

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

FOR THE YEAR
2018

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Office of the District Clerk

Membership of the District is made up of the City of Hartford and
The Towns of Bloomfield, Newington, Wethersfield, Windsor,
East Hartford, Rocky Hill and West Hartford

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MEMBERSHIP
OF
THE PERSONNEL, PENSION & INSURANCE COMMITTEE
2018

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

DANIEL CAMILLIERE

ALPHONSE MAROTTA

DONALD CURREY

BHUPEN PATEL

TIMOTHY J. FITZGERALD

DOMINIC PANE

KATHLEEN J. KOWALYSHYN

PASQUALE J. SALEMI

BYRON LESTER

RAYMOND SWEEZY

MAUREEN MAGNAN

ALVIN E. TAYLOR

MINUTES

OF

MEETINGS OF THE PERSONNEL, PENSION & INSURANCE COMMITTEE

HELD IN 2018

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

The Metropolitan District

555 Main Street, Hartford

Monday, January 8, 2018

Present: Commissioners Daniel Camilliere, Donald Currey, Timothy J. Fitzgerald, Alphonse Marotta, Domenic Pane, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (8)

Absent: Commissioners Kathleen Kowalyshyn, Byron Lester, Maureen Magnan, Bhupen Patel and Pasquale J. Salemi (5)

Also

Present: Commissioner Allen Hoffman
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
Christopher Levesque, Director of Operations
Sue Negrelli, Director of Engineering
Robert Schwarm, Director of Information Technology
Kelly Shane, Director of Procurement
Tom Tyler, Director of Facilities
Robert Zaik, Director of Human Resources
Marcy Wright-Bolling, Manager of Human Resources
Cynthia A. Nadolny, Executive Assistant
Victoria S. Escoriza, Executive Assistant
Diane Ritucci, President and CEO of Workers Compensation Trust
Elizabeth Gilbert, Anthem Blue Cross Blue Shield
Jena Wooding, Anthem Blue Cross Blue Shield

CALL TO ORDER

Chairman Taylor called the meeting to order at 3:04 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 December 4, 2017 were approved.

Commissioner Fitzgerald abstained.

HEALTH INSURANCE OPTIONS FOR NEW EXEMPT & EXCLUDED EMPLOYEES

Bob Zaik, Director of Human Resources, and Beth Gilbert of Anthem gave a presentation regarding Health Insurance Options for new Exempt & Excluded Employees.

WORKERS' COMPENSATION MEDICAL CARE PLAN

TO: Personnel, Pension and Insurance Committee for consideration on January 8, 2018

In the early 1990's The Metropolitan District reviewed its insurance coverage and modified some of its coverage policies to be self-insured for the first layer of coverage. The District is currently self-insured for workers compensation insurance. The District has a long relationship with Workers' Compensation Trust as its Third Party Administrator. Workers' Compensation Trust assists in the processing, tracking and administration of workers compensation claims.

Staff has realized that within the scope of its contract, Workers' Compensation Trust can provide additional services without creating additional costs.

One area suggested by Workers Compensation Trust to improve the District's management of workers' compensation claims is to seek approval by the State of Connecticut Workers' Compensation Commission of a Medical Care Plan. The Workers' Compensation Trust administers medical care plans for many employers across the state and has a network of experienced and skilled medical professionals in its network to provide top-level care to employees seeking treatment under workers' compensation. The medical care plan will allow the District to gain better control of the employee's treatment, rehabilitation and recovery processes. The employee will still be able to secure access to their own specialists under this plan.

Staff has endorsed this plan of action.

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 authorize Workers Compensation Trust, a Third Party Administrator, to seek approval of a Medical Care Plan by the State of Connecticut Workers' Compensation 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 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 4:50 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

February 5, 2018

Date Approved

**PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Monday, February 5, 2018**

Present: Commissioners Daniel Camilliere, Donald Currey, Timothy J. Fitzgerald, Kathleen Kowalyshyn, Alphonse Marotta, Domenic Pane, Bhupen Patel, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (10)

Absent: Commissioners Byron Lester, Maureen Magnan, and Pasquale J. Salemi (3)

Also

Present: Commissioner Allen Hoffman
Commissioner Denise Hall
Commissioner David Ionno
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 Constable, Director of Finance
Christopher Levesque, Director of Operations
Sue Negrelli, Director of Engineering
Kelly Shane, Director of Procurement
Tom Tyler, Director of Facilities
Robert Zaik, Director of Human Resources
Marcy Wright-Bolling, Manager of Human Resources
Kerry E. Martin, Assistant to the Chief Executive Officer
Cynthia A. Nadolny, Executive Assistant
Victoria S. Escoriza, Executive Assistant
Deb Testa, Lockton
Bob Devito, Lockton
Becky Sielman, Milliman

CALL TO ORDER

District Counsel R. Bartley Halloran called the meeting to order at 3:17 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

ELECTION OF CHAIRMAN

District Counsel R. Bartley Halloran called for the election of the Chairman. Commissioner Sweezy placed Commissioner Alvin Taylor's name in nomination, Commissioner Kowalyshyn seconded the nomination.

There being no further nominations, the nominations were closed. Commissioner Alvin Taylor was elected Chairman of the Personnel, Pension and Insurance Committee for 2018 and 2019. Chairman Alvin Taylor assumed the Chair and thanked the Committee on Organization.

ELECTION OF VICE CHAIRMAN

Chairman Taylor called for the election of the Vice Chairman. Commissioner Pane placed Commissioner Raymond Sweezy's name in nomination, and the nomination was duly seconded by Commissioner Kowalyshyn.

There being no further nominations, the nominations were closed. Commissioner Raymond Sweezy was elected Vice Chairman of the Personnel, Pension and Insurance Committee for 2018 and 2019.

APPROVAL OF MEETING MINUTES

On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of January 8, 2018 were approved.

Commissioner Patel entered the meeting at 3:22

LOCKTON PRESENTATION ON HEALTH INSURANCE BENEFIT MODIFICATIONS FOR EXEMPT AND EXCLUDED NEW HIRES

Bob Devito and Deb Testa of Lockton presented on health insurance benefit modifications.

MILLIMAN PRESENTATION ON PENSION BENEFIT MODIFICATION FOR EXEMPT AND EXCLUDED NEW HIRES

Becky Sielman of Milliman presented on pension benefit modifications

CHANGES TO BENEFITS AND CONDITIONS OF EMPLOYMENT FOR EXEMPT & EXCLUDED EMPLOYEES

To: Personnel, Pension and Insurance Committee for consideration on February 5, 2018

Staff has been considering options to decrease, or at least hold steady, future employment costs. Staff recommends that the following modifications regarding pension contributions, OPEB contributions and health insurance benefits be implemented for new Exempt and Excluded employees hired after March 1, 2018.

As detailed below, staff also recommends the following proposed modifications for existing Exempt and Excluded employees: continuing the existing moratorium on classification review requests, overtime pay change and offering existing employees the ability to select a Health Savings Account.

Similar elements have been proposed to all three of the bargaining units.

For New Exempt and Excluded Employees hired after March 1, 2018:

- A. Pension contribution to 7.5% of regular compensation;
- B. OPEB (Other Post-Retirement Benefits) contribution of 1.5% of regular compensation;
- C. There shall be a moratorium for initiating Classification Review Requests continued indefinitely;
- D. All new Exempt and Excluded employees eligible for overtime must work forty hours in the week of assigned overtime in order to be eligible for the time and one-half overtime premium;
- E. No Spousal or Dependent medical/dental coverage upon retirement;
- F. New employees will be enrolled in a Health Savings Account ("HSA") and will contribute 16% of the Anthem Blue Cross Blue Shield Allocation Rate ("Allocation Rate"). Limited to the first three years of employment, the District will contribute \$1,000 annually for single and \$ 2,000 annually for family coverages. Any such contribution shall be terminated upon retirement. During retirement, the new retiree's contribution percentage will be frozen at the date of retirement, but that the frozen contribution percentage will be applied to the Allocation Rate as adjusted annually for the retiree's lifetime.
- G. As these new employees retire and attain Medicare eligibility, there will be no reimbursement for Medicare Part B by the District;
- H. These new employees shall not receive any pre-retirement pay-out of the "up to 50 days of Sick Leave and/or Vacation" time ;

For existing Exempt and Excluded Employees:

- A. The existing moratorium for initiating Classification Review Requests shall be indefinitely extended;
- B. All existing Exempt and Excluded employees eligible for overtime must work forty hours in the week of assigned overtime in order to be eligible for the time and one-half overtime premium;
- C. Existing Exempt and Excluded employees will have the option to change their medical coverage to the Health Savings (HSA) Account will contribute 16% of the Anthem Blue Cross Blue Shield Allocation Rate ("Allocation Rate"). Limited to the three years period following this election, the District will contribute \$ 1,000 and \$ 2,000 for family coverages. Any existing employee choosing to participate in an HSA will have a one-time opportunity on the first anniversary of the commencement of their HSA plan to discontinue their participation in the plan. During retirement, the new retiree's contribution percentage will be frozen at the date of retirement, but that the frozen contribution percentage will be applied to the Allocation Rate as adjusted annually for the retiree's lifetime.

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: For New Exempt and Excluded Employees hired after March 1, 2018, the following changes to benefits and conditions for employment shall be applied:

- A. Pension contribution to 7.5% of regular compensation;
- B. OPEB (Other Post-Retirement Benefits) contribution of 1.5% of regular compensation;
- C. There shall be a moratorium for initiating Classification Review Requests continued indefinitely;
- D. All new Exempt and Excluded employees eligible for overtime must work forty hours in the week of assigned overtime in order to be eligible for the time and one-half overtime premium;
- E. No Spousal or Dependent medical/dental coverage upon retirement;
- F. New employees will be enrolled in a Health Savings Account ("HSA") and will contribute 16% of the Anthem Blue Cross Blue Shield Allocation Rate ("Allocation Rate"). Limited to the first three years of employment, the District will contribute \$ 1,000 annually for single and \$ 2,000 annually for family coverages. Any such contribution shall be terminated upon retirement. During retirement, the new retiree's contribution percentage will be frozen at the date of retirement, but that the frozen contribution percentage will be applied to the Allocation Rate as adjusted annually for the retiree's lifetime.

