

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

**FOR THE YEAR  
2017**

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  
2017**

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

DANIEL CAMILLIERE	BHUPEN PATEL
DONALD CURREY	DOMINIC PANE
KATHLEEN J. KOWALYSHYN	J. LAWRENCE PRICE
BYRON LESTER	PASQUALE J. SALEMI
MAUREEN MAGNAN	RAYMOND SWEZY
ALPHONSE MAROTTA	ALVIN E. TAYLOR

# **MINUTES**

**OF**

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

**HELD IN 2017**

**PERSONNEL, PENSION AND INSURANCE COMMITTEE**  
**REGULAR MEETING**  
**The Metropolitan District**  
555 Main Street, Hartford  
Monday, February 6, 2017

**Present:** Commissioners Daniel Camilliere, Donald Currey, J Lawrence Price, Raymond Sweezy and District Chairman William A. DiBella (5)

**Absent:** Commissioners Byron Lester, Kathleen J. Kowalyshyn, Maureen Magnan, Alvin Taylor and Pasquale J. Salemi (5)

**Also Present:** 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  
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

**NO QUORUM PRESENT**

The District Clerk called the roll declared that a quorum of the Personnel, Pension and Insurance Committee was not present at 4:00 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  
Thursday March 2, 2017**

**Present:** Commissioner Daniel Camilliere, Donald Currey, J. Lawrence Price, Raymond Sweezy, Alvin Taylor and Chairman William DiBella (6)

**Absent:** Commissioners Maureen Magnan (1)

**Also**

**Present:** Commissioner Allen Hoffman  
Commissioner Andrew Adil  
Commissioner Whit Osgood  
Scott W. Jellison, Chief Executive Officer  
R. Bartley Halloran, District Counsel  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
Brendan Fox, Assistant District Counsel  
John S. Mirtle, District Clerk  
Sue Negrelli, Director of Engineering  
Robert Constable, Director of Finance  
Kelly Shane, Director of Procurement  
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 12:10 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 Currey and duly seconded,  
the meeting minutes of December 12, 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 1:25 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

March 12, 2018

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

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
SPECIAL MEETING  
The Metropolitan District  
555 Main Street, Hartford  
Monday, March 6, 2017**

**Present:** Commissioners Daniel Camilliere, Donald Currey, Byron Lester, Maureen Magnan, Alphonse Marotta, Domenic Pane, J Lawrence Price, Pasquale J. Salemi, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (11)

**Absent:** Commissioners Kathleen J. Kowalyshyn and Bhupen Patel (2)

**Also Present:** Scott W. Jellison, Chief Executive Officer  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
R. Bartley Halloran, District Counsel  
Christopher Stone, Assistant District Counsel  
Brendan Fox, Assistant District Counsel  
John S. Mirtle, District Clerk  
Kelly Shane, Director of Procurement  
Robert Zaik, Director of Human Resources  
Christopher Levesque, Assistant Manager of Water Treatment  
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**

Chairman Taylor called the meeting to order at 5:06 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MEETING MINUTES**

*On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of December 5, 2016 and February 6, 2017 were approved.*

*Commissioners Lester and Magnan abstained.*

**PETITION FOR DISABILITY PENSION****EXECUTIVE SESSION**

At 5:10 P.M., Chairman Taylor requested an executive session to discuss an employee petition for a disability pension.

***On motion made by Commissioner Sweezy and duly seconded, the District Board entered into executive session to discuss the petition for disability pension.***

Those in attendance during the executive session:

Commissioners Daniel Camilliere, Donald Currey, Byron Lester, Maureen Magnan, Alphonse Marotta, Domenic Pane, J Lawrence Price, Pasquale J. Salemi, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella; Chief Executive Officer Scott W. Jellison, Deputy Chief Executive Officer of Business Services John M. Zinzarella, Robert Zaik, Marcy Wright-Bolling, Attorneys Christopher Stone, Steven Bonafonte.

