

**JOURNAL
OF
THE COMMITTEE ON ORGANIZATION
OF
THE METROPOLITAN DISTRICT
COMMISSION**

FOR THE YEAR
2019

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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 COMMITTEE ON ORGANIZATION
2019

RAYMOND SWEEZY Vice Chairman, Committee on Organization

AVERY BUELL

RAYMOND SWEEZY

LUIS CABAN

ALVIN E. TAYLOR

DANIEL CAMILLIERE

RICHARD W. VICINO

ALLEN HOFFMAN

MINUTES

OF

MEETINGS OF THE COMMITTEE ON ORGANIZATION

HELD IN 2019

**COMMITTEE ON ORGANIZATION
SPECIAL MEETING**

The Metropolitan District

555 Main Street, Hartford

Monday, March 4, 2019

Present: Commissioners Clifford Avery Buell, Daniel Camilliere, Allen Hoffman, Raymond Sweezy, Alvin Taylor, Richard Vicino and District Chairman William A. DiBella (7)

Absent: Commissioner Luis Caban (1)

Also

Present: Commissioner Denise Hall
Commissioner David Ionno
Commissioner Domenic M. Pane
Scott W. Jellison, Chief Executive Officer
R. Bartley Halloran, District Counsel
Christopher Martin, Interim Chief Financial Officer
Christopher Stone, Assistant District Counsel
Brendan Fox, 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
Jim Randazzo, Manager of Water Treatment
Ray Baral, Assistant Manager of Water Treatment
Alexander Cosentino, Construction Manager
Karyn Blaise, Controller
Nick Salemi, Special Services Administrator
Carrie Blardo, Assistant to the Chief Operating Officer
Kerry E. Martin, Assistant to the Chief Executive Officer
Victoria S. Escoriza, Executive Assistant
Ernie Lorimer, Bond Counsel
Joe Vitale, Bond Counsel
Adam Krea, Hilltop Securities

CALL TO ORDER

Vice Chairman Sweezy 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 Vicino and duly seconded, the meeting minutes of June 4, 2018 were approved.

APPOINTMENT OF INTERIM CHIEF FINANCIAL OFFICER

To: Committee on Organization for consideration on March 4, 2019

It is RECOMMENDED that it be

Voted: That the Committee on Organization recommends to the District Board passage of the following resolution:

Resolved: That the District Board, in accordance with Section 2-8 of the District Charter, hereby designates Christopher P. Martin as the Interim Chief Financial Officer of The Metropolitan District effective March 5, 2019, to serve until a successor shall have been named and qualified.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

On motion made by Commissioner Taylor 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 5:16 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

April 1, 2019

Date of Approval

**COMMITTEE ON ORGANIZATION
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Monday, April 1, 2019**

Present: Commissioners Clifford Avery Buell, Daniel Camilliere, Allen Hoffman, Raymond Sweezy, Alvin Taylor, Richard Vicino and District Chairman William A. DiBella (7)

Absent: Commissioner Luis Caban (1)

Also

Present: Commissioner Denise Hall
Commissioner Georgiana Holloway
Commissioner Gary LeBeau
Commissioner Domenic M. Pane
Commissioner Bhupen Patel
Scott W. Jellison, Chief Executive Officer
Christopher Martin, Interim Chief Financial Officer
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
Karyn Blaise, Controller
Michael Curley, Manager of Technical Services
Nick Salemi, Special Services Administrator
Carrie Blardo, Assistant to the Chief Operating Officer
Kerry E. Martin, Assistant to the Chief Executive Officer
Julie Price, Professional Level Trainee
David Silverstone, Independent Consumer Advocate

CALL TO ORDER

Vice Chairman Sweezy 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 Taylor and duly seconded, the meeting minutes of March 4, 2019 were approved.

**APPOINTMENT OF INTERIM CHIEF FINANCIAL OFFICER AS
DISTRICT TREASURER**

To: Committee on Organization for consideration on April 1, 2019

Voted: That the Committee on Organization recommends to the District Board, passage of the following resolution:

Resolved: That the District Board, in accordance with Section 2-8 of the District Charter, hereby designates Christopher P. Martin as the District Treasurer of The Metropolitan District effective April 1, 2019, to serve until a successor shall have been named and qualified.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

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

APPOINTMENT OF CHIEF OPERATING OFFICER

To: Committee on Organization for consideration on April 1, 2019

Pursuant to Section B3b of the District By-Laws, please consider this communication as my recommendation to the Committee on Organization to appoint Christopher Levesque as the Chief Operating Officer for The Metropolitan District.

Therefore, it is **RECOMMENDED:**

Voted: That the Committee on Organization recommends to the District Board passage of the following resolution:

Resolved: That the District Board, in accordance with Section B3b of the District By-Laws, hereby appoints Christopher Levesque as Chief Operating Officer for the Metropolitan District.

Respectfully submitted,

Scott W. Jellison
Chief Executive Officer

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

APPOINTMENT OF CHIEF ADMINISTRATIVE OFFICER

To: Committee on Organization for consideration on April 1, 2019

Pursuant to Section B3b of the District By-Laws, please consider this communication as my recommendation to the Committee on Organization to appoint Kelly Shane as the Chief Administrative Officer for The Metropolitan District.