- G. As these new employees retire and attain Medicare eligibility, there will be no reimbursement for Medicare Part B by the District;
- H. These new employees shall not receive any pre-retirement pay-out of the “up to 50 days of Sick Leave and/or Vacation” time ;

For existing Exempt and Excluded Employees:

- A. The existing moratorium for initiating Classification Review Requests shall be indefinitely extended;
- B. All existing Exempt and Excluded employees eligible for overtime must work forty hours in the week of assigned overtime in order to be eligible for the time and one-half overtime premium;
- C. Existing Exempt and Excluded employees will have the option to change their medical coverage to the Health Savings (HSA) Account will contribute 16% of the Anthem Blue Cross Blue Shield Allocation Rate (“Allocation Rate”). For an existing Exempt and Excluded employee that elects to switch to the HSA during the first available open enrollment, the District will contribute \$1,500 for single and \$ 3,000 for family coverages into the employee’s HSA. For the following two years, the District will contribute \$ 1,000 for single and \$ 2,000 for family coverages. Any existing employee choosing to participate in an HSA will have a one-time opportunity on the first anniversary of the commencement of their HSA plan to discontinue their participation in the plan. During retirement, the new retiree’s contribution percentage will be frozen at the date of retirement, but that the frozen contribution percentage will be applied to the Allocation Rate as adjusted annually for the retiree’s lifetime.

Be It Further

Resolved: The Personnel, Pension and Insurance Committee recommend referral by the District Board to the Committee on MDC Government for any necessary ordinance changes to implement this resolution.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

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

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

Without objection, Agenda Items 9A “CHANGES TO CLASSIFICATION SYSTEM - NEW SUPERVISORY POSITION” and 9B “CHANGES TO CLASSIFICATION SYSTEM WATER/ WASTEWATER TREATMENT PLANT OPERATOR TRAINEE POSITION” were consolidated and considered together.

**CHANGES TO CLASSIFICATION SYSTEM
NEW SUPERVISORY POSITION**

To: Personnel, Pension and Insurance Committee for consideration on February 5, 2018

As part of the District's continuing efforts to decrease the number of classifications, the District negotiated an agreement with Local 1026, AFSCME. The terms of the Agreement provides that the existing classifications of Water Pollution Control Plant Shift Supervisor and Water Pollution Control Satellite Supervisor be eliminated with a new combined classification proposed. A copy of the Agreement is attached.

Staff is recommending that the Classification be amended to include the Water pollution Control Supervisor classification. A copy of the proposed specification is attached. The SS07 salary allocation proposed matches the allocation of the existing WPC Satellite Supervisor classification.

The negotiated Agreement creates the opportunity for aspiring supervisors to secure the Class 4 Wastewater Plant Operator Certificate.

**Code: 37837
Employee Group: Local 1026
FLSA Status: Non-Exempt**

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: WATER POLLUTION CONTROL SUPERVISOR

JOB SUMMARY

This is very responsible water pollution control plant supervisory work involving the direction of the operation of the Hartford and satellite water pollution control plants, including all unit processes of water pollution control plant operations, maintenance and process control and oversight. Responsibilities include unit processes direction of preliminary treatment, primary treatment, secondary treatment, chlorine/Ultraviolet disinfection solids processing, solids receiving, thickening (both gravity and dissolved air floatation), dewatering, wet weather, heat recovery/electrical production and all associated equipment.

Work involves responsibility for the safe, effective and timely operation of the assigned plant. Duties include directing plant operations and maintenance, and conducting plant record keeping and administration. This position also has the responsibility for making very difficult plant technical and operational decisions. This work requires that the employee have considerable knowledge, skill and ability in water pollution control plant operations and supervision.

ESSENTIAL FUNCTIONS

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

- Schedules, assigns, supervises and evaluates a medium to large size work groups. Investigates and resolves operational problems and responds to complaints from the public.
- Fills out forms and reports on completed work assignments and completes employee time records. Compiles and analyzes operational data and prepares routine reports. Orders parts and materials.
- Drafts unit budget and controls expenditures within fund allocations.
- Trains and counsels employees. Administers union contract language and oral and written warnings, and recommends higher level discipline. Assists in employee selection. Assures safe work practices.
- Coordinates activities on a short and long term basis to assure personnel, materials and equipment necessary for projects and objectives. Responds to emergency call-outs.
- Performs related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Manager of Water Pollution Control through the WPC Superintendent.

MINIMUM QUALIFICATIONS

A high school diploma or the equivalent, some training in water pollution control plus six (6) years of progressively responsible water pollution control facility operations experience including at least two (2) years in a crew leader or supervisory capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS

Must have a valid Connecticut Class III Water Pollution Control Plant Operator's Certificate with the Class IV Water Pollution Control Plant Operator's Certificate preferred.

Must have a valid driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of Class IV and III water pollution control plant operations and supervision.
- Good knowledge of public administration principles and practices as applied to work unit reporting and routine administrative procedures.
- Good ability to communicate orally and to lead others in a work unit; some writing ability.
- Good ability to administer policies and procedures including scheduling, routine decision-making and the completion of forms and reports.
- Good ability to supervise others in a work unit.
- Considerable ability to establish and maintain effective working relationships with coworkers, vendors, contractors, consultants, and the general public.

ADA COMPLIANCE

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

Sensory Requirements: Some tasks require the ability to perceive and discriminate: (i) visual and/or auditory cues or signals; and/or (ii) odors. Some tasks require the ability to communicate orally and in writing.

Environmental Factors: Essential functions are performed in plants, frequently exposed to heavy industrial equipment, caustic chemicals, raw sewage, activated sludge, biologically contaminated underground facilities, and the like.

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

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 the WPC Plant Shift Supervisor and WPC Satellite Supervisor classifications with the creation of a unified Water Pollution Control Supervisor, SS07, classification.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

Memorandum of Understanding

The Metropolitan District Commission, hereinafter, "the District," together with Local 1026, COUNCIL 4, AFSCME, hereinafter, "the Union," in mutual consideration of the promises made herein, WITHOUT SETTING PRECEDENT OR ESTABLISHING PRACTICE, agree to the following:

1. This Agreement is *subject to the ratification process of the District and the Union.*
2. Limited to employees assigned to the Water Pollution Control Series, conditioned entirely upon the approval of the District's governing bodies including Board of Commissioners, the District shall propose a new multi-tasking *Water Pollution Control Supervisor, SS07*, classification and shall propose to move the Assistant WPC Superintendent to SS09 salary allocation. The proposed new classification shall reflect a combination of the present WPC Satellite and WPC Plant Shift Supervisors classifications. The new classification shall require a Connecticut Class 3 Water Pollution Control Operator Certification.

Should the proposals above be approved, the parties further agree that should an employee assigned to the new WPC Supervisor, SS07, classification subsequently secure a Connecticut Class 4 Water Pollution Control Operator Certification, the District shall, effective the Sunday following the date of the certification, adjust the employee's compensation to the SS08 salary.

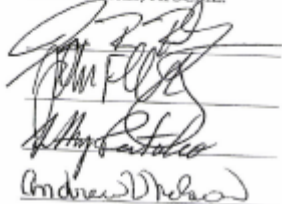
3. Should the proposals above be approved, the District shall make the following compensation adjustments effective to the Sunday following the date of full ratification of the parties, including:
 - One employee assigned to the Assistant WPC Superintendent to SS09;
 - Three employees assigned to the WPC Plant Shift Supervisor to SS07;
 - One employee assigned to a WPC Satellite Supervisor already possessing a Class 4 certificate to SS08;
 - One WPC Plant Shift Supervisor position already possessing a Class 4 certificate to SS08; See ATTACHMENT

For those employees assigned to the WPC Satellite Supervisor, SS07, save for the one employee who already possess the Connecticut Class 4 Water Pollution Control Operator Certification, there shall be no compensation adjustment, except that the District may cross-orientate the employees to all of the wastewater functions particularly those at the Hartford WPC Facility. The same cross-orientation process may be employed by the District to all of the employees assigned to the WPC Plant Shift Supervisor position.

4. The District and the Union recognize the workings of Connecticut State Agencies Regulations Sect. 22 a-416-8 (b) related to the use of employees designated as facility Chief Operators. Notwithstanding the foregoing sentence, for District chain of command reporting, the employees assigned to the satellite facilities shall continue to report to the WPC Superintendent.
5. Should the proposals above be approved, the District shall be free to temporarily assign qualified employees to fill staffing needs across the entire WPC Series without contest or challenge.
6. Should the proposals above be approved the District agrees to post the new WPC Supervisor, SS07, to replace a retired employee at the East Hartford WPC Facility. Said position shall be posted as an "open" posting.
7. For future supervisory position vacancies in the Water Pollution Control Series, the District reserves the right to determine if the position is to be filled. Nothing herein shall be construed as the creation of any expressed or implied staffing requirement or condition.
8. All other terms and conditions of the Collective Bargaining Agreement not herein waived or modified continue in full force and effect.
9. This Agreement satisfies the requirements of Section 20.1 of the Collective Bargaining Agreement.

All terms and conditions above, agreed to this 29th day of November 2017.