**RECONVENE**

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

To: Personnel, Pension and Insurance Committee for consideration on March 1, 2017

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 April 1, 2017, for Mr. Raymond Hauff. 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 April 1, 2017, Mr. Raymond Hauff 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 Sweezy and duly seconded, the report was received and resolution adopted unanimously.*

#### AMENDMENT TO DISTRICT PENSION PLAN RE: SZESTAKOW CLAIM SETTLEMENT

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

WHEREAS, it is desirable that the PPI Committee recommend to the District Board of the MDC that it adopt an amendment to the Retirement Plan which provides that, pursuant to the MDC's settlement agreement with Donna Szestakow, her benefit under the Retirement Plan shall be determined after imputing six (6) additional years of credited service for her so that she has a total of twenty-five (25) years of credited service, after stipulating her final average earnings as \$100,000, after requiring that she repay to the Plan the amount of her prior lump sum withdrawal from the Plan, increased by five percent interest (5%), compounded annually from the date of the withdrawal, and after requiring that she contribute to the Plan five percent (5%) of the amount of certain imputed compensation for the six (6) year period that begins in 2012.

NOW, THEREFORE, BE IT

RESOLVED: That the PPI Committee does hereby recommend to the District Board that it adopt Amendment No. 9 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 PPI Committee does hereby recommend to the District Board that the chief executive officer of the MDC or any other officer designated by the chief executive officer be 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,

Scott W. Jellison  
Chief Executive Officer

**AMENDMENT NO. 9 TO  
THE RETIREMENT PLAN FOR EMPLOYEES OF  
THE METROPOLITAN DISTRICT**

The Metropolitan District, a governmental entity organized under the laws of the State of Connecticut (the "Employer"), has adopted this Amendment No. 9 to the Retirement Plan for Employees of The Metropolitan District (the "Plan"), effective March 6, 2017.

1. Article II of the Plan shall be amended by deleting Section 2.16 thereof and substituting therefor the following new Section 2.16:

"2.16 '*Final Average Earnings*' means the greater of: (a) twelve times the average of a Participant's monthly Compensation during the thirty-six (36) consecutive months preceding the Participant's severance from employment; or (b) the average of the Participant's Compensation for the three calendar years (whether or not consecutive) during the ten calendar years preceding the calendar year of the Participant's severance from employment which produce the highest such average.

For the period on and after April 1, 1989 and prior to July 1, 1997, Final Average Earnings meant the greater of: (a) twelve times the average of a Participant's monthly Compensation during the forty-eight (48) consecutive months preceding the Participant's severance from employment; or (b) the average of the Participant's Compensation for the four calendar years (whether or not consecutive) during the ten calendar years preceding the calendar year of the Participant's severance from employment which produced the highest such average.

For the period prior to April 1, 1989, Final Average Earnings meant the greater of: (a) twelve times the average of a Participant's monthly Compensation during the sixty (60) consecutive months preceding the Participant's severance from employment; or (b) the average of the Participant's Compensation for the five calendar years (whether or not consecutive) during the ten calendar years preceding the calendar year of the Participant's severance from employment which produced the highest such average.

Anything herein to the contrary notwithstanding, the Final Average Earnings of Donna Szestakow shall be \$100,000."

2. Article II of the Plan shall be further amended by deleting Section 2.34 thereof and substituting therefor the following new Section 2.34:

**"2.34 'Years of Credited Service'** means the period beginning on a Participant's Date of Employment or Reemployment and ending on the commencement date of a Break in Service; *provided, however,* that Years of Credited Service shall not include any period during which the Participant does not make Participant Contributions to the Plan. Years of Credited Service shall be computed on the basis of whole Years of Credited Service and completed calendar months.

All of a Participant's Years of Credited Service shall be aggregated in determining the amount of the Participant's Accrued Benefit, whether or not the Years of Credited Service are consecutive; *provided, however,* if a Participant receives a lump sum distribution pursuant to Section 9.3, is reemployed by the Employer, and does not recontribute the lump sum distribution to the Plan following his or her Date of Reemployment pursuant to Section 9.4, then the Participant's Years of Credited Service earned prior to his or her Date of Reemployment shall not be aggregated with his or her Years of Credited Service earned on or subsequent to his or her Date of Reemployment.

