.M., Vice Chairman Sweezy 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.

**TO:** Personnel, Pension and Insurance Committee for consideration on February 17, 2016

### **THEREFORE, BE IT RESOLVED THAT:**

The Personnel, Pension and insurance Committee of the Metropolitan District hereby recommends to the District Board that said Board approve and authorize the District Chairman to execute, on its behalf, the First Amendment to Employment Contract amending the Employment Contract dated February 1, 2015 by and between the District and its Chief Executive Officer, Scott W. Jellison, as attached hereto and incorporated by reference herein.

Respectfully Submitted,

Scott W. Jellison  
Chief Executive Officer

**FIRST AMENDMENT TO EMPLOYMENT CONTRACT**

This First Amendment, as specifically provided for herein, to a certain Employment Contract dated February 1, 2015, by and between the Metropolitan District, a specially chartered municipal corporation with offices located at 555 Main Street, Hartford, Connecticut ("District"), acting herein through its Chairman William A. DiBella, duly authorized by resolution of the District at its meeting of \_\_\_\_\_, 2016, and Scott W. Jellison, Chief Executive Officer of the District ("CEO") provides as follows:

WHEREAS, by agreement dated February 1, 2015, the District and CEO entered into an employment agreement ("Employment Contract") whereby the District hired the CEO to serve as the chief executive officer of the District from February 1, 2015 through January 31, 2016, subject to certain terms, conditions and undertakings as provided therein; and

WHEREAS, the District and CEO desire to amend the Employment Contract to extend its term and modify the compensation provision as it relates to the number of years of credited service included in the CEO's District pension;

NOW THEREFORE, in exchange for the mutual undertakings and obligation set forth herein, and for other valuable consideration, the District and the CEO hereby agree to modify the Employment Contract as follows:

1. Effective January 1, 2016, Section 3 of this Employment Contract is deleted, and replaced with the following:
  3. **Term**: The term of this Agreement shall commence on January 1, 2016 and shall terminate on December 31, 2018, unless sooner terminated pursuant to Paragraph 7 below. Further, on each anniversary date of the term of this Agreement, and absent

contrary action by the Board of Commissioners of the District (District Board) prior to December 31<sup>st</sup> of each contract year, the term of this Agreement shall be extended for an additional year; as such, absent contrary action by the District Board, upon each anniversary date, the term of this Agreement shall be three (3) years.

2. **Effective January 1, 2016, Section 4 of this Employment Agreement is deleted, and replaced with the following:**

4. **Compensation:**

- a. For services rendered by the CEO under this Agreement, the CEO shall be compensated at an annual salary of \$301,394.07, payable on a weekly basis in arrears and subject to all payroll deductions required by law. Nothing in this Agreement shall be construed as requiring increases to CEO's salary during the term of this Agreement or any extension or renewal thereof. Notwithstanding the foregoing, the CEO's salary shall be increased by any cost of living adjustment authorized by the District Board during the term of this Agreement for other executive level staff of the District.

During the term of this Agreement, the CEO may be reimbursed for reasonable and authorized business expenses incurred in connection with his employment, as approved by the District and subject to such requirements with respect to substantiation and documentation as may be specified by the District or the Internal Revenue Service.

- b. As additional compensation, and subject to the limitations set forth below, the District shall credit the CEO with one (1) additional year of credited service for each year of credited service he earns on or after January 1, 2015, up to a maximum of ten (10) additional years of credited service ("Additional Years of Credited Service"). On or before March 1, 2016, the District shall amend the District's retirement plan to

incorporate such provisions as are necessary to effectuate this aspect of the CEO's compensation.

Notwithstanding the vesting provisions of the retirement plan, if either of the following events occurs on or before December 31, 2024, then: (i) the portion of the accrued benefit of the CEO under the retirement plan which is attributable to the Additional Years of Credited Service credited to the CEO under the preceding paragraph shall be forfeited; and (ii) the Additional Years of Credited Service credited to the CEO under the preceding paragraph shall not be taken into account for purposes of determining whether the sum of his age and years of credited service for purposes of the "Rule of 85" definition of normal retirement date under the retirement plan equals eighty-five (85):

- (i) the CEO voluntarily elects to terminate his employment by providing the District with at least one hundred (100) calendar days' prior notice of termination, as permitted by Section 7(A)(i) of the Employment Contract; or
- (ii) the District terminates the CEO for "just cause" (as defined in Section 7(B) of the Employment Contract), as permitted by Section 7(A)(iii) of the Employment Contract.