For Local 1026, AFSCME:


 Andrew D. Delano

For the Metropolitan District:


 Robert J. Zid

ATTACHMENT

Affected Employee:	Present Classification:	Proposed Action:
Robert Lugli	Assistant WPC Superintendent, SS08	Assistant WPC Superintendent, SS09
Bruce Lundie	WPC Plant Shift Supervisor, SS05	Water Pollution Control Supervisor, SS07
Brian Staley	WPC Plant Shift Supervisor, SS05	Water Pollution Control Supervisor, SS07
Ryon Jagoda	WPC Plant Shift Supervisor, SS05	Water Pollution Control Supervisor, SS07
Mark Kajka	WPC Plant Shift Supervisor, SS05	Water Pollution Control Supervisor, SS08
Carl Veilleux	WPC Satellite Supervisor, SS07	Water Pollution Control Supervisor, SS08

CHANGES TO CLASSIFICATION SYSTEM WATER/WASTEWATER TREATMENT PLANT OPERATOR TRAINEE POSITION

To: Personnel, Pension and Insurance Committee for consideration on February 5, 2018

As part of the District's continuing efforts to decrease the number of classifications, we are proposing a combined new classification to encompass the existing Water Pollution Control Plant Operator Trainee and the newly proposed Water Treatment Plant Operator Trainee.

Staff is recommending that the Classification System be amended to include the Water/Wastewater Treatment plant operator Trainee classification. A copy of the proposed specification is attached. The proposed labor grade of LT03 matches the allocation of the existing Water Pollution Control Plant Operator Trainee classification.

Code: 37807

Employee Group: Local 184

FLSA Status: Non-Exempt

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: WATER/WASTEWATER TREATMENT PLANT
OPERATOR TRAINEE**

JOB SUMMARY

The purpose of this classification is to provide entry-level water pollution control or water treatment operation work at the training level involving the assistance to operators, learning plant operations and procedures, and demonstrating an ability to understand and operate process equipment.

Work involves responsibility for safe assistance to plant operators. Duties include helping with assigned tasks and learning plant operations. This work requires that the employee have some knowledge, skill and ability in general laboring work.

ESSENTIAL FUNCTIONS

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

- Assists plant operators in all plant operation and maintenance tasks, at all facilities, as assigned. Performs related work as required.
- Learns plant equipment operation methods and procedures.
- Performs work in a safe manner and observes all safety procedures.
- Uses all tools, equipment and materials responsibly, and performs basic monitoring, inspection and preventive maintenance duties. Works as operator as experience is gained and as assigned.
- Obtains appropriate level of operator licensure for water pollution control or water treatment plant.

- May be required to work nights and weekends, depending on plant needs and training availability.

SUPERVISION RECEIVED

Works under the general supervision of a shift supervisor, crew leader or plant operator.

MINIMUM QUALIFICATIONS

A high school diploma or the equivalent plus some experience in mechanical or construction trades, or labor; or any equivalent combination of education, training and experience, substituting on a year-for-year basis, which provides the requisite knowledge, skills and abilities for this classification.

SPECIAL REQUIREMENTS

Must have a valid driver's license.

- *Water Operator:*
 - Ability to obtain within two (2) years of date of hire a Class 1 Water Treatment Plant Operator Certificate from the Connecticut Department of Public Health (CTDPH).
 - Must successfully pass the Connecticut Department of Public Health's Class 1 Operator Examination.
- *Wastewater Operator:*
 - Must have passed the CT DEEP Class I Wastewater Operator certificate examination. Does not need to possess a CT DEEP Class I license at time of hire.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of tools, equipment and methods of general laboring work.
- Knowledge of work standards and safety procedures in general laboring work.
- Skill in the operation of computers and plant-related systems and software, and ability to perform light data entry.
- Skill in the use of hand tools and power equipment and controls in plant operation.
- Ability to follow oral and written instructions and to learn District procedures. Ability to communicate orally.
- Ability to perform water pollution control or water treatment work safely, effectively and efficiently.
- Ability to establish and maintain effective working relationships with coworkers.

ADA COMPLIANCE

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

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

Environmental Factors: Essential functions are performed both indoors and outdoors, with potential exposure to any or all of the following: various weather/temperature conditions, high or deep dangerous places, working near moving mechanical/heavy industrial equipment, risk of electric shock, vibration, fumes, airborne particles, chemicals, loud and/or reoccurring noises, raw sewage, activated sludge and dewatered sludge.

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

This action enhances the on-going High School Intern program originated by the District and now, envisioned by the Town of Bloomfield.

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 add the combined Water/Wastewater Treatment Plant Operator Trainee, LT03, classification.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

On motion made by Commissioner Sweezy and duly seconded, the reports for resolutions 9A "CHANGES TO CLASSIFICATION SYSTEM - NEW SUPERVISORY POSITION" and 9B "CHANGES TO CLASSIFICATION SYSTEM WATER/WASTEWATER TREATMENT PLANT OPERATOR TRAINEE POSITION" were received and the resolutions 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 5:30 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

March 12, 2018

Date Approved

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

The Metropolitan District

555 Main Street, Hartford

Monday, March 12, 2018

Present: Commissioners Daniel Camilliere, Raymond Sweezy and Alvin Taylor (3)

Absent: Commissioners Donald Currey and Maureen Magnan (2)

Also

Present: Commissioner Allen Hoffman
Commissioner Bhupen Patel
Scott W. Jellison, Chief Executive Officer
John M. Zinzarella, Deputy Chief Executive Officer, Business Services
Christopher Stone, Assistant District Counsel
Robert Constable, Director of Finance
Christopher Levesque, Director of Operations
Sue Negrelli, Director of Engineering
Robert Schwarm, Director of Information Technology
Kelly Shane, Director of Procurement
Robert Zaik, Director of Human Resources
John S. Mirtle, District Clerk
Victoria S. Escoriza, Executive Assistant
David Lee, Dahab Associates, Inc.

CALL TO ORDER

Commissioner Taylor called the meeting to order at 12:05 PM

ELECTION OF CHAIRMAN

District Clerk John S. Mirtle called for the election of the Chairman. Commissioner Taylor placed Commissioner Raymond Sweezy's name in nomination, Commissioner Camilliere seconded the nomination.

There being no further nominations, the nominations were closed. Commissioner Raymond Sweezy was elected Chairman of the Personnel, Pension and Insurance Investment Subcommittee for 2018 and 2019. Chairman Raymond Sweezy assumed the Chair and thanked the Personnel, Pension and Insurance Investment Subcommittee.

ELECTION OF VICE CHAIRMAN

Chairman Sweezy called for the election of the Vice Chairman. Commissioner Camilliere placed Commissioner Alvin Taylor's name in nomination, and the nomination was duly seconded by Chairman Sweezy.

There being no further nominations, the nominations were closed. Commissioner Alvin Taylor was elected Vice Chairman of the Personnel, Pension and Insurance Investment Subcommittee for 2018 and 2019.

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 March 2, 2017 and November 9, 2017 were approved.

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.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

ADJOURNMENT

The meeting was adjourned at 1:08 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

May 24, 2018

Date Approved

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

The Metropolitan District

555 Main Street, Hartford

Monday, March 12, 2018

Present: Commissioners Daniel Camilliere, Kathleen Kowalyshyn, Alphonse Marotta, Domenic Pane, Bhupen Patel, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (8)

Absent: Commissioners Donald Currey, Timothy J. Fitzgerald, Byron Lester, Maureen Magnan and Pasquale J. Salemi (5)

Also

Present: Commissioner John Avedisian
Commissioner Luis Caban
Commissioner Allen Hoffman
Scott W. Jellison, Chief Executive Officer
John M. Zinzarella, Deputy Chief Executive Officer, Business Services
Christopher Stone, Assistant District Counsel
Brendan Fox, Assistant District Counsel
John S. Mirtle, District Clerk
Robert Schwarm, Director of Information Technology
Kelly Shane, Director of Procurement
Tom Tyler, Director of Facilities
Robert Zaik, Director of Human Resources
Kerry E. Martin, Assistant to the Chief Executive Officer
Carrie Blardo, Assistant to the Chief Operating Officer
Victoria S. Escoriza, Executive Assistant

CALL TO ORDER

Chairman Taylor called the meeting to order at 3:15 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 February 5, 2018 were approved.

LITIGATION SETTLEMENT**EXECUTIVE SESSION**

At 3:17 P.M., Chairman Taylor requested an executive session to discuss a Litigation Settlement.

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

Those in attendance during the executive session:

Commissioners Daniel Camilliere, Kathleen Kowalyshyn, Alphonse Marotta, Domenic Pane, Bhupen Patel, 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, Director of Human Resources Robert Zaik; Attorney Christopher Stone.

RECONVENE

At 3:35 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 March 12, 2017.

In April of 2013, the District received a Complaint alleging discrimination for reasons of age and race involving a supervisory promotion.

In 2015, despite the evidence presented by the District to indicate that the best qualified candidate was chosen, the Commission on Human Rights and Opportunities certified the matter for a Formal Hearing.

Since the matter was certified, the parties have been involved with a contentious discovery process.

In early February, the parties have reached an agreement in which the Complainant has completely released the Metropolitan District from any issues related to the discrimination allegations. The agreement strictly provides that there was no admission of any wrongdoing or any violation of the Complainant's rights.

In consideration of receiving the Complainant's General Release, the terms of the agreement provide that the District pay the Complainant eight thousand dollars (\$ 8,000).

Labor Counsel and Staff have recommended that this settlement be approved.

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

VOTED: That the Personnel Pension and Insurance Committee recommend to the District Board the approval of the Settlement Agreement executed on February 6, 2018.

RESOLVED: That pursuant to Section B2f of the By-Laws of The Metropolitan District, the Board of Commissioners of The Metropolitan District hereby authorizes the Chief Executive Officer, or his designee, to settle the CHRO Complaint captioned *RODNEY MORGAN V. The Metropolitan District*, CHRO Complaint No. 1310384 (EEOC No. 16A-2013-00877) for the total sum of \$ 8,000.00, subject to the proper execution of any and all documents reasonably necessary to effect said settlement, including but not limited to a general release containing a confidentiality provision from the plaintiff, and formal withdrawal of said action.