Anything herein to the contrary notwithstanding, in the case of Donna Szestakow, six (6) Years of Credited Service shall be added to the number of Years of Credited Service determined pursuant to the provisions set forth above in this Section 2.34 so that she shall be credited with a total of twenty-five (25) Years of Credited Service for all purposes under the Plan, including the provisions of Sections 2.21 and 5.2."

3. Article IV of the Plan shall be amended by deleting subsection (a) of Section 4.1 thereof and substituting therefor the following new subsection (a):

"Section 4.1 (a) Each Participant shall contribute to the Plan, by means of payroll deduction, an amount equal to the following:

(i) For each Participant who is hired or rehired on or after October 4, 2015, seven percent (7%) of his or her Compensation; and

(ii) For each Participant who was hired prior to October 4, 2015, five percent (5%) of his or her Compensation.

In the event that a Participant's Compensation is increased, his or her contribution to the Plan shall be increased in a corresponding manner at the same time.

For the period prior to April 1, 1989, each Participant was required to contribute to the Plan, by means of payroll deduction, an amount equal to three percent (3%) of his or her Compensation. For the period on and after April 1, 1989 and prior to October 4,

2015, each Participant was required to contribute to the Plan, by means of payroll deduction, an amount equal to five percent (5%) of his or her Compensation.

Anything herein to the contrary notwithstanding, Donna Szestakow, in addition to making any contributions required pursuant to the provisions set forth above in this subsection (a) for years prior to 2012, shall contribute to the Plan five percent (5%) of the following amounts that, for purposes of this subsection (a), shall be considered her Compensation for the years set forth below:

2012:	\$ 91,455.76
2013:	\$ 94,199.41
2014:	\$ 97,025.42
2015:	\$ 99,451.05
2016:	\$101,937.33
2017:	\$101,937.33.

Donna Szestakow's contribution pursuant to the preceding sentence shall be made by payroll deduction from the amount payable to her under her settlement agreement with the Employer that is reportable on Form W-2."

4. Article IX of the Plan shall be amended by adding the subsection (c) to Section 9.4 thereof:

"(c) Anything herein to the contrary notwithstanding, Donna Szestakow, pursuant to her settlement agreement with the Employer, shall repay to the Plan the amount of her prior lump sum distribution, increased by five percent (5%) interest compounded annually from the date of that prior lump sum distribution, and this repayment shall be deducted by the Employer from the amount payable to her under such settlement agreement with the Employer that is reportable on Form W-2."

Witness:

THE METROPOLITAN DISTRICT

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

***On motion made by Commissioner Currey and duly seconded, the report was received and resolution adopted unanimously.***

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**ADJOURNMENT**

The meeting was adjourned at 5:26 PM

ATTEST:  
  
John S. Mirtle, Esq.  
District Clerk

April 18, 2017  
\_\_\_\_\_  
Date Approved

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
SPECIAL MEETING  
The Metropolitan District  
555 Main Street, Hartford  
Tuesday, April 18, 2017**

**Present:** Commissioners Daniel Camilliere, Donald Currey, Kathleen J. Kowalyshyn, Byron Lester, Maureen Magnan, Domenic Pane, J. Lawrence Price, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (10)

**Absent:** Commissioners Alphonse Marotta, Bhupen Patel and Pasquale J. Salemi (3)

**Also**

**Present:** Commissioner Andrew Adil  
Scott W. Jellison, Chief Executive Officer  
John M. Zinarella, Deputy Chief Executive Officer, Business Services  
R. Bartley Halloran, District Counsel  
Christopher Stone, Assistant District Counsel  
John S. Mirtle, District Clerk  
Robert Zaik, Director of Human Resources  
Marcey Wright-Bolling, Manager of Human Resources  
Susan Negrelli, Director of Engineering  
Kelly Shane, Director of Procurement  
Tom Tyler, Director of Facilities  
Christopher Levesque, Director of Operations  
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 12:00 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MEETING MINUTES**

*On motion made by Commissioner Camilliere and duly seconded, the meeting minutes of March 6, 2017 were approved.*

**ELECTION OF CHAIRMAN**

District Chairman DiBella called for nominations for Chairman.