However, notwithstanding the provisions of this subsection (b) relating to the forfeiture of the portion of the accrued benefit of the CEO which is attributable to the Additional Years of Credited Service credited to the CEO under this subsection (b), such portion of his accrued benefit which is accrued to the date of his sixty-fifth (65<sup>th</sup>) birthday shall become vested and nonforfeitable upon such date, as required by the terms of the retirement plan. In addition, upon the termination or partial termination of the retirement

plan or the complete discontinuance of contributions to the retirement plan, the portion of the accrued benefit of the CEO which is attributable to the Additional Years of Credited Service credited to the CEO under this subsection (b) and which is accrued to the date of such termination or partial termination or complete discontinuance of contributions shall become vested and nonforfeitable, to the extent funded as of such date, as required by the terms of the retirement plan.

In all other respects, unless specifically modified herein, the Employment Agreement, and terms and conditions set forth therein, remain in full force and effect.

In witness hereof, the parties have hereunto signed this Agreement this \_\_\_\_ day of \_\_\_\_\_, 2016.

The Metropolitan District

\_\_\_\_\_

William A. DiBella

\_\_\_\_\_

\_\_\_\_\_

Scott W. Jellison

\_\_\_\_\_

Approved as to form and content:

\_\_\_\_\_

R. Bartley Halloran, Esq.

District Counsel

Dated: \_\_\_\_\_

***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 4:31 PM

ATTEST:



John S. Mirtle, Esq.

District Clerk

May 2, 2016

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

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

555 Main Street, Hartford

Monday, May 2, 2016

**Present:** Commissioners Daniel Camilliere, Timothy Curtis, Donald Currey, Kathleen J. Kowalyshyn, Pasquale J. Salemi, Raymond Sweezy and District Chairman William A. DiBella (7)

**Absent:** Commissioners Joseph Klett, Byron Lester, Maureen Magnan and J. Lawrence Price (4)

**Also**

**Present:** Citizen Member Ronald F. Angelo, I  
Scott W. Jellison, Chief Executive Officer  
R. Bartley Halloran, District Counsel  
Christopher R. Stone, Assistant District Counsel  
Carl R. Nasto, Assistant District Counsel  
John S. Mirtle, District Clerk  
Sue Negrelli, Director of Engineering  
Robert Schwarm, Director of Information Technology  
Kelly Shane, Director of Procurement  
Robert Zaik, Manager of Labor Relations  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Carrie Blardo, Assistant to the Chief Operating Officer  
Cynthia A. Nadolny, Executive Assistant  
Cynthia Tower, Risk Analyst  
Scott Chadwick, Chadwick and Stone  
Brian Wolinetz, Natale & Wolinetz

**CALL TO ORDER**

Vice Chairman Sweezy called the meeting to order at 4:11 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 February 17, 2016 were approved.***

**IMPLEMENTATION OF LEARN & EARN PROGRAM**

To: Personnel, Pension and Insurance Committee for consideration on May 2, 2016

District staff has been working to implement a program geared toward high school students to expose them to careers in the water and sewer industry. This program "MDC Learn and Earn" will be a 4 week paid program. Students will spend one week learning about careers pertaining to water including water treatment and distribution and one week learning about wastewater treatment. The remaining 2 weeks of the program they will spend visiting and working in District facilities. This program will be available to high school students in MDC member towns. A total of 32 students will be accepted into the program. Students will be exposed to all of the career fields that make up a water/sewer utility. They will receive presentation from MDC professionals and will participate in hands on activities during this training program.

This program will begin on July 11, 2016 and end on August 5, 2016. Students will be selected based on recommendations from the Town Board of Education or Superintendent of Schools. The number of students will be based on the ad valorem rate for each town. The rate of pay would be \$9.60 per hour

Hartford	8
East Hartford	4
Newington	3
Wethersfield	3
Windsor	2
Bloomfield	3
Rocky Hill	2
West Hartford	7

It is therefore recommended that it be

RESOLVED: That District Staff is authorized to proceed with the implementation of the MDC Learn and Earn Program.

Respectfully submitted,

Scott W. Jellison  
Chief Executive Officer

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

***Commissioner Currey opposed.***

### **EXECUTIVE SESSION**

At 4:38 P.M., Vice Chairman Sweezy requested an executive session to discuss a petition for disability retirement, McCormack workers' compensation and labor grievance settlement and Gonazlez workers' compensation settlement.