Respectfully submitted,

Scott W. Jellison
Chief Executive Officer

On motion made by District Chairman DiBella and duly seconded, the report was received and resolution adopted by majority vote of those present. Commissioner Sweezy opposed.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

ADJOURNMENT

The meeting was adjourned at 3:37 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

April 2, 2018

Date Approved

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

The Metropolitan District

555 Main Street, Hartford

Monday, April 2, 2018

Present: Commissioners Donald Currey, Timothy J. Fitzgerald, Maureen Magnan, Alphonse Marotta, Domenic Pane, Bhupen Patel, Pasquale J. Salemi, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (10)

Absent: Commissioners Daniel Camilliere, Kathleen Kowalyshyn and Byron Lester (3)

Also

Present: Commissioner Denise Hall
Commissioner Allen Hoffman
Commissioner David Ionno
Commissioner Whit Osgood
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 Constable, Director of Finance
Christopher Levesque, Director of Operations
Sue Negrelli, Director of Engineering
Robert Schwarm, Director of Information Technology
Kelly Shane, Director of Procurement
Tom Tyler, Director of Facilities
Robert Zaik, Director of Human Resources
Kerry E. Martin, Assistant to the Chief Executive Officer
Carrie Blardo, Assistant to the Chief Operating Officer
Victoria S. Escoriza, Executive Assistant
David Silverstone, Consumer Advocate

CALL TO ORDER

Chairman Taylor called the meeting to order at 5:00 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 Sweezy and duly seconded, the meeting minutes of March 12, 2018 were approved.

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

To: Personnel, Pension and Insurance Committee for Consideration on April 2, 2018

The District's financial advisor, DAHAB Associates, has proposed a revised target asset class distribution for the District's Pension Plan investments to the Pension investment Subcommittee. The revised target asset class distribution reflects a re-allocation of 5.0% from Fixed Income asset class to the International Equity asset class. This change to the pension plan investment policy is recommended to improve the pension plan's mix of asset classes to enhance performance while maintaining the overall risk of the plan and is supported by the Pension Investment Subcommittee.

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

A. Asset Target %

	Current	Proposed
Domestic Equity	Targets	Targets
- Large Cap	30.0%	30.0%
- Mid Cap	10.0%	10.0%
- Small Cap	10.0%	10.0%
International Equity	10.0%	15.0%
Emerging Markets	0.0%	0.0%
Fixed Income		
-Global Fixed	12.5%	12.5%
-Broad Fixed (Aetna)	15.0%	10.0%
Real Estate	7.5%	7.5%
Timber	5.0%	5.0%
Cash & Equivalents		
-Aetna Cash Acct	3.0%	0.0%

B. Asset Allocation Range %

	Current <u>Alloc %</u>	Proposed <u>Alloc %</u>
Domestic Equity		
- Large Cap	22.0% to 38.0%	22.0% to 38.0%
- Mid Cap	7.0% to 13.0%	7.0% to 13.0%
- Small Cap	7.0% to 13.0%	7.0% to 13.0%
International Equity	7.0% to 13.0%	12.0% to 18.0%
Emerging Markets	0.0%	0.0%
Fixed Income		
-Global Fixed	9.5% to 15.5%	9.5% to 15.5%
-Broad Fixed (Aetna)	12.0% to 18.0%	7.0% to 13.0%
Real Estate	4.0% to 11.0%	4.0% to 11.0%
Timber	2.0% to 8.0%	2.0% to 8.0%
Cash & Equivalents		
-Aetna Cash Acct	0.0% to 15.0%	0.0% to 15.0%

DAHAB Associates is also recommending that an additional investment manager be appointed for the International Equity asset classes once the new asset class and revised target allocation percentages for the pension plan are approved.

DAHAB Associates, following direction from the Pension Investment Subcommittee and with the assistance of staff, issued a Request for Proposals (RFP) for an International Equity investment manager, in addition to the existing International Equity investment manager. Following an initial screening of the responses, a list of qualified investment managers was presented to the Pension Investment Subcommittee for review and final selection of the second investment manager for the International Equity investment class.

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

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

RESOLVED: That Personnel, Pension and Insurance Committee adopt the recommendation of the Pension Investment Subcommittee and authorize District Staff to enter into an agreement with Hardman Johnston Global Advisors, as International Equity investment Manager for up to 50% of the International Equity asset class allocation (up to 7.5% of pension plan assets).

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

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 5:03 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

May 7, 2018

Date Approved

PERSONNEL, PENSION AND INSURANCE COMMITTEE
The Metropolitan District
555 Main Street, Hartford
Monday, May 7, 2018

Present: Commissioners Daniel Camilliere, Donald Currey, Timothy J. Fitzgerald, Alphonse Marotta, Domenic Pane, Bhupen Patel, Pasquale J. Salemi, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (10)

Absent: Commissioners Kathleen Kowalyshyn, Byron Lester and Maureen Magnan (3)

Also

Present: Commissioner David Ionno
Commissioner Whit Osgood
Scott W. Jellison, Chief Executive Officer
R. Bartley Halloran, District Counsel
John S. Mirtle, District Clerk
Christopher Levesque, Director of Operations
Sue Negrelli, Director of Engineering
Robert Schwarm, Director of Information Technology
Kelly Shane, Director of Procurement
Tom Tyler, Director of Facilities
Robert Zaik, Director of Human Resources
Marcy Wright-Bolling, Manager of Human Resources
Nick Salemi, Special Services Administrator
Julie McLaughlin, Special Services Administrator
Michael Jefferson, Diversity Manager
Rita Kelley, Durational Diversity Project Manager
Kerry E. Martin, Assistant to the Chief Executive Officer
Carrie Blardo, Assistant to the Chief Operating Officer
Victoria S. Escoriza, Executive Assistant
David Silverstone, Consumer Advocate

CALL TO ORDER

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

Without objection, Chairman Taylor moved agenda item #6 "Consideration and Potential Action Re: Job Classification Revisions" prior to Agenda Item #4 "Report Re: Affirmative Action"

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

On motion made by District Chairman DiBella and duly seconded, the meeting minutes of April 2, 2018 were approved.

**CHANGES TO CLASSIFICATION SYSTEM
WATER/WASTEWATER TREATMENT PLANT OPERATOR TRAINEE POSITION**

To: Personnel, Pension and Insurance Committee for consideration on May 7, 2018

On February 5, 2018, the Personnel, Pension and Insurance Committee approved a new job description titled Water/Wastewater Treatment Plant Operator Trainee. This job was created to encompass the existing Water Pollution Control Plant Operator Trainee and the new Water Treatment Plant Operator Trainee.

It was determined that minor adjustments were needed to provide clarification of the job requirements for this position.

Code:
Employee Group: Local 184
FLSA Status: Non-Exempt

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: WATER/WASTEWATER TREATMENT PLANT
OPERATOR TRAINEE**

JOB SUMMARY

The purpose of this classification is to provide entry-level water and/or wastewater treatment plant operation **work at the training level involving the assistance to operators, learning plant operations and procedures**, and demonstrating an ability to understand and operate process equipment.

Work involves responsibility for safe assistance to plant operators. Duties include helping with assigned tasks and learning plant operations. This work requires that the employee have some knowledge, skill and ability in general laboring work.

ESSENTIAL FUNCTIONS

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

- Assists plant operators in plant operation and maintenance tasks, at all facilities, as assigned. Performs related work as required.
- Learns plant equipment operations methods and procedures.
- Performs work in a safe manner and observes all safety procedures.
- Uses all tools, equipment and materials responsibly, and performs basic inspection and preventive maintenance prior to use.
- Works as operator as experience is gained and as assigned.
- Obtains appropriate level of operator licensure for water and/or wastewater treatment plant.
- May be required to work nights and weekends, depending on plant needs and training availability.

SUPERVISION RECEIVED

Works under the general supervision of a supervisor, crew leader or plant operator.

MINIMUM QUALIFICATIONS

A high school diploma or the equivalent plus some experience in mechanical or construction trades, or labor; or any equivalent combination of education, training and experience substituting on a year-for-year basis, which provides the requisite knowledge, skills and abilities for this classification.

SPECIAL REQUIREMENTS

- Must have a valid driver's license
- Water Operator:
 - Must possess a Connecticut Department of Public Health (DPH) Water Treatment Plant Operator in Training Certificate (Level IV preferred).
- *Wastewater Operator:*
 - Must possess a Connecticut Department of Energy & Environmental Protection (DEEP) Class 1 Wastewater Operator Certificate.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the tools, equipment, and methods of general laboring work.
- Knowledge of the work standards and safety procedures in general laboring work.

- Skill in the operation of computers and plant-related systems and software, and ability to perform light data entry.
- Skill in the use of hand tools and power equipment and controls in plant operations.
- Ability to follow oral and written instructions and to learn District procedures. Ability to communicate orally.
- Ability to perform water treatment work safely, effectively and efficiently.
- Ability to establish and maintain effective working relationships with coworkers.

ADA COMPLIANCE

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

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

Environmental Factors: Essential functions are performed both indoors and outdoors, with potential exposure to any or all of the following: various weather/temperature conditions, high or deep dangerous places, working near moving mechanical/heavy industrial equipment, risk of electric shock, vibration, fumes, airborne particles, chemicals, loud and/or reoccurring noises, raw sewage, activated sludge and dewatered sludge.

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

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 include the above changes to the Water/Wastewater Treatment Plant Operator Trainee, LT03 classification.

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.