Commissioner Price nominated Commissioner 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 elected Chairman of the Personnel, Pension and Insurance Committee by unanimous vote of those present.***

**MODIFICATION OF JOB CLASSIFICATIONS FOR LOCAL 1026**

**To:** Personnel, Pension and Insurance Committee for consideration on April 18, 2017.

As part of a recent negotiation with Local 1026 (supervisory unit), the District and the Union agreed to eliminate positions but then create new multi-tasking cross functional job specifications with salaries. The parties' Agreement is attached to this Resolution. The new Job Specifications were attached to the Agreement.

There were four new classification valuation changes agreed to through this special negotiation, including: Utility Maintainer Superintendent, SS10; Assistant Utility Maintainer Superintendent, SS09; Senior Utility Maintainer Supervisor, SS07; and Utility Maintainer Supervisor, SS05. These valuation changes recognized the additional responsibilities and accountabilities related to the cross-functional application. Twelve positions were eliminated with four new positions created.

Staff recommends that the designated job specification and specified valuation changes be incorporated and approved as part of the District's Classification System.

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 show the elimination of twelve positions and the creation of the four new multi-tasking classifications (as attached).

Respectfully Submitted,

Scott W. Jellison  
Chief Executive Officer

***On motion made by Commissioner Sweezy and duly seconded, the report was received and resolution adopted unanimously.***

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**ADJOURNMENT**

The meeting was adjourned at 12:15 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

June 19, 2017

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

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
SPECIAL MEETING  
The Metropolitan District  
555 Main Street, Hartford  
Monday, June 19, 2017**

**Present:** Commissioners Daniel Camilliere, Donald Currey, Kathleen J. Kowalyshyn, Alphonse Marotta, Domenic Pane, Bhupen Patel, J. Lawrence Price, Pasquale J. Salemi, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (11)

**Absent:** Commissioners Byron Lester and Maureen Magnan (2)

**Also Present:** Scott W. Jellison, Chief Executive Officer  
John M. Zinarella, Deputy Chief Executive Officer, Business Services  
R. Bartley Halloran, District Counsel  
Christopher Stone, Assistant District Counsel  
John S. Mirtle, District Clerk  
Robert Zaik, Director of Human Resources  
Marcey Wright-Bolling, Manager of Human Resources  
Susan Negrelli, Director of Engineering  
Kelly Shane, Director of Procurement  
Tom Tyler, Director of Facilities  
Christopher Levesque, Director of Operations  
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**

Chairman Taylor called the meeting to order at 5:12 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MEETING MINUTES**

*On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of April 18, 2017 were approved.*

**BENEFIT AND CONDITION CHANGES – EXEMPT AND EXCLUDED EMPLOYEES**

**To:** Personnel, Pension and Insurance Committee for consideration on June 19, 2017

In July of 2015, a resolution was presented and approved by the full Board of Commissioners to freeze the Sick Leave Balances for the Exempt and Excluded employees. Coupled with that action, the District established Short and Long Term Disability programs. These programs proved especially attractive to new employees who have comparatively low time bank balances.

With the review of eleven cases in which either the Short-Term and/or Long Term Disability programs were accessed, Staff realized an inequity in the way the benefits were being applied.

To address this condition, Staff has recommended that there be a one-time option presented to the Exempt and Excluded employees hired before August 1, 2015, to: (a) resume the former Sick Leave procedure but at the decreased accrual rate (eight days per year) and without the Short Term Disability Program; or (b) continue the present Short Term Disability Program. The Long-Term Disability Program would be continued under either option.

This option should still be attractive to new employees while slowing the increase in the Sick Leave balance for existing employees who choose to resume the former and now, limited procedure.