***On motion made by District Chairman DiBella and duly seconded, the Personnel, Pension & Insurance Committee entered into executive session to discuss a petition for disability retirement, McCormack workers' compensation and labor grievance settlement and Gonazlez workers' compensation settlement.***

Those in attendance during the executive session:

Commissioners Daniel Camilliere, Timothy Curtis, Donald Currey, Kathleen J. Kowalyshyn, Pasquale J. Salemi, Raymond Sweezy and District Chairman William A. DiBella, Attorneys R. Bartley Halloran, Christopher R. Stone, John S. Mirtle, Carl R. Nasto, Scott Chadwick and Brian Wolinetz; John M. Zinzarella; Robert Zaik and Cynthia Tower.

### **RECONVENE**

At 4:52 P.M., Vice Chairman Sweezy requested to come out of executive session and on motion made by Commissioner Currey and duly seconded, the Committee came out of executive session and reconvened. No formal action was taken.

### **PETITION FOR DISABILITY RETIREMENT**

To: Personnel, Pension and Insurance Committee for consideration on May 2, 2016

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 March 1, 2016, for Mr. Michael Defurio. 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 ~~March~~ **May** 1, 2016, Mr. Michael Defurio shall be approved for a Disability Retirement pursuant to the terms and conditions of the General Ordinances of the Metropolitan District Commission.

Respectfully Submitted,

Scott W. Jellison  
Chief Executive Officer

***Commissioner Kowalyshyn moved to amend the resolution, as shown above.***

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

#### **SETTLEMENT OF PROPOSED WORKER'S COMPENSATION CLAIM**

To: Personnel, Pension and Insurance Committee for consideration on May 2, 2016

BE IT HEREBY RESOLVED, that pursuant to Section B2f of the By-Laws of the Metropolitan District, the Board of Commissioners of the Metropolitan District hereby authorizes District Counsel, or his designee, to execute any and all documents reasonably necessary to effect the settlement of any and all claims pertaining to workers' compensation and labor grievances for William McCormack in the amount of \$240,000.00 **\$266,000.00.**

Respectfully submitted,

Scott W. Jellison  
Chief Executive Officer

***Commissioner Kowalyshyn moved to amend the resolution, as shown above.***

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

**SETTLEMENT OF PROPOSED WORKER'S COMPENSATION CLAIM**

To: Personnel, Pension and Insurance Committee for consideration on May 2, 2016

BE IT HEREBY RESOLVED, that pursuant to Section B2f of the By-Laws of The Metropolitan District, the Board of Commissioners of the Metropolitan District hereby authorizes District Counsel, or his designee, to execute any and all documents reasonably necessary to effect the settlement of any and all claims pertaining to workers' compensation and labor grievances for Thomas Gonzalez in the amount of \$68,000.00.

Respectfully submitted,

Scott W. Jellison  
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 4:55 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

June 6, 2016

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

**SPECIAL MEETING**  
**PERSONNEL, PENSION AND INSURANCE COMMITTEE**  
**The Metropolitan District**  
555 Main Street, Hartford  
Monday, June 6, 2016

**Present:** Commissioners Daniel Camilliere, Donald Currey, Timothy Curtis, Maureen Magnan, J. Lawrence Price, Pasquale J. Salemi, Raymond Sweezy and District Chairman William A. DiBella (8)

**Absent:** Commissioners Joseph Klett, Kathleen J. Kowalyszyn and Byron Lester (3)

**Also**

**Present:** Commissioner Timothy Curtis  
Commissioner Allen Hoffman  
Commissioner Bhupen Patel  
Commissioner Hector Rivera  
Citizen Member Ronald F. Angelo, I  
Scott W. Jellison, Chief Executive Officer  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
Christopher R. Stone, Assistant District Counsel  
John S. Mirtle, District Clerk  
Robert Schwarm, Director of Information Technology  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Carrie Blardo, Assistant to the Chief Operating Officer  
Cynthia A. Nadolny, Executive Assistant

**CALL TO ORDER**

Vice Chairman Sweezy called the meeting to order at 4:07 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

***Vice Chairman Sweezy appointed Commissioners Don Currey and Maureen Magnan to the Personnel, Pension and Insurance Investment Subcommittee***

**APPROVAL OF MINUTES**

***On motion made by District Chairman DiBella and duly seconded, the meeting minutes of May 2, 2016 were approved.***

***Commissioner Magnan abstained.***

## AUTHORIZATION FOR DISTRICT CLERK TO EXECUTE A CERTIFICATE OF AUTHORITY FOR WILMINGTON TRUST

To: Personnel, Pension and Insurance Committee for consideration on June 6, 2016

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

**Be It Resolved:** that the District Clerk be and is authorized to execute the attached Wilmington Trust Certificate of Authority ("Certificate of Authority") on behalf of the District, and that the terms and conditions set forth in the Certificate of Authority are incorporated herein and made a part of this resolution which, upon passage, effectively authorizes the Chief Executive Officer, severally, to act on behalf of the District in the manner consistent with the terms and conditions set forth in said Certificate of Authority.