**CHANGES TO CLASSIFICATION SYSTEM
UTILITY MAINTENANCE CREW LEADER**

To: Personnel, Pension and Insurance Committee for consideration on May 7, 2018

As part of the District's continuing efforts to decrease the number of classifications, Staff is proposing a cross-functional crew leader classification. This classification was identified in recent negotiations with the bargaining unit. This classification is recommended for allocation to the LT13 labor grade (Annual Range \$ 76,294 to \$ 91,582).

Staff is recommending that the Classification System be amended to include the Utility Maintenance Crew Leader classification. A copy of the proposed specification is attached.

This action, if approved puts the "generic" capstone on the utility maintainer series negotiated with the bargaining units.

Code:
Employee Group: Local 184
FLSA Status: Non-Exempt

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: UTILITY MAINTENANCE CREW LEADER

JOB SUMMARY

The purpose of this classification is to provide responsible utility maintenance lead and laboring work which may involve overseeing a crew in the construction and repair of water and sewer pipelines and the cleaning and maintenance of sewer pipelines.

Work involves responsibility for safe, effective and timely completion of assigned construction and repair projects and the correction of sewer line blockages and other collection pipeline issues. Responsible for resolving utility systems emergencies on assigned shifts and for the work assigned crews. Duties include investigating and repairing or securing water leaks and other emergencies, and overseeing crew members. This position also has the responsibility for making difficult systems emergency technical decisions. Duties may include the operation of pipeline construction equipment and tools, performing repair and installations, assisting in the direction of sanitary sewer and storm sewer and catch basin cleaning, clearing and pumping operations. This position also has the responsibility for making water and

sewer pipeline component project decisions and making sewer line maintenance, technical and operational decisions. This work requires that the employee have good knowledge, skill and ability in water and sewer pipeline component construction and repair methods and good knowledge, skill and ability in sewer line maintenance principles and practices.

ESSENTIAL FUNCTIONS

The following duties are illustrative of the classification and may not include all of the duties under the classification.

- Oversees, a small size work group in cleaning and maintaining sewer lines, catch basins and related facilities. Investigates water and sewer leaks and other customer calls for service and repairs or secures conditions found. Removes and replaces smaller water meters. Assigns, oversees and corrects the work of a small crew in emergency systems response operations.
- Constructs and repairs manholes, catch basins, meter pits, sidewalks, and related pipeline components. Repairs sanitary and storm sewer lines and makes small repairs to water mains and services. Performs masonry work, as necessary in construction and repair. Reads and interprets pipeline component blueprints and translates them into construction activities.
- Locates gates and related assemblies and excavates and grades, as necessary. Investigates and-repairs stuffing box, gland and bonnet leaks. Installs spacers and frames to bring gate boxes and manholes up to grade. Reads and interprets parts diagrams, basic blueprints and sketches and Gate Books.
- Performs hydrant and related assemblies replacements. Locates hydrants and related assemblies. Investigates leaks, as assigned, and performs emergency shutdown operations during water system failures. Operates a two-way radio pickup truck to transport equipment and materials to the job site.
- oversees and corrects the work of a small work crew in pipeline component construction and repair or cleaning and maintaining sewer lines, catch basins and related facilities. Demonstrates work procedures. Cites work rules violations.
- Fills out forms on completed work assignments. Coordinates activities on a short-term basis to assure personnel, materials and equipment necessary for assignments.
- Assists in investigating problems in the field and determining corrective actions to be taken on call for emergencies. May operate rod or jet truck in emergencies. Oversees the clean-up of chemical spills in sewer lines. Takes metered readings of chemical explosiveness.
- Oversees and corrects a small work group in pumping and cleaning operations, cavity investigations, cellar cleaning due to sewer back-ups and water leaks,

Oversees snow removal at sewer plants and pump stations.

- Assists in filling out forms and reporting on completed work assignments and completing employee time records. Assists in training employees. Assures safe work practices.
- Assists in coordinating personnel, materials and equipment necessary for projects and objectives.
- Responds to water and sewer emergencies and related problems at any time of day or night, as directed. Serves on-call for emergencies, as assigned.
- Performs related work as required.

SUPERVISION RECEIVED

Works under the general direction of a Superintendent, Assistant Superintendent or supervisor.

MINIMUM QUALIFICATIONS

A high school diploma or the equivalent plus five years of progressively responsible pipeline component repair and masonry experience including some experience in a lead capacity, or five years of progressively responsible sewer line maintenance or related experience including at least two years in a lead capacity, with demonstration of competent performance in one of the functions described in this specification.

Must have a valid Commercial Driver's License, Subclassification "B" with airbrake and tanker endorsements.

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of water and sewer pipeline component construction and repair methods, equipment and materials involving the components. Some knowledge of public administration principles and practices as applied to crew operations reporting.
- Good skill in pipeline masonry.
- Good ability to communicate orally and to lead a work crew; some writing ability.
- Good ability to make operational decisions within established procedures and to complete routine forms. Good ability to oversee the activities of an assigned work crew. Considerable ability to establish and maintain effective working relationships with coworkers, vendors, contractors, customers and the general public.

- Good knowledge of sewer line maintenance principles and practices.
- Knowledge of public administration principles and practices as applied to work unit reporting and routine administrative procedures.
- Ability to administer policies and procedures including scheduling, routine decision-making, and the completion of forms.
- Ability to oversee others in a work unit.
- Ability to operate computers, software, systems and standard office equipment required for performing essential functions, including data entry.
- Ability to establish and maintain effective working relationships with coworkers, contractors, customers, and the general public.

ADA COMPLIANCE

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

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

Environmental Factors: Essential functions are performed primarily in underground locations, frequently exposed to heavy industrial equipment, noxious substances, raw sewage, activated sludge, biologically contaminated underground facilities, and the like.

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

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 include the Utility Maintenance Crew Leader classification with a salary allocation to LT13.

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.

REPORT RE: MBE / WBE PROGRAM

Michael Jefferson, Diversity Manager, and Kelly Shane, Director of Procurement, presented on the MBE and WBE Program.

REPORT RE: AFFIRMATIVE ACTION PLANNING

Without objection, this report was postponed until the next meeting.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

ADJOURNMENT

The meeting was adjourned at 5:13 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

June 4, 2018

Date Approved

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

The Metropolitan District

555 Main Street, Hartford

Thursday, May 24, 2018

Present: Commissioners Daniel Camilliere, Donald Currey, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (5)

Absent: Commissioner Maureen Magnan (1)

Also

Present: Commissioner Allen Hoffman
Commissioner Gary LeBeau
Scott W. Jellison, Chief Executive Officer
John M. Zinzarella, Deputy Chief Executive Officer, Business Services
Christopher Stone, Assistant District Counsel
Christopher Levesque, Director of Operations
Sue Negrelli, Director of Engineering
Robert Schwarm, Director of Information Technology
Tom Tyler, Director of Facilities
Robert Zaik, Director of Human Resources
John S. Mirtle, District Clerk
Carrie Blardo, Assistant to the Chief Operating Officer
Victoria S. Escoriza, Executive Assistant
David Lee, Dahab Associates, Inc.

CALL TO ORDER

Chairman Sweezy called the meeting to order at 12:04 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 the Personnel, Pension and Insurance Investment Subcommittee of March 12, 2018 were approved.

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.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

ADJOURNMENT

The meeting was adjourned at 12:38 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

August 24, 2018

Date Approved

PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Monday, June 4, 2018

Present: Commissioners Daniel Camilliere, Donald Currey, Kathleen Kowalyshyn, Maureen Magnan, Alphonse Marotta, Domenic Pane, Bhupen Patel, Pasquale J. Salemi, Raymond Sweezy, Alvin Taylor (10)

Absent: Commissioners Timothy J. Fitzgerald, Byron Lester and District Chairman William A. DiBella (3)

Also

Present: Scott W. Jellison, Chief Executive Officer
R. Bartley Halloran, District Counsel
Brendan Fox, Assistant District Counsel
Christopher Stone, Assistant District Counsel
John S. Mirtle, District Clerk
Christopher Levesque, Director of Operations
Sue Negrelli, Director of Engineering
Robert Schwarm, Director of Information Technology
Kelly Shane, Director of Procurement
Tom Tyler, Director of Facilities
Robert Zaik, Director of Human Resources
Marcy Wright-Bolling, Manager of Human Resources
Kerry E. Martin, Assistant to the Chief Executive Officer
Carrie Blardo, Assistant to the Chief Operating Officer
Victoria S. Escoriza, Executive Assistant

CALL TO ORDER

Vice Chairman Sweezy called the meeting to order at 3:35 PM

Chairman Taylor entered the Meeting at 3:40 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 May 7, 2018 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 June 4, 2018

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 and September 11, 2017 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 Composition Committee to include two retired employees of the District appointed by the Chairperson of PPI.

Respectfully submitted,

Scott W. Jellison
Chief Executive Officer

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

RESOLUTION MODIFYING THE DISTRICT'S 457(b) PLAN INVESTMENT OPTIONS

No action was taken modifying the 457(b) plan.

***Zach Karas of Retirement Plan Advisors gave a presentation
regarding modifications to the 457(b) plan investment options.***

Commissioner Salemi entered the meeting at 4:53 PM

TENTATIVE CONTRACT SETTLEMENT

To: Personnel, Pension and Insurance Committee for consideration on June 4, 2018

Through efforts coordinated through Commissioner input and guidance, the District reached a tentative contract settlement agreement with all of its affiliated bargaining units on May 4, 2018. The agreement was made subject to the ratification process of each of the bargaining units and the District's governing bodies.

Each of the bargaining units conducted ratification voting through the week of May 14, 2018, with the units conducting a simultaneous count on Friday, May 18, 2018.

The bargaining units provided individual notice to the District to confirm that the unit had voted to accept the tentative agreement.

Staff and legal counsel recommend that the tentative agreement be approved by this Sub-Committee with the recommendation of approval to the full Board of Commissioners.