Staff also recommends the following adjustments, including:

- That Paternity Leave be granted in accordance with the Family Medical Leave Act ("FMLA") (which in certain cases can include time for adoption). Employees shall use their accumulated time bank balances to receive payment during any FMLA leave;
- Maternity leave modified to recognize the typical pregnancy leave authorized at six to eight weeks –recorded as FMLA leave , but then to allow the new mothers to spend an additional six weeks (or four weeks dependent upon length of pregnancy leave) for a total of twelve weeks with her new child with the mothers using their accumulated time bank balances to receive payment for their FMLA time;
- Short Term Disability will be available for employees after seven days (using available time bank balances) and, at the conclusion of the disability period, up to six (or four) additional weeks not to exceed twelve weeks in total but having the employees use their accumulated time bank balances to receive payment for FMLA leave;

These changes if approved will be incorporated into the "Employee Handbook." The revised handbook would then be distributed to employees.

We will provide advance information to the Exempt and Excluded employees to facilitate their choice of Sick Leave programs.

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

**VOTED:** That the Personnel Pension and Insurance Committee recommend to the District Board passage of the above-detailed amendments to benefits and conditions extended to Exempt and Excluded employees:

**RESOLVED:** That the Exempt and Excluded benefits and conditions be amended as indicated herein and above.

Respectfully Submitted,

Scott W. Jellison  
Chief Executive Officer

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

#### **RETIREE MEDICAL AFTER AGE 65**

To: Personnel, Pension and Insurance Committee for consideration on June 19, 2017

It has come to the attention of District staff that some retirees, or retiree spouses, have reached age 65 and remained on the District's medical insurance beyond his/her 65<sup>th</sup> birthday. Once a retiree or spouse turns 65, they are required to sign up for Medicare which acts as the primary insurer and the District provides Medicare Supplement Plan B as secondary coverage. Staff requests authorization to provide notice to retirees, retiree spouses and current employees that have reached, or will soon reach, age 65 that retirees who are age 65 or older are required to immediately sign up for Medicare and to inform the District in order to obtain the Medicare Supplement Plan B as secondary coverage. Retirees or retiree spouses aged 65 and older that fail to sign up for Medicare within 120 days of the notice will be removed from District health insurance.

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

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

**RESOLVED:** That staff shall provide notice to retirees, retiree spouses and current employees that have reached, or will soon reach, age 65 that retirees who are age 65 and older are required to immediately sign up for Medicare and inform the District in order to receive the Medicare Supplement Plan B as secondary coverage. Retirees or retiree spouses aged 65 and older who fail to sign up for Medicare within 120

days of the notice will be removed from District health insurance, without affecting the retirees' or spouses' reimbursement for Supplement Plan B coverage upon signing up for Medicare.

Respectfully Submitted,

Scott W. Jellison  
Chief Executive Officer

***On motion made by Commissioner Sweezy and duly seconded, resolution was amended as reflected above.***

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

#### **DISCUSSION RE: LIFE INSURANCE**

***Bob Zaik, Director of Human Resources, briefed the Committee on employee life insurance.***

#### **OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

Judy Allen of West Hartford spoke regarding Medicare and the change in maternity leave policy

#### **ADJOURNMENT**

The meeting was adjourned at 6:06 PM

ATTEST:  
  
John S. Mirtle, Esq.  
District Clerk

July 12, 2017  
\_\_\_\_\_  
Date Approved

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
SPECIAL MEETING  
The Metropolitan District  
555 Main Street, Hartford  
Wednesday, July 12, 2017**

**Present:** Commissioners Donald Currey, Kathleen J. Kowalyshyn, Byron Lester Alphonse Marotta, Domenic Pane, J. Lawrence Price, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (9)

**Absent:** Commissioners Daniel Camilliere, Maureen Magnan, Bhupen Patel and Pasquale J. Salemi (4)

**Also Present:** Commissioner Allen Hoffman  
Commissioner Whit Osgood  
Scott W. Jellison, Chief Executive Officer  
John M. Zinarella, Deputy Chief Executive Officer, Business Services  
R. Bartley Halloran, District Counsel  
Christopher Stone, Assistant District Counsel  
John S. Mirtle, District Clerk  
Robert Zaik, Director of Human Resources  
Marcy Wright-Bolling, Manager of Human Resources  
Kelly Shane, Director of Procurement  
Tom Tyler, Director of Facilities  
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 12:02 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MEETING MINUTES**

*On motion made by Commissioner Currey and duly seconded,  
the meeting minutes of June 19, 2017 were approved.*

**DISCUSSION RE: DISTRICT'S PENSION PLAN**

***Becky Sielman of Milliman briefed the Committee on the District's pension plan and actuarial valuation.***

At 1:32pm Commissioner Price exited the meeting.