Respectfully Submitted,

Scott W. Jellison  
Chief Executive Officer



### CERTIFICATE OF AUTHORITY AND APPOINTMENT

The Metropolitan District (the "Client")

I, John S. Mirtle, the duly appointed representative of Client, in the capacity indicated below, am authorized to certify the approved actions with respect to the Retirement Plan for Employees of the Metropolitan District (the "Plan") of Client, a Select One organized or operating under the laws of the State of Connecticut, hereby certify that at a meeting of the Client's Board of Directors or other governing body (the "Board") duly called and held, or by unanimous written consent or other method provided by applicable law or governing document, the following resolutions were duly adopted and remain in full force and effect.

#### NOW, THEREFORE, BE IT:

- RESOLVED, that Manufacturers and Traders Trust Company is appointed as Custodian of the Plan and is authorized to hold the assets of such under the terms of the Trust, Custody, Investment Management (with Custody) or Agent Agreement (the "Agreement"), as applicable.
- RESOLVED that either (i) there is not an appointed Custodian of the Plan, in which case this resolution is not applicable, or (ii) there is a Custodian of the Plan and the current Custodian, \_\_\_\_\_, is removed effective as of the date MTB accepts its appointment.
- RESOLVED, that Client hereby authorizes the Chief Executive Officer, the Deputy CEO/CFO, and the Director of Finance (the "Authorized Officers"), or any one of them, in the name and on behalf of the Client, to complete, execute and deliver the Agreement to MTB substantially in the form presented to this governing body, with such revisions thereto and any amendments, the funds transfer agreement, other ancillary operating agreements, or any other documents related thereto (collectively, the "MTB Documents"), all as such Authorized Officers deem necessary or appropriate from time to time.
- RESOLVED, that Client hereby ratifies and confirms all actions taken by it prior to the date hereof in connection with such MTB Documents (including without limitation the Agreement) executed and delivered to Manufacturers and Traders Trust Company.
- RESOLVED, that Authorized Officers are, and each of them is, hereby authorized to designate from time to time the accounts subject to such agreements, and designate from time to time the individuals who may execute or effect transactions under and give notices, certifications and instructions with respect to such MTB Documents (including any funds transfer (wire or ACH) instructions), such individuals designated as "Authorized Representatives".
- RESOLVED, that MTB be and hereby is authorized to rely on the actual or purported signatures of any of Client's Authorized Officers and Authorized Representatives until MTB has actually received and had a reasonable time to act on written notice from Client revoking such authority.
- RESOLVED, that Client shall defend, indemnify and hold MTB harmless from and against all liabilities, costs, and expenses (including, but not limited to, attorneys' fees and disbursements) incurred by MTB in connection with honoring of any signature, instruction or action of any Authorized Officer or Authorized Representative, or the refusal to honor any signature, instruction or action of any person who has not been designated by the Client as an Authorized Officer or Authorized Representative of Client.
- RESOLVED, that these resolutions supersede all prior resolutions on the subject to which they pertain, and shall remain in full force and effect and binding upon Client until MTB has actually received and had a reasonable time to act on any subsequent Certificate of Authority; provided that these resolutions are limited in application to the aforesaid services to be provided by MTB and do not supersede or affect in any way the continuing validity of other resolution provided to MTB in regard to accounts that are serviced or services that are provided by any other division or department of MTB or with respect to any accounts that are not the subject of these resolutions.

♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦

IN WITNESS WHEREOF, I have executed this Certificate of Authority and Appointment this

day of May, 2016.

John S. Mirtle, District Clerk

***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 4:10 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

July 11, 2016

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

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

**The Metropolitan District**

555 Main Street, Hartford

Monday, June 13, 2016

**Present:** Commissioners Donald Currey, Maureen Magnan, J. Lawrence Price, Raymond Sweezy (4)

**Absent:** (0)

**Also**

**Present:** Commissioner Daniel Camilliere  
Commissioner Allen Hoffman  
Scott W. Jellison, Chief Executive Officer  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
Carl R. Nasto, Assistant District Counsel  
Robert Constable, Director of Finance  
Robert Zaik, Interim Director of Human Resources  
Cynthia A. Nadolny, Executive Assistant  
Robert Facey, Retired MDC Employee  
David Lee, Dahab Associates, Inc.

**CALL TO ORDER**

Chairman Sweezy called the meeting to order at 4:32 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

Robert Facey, retired MDC employee and West Hartford resident spoke requesting a cost of living increase for retirees receiving pension payments.