The significant items of this agreement include:

For new Employees (hired after June 5, 2018):

- Pension contribution increased to 7.5% of regular compensation;
- No Spousal or Dependent medical/dental coverage upon retirement; however, retiree spouse may elect retiree medical/dental coverage provided said spouse assumes and pays the full cost of such coverage, as may be annually adjusted;
- New employee will be automatically enrolled in High Deductible Health Plan, with the District providing some of the seed money to assist with the single and family deductibles;
- With new employees who ultimately retire, the District is curtailing the reimbursement for the Medicare Part B;
- At the point of retirement, should these new employees have any optional Life Insurance, the retiree shall pay the cost of coverage but at the group rate in

effect, as may be annually adjusted. The cost will be part of the monthly authorized deductions;

For both existing and new employees:

- Moratorium on pension negotiation extended to December 31, 2025;
- General Wage Adjustments for each of the four years commensurate with adjustments applied with our Member Towns and surrounding municipalities;
- Allowing existing employees the option to change to the High Deductible Medical Plan;
- The health insurance premium cost share for all employees (including those employees hired on or after October 1, 2015 not covered by a High Deductible Health Plan shall be advanced over the term of the contract to 18%;
- Effective the Sunday following the date of full ratification, as applied to all future retirements, the District shall buy out the base Life Insurance by paying the retiree a lump sum of \$6,000.00. For those retirees who decide to continue with their optional insurance, the retiree will be responsible to pay for the full cost at the group rate.
- The existing Classification Request moratorium extended to December 31, 2022;
- All employees will have 1% of regular wages deducted from their pay and contributed to the OPEB Fund;

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 Board of Commissioners of The Metropolitan District hereby authorizes the Chief Executive Officer to implement the terms of the Tentative Agreement executed with the affiliated bargaining units on May 4, 2018 (copy attached) and execute updated collective bargaining agreements with each union incorporating the terms of the Tentative Agreement.

Respectfully submitted,

Scott W. Jellison
Chief Executive Officer

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

Tentative Agreement with Local 184, Local 3713 and Local 1026

As to new employees within any of the bargaining units hired on or after June 5, 2018:

- a. Pension contribution of 7.5% of regular compensation, with the District maintaining the existing defined benefit plan;
- b. No Spousal or Dependent medical/ dental coverage upon retirement; however, retiree spouse may elect retiree medical/ dental coverage provided said spouse assumes and pays the full cost of such coverage, as may be annually adjusted;
- c. New employee will be enrolled in Health Savings Account (HSA) at 16% premium share. For each year of the contract term, the District will contribute 50% of the minimum annual deductible (presently, said percentage equals \$1,000.00 for individual plans and \$2,000.00 for family plans). Upon retirement, the premium share percentage in effect at date of retirement will be frozen, but that percentage will be applied to the insurance premium as adjusted annually for the retiree's lifetime, and the employer contribution towards the minimum annual deductible will terminate;
- d. The reimbursement by the District for Medicare Part B is terminated;
- e. At the point of retirement, should these new employees have any optional Life Insurance, the retiree shall pay the cost of coverage but at the group rate in effect, as may be annually adjusted. The cost will be part of the monthly authorized deductions;
- f. OPEB (Other Post-Retirement Benefits) contribution of 1.0% of regular compensation.

For contract and pension plan applications (applicable to both existing and new employees):

- a. Moratorium on pension negotiation extended to December 31, 2025;
- b. General Wage Adjustments applied as follows (week-starting dates to be determined):
 - For Year of 2019, effective December 30, 2018 - 3.00%;
 - For Year of 2020, effective December 29, 2019 - 3.00%;
 - For Year of 2021, effective December 27, 2020 - 3.00%; and
 - For Year of 2022, effective December 26, 2021 - 2.50%;
- c. Commencing with the open enrollment period commencing October 1, 2018, existing employees may opt for medical/ dental coverage through an HSA, with a first year minimum deductible contribution from the District of \$1,500.00 for individual coverage and \$3,000.00 for family coverage, and thereafter the same contribution as provided new employees noted above. Upon retirement, the

premium share percentage in effect at date of retirement will be frozen, but that percentage will be applied to the insurance premium as adjusted annually for the retiree's lifetime, and the employer contribution towards the minimum annual deductible will terminate. Any existing employee choosing to participate in an HSA will have a one-time opportunity on or before the second anniversary of their enrollment into the HSA plan to discontinue their participation in the HSA plan. In the event the participating employee exercises this option to discontinue their participation in an HSA, that employee will not be able to return to an HSA thereafter. Retiree spouse/dependent coverages remain as presently exist.

- d. The health insurance premium cost share for all employees (including those employees hired on or after October 1, 2015 not covered by a Health Savings Account shall increase as detailed below:

Effective December 30, 2018	16% of Premium	Smokers 19% of Premium;
Effective December 29, 2019	17% of Premium	Smokers 20% of Premium;
Effective December 27, 2020	18% of Premium	Smokers 21% of Premium;
Effective December 26, 2021	18% of Premium	Smokers 21% of Premium;

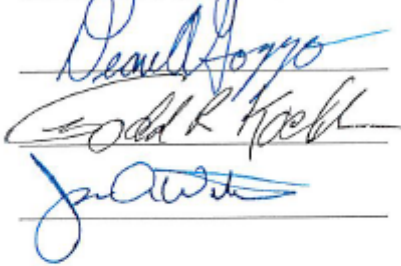
- e. Clarify Section 6.6 of the Collective Bargaining Agreement with Local 184, Section 10.4 of the Collective Agreement with Local 3713 and Section 5.5 of the Collective Agreement with Local 1026 by eliminating qualifying phrase, "and other paid time off", with the understanding that the absent employee may access such other paid time off during their absence. Sections would be applied if employee could not return to work within sixty days and who has exhausted the Sick Leave balance;
- f. Section 11.4 of the Collective Bargaining Agreement with Local 184, Section 10.14 of the Collective Bargaining Agreement with Local 3713 and Section 9.5 of the Collective Agreement with Local 1026 are amended to provide that, upon the exhaustion of sick time, unused earned time and vacation time, in that order, shall be converted to sick time and used as the ¼ charge deduction under these sections.
- g. Modify Section 8.1.b of the Collective Agreement with Local 3713 to provide that any and all future cost increase after December 31, 2018, shall be passed to the employees as reflected in the other two Collective Agreements;
- h. Effective the Sunday following the date of full ratification, as applied to all future retirements, the District shall buy out the \$ 5,000 base Life Insurance by paying the retiree \$ 6,000. This money shall be paid to the retiree after retirement and shall not be treated as pensionable earnings for benefit calculation. If the retiree opted for additional insurance at his or her cost, the retiree may maintain that insurance with the consent of the provider and pay the premiums associated therewith directly to the provider;
- i. Classification Request moratorium extended to December 31, 2022;

- j. Effective December 30, 2018, for all employees, the OPEB contribution is increased to 1.0% of regular wages.

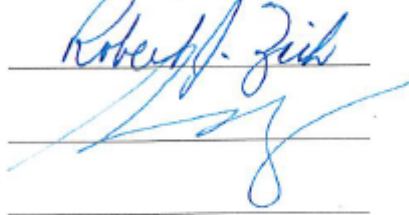
This tentative agreement is subject to the ratification processes of all of the parties.

All terms and conditions above, agreed to and accepted this 4 day of May, 2018.

For Local 184, AFSCME:



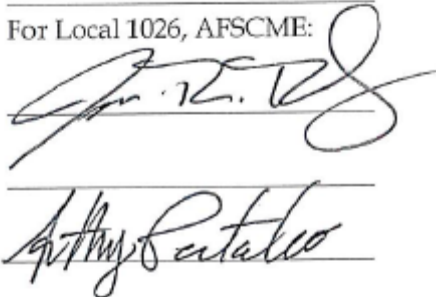
For the Metropolitan District:



For Local 3713, AFSCME:



For Local 1026, AFSCME:



CHANGES TO BENEFITS AND CONDITIONS OF EMPLOYMENT FOR EXEMPT & EXCLUDED EMPLOYEES

To: Personnel, Pension and Insurance Committee for consideration on June 4, 2018

Historically, the District has adopted changes to the benefits and conditions of employment for its exempt and excluded (non-union) employees to reflect changes negotiated with its collective bargaining units. The tentative agreement with Locals 184, 1026 and 3713 was ratified by their respective membership the week of May 14, 2018. As such, staff proposes the following changes be considered, including:

- Effective December 30, 2018, the OPEB (Other Post-Employment Benefits) deduction shall be 1.0% of regular wages for all Exempt and Excluded employees, including those Exempt and Excluded employees hired after March 1, 2018;
- Effective December 30, 2018, there shall be a 3.0% General Wage Adjustment applied to the classified salary schedule as well as with each of the unclassified employee salaries;
- Effective December 29, 2019, there shall be a 3.0% General Wage Adjustment applied to the classified salary schedule as well as with each of the unclassified employee salaries;
- Effective December 27, 2020, there shall be a 3.0% General Wage Adjustment applied to the classified salary schedule as well as with each of the unclassified employee salaries;
- Effective December 26, 2021, there shall be a 2.5% General Wage Adjustment applied to the classified salary schedule as well as with each of the unclassified employee salaries;
- For Exempt and Excluded employees not covered by a High Deductible Health Plan, the health insurance premium costs shall increase as follows:
 - Effective December 30, 2018, 16% of Premium, with smokers 19% of Premium;
 - Effective December 29, 2019, 17% of Premium, with smokers 20% of Premium;
 - Effective December 27, 2020, 18% of Premium, with smokers 21% of Premium; and
 - Effective December 26, 2021, 18% of Premium, with smokers 21% of Premium; and
- Commencing with the open enrollment period commencing October 1, 2018, Exempt and Excluded employees hired on or before March 1, 2018 may opt for medical/dental coverage through a High Deductible Health Plan at a premium share of 16% of the Anthem Blue Cross Blue Shield Allocation Rate ("Allocation Rate"), with a first year minimum deductible contribution from the District to the employee's Health Savings Account of \$1,500.00 for individual coverage and \$3,000.00 for family coverage, and thereafter the same contribution as provided to new employees hired on or after March 1, 2018. Upon retirement, the premium share percentage in effect at date of retirement will be frozen, but that percentage will be applied to the Allocation Rate as adjusted annually for the retiree's lifetime, and the employer contribution towards the minimum annual deductible will terminate. Any existing employee choosing to participate in an HSA will have a one-time opportunity on or before the second anniversary of their enrollment into the HSA plan to discontinue their participation in the HSA plan. In the event the participating employee exercises this option to discontinue their participation in an HSA, that employee will not be able to return to an HSA thereafter.