At 1:34pm Commissioner Kowalyshyn exited the meeting.

At 1:54pm Chairman Taylor recessed the meeting without objection.

At 2:04pm Chairman Taylor called the meeting back to order.

**UPDATE RE: PENSION PERFORMANCE**

***David Lee of Dahab Associates briefed the Committee on the District's pension performance.***

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

Judy Allen of West Hartford spoke regarding parental leave and employee benefits.

**ADJOURNMENT**

The meeting was adjourned at 2:28 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

September 11, 2017

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

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
SPECIAL MEETING  
The Metropolitan District  
555 Main Street, Hartford  
Monday, September 11, 2017**

**Present:** Commissioners Daniel Camilliere, Alphonse Marotta, Domenic Pane, Bhupen Patel, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (7)

**Absent:** Commissioners Kathleen Kowalyshyn, Byron Lester, Maureen Magnan and Pasquale J. Salemi (4)

**Also Present:** Scott W. Jellison, Chief Executive Officer  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
R. Bartley Halloran, District Counsel  
Christopher Stone, Assistant District Counsel  
John S. Mirtle, District Clerk  
Robert Zaik, Director of Human Resources  
Marcy Wright-Bolling, Manager of Human Resources  
Kelly Shane, Director of Procurement  
Tom Tyler, Director of Facilities  
Christopher Levesque, Director of Operations  
Michael Curley, Manager of Technical Services  
Nick Salemi, Special Services Administrator  
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**

Chairman Taylor called the meeting to order at 4:10PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MEETING MINUTES**

*On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of July 12, 2017 were approved.*

**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 September 11, 2017

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;

WHEREAS, on July 14, 2014 the Personnel, Pension & Insurance Committee amended the composition of the Committee;

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

**RESOLVED:** that PPI hereby amend the composition of the Deferred Compensation Committee to comprise of the following members:

Director of Finance  
Director of Human Resources  
Director of Engineering  
Director of Operations  
Director of Information Technology  
Director of Procurement  
Director of Facilities  
District Clerk  
President of Local 184  
President of Local 1026  
President of Local 3713  
Chairman of PPI

**FURTHER RESOLVED:** that any member may appoint a designee to serve on the Committee on his or her behalf;

FURTHER RESOLVED: that the Committee shall be under the direction of the Director of Finance and said Director shall have authority to execute any necessary documents on behalf of the Committee as the duly appointed administrator of the 457(b) Plan;

**FURTHER RESOLVED: that five members of the Committee shall constitute a quorum.**

Respectfully submitted,

Scott W. Jellison  
Chief Executive Officer

*Commissioner Pane moved to amend the resolution to require a quorum of five (5) individuals for the Deferred Compensation Committee. The amendment was duly seconded and approved by unanimous vote of those present.*

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

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**ADJOURNMENT**

The meeting was adjourned at 4:15 PM

ATTEST:  
  
John S. Mirtle, Esq.  
District Clerk

December 4, 2017

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Date Approved

**INVESTMENT SUBCOMMITTEE  
PERSONNEL, PENSION AND INSURANCE COMMITTEE  
SPECIAL MEETING  
The Metropolitan District  
555 Main Street, Hartford  
Thursday, November 9, 2017**

**Present:** Commissioners Raymond Sweezy and Alvin Taylor (2)

**Absent:** Commissioners Daniel Camilliere, Donald Currey and Maureen Magnan (3)

**Also Present:** Commissioner Allen Hoffman  
Scott W. Jellison, Chief Executive Officer  
John S. Mirtle, District Clerk  
Cynthia A. Nadolny, Executive Assistant  
David Lee, Dahab Associates, Inc.