**APPROVAL OF MINUTES**

***On motion made by Commissioner Price and duly seconded, the meeting minutes of October 21, 2015 were approved.***

***Commissioners Currey and Magnan abstained.***

**MDC PENSION PLAN INVESTMENT PERFORMANCE**

***David Lee from Dahab Associates, Inc. briefed the Personnel, Pension and Insurance Investment Subcommittee on the Pension Plan Investment Performance***

**ADJOURNMENT**

The meeting was adjourned at 5:45 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

December 12, 2016

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

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

**The Metropolitan District**

555 Main Street, Hartford

Thursday, June 30, 2016

**Present:** Commissioner Raymond Sweezy (1)

**Absent:** Commissioners Donald Currey, Maureen Magnan and J. Lawrence Price (3)

**Also**

**Present:** Commissioner Allen Hoffman  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
Christopher R. Stone, Assistant District Counsel  
John S. Mirtle, District Clerk  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant  
David Lee, Dahab Associates, Inc.

**CALL TO ORDER**

Chairman Sweezy called the meeting to order at 1:03 PM

**ROLL CALL AND QUORUM**

The District Clerk called the roll and informed Chairman Sweezy that a quorum of the Personnel, Pension and Insurance Investment Subcommittee was not present.

At that time, the meeting was adjourned.

**ADJOURNMENT**

The meeting was adjourned at 1:03 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

December 12, 2016

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

**PERSONNEL, PENSION AND INSURANCE COMMITTEE**

**The Metropolitan District**

555 Main Street, Hartford

Monday, July 11, 2016

**Present:** Commissioners Daniel Camilliere, Donald Currey, Kathleen J. Kowalyszyn, Maureen Magnan and Raymond Sweezy (5)

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

**Also**

**Present:** Commissioner Allen Hoffman  
Commissioner Bhupen Patel  
Scott W. Jellison, Chief Executive Officer  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
R. Bartley Halloran, District Counsel  
John S. Mirtle, District Clerk  
Sue Negrelli, Director of Engineering  
Robert Schwarm, Director of Information Technology  
Kelly Shane, Director of Procurement  
Robert Zaik, Interim Director of Human Resources  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant

**CALL TO ORDER**

Vice Chairman Sweezy called the meeting to order at 4:09 PM

**ROLL CALL AND QUORUM**

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

At that time, the Personnel, Pension and Insurance Committee continued with a discussion.

***Commissioner Curtis entered the meeting at 4:12PM and the District Clerk informed Vice Chairman Sweezy a quorum was now present.***

**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 June 6, 2016 were approved.***

**RETIREMENT INCENTIVE****EXECUTIVE SESSION**

At 4:14 P.M., Vice Chairman Sweezy requested an executive session to discuss Collective Bargaining Issues.

***On motion made by Commissioner Currey and duly seconded, the Personnel, Pension & Insurance Committee entered into executive session to discuss Collective Bargaining Issues.***

Those in attendance during the executive session:

Commissioners Daniel Camilliere, Donald Currey, Kathleen J. Kowalyshyn, Maureen Magnan and Raymond Sweezy; Attorney R. Bartley Halloran; Scott W. Jellison and John M. Zinzarella; Robert Zaik.

**RECONVENE**

At 4:44 P.M., Vice Chairman Sweezy requested to come out of executive session and on motion made by Commissioner Currey 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 July 11, 2016

Staff has been reviewing directions by which to continue to decrease operating expenses. We are proposing a second incentive for early retirement. As of December 1, 2016, there will be 56 employees with the combined total of 85 points (up from 35 as of June 1, 2016, last incentive), or Magic Number (Age + Service with no penalty under early retirement) and 4 employees age 65 years or older.

The Retirement Incentive proposed is as follows:

**ELIGIBILITY:**

- District full-time employees who have combined Age + Service of 85 points or greater (Magic Number) as of September 1, 2016; or, October 1, 2016; or, November 1, 2016; or, December 1, 2016;
- District full-time employees who have achieved Normal Retirement Age of 65 years as of September 1, 2016; or, October 1, 2016; or, November 1, 2016; or, December 1, 2016;

**RETIREMENT INCENTIVE:**

Cash incentive of \$ 24,000.00, plus two weeks of salary to those eligible employees, above, who request retirement on January 1, 2017, and for those employees who have the Magic Number or who are 65 years of age at the retirement date requested for the months of September, October, November, December, 2016; or January 1, 2017. Said incentive cash distribution shall be applied as a post-retirement pay-out in addition to any qualifying accumulated but unused time bank balance pay-outs.