The changes above are consistent with the benefits and conditions of employment changes ratified by each collective bargaining unit and considered by the Personnel, Pension and Insurance Committee and the MDC Board of Commissioners of even date herewith.

It is noted that Section H of the February 5, 2018 resolution of the District Board relating to the changes to the benefits and conditions of employment for Exempt and Excluded employees provided for the elimination of the pre-retirement payout of up to 50 days of sick/vacation time for new employees hired after March 1, 2018. The agreements with the collective bargaining units retain this benefit, and staff is recommending that this benefit be reinstated for all Exempt and Excluded employees as well.

Otherwise, unless specifically modified above, the changes to the benefits and conditions of employment for Exempt and Excluded employees hired after March 1, 2018 approved by the Personnel, Pension and Insurance Committee and the MDC Board of Commissioners on February 5, 2018 remain in full force and effect.

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: For all Exempt and Excluded Employees the following changes shall be applied, including:

- Effective December 30, 2018, the OPEB (Other Post-Employment Benefits) deduction shall be 1.0% of regular wages for all Exempt and Excluded employees, including those Exempt and Excluded employees hired after March 1, 2018;
- Effective December 30, 2018, there shall be a 3.0% General Wage Adjustment applied to the classified salary schedule as well as with each of the unclassified employee salaries;
- Effective December 29, 2019, there shall be a 3.0% General Wage Adjustment applied to the classified salary schedule as well as with each of the unclassified employee salaries;
- Effective December 27, 2020, there shall be a 3.0% General Wage Adjustment applied to the classified salary schedule as well as with each of the unclassified employee salaries;
- Effective December 26, 2021, there shall be a 2.5% General Wage Adjustment applied to the classified salary schedule as well as with each of the unclassified employee salaries;
- For Exempt and Excluded employees not covered by the High Deductible Health Plan, the health insurance premium costs shall increase as follows:
Effective December 30, 2018, 16% of Premium, with
Smokers 19% of Premium;

Effective December 29, 2019, 17% of Premium, with Smokers 20% of Premium;
Effective December 27, 2020, 18% of Premium, with Smokers 21% of Premium; and
Effective December 26, 2021, 18% of Premium, with Smokers 21% of Premium; and

- Commencing with the open enrollment period commencing October 1, 2018, Exempt and Excluded employees hired on or before March 1, 2018 may opt for medical/dental coverage through a High Deductible Health Plan at a premium share of 16% of the Anthem Blue Cross Blue Shield Allocation Rate ("Allocation Rate"), with a first year minimum deductible contribution from the District to the employee's Health Savings Account of \$1,500.00 for individual coverage and \$3,000.00 for family coverage, and thereafter the same contribution as provided to new employees hired on or after March 1, 2018. Upon retirement, the premium share percentage in effect at date of retirement will be frozen, but that percentage will be applied to the Allocation Rate as adjusted annually for the retiree's lifetime, and the employer contribution towards the minimum annual deductible will terminate. Any existing employee choosing to participate in an HSA will have a one-time opportunity on or before the second anniversary of their enrollment into the HSA plan to discontinue their participation in the HSA plan. In the event the participating employee exercises this option to discontinue their participation in an HSA, that employee will not be able to return to an HSA thereafter; and

BE IT FURTHER RESOLVED, that Section H of the Board resolution of February 5, 2018 relating to changes to the benefits and conditions of employment for Exempt and Excluded employees is hereby rescinded; and

BE IT FURTHER RESOLVED, that unless specifically modified above, the changes to the benefits and conditions of employment for Exempt and Excluded employees hired after March 1, 2018 approved by the Personnel, Pension and Insurance Committee and the MDC Board of Commissioners on February 5, 2018 remain in full force and effect.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

***On motion made by Commissioner Patel 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 4:20 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

September 5, 2018

Date Approved

**INVESTMENT SUBCOMMITTEE
PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Friday, August 24, 2018**

Present: Commissioners Donald Currey, Maureen Magnan and Alvin Taylor (3)

Absent: Commissioner Daniel Camilliere and Raymond Sweezy (2)

Also

Present: Commissioner Allen Hoffman
Commissioner Jean Holloway
John M. Zinzarella, Deputy Chief Executive Officer, Business Services
Christopher Levesque, Director of Operations
Tom Tyler, Director of Facilities
Robert Zaik, Director of Human Resources
Marcy Wright-Bolling, Manager of Human Resources
Diana Phay, Cash Management Analyst
John S. Mirtle, District Clerk
Nick Salemi, Special Services Administrator
Kerry E. Martin, Assistant to the Chief Executive Officer
Victoria S. Escoriza, Executive Assistant
David Lee, Dahab Associates, Inc.
Becky Sielman, Milliman

CALL TO ORDER

Vice Chairman Taylor called the meeting to order at 12:02 PM

ROLL CALL AND QUORUM

The District Clerk called the roll and informed Vice Chairman Taylor 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 Magnan and duly seconded, the meeting minutes of the Personnel, Pension and Insurance Investment Subcommittee of May 24, 2018 were approved.

Without objection, Chairman Taylor requested to move agenda item #5 "Report Re: Updated Pension Actuarial Calculations Based on New Collective Bargaining Terms", prior to agenda item #4 "Report Re: MDC Pension Plan Investment Performance"

UPDATED PENSION ACTUARIAL CALCULATIONS BASED ON NEW COLLECTIVE BARGAINING TERMS

Becky Sielman of Milliman presented on the updated pension actuarial calculations based on the new collective bargaining terms.

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.

Commissioner Holloway entered the meeting at 12:25 PM

Commissioner Currey exited the meeting at 1:05 PM

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

ADJOURNMENT

The meeting was adjourned at 1:11 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

December 14, 2018

Date Approved

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

The Metropolitan District
555 Main Street, Hartford
Wednesday, September 5, 2018

Present: Commissioners Daniel Camilliere, Donald Currey, Timothy J. Fitzgerald, Kathleen J. Kowalyshyn, Byron Lester, Maureen Magnan, Alphonse Marotta, Domenic Pane, Bhupen Patel, Pasquale J. Salemi, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (13)

Absent: None (0)

Also

Present: Commissioner Avery Buell
Commissioner David Ionno
Commissioner Denise Hall
Commissioner Jean Holloway
Commissioner Whit Osgood
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
Christopher Levesque, Director of Operations
Sue Negrelli, Director of Engineering
Robert Schwarm, Director of Information Technology
Kelly Shane, Director of Procurement
Tom Tyler, Director of Facilities
Robert Zaik, Director 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
Victoria S. Escoriza, Executive Assistant
Joe Laliberte, CDM Smith
David Silverstone, Consumer Advocate

CALL TO ORDER

Chairman Taylor called the meeting to order at 5:13 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 June 4, 2018 were approved.

Without objection, Chairman Taylor requested to move Agenda Item #5 "Independent Pension Plan Review" prior to Agenda Item #4 "Petition for Disability Retirement".

INDEPENDENT PENSION PLAN REVIEW

To: Personnel, Pension and Insurance Committee for consideration on September 5, 2018

As it is considered best practice for a pension plan fiduciary, from time to time, to have an independent third party review a pension plan's asset allocation strategy and the underlying assumptions, corresponding investment portfolio composition (asset target percentages and asset allocation ranges percentages) and individual investment manager performance, the Pension, Personnel and Insurance Committee requests that MDC staff execute a consulting agreement with a qualified firm to perform a review of the MDC Pension Plan for the items noted above. At the conclusion of their analysis, the retained firm will present its findings to the Pension, Personnel and Insurance Committee.

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

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

RESOLVED: That the Personnel, Pension and Insurance Committee direct staff to contact firms who are qualified and independent to be interviewed by a subcommittee for selection, execute a consulting agreement with a qualified firm to perform a review of the MDC Pension Plan for the plan's asset allocation strategy and the underlying assumptions, corresponding investment portfolio composition (asset target percentages and asset allocation ranges percentages) and individual investment manager performance, and any and all costs and administration fees associated with management of the fund.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

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

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

Chairman Taylor named the following Committee Members to the Independent Pension Plan Review Subcommittee: Commissioner Currey, Commissioner Lester, Commissioner Magnan, Commissioner Sweezy and Commissioner Taylor.

PETITION FOR DISABILITY RETIREMENT

EXECUTIVE SESSION

At 5:39 P.M., Chairman Taylor requested an executive session to discuss a Petition for Disability Retirement.

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

Those in attendance during the executive session:

Commissioners Daniel Camilliere, Donald Currey, Timothy J. Fitzgerald, Kathleen J. Kowalyshyn, Byron Lester, Maureen Magnan, Alphonse Marotta, Domenic Pane, Bhupen Patel, Pasquale J. Salemi, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella; Chief Executive Officer Scott W. Jellison, Director of Human Resources Robert Zaik; Attorneys R. Bartley Halloran, John S. Mirtle, Christopher R. Stone.