Therefore, it is **RECOMMENDED**:

Voted: That the Committee on Organization recommends to the District Board passage of the following resolution:

Resolved: That the District Board, in accordance with Section B3b of the District By-Laws, hereby appoints Kelly Shane as Chief Administrative Officer for the Metropolitan District.

Respectfully submitted,

Scott W. Jellison
Chief Executive Officer

On motion made by Commissioner Taylor 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 5:15 PM

ATTEST:



John S. Mirtle, Esq.
District Clerk

May 6, 2019

Date of Approval

**COMMITTEE ON ORGANIZATION
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Monday, May 6, 2019**

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

Absent: Commissioner Clifford Avery Buell and Allen Hoffman (2)

Also

Present: Commissioner Dominic M. Pane
Christopher Martin, Interim Chief Financial Officer
John S. Mirtle, District Clerk
Christopher Levesque, Chief Operating Officer
Kelly Shane, Chief Administrative Officer
Sue Negrelli, Director of Engineering
Karyn Blaise, Controller
Kerry E. Martin, Assistant to the Chief Executive Officer
Julie Price, Professional Level Trainee
David Silverstone, Independent Consumer Advocate

CALL TO ORDER

Vice Chairman Sweezy called the meeting to order at 4:01 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 Taylor and duly seconded,
the meeting minutes of April 1, 2019 were approved.***

APPOINTMENT OF COMMISSIONERS TO COMMITTEES

To: Committee on Organization for consideration on May 6, 2019
It is recommended that it be

Voted: That the Committee on Organization recommend to the District Board the appointment of the following Commissioners to the following Committees

Bureau of Public Works

Andrew Adil
Donald Currey

Strategic Planning

Andrew Adil
Timothy Fitzgerald

General Policy & Planning

Donald Currey

Audit

Donald Currey
Domenic Pane

Board of Finance

Andrew Adil
Donald Currey

Personnel, Pension & Investment

Donald Currey
Timothy Fitzgerald

Water Bureau

Andrew Adil
Timothy Fitzgerald

Organization

Donald Currey
Timothy Fitzgerald

Respectfully submitted,

Scott W. Jellison
Chief Executive Officer

Commissioner Vicino moved to amend the resolution to add Commissioner Pane to the Audit Committee, the amendment was adopted by unanimous vote of those present.

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

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

ADJOURNMENT

The meeting was adjourned at 4:04 PM

ATTEST:



John S. Mirtle, Esq.
District Clerk

August 29, 2019

Date of Approval

**COMMITTEE ON ORGANIZATION
SPECIAL MEETING**

The Metropolitan District

555 Main Street, Hartford

Thursday, August 29, 2019

Present: Commissioners Daniel Camilliere, Raymond Sweezy, Alvin Taylor and Richard Vicino (4)

Absent: Commissioner Clifford Avery Buell and Donald Currey (2)

Also

Present: Commissioner Dominic M. Pane
Commissioner Bhupen Patel
Scott W. Jellison, Chief Executive Officer
Christopher Martin, Interim Chief Financial Officer
Christopher Stone, Assistant District Counsel
John S. Mirtle, District Clerk
Christopher Levesque, Chief Operating Officer
Kelly Shane, Chief Administrative Officer
Sue Negrelli, Director of Engineering
Robert Schwarm, Director of Information Technology
Tom Tyler, Director of Facilities
Nick Salemi, Special Services Administrator
Carrie Blardo, Assistant to the Chief Operating Officer
Victoria S. Escoriza, Executive Assistant
Julie Price, Professional Level Trainee
David Silverstone, Independent Consumer Advocate

CALL TO ORDER

Vice Chairman Sweezy called the meeting to order at 3:49 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 Vicino and duly seconded,
the meeting minutes of May 6, 2019 were approved.***

APPOINTMENT OF DIRECTOR OF FINANCE/CHIEF FINANCIAL OFFICER

To: Committee on Organization for consideration on August 29, 2019

Pursuant to Section B3b of the District By-Laws, it is the recommendation of the staff of The Metropolitan District and approved by the Committee on Organization to appoint Christopher Martin as Director of Finance/Chief Financial Officer for The Metropolitan District.

Therefore, it is **RECOMMENDED**:

Voted: That the Committee on Organization recommends to the District Board passage of the following resolution:

Resolved: That the District Board, in accordance with Section 2-8 of the District Charter and Section B3b of the District By-Laws, hereby appoints Christopher Martin as Director of Finance/Chief Financial Officer and District Treasurer for The Metropolitan District.

Respectfully submitted,

John S. Mirtle, Esq.
District Clerk

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: DIRECTOR OF FINANCE/CHIEF FINANCIAL
OFFICER**

JOB SUMMARY

This is a highly responsible financial executive level position and a member of the senior executive leadership team. The purpose of this classification is to provide strategic vision and leadership in the direction and management of the District's financial functions and operations including: budgeting, accounting, auditing, investing, treasury, and debt management. This position serves as the Chief Financial Officer and has the responsibility for making difficult financial management decisions. Pursuant to the By-Laws of The Metropolitan District, Sections B2e and B4a, the person appointed to this position will be an officer of The Metropolitan District.