**SPECIAL CONDITIONS:**

The retirement incentive above is conditioned upon the following:

- Irrevocable election to participate must be submitted in writing on the prescribed form to the Human Resources Department no later than the close of business Friday, August 12, 2016. Any form received after that date may, at the District's sole discretion and upon demonstration of good cause, be accepted.
- The District reserves the right to cancel this early retirement incentive program if the Chief Executive Officer determines, in his sole discretion, that the number of participants is insufficient to achieve the estimated operational budget savings for Fiscal Years 2016 and 2017.
- This Incentive shall be applied to employees who have the Magic Number or who are 65 years or older at the retirement date requested for the months of September, October, November, December, 2016; or, January 1, 2017.

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 Chief Executive Officer is authorized to offer a retirement incentive to eligible employees as described above.

Respectfully Submitted,

Scott W. Jellison  
Chief Executive Officer

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

**OTHER BUSINESS**

Vice Chairman Sweezy appointed Commissioner Daniel Camilliere to the Personnel, Pension and Insurance Investment Subcommittee.

**ADJOURNMENT**

The meeting was adjourned at 4:45 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

October 5, 2016

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

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

**The Metropolitan District  
John J. Rossi Building  
231 Brainard Road, Hartford  
Monday, September 12, 2016**

**Present:** Commissioners Daniel Camilliere, Maureen Magnan, Pasquale J. Salemi and District Chairman William A. DiBella (4)

**Absent:** Commissioners Donald Currey, Timothy Curtis, Joseph Klett, Kathleen J. Kowalyshyn, Byron Lester, J. Lawrence Price and Raymond Sweezy (7)

**Also**

**Present:** Scott W. Jellison, Chief Executive Officer  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
R. Bartley Halloran, District Counsel  
Christopher R. Stone, Assistant District Counsel  
John S. Mirtle, District Clerk  
Robert Schwarm, Director of Information Technology  
Kelly Shane, Director of Procurement  
Jenna Lombardo, Manager of Financial Control  
Julie McLaughlin, Special Services Administrator  
Nick Salemi, Special Services Administrator  
James Masse, Network Analyst  
Carrie Blardo, Assistant to the Chief Operating Officer  
Cynthia A. Nadolny, Executive Assistant

**ROLL CALL AND QUORUM**

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

At that time, the meeting was adjourned.

**ADJOURNMENT**

The meeting was adjourned at 5:00 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

October 5, 2016

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

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

**The Metropolitan District**  
555 Main Street, Hartford  
Wednesday, October 5, 2016

**Present:** Commissioners Daniel Camilliere, Donald Currey, Kathleen J. Kowalyshyn, Maureen Magnan, Pasquale J. Salemi, Raymond Sweezy and District Chairman William A. DiBella (7)

**Absent:** Commissioners Timothy Curtis, Joseph Klett, Byron Lester and J. Lawrence Price (4)

**Also**

**Present:** Scott W. Jellison, Chief Executive Officer  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
Christopher R. Stone, Assistant District Counsel  
Steven J. Bonafonte, Assistant District Counsel  
John S. Mirtle, District Clerk  
Rob Constable, Director of Finance  
Sue Negrelli, Director of Engineering  
Robert Schwarm, Director of Information Technology  
Kelly Shane, Director of Procurement  
Robert Zaik, Interim Director of Human Resources  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant

**CALL TO ORDER**

Vice Chairman Sweezy called the meeting to order at 4:37 PM

**ROLL CALL AND QUORUM**

The District Clerk called the roll and informed Vice Chairman Sweezy that a quorum of the Personnel, Pension and Insurance Committee was present.

**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 11, 2016 and September 12, 2016 were approved.***

**APPOINTMENT OF INSURANCE BROKER RFP SELECTION SUBCOMMITTEE**

Commissioners DiBella, Klett, Sweezy and Taylor were appointed to the Insurance Broker RFP Selection Subcommittee.

**GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**ADJOURNMENT**

The meeting was adjourned at 4:41 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

November 2, 2016

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

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

**The Metropolitan District**  
555 Main Street, Hartford  
Wednesday, November 2, 2016

**Present:** Commissioners Daniel Camilliere, Donald Currey, Kathleen J. Kowalyshyn, Byron Lester Maureen Magnan, Pasquale J. Salemi, Raymond Sweezy and District Chairman William A. DiBella (8)

**Absent:** Commissioners Timothy Curtis, Joseph Klett, and J. Lawrence Price (3)

**Also**

**Present:** Commissioner Allen Hoffman  
Commissioner Bhupen Patel  
Citizen Member Ron Angelo  
Scott W. Jellison, Chief Executive Officer  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
Christopher R. Stone, Assistant District Counsel  
John S. Mirtle, District Clerk  
Rob Constable, Director of Finance  
Sue Negrelli, Director of Engineering  
Robert Schwarm, Director of Information Technology  
Kelly Shane, Director of Procurement  
Robert Zaik, Interim Director of Human Resources  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant

**CALL TO ORDER**

Vice Chairman Sweezy called the meeting to order at 4:05 PM

**ROLL CALL AND QUORUM**

The District Clerk called the roll and informed Vice Chairman Sweezy that a quorum of the Personnel, Pension and Insurance Committee was present.