RECONVENE

At 6:01 P.M., Chairman Taylor requested to come out of executive session and on motion made by Commissioner Camilliere and duly seconded, the Personnel, Pension & Insurance Committee came out of executive session and reconvened. No formal action was taken.

On motion made by Commissioner Magnan and duly seconded, consideration of the "Petition for Disability Retirement" was postponed until the next meeting.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

ADJOURNMENT

The meeting was adjourned at 6:01 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

October 1, 2018

Date Approved

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

The Metropolitan District

555 Main Street, Hartford

Monday, October 1, 2018

Present: Commissioners Daniel Camilliere, Donald Currey, Kathleen J. Kowalyshyn, Maureen Magnan, Alphonse Marotta, Domenic Pane, Alvin Taylor and District Chairman William A. DiBella (8)

Absent: Commissioner Timothy J. Fitzgerald, Byron Lester, Bhupen Patel, Pasquale J. Salemi and Raymond Sweezy (5)

Also

Present: Scott W. Jellison, Chief Executive Officer
John M. Zinzarella, Deputy Chief Executive Officer, Business Services
Christopher Stone, Assistant District Counsel
John S. Mirtle, District Clerk
Christopher Levesque, Director of Operations
Robert Schwarm, Director of Information Technology
Kelly Shane, Director of Procurement
Robert Zaik, Director of Human Resources
Karyn Blaise, Controller
Nick Salemi, Special Services Administrator
Kerry E. Martin, Assistant to the Chief Executive Officer
Carrie Blardo, Assistant to the Chief Operating Officer
Victoria S. Escoriza, Executive Assistant
David Silverstone, Consumer Advocate

CALL TO ORDER

Chairman Taylor called the meeting to order at 4:08 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

On motion made by District Chairman DiBella and duly seconded, the meeting minutes of September 5, 2018 were approved.

PETITION FOR DISABILITY RETIREMENT**EXECUTIVE SESSION**

At 4:11 P.M., Chairman Taylor requested an executive session to discuss a Petition for Disability Retirement.

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

Those in attendance during the executive session:

Commissioners Daniel Camilliere, Donald Currey, Kathleen J. Kowalyshyn, Maureen Magnan, Alphonse Marotta, Domenic Pane, Alvin Taylor and District Chairman William A. DiBella; Chief Executive Officer Scott W. Jellison, Director of Human Resources Robert Zaik; Attorneys Christopher R. Stone and John S. Mirtle.

RECONVENE

At 4:40 P.M., Chairman Taylor requested to come out of executive session and on motion made by Commissioner Magnan 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 October 1, 2018

Be it hereby resolved that, pursuant to MDC General Ordinance Section G1d and based upon the "Comprehensive Psychological & Neuropsychological Evaluation" report issued by Kurt C. Bellhorn, Ph. D. dated July 17, 2018 ("the Report"), the Personnel, Pension and Insurance Committee hereby approves the application of Daniel Young ("Applicant") for disability retirement benefits under Article VII Section 7.1 of the Retirement Plan for Employees of The Metropolitan District ("the Plan"), subject to the following terms and conditions:

- a. The Applicant complies with the treatment protocols set forth in Subsections (1)(a) through (1)(d) of the "Summary and Recommendations" Section of the Report, as attached hereto as Exhibit A, as may be modified by the licensed psychologist or neuropsychologist or other appropriate medical professional who treats the Applicant, and any treatment plan, including a medication management plan, prescribed pursuant to said protocols (**NOTE:** failure to comply with this condition may result in a determination by The Metropolitan District (the "District"), through its Chief Executive Officer, that the Applicant's disability is self-inflicted, resulting in the termination of his disability retirement benefits);

- b. The Applicant remains permanently disabled from engaging in any gainful occupation or employment, and, in fact, has not engaged in any gainful occupation or employment at any time during which he has been paid disability retirement benefits, as required pursuant to Section 7.3 of the Plan;
- c. On or before the May 1st following any year during which he is paid disability retirement benefits, the Applicant submits copies of his federal and state income tax returns as filed with the appropriate taxing authorities, as may be required pursuant to Section 7.3(c) of the Plan;
- d. On or before January 1st, April 1st July 1st and October 1st of each year in which he is paid disability retirement benefits, the Applicant provides the MDC Human Resources Department with a written report from a licensed psychologist or neuropsychologist, or other appropriate medical professional who treats the Applicant, confirming that (1) the Applicant is compliant with the protocols attached hereto as Exhibit A, and any treatment plan, including any medication management plan, prescribed pursuant to said protocols, and (2) as required pursuant to Section 7.3(c) of the Plan, the Applicant remains permanently disabled from engaging in any gainful occupation or employment; and
- e. The Applicant executes an acknowledgment and unconditional acceptance of the terms and conditions set forth above, that includes an acknowledgement that, in the event the District, through its Chief Executive Officer, determines, in his or her sole discretion, that the Applicant is not compliant with one or more of the terms and conditions set forth above, the District may terminate his disability retirement benefits as provided in Section 7.3 of the Plan.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

EXHIBIT A

(1) The affective and behavioral problems and phenomena described above are significant and potentially portend a risk/susceptibility for the development and/or manifestation of more serious problems; it is, therefore, important that he receives intensive and ongoing psychiatric treatment. As such, the following interventions and services are recommended:

(a) In order to address the causes and contributing factors behind his underlying affective, behavioral, and personality problems, it is recommended that he receive regular and ongoing supportive individual psychotherapy on at least a weekly basis (preferably 2-3 times a week). A combination of more direct and structured cognitive-behavioral strategies as well as some limited insight-oriented interventions may prove optimally beneficial over a protracted period of time. Dialectical Behavioral Therapy (DBT) may be a particularly useful therapeutic modality as it seeks to treat chronic and severe underlying psychiatric problems and promote greater functionality, well-being, and control by helping patients understand the relationship between their beliefs, thoughts, and feelings as well as the behaviors that result. DBT attempts to accomplish these goals through specific skills training, coaching, journaling, relaxation and mindfulness exercises, and homework assignments that allow patients to practice skills in their day-to-day life. Other issues facing him and his therapist include establishing and maintaining trust in the therapeutic relationship; exploring and resolving those factors contributing to his anxious and depressed affect; addressing his negative thoughts and attitudes; building and improving his coping skills; creating a better sense of safety and security; maintaining better self-control and self-regulation; fostering a greater sense of self-esteem and self-worth; and working through the sources of his underlying anger and resentment.

(b) Psychopharmacological consultation with a psychiatrist should be sought in order to explore potential medication management options that could help him attain better control and modulation over his emotional symptoms and behavioral impulses. Such medications may also help him reduce his current use and reliance on other substances that he is currently employing for stress management.

(c) Given the significance and intensity of his depressed and anxious affect, his past trauma, his inadequate and rigid coping mechanisms, his impulsivity/acting out potential, his treating clinicians need to remain vigilant and frequently assess any potential for harm towards self or others.

(d) In light of his significant past and largely untreated trauma history as well as the severity/intensity of his intrapsychic distress, it is also suggested that he enter into a partial outpatient stress/trauma treatment program. Such programs often include DBT techniques and interventions recommended above.

On motion made by District Chairman DiBella and duly seconded, the resolution was amended as reflected above in redline.

On motion made by Commissioner Pane and duly seconded, the report was received and resolution adopted, as amended, 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 4:44 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

February 4, 2019

Date Approved

**PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Monday, December 10, 2018**

Present: Commissioners Daniel Camilliere, Timothy J. Fitzgerald, Domenic Pane, Bhupen Patel, Alvin Taylor and District Chairman William A. DiBella (6)

Absent: Commissioner Donald Currey, Kathleen J. Kowalyshyn Byron Lester, Maureen Magnan, Alphonse Marotta, Pasquale J. Salemi 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 Stone, Assistant District Counsel
John S. Mirtle, District Clerk
Christopher Levesque, Director of Operations
Sue Negrelli, Director of Engineering
Robert Schwarm, Director of Information Technology
Kelly Shane, Director of Procurement
Tom Tyler, Director of Facilities
Robert Zaik, Director of Human Resources
Marcy Wright-Bolling, Manager of Human Resources
Karyn Blaise, Controller
Kerry E. Martin, Assistant to the Chief Executive Officer
Carrie Blardo, Assistant to the Chief Operating Officer
Victoria S. Escoriza, Executive Assistant
David Silverstone, Consumer Advocate

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 3:50 PM

ATTEST:

John S. Mirtle, Esq.
District Clerk

February 4, 2019

Date Approved

**INVESTMENT SUBCOMMITTEE
PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Friday, December 14, 2018**

Present: Commissioners Maureen Magnan, Raymond Sweezy, Alvin Taylor and District Chairman DiBella (4)

Absent: Commissioners Daniel Camilliere and Donald Currey (2)

Also

Present: Commissioner Allen Hoffman
Commissioner Domenic Pane
Scott W. Jellison, Chief Executive Officer
John M. Zinzarella, Deputy Chief Executive Officer, Business Services
Christopher Stone, Assistant District Counsel
Robert Zaik, Director of Human Resources
Robert Schwarm, Director of Information Technology
Kelly Shane, Director of Procurement
Shereese Rodgers, Financial Analyst
Karyn Blaise, Controller
Diana Phay, Cash Management Analyst
John S. Mirtle, District Clerk
Victoria S. Escoriza, Executive Assistant
David Lee, Dahab Associates, Inc.

CALL TO ORDER

Chairman Sweezy called the meeting to order at 12:06 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 Magnan and duly seconded, the meeting minutes of the Personnel, Pension and Insurance Investment Subcommittee of August 24, 2018 were approved.

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.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

ADJOURNMENT

The meeting was adjourned at 1:06 PM

ATTEST:



John S. Mirtle, Esq.
District Clerk

March 8, 2019

Date Approved

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To

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

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