**NO QUORUM PRESENT**

The District Clerk called the roll and declared that a quorum of the Investment Subcommittee of the Personnel, Pension and Insurance Committee was not present at 11:00 AM.

**ADJOURNMENT**

The meeting was adjourned at 11:01 AM

  
ATTEST:  
John S. Mirtle, Esq.  
District Clerk

March 12, 2018

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

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
SPECIAL MEETING  
The Metropolitan District  
555 Main Street, Hartford  
Monday, December 4, 2017**

**Present:** Commissioners Daniel Camilliere, Donald Currey, Kathleen Kowalyshyn, Domenic Pane, Bhupen Patel, Pasquale J. Salemi, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (9)

**Absent:** Commissioners Timothy J. Fitzgerald, Byron Lester, Maureen Magnan and Alphonse Marotta (4)

**Also Present:** Scott W. Jellison, Chief Executive Officer  
John M. Zinzarella, Deputy Chief Executive Officer, Business Services  
R. Bartley Halloran, District Counsel  
Brendan Fox, Assistant District Counsel  
Christopher Stone, Assistant District Counsel  
John S. Mirtle, District Clerk  
Robert Zaik, Director of Human Resources  
Marcy Wright-Bolling, Manager of Human Resources  
Nick Salemi, Special Services Administrator  
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**

Chairman Taylor called the meeting to order at 3:39PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MEETING MINUTES**

*On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of September 11, 2017 were approved.*

**PETITION FOR DISABILITY RETIREMENT**

**EXECUTIVE SESSION**

At 3:41 P.M., Chairman Taylor requested an executive session to discuss a petition for a disability retirement.

*On motion made by Commissioner Sweezy and duly*

***seconded, the District Board entered into executive session to discuss the petition for disability retirement.***

Those in attendance during the executive session:

Commissioners Daniel Camilliere, Donald Currey, Kathleen Kowalyshyn, Domenic Pane, Bhupen Patel, Pasquale J. Salemi, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella; Chief Executive Officer Scott W. Jellison, Deputy Chief Executive Officer of Business Services John M. Zinzarella, Robert Zaik, Marcy Wright-Bolling; Attorneys R. Bartley Halloran, Brendan Fox, Christopher Stone and John S. Mirtle,.

### **RECONVENE**

At 4:06 P.M., Chairman Taylor requested to come out of executive session and on motion made by Commissioner Sweezy and duly seconded, the Personnel, Pension & Insurance Committee came out of executive session and reconvened. No formal action was taken.

To: Personnel, Pension and Insurance Committee for consideration on December 4, 2017

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 January 1, 2018, for Mr. John Quaranta and Mr. Ricardo Alvarado. We have received the employees' written petition for consideration under the Disability Retirement provision. The employees' 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 Disability Retirement allowance shall only continue during the period of such disability. The existence and continuance of such disability may be periodically reviewed by the District.

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

Therefore, staff is recommending that the employees' petitions 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 January 1, 2018, Mr. John Quaranta shall be approved for a Disability Retirement pursuant to the terms and conditions of the General Ordinances of the Metropolitan District Commission. The Disability Retirement allowance shall only continue during the period of such disability.

**FURTHER**

**RESOLVED:** That effective January 1, 2018, Mr. Ricardo Alvarado shall be approved for a Disability Retirement pursuant to the terms and conditions of the General Ordinances of the Metropolitan District Commission. The Disability Retirement allowance shall only continue during the period of such disability.

**FURTHER**

**RESOLVED:** The Chief Executive Officer may periodically review the existence and continuance of any such disability to determine whether the employee remains permanently disabled from engaging in any gainful occupation or employment. Said employees shall cooperate and undergo any requested medical examinations as shall be required and provide any requested documentation including but not limited to income documentation and tax returns.

Respectfully Submitted,

Scott W. Jellison  
Chief Executive Officer

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

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**ADJOURNMENT**

The meeting was adjourned at 4:07 PM

ATTEST:  
  
John S. Mirtle, Esq.  
District Clerk

January 8, 2018

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Date Approved

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**To**

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

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