**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 5, 2016 were approved.***

### SELECTION OF INSURANCE BROKER

To: Personnel, Pension and Insurance Committee for consideration on November 2, 2016

The Vice Chairman of the Personnel, Pension and Insurance Committee, appointed a panel to interview two finalists who responded to the District's Request for Qualifications and Proposal 2016R-17 Insurance Broker Services. As a result of conducting interviews on October 19, 2016 with the two finalists and scoring each firm based upon their presentations and proposals, it is the recommendation of the interview panel that People's United Insurance Agency be awarded the contract to provide the District Insurance Broker Services.

**Resolved:** That the Chief Executive Office of the Metropolitan District be authorized to enter into an agreement with People's United Insurance Agency, based upon the approved fee schedule for a period of three (3) years with an option to extend for two (2) additional one (1) year periods, such option periods to be exercised by the District in its sole and absolute discretion and subject to annual MDC budget approval.

Respectfully submitted,

Scott W. Jellison  
Chief Executive Officer

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

### CLARIFICATION AND AMENDMENT OF PREVIOUSLY-APPROVED RESOLUTION (HEALTH INSURANCE BUY OUT)

To: Personnel, Pension and Insurance Committee for consideration on November 2, 2016

Through a Resolution presented October 5, 2015, this Sub-Committee approved to expand the medical buy out limited to Exempt and Excluded employees. The Resolution was subsequently approved by the Board of Commissioners the same evening.

The initial medical buy out, approved July 13, 2015, was limited to an existing employee's spouse who has separate medical coverage and who opts out of District coverage.

The amendment approved October 5, 2015, extended the medical buy out to an existing employee who chooses to opt out of District coverage to be covered under the spouse's medical.

The foregoing options were extended solely to existing employees and not to new employees. The original intention for this medical buy option was “to attract, recruit and retain professional employees in Exempt and Excluded and Unclassified positions” while decreasing or eliminating some of the District’s medical costs.

Staff recommends that the options above be made available to new employees.

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 employee health insurance buy out package for exempt and Excluded and Unclassified employees be modified as follows:

Buy Out for **Medical** Insurance

- a. If an employee’s spouse is eligible to be covered by the District medical insurance but that spouse is also eligible for insurance coverage through his/her own employer, the District will pay the employee one thousand dollars (\$ 1,000) in four (4) quarterly installments of two-hundred fifty dollars (\$ 250), if the spouse elects to take his/her own employer’s health insurance **and forego coverage under the District’s medical insurance.**
- b. If an employee is eligible for insurance through his/her spouse’s employer, the District will pay the employee an additional one thousand dollars (\$ 1,000) in four (4) quarterly installments of two hundred fifty dollars (\$ 250), if the employee elects to take his/her spouses employer’s **medical** insurance. The employee is eligible for the \$ 1,000 payment each year s/he elects not to participate in the District’s **medical** insurance.

**The foregoing options are made available to existing Exempt and Excluded and Unclassified employees (during an Open Enrollment period) but also to new Exempt and Excluded and Unclassified employees (during the new employee orientation).**

**This modification coincides with the 2016 Open Enrollment period for changes effective January 1, 2017.**

Respectfully Submitted,

Scott W. Jellison  
Chief Executive Officer

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

**DISCUSSION RE: PERSONNEL ADJUSTMENTS AND ACTIONS**

This agenda item was passed.

**GENERAL PUBLIC COMMENTS**

Judy Allen, of 25 Fowler Drive in West Hartford spoke regarding discounted water rates.