ESSENTIAL FUNCTIONS

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

- Plans and directs goals, objectives and operations of all finance-related activities. Prepares and reviews reports on finance operations. Supervises subordinate managerial and staff employees.
- Participates in strategic and operational management processes of the organization as a member of the senior management team and is responsible for developing and maintaining accounting policies and procedures as well as providing leadership and vision for the District's financial staff.
- Develops and establishes goals and objectives of the comptrollers, budgeting, and treasury functions and provides timely performance feedback with respect to established goals and objectives.
- Performs and oversees all financial budgeting and forecasting modeling and analysis. Prepares and reviews financial statements which communicate the District's actual performance by fund.
- Plans, organizes and coordinates the year-end close process with external auditors and is responsible for the development and maintenance of the District's internal control structure.
- Serves as Treasurer for the District and is responsible for overseeing the District's cash and debt management policies and procedures, as well as managing all financial aspects of the District's pension, insurance and medical benefit programs and their related investment and trust activities.
- Oversees the District's annual operating and capital budget development process and presents District budgets to the Board of Commissioners for adoption. Oversees the planning, budgeting and authorizing of District expenditures within the District's funds. Oversees operating revenues, disbursements, inventory, investments and debt management.

Coordinates District finance-related activities with District senior executive leadership, government agencies, banks, contractors, investment bankers and other key stakeholders. Oversees coordination of finance-related operations, including budget, billing, payment and inventory control with other District departments.

- Analyzes information on assigned departments effectiveness and efficiency. Identifies best business practices and modifies operating policies and procedures. Recommends District administrative and governing policies. Advises senior executive leadership on financial operational issues and policies.

- Analyzes new venture proposals and advises on financial aspects.
- Performs special assignments and other work as assigned.

SUPERVISION RECEIVED

Works under the general direction of the Chief Administrative Officer.

MINIMUM QUALIFICATIONS

A bachelor's degree in accounting, business or finance is required; supplemented by a minimum of ten (10) years of progressively responsible financial management experience including at least three (3) years at the management level. Previous experience in government finance or public accounting is desirable; 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

MBA preferred.

Professional designation, such as CPA or CMA preferred.

PERFORMANCE APTITUDES

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

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

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

Verbal Aptitude: Requires the ability to utilize synthesis data and information, as well as reference, descriptive, design, advisory, and consulting data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; and may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organization problems of major functions.

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

ADA COMPLIANCE

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

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

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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

***On motion made by Commissioner Taylor 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 3:55 PM

ATTEST:



John S. Mirtle, Esq.
District Clerk

October 7, 2019

Date of Approval

**COMMITTEE ON ORGANIZATION
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Monday, October 7, 2019**

Present: Commissioners Daniel Camilliere, Allen Hoffman, Raymond Sweezy, Alvin Taylor and District Chairman William DiBella (5)

Absent: Commissioner Clifford Avery Buell and Richard Vicino (2)

Also

Present: Commissioner Donald Currey
Commissioner Peter Gardow
Commissioner David Ionno
Commissioner Jackie Mandyck
Commissioner Dominic M. Pane
Commissioner Bhupen Patel
Commissioner Whit Osgood
Scott W. Jellison, Chief Executive Officer
Christopher Martin, Interim Chief Financial Officer
R. Bartley Halloran, District Counsel
John S. Mirtle, District Clerk
Christopher Levesque, Chief Operating Officer
Kelly Shane, Chief Administrative Officer
Sue Negrelli, Director of Engineering
Robert Schwarm, Director of Information Technology
Tom Tyler, Director of Facilities
Kerry Martin, Assistant to the Chief Executive Officer
Carrie Blardo, Assistant to the Chief Operating Officer
Victoria S. Escoriza, Executive Assistant
David Silverstone, Independent Consumer Advocate

CALL TO ORDER

Vice Chairman Sweezy called the meeting to order at 5:35 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 Hoffman and duly seconded, the meeting minutes of August 29, 2019 were approved.

**APPOINTMENT OF COMMISSIONERS
TO COMMITTEES**

To: Committee on Organization for your consideration on October 7, 2019

It is recommended that it be

Voted: That pursuant to the Charter of the Metropolitan District, the Committee on Organization recommends to the District Board the following to serve as Citizen Members to serve until December 31, 2019:

Further
Voted: That the Committee on Organization recommend to the District Board the appointment of the following Commissioners to the following Committees:

Audit

Jackie Mandyck

Water Bureau

Jackie Mandyck

Board of Finance

Joan McCarthy Gentle

Respectfully submitted,

Scott W. Jellison
Chief Executive Officer

On motion made by Commissioner Taylor 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 5:37 PM

ATTEST:



John S. Mirtle, Esq.
District Clerk

January 6, 2020

Date of Approval

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**MINUTES OF THE COMMITTEE ON
ORGANIZATION**

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