**ADJOURNMENT**

The meeting was adjourned at 4:26 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

December 5, 2016

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

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

**The Metropolitan District**

555 Main Street, Hartford

Monday, December 5, 2016

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

**Absent:** Commissioners Byron Lester and Raymond Sweezy (2)

**Also**

**Present:** Scott W. Jellison, Chief Executive Officer  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
R. Bartley Halloran, District Counsel  
Christopher R. Stone, Assistant District Counsel  
John S. Mirtle, District Clerk

Robert Schwarm, Director of Information Technology  
Kelly Shane, Director of Procurement  
Robert Zaik, Interim Director of Human Resources  
Lieutenant Andrew Nelson, Metropolitan District Police Department  
Kerry E. Martin, Assistant to the Chief Executive Officer  
Cynthia A. Nadolny, Executive Assistant

**CALL TO ORDER**

R. Bartley Halloran, District Counsel, called the meeting to order at 4:02 PM

**ROLL CALL AND QUORUM**

The District Clerk called the roll and informed Attorney Halloran that a quorum of the Personnel, Pension and Insurance Committee was present.

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MINUTES**

*On motion made by Commissioner Kowalyshyn and duly seconded, the meeting minutes of November 2, 2016 were approved.*

*Commissioners Magnan, Price and Taylor abstained.*

**ELECTION OF CHAIR**

Attorney Halloran called for nominations for Chairman.

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

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

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

**APPOINTMENT OF PENSION TRUSTEE SUBCOMMITTEE**

***On motion made by Commissioner Taylor and duly seconded, Commissioner Currey was appointed to the Pension Trustee Subcommittee, by unanimous vote of those present.***

**GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**ADJOURNMENT**

The meeting was adjourned at 4:35 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

March 6, 2017

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

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

**The Metropolitan District  
555 Main Street, Hartford  
Monday, December 12, 2016**

**Present:** Commissioner Daniel Camilliere, Donald Currey, Raymond Sweezy and Alvin Taylor (4)

**Absent:** Commissioners Maureen Magnan and J. Lawrence Price (2)

**Also**

**Present:** Commissioner Whit Osgood  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
Christopher R. Stone, Assistant District Counsel  
John S. Mirtle, District Clerk  
Robert Zaik, Interim Director of Human Resources  
Victoria S. Escoriza, Executive Assistant  
David Lee, Dahab Associates, Inc.

**CALL TO ORDER**

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

**ROLL CALL AND QUORUM**

The District Clerk called the roll and informed Chairman Sweezy that a quorum of the Personnel, Pension and Insurance Investment Subcommittee was present.

**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 June 13, 2016 and June 30, 2016 were approved.***

***Commissioner Taylor abstained.***

**MDC PENSION PLAN INVESTMENT PERFORMANCE**

***David Lee from Dahab Associates, Inc. briefed the Personnel, Pension and Insurance Investment Subcommittee on the Pension Plan Investment Performance***

**ADJOURNMENT**

The meeting was adjourned at 12:29 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

March 2, 2017

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

**PENSION FUND TRUSTEE SUBCOMMITTEE  
PERSONNEL, PENSION AND INSURANCE COMMITTEE  
SPECIAL MEETING**

**The Metropolitan District**  
555 Main Street, Hartford  
Monday, December 12, 2016

**Present:** Commissioner Donald Currey and Alvin Taylor (2)

**Absent:** Commissioner J. Lawrence Price (1)

**Also**

**Present:** Commissioner Whit Osgood  
Commissioner Raymond Sweezy  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
Christopher R. Stone, Assistant District Counsel  
John S. Mirtle, District Clerk  
Robert Zaik, Interim Director of Human Resources  
Victoria S. Escoriza, Executive Assistant

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 12:37 PM

**ROLL CALL AND QUORUM**

The District Clerk called the roll and informed Chairman Taylor that a quorum of the Personnel, Pension and Insurance Pension Fund Trustee Subcommittee was present.

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MINUTES**

***On motion made by Commissioner Currey and duly seconded,  
the meeting minutes of October 21, 2015 were approved.***

**GLASTONBURY LAND SALE**

**EXECUTIVE SESSION**

At 12:38 P.M., Chairman Taylor requested an executive session to discuss the Glastonbury Land Sale.

***On motion made by Commissioner Currey and duly seconded, the Personnel, Pension & Insurance Pension Fund Trustee Subcommittee entered into executive session to discuss the Glastonbury land sale.***

Those in attendance during the executive session:

Commissioners Donald Currey and Alvin Taylor; Attorneys Christopher R. Stone, John S. Mirtle, James P. Sandler, Peter Alter; Scott W. Jellison and John M. Zinzarella.

### **RECONVENE**

At 1:32 P.M., Chairman Taylor requested to come out of executive session and on motion made by Commissioner Currey and duly seconded, the Committee came out of executive session and reconvened. No formal action was taken.

### **ADJOURNMENT**

The meeting was adjourned at 1:33 PM

ATTEST:

John S. Mirtle, Esq.  
District Clerk

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

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**To**

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

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