

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

FOR THE YEAR
2019

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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
2019

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

DANIEL CAMILLIERE

DOMINIC PANE

BYRON LESTER

PASQUALE J. SALEMI

MAUREEN MAGNAN

RAYMOND SWEEZY

ALPHONSE MAROTTA

ALVIN E. TAYLOR

BHUPEN PATEL

MINUTES

OF

MEETINGS OF THE PERSONNEL, PENSION & INSURANCE COMMITTEE

HELD IN 2019

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

555 Main Street, Hartford

Monday, February 4, 2019

Present: Commissioners Daniel Camilliere, Alphonse Marotta, Domenic Pane, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (6)

Absent: Commissioner Byron Lester, Maureen Magnan, Bhupen Patel and Pasquale J. Salemi (4)

Also

Present: Commissioner Clifford Avery Buell
Commissioner Denise Hall
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
Craig Mason, Manager of Labor Relations
Rita Kelley, Durational Diversity Project Manager
Marcy Wright-Bolling, Manager of Human Resources
Karyn Blaise, Controller
Shereese Rodgers, Financial Analyst
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

CALL TO ORDER

Chairman Taylor called the meeting to order at 4:07 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 10, 2019 were approved.

WORKERS COMPENSATION AND FMLA

Robert Zaik, Director of Human Resources, gave an update on Workers Compensation and FMLA.

ORGANIZATIONAL SUCCESSION PLANNING

Scott W. Jellison, Chief Executive Officer, gave an update on MDC Organizational Succession Planning.

Commissioner Sweezy made a motion to move forward with hiring a Chief Operating Officer. Commissioner Pane seconded the motion.

AFFIRMATIVE ACTION PLAN

Rita Kelley, Durational Diversity Project Manager, gave an update on the Affirmative Action Plan.

MDC WELLNESS PROGRAM

Marcy Wright-Bolling, Manager of Human Resources, gave an update on the MDC Wellness Program.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

ADJOURNMENT

The meeting was adjourned at 4:40 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

March 4, 2019

Date Approved

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

The Metropolitan District

555 Main Street, Hartford

Monday, March 4, 2019

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

Absent: Commissioner Byron Lester and Maureen Magnan (2)

Also

Present: Commissioner Denise Hall
Commissioner Allen Hoffman
Commissioner David Ionno
Commissioner Gary LeBeau
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

CALL TO ORDER

Chairman Taylor called the meeting to order at 3:45 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 February 4, 2019 were approved.

**AMENDMENT OF JOB SPECIFICATIONS
CHIEF OPERATING OFFICER AND CHIEF ADMINISTRATIVE OFFICER**

To: Personnel, Pension and Insurance Committee for consideration on March 4, 2019

As part of the District's re-alignment of existing functions, Staff is proposing to revise the *Chief Operating Officer* and *Chief Administrative Officer* job specifications and salary allocation. These positions have remained vacant for several years.

Staff is recommending that the Classification System be amended to include the revised *Chief Operating Officer* and *Chief Administrative Officer* job specifications with a EE26 salary allocation (Annual range of \$199,000 to \$265,000 with eight steps, formerly the EE26 salary allocation had five steps with an annual range of \$272,170.88 to \$305,415.84).

It is therefore RECOMMENDED that it be:

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

RESOLVED: That the Classification System be amended to reflect the revised *Chief Operating Officer* and *Chief Administrative Officer* job specifications with the salary allocation of EE26 with eight steps and an annual range of \$199,000 to \$265,000.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

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

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: CHIEF ADMINISTRATIVE OFFICER

JOB SUMMARY

The purpose of this classification is to perform executive management work for assigned administrative departments including: procurement, ~~customer service, human resources,~~ information technology, ~~and finance and treasury and budget, environment, health and safety.~~ Work involves developing strategic plans, goals and objectives; directing department operations and programs through subordinate managers and staff; evaluating effectiveness and implementing corrective changes; directing budget development and the use of resources; and advising the Chief Executive Officer, the Board of Commissioners (Board) and other District managers on issues pertaining to administrative departments.

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.

- Directs the staff, resources, operations and programs of assigned administrative departments, including: procurement, ~~customer service, human resources,~~ information technology, ~~and finance, treasury and budget, environment, health and safety.~~ Directs the development of work plans, goals and objectives for administrative departments; directs and approves staff assignments; and allocates resources.
- Reviews and evaluates the performance of assigned departments; assesses departments' effectiveness and efficiency; identifies best business practices; modifies policies and procedures; assures safe work practices; assures compliance with regulatory requirements; identifies and directs corrective actions; and implements strategic, policy, and administrative changes to maximize use of resources, achieve goals and objectives and better serve the District and its customers.
- Coordinates District goals, objectives and activities as a chief officer of the District; advises the Chief Executive Officer and Chief Operating Officer on administrative issues and assists in developing long term strategic direction; coordinates plans and operations with administrative department directors, managers and executives of government agencies, municipalities, contractors and community organizations; attends Board meetings; presents agenda items; and advises the Board, Bureau and District committees on items relating to the administrative departments.
- Analyzes management issues and problems; prepares reports of findings and recommendations; and reviews reports and recommendations prepared by subordinate staff.
- Supervises subordinate managers and staff employees; conducts staff meetings; appoints candidates from approved eligibility lists; assigns work; establishes performance expectations; enforces safe work practices; conducts performance reviews; reviews and approves performance appraisals; counsels employees; administers union contract language, oral and written warnings and suspensions.
- Approves capital improvement program activities; and reviews project development.

Metropolitan District Commission • Chief Administrative Officer

- ~~• Assists in the implementation of the District's Affirmative Action Plan and diversity efforts; directs the development and monitors the implementation of training programs; and evaluates employee grievances.~~
- Oversees information technology implementation; directs information technology programs; and ensures their support of District strategic plans and operations.
- ~~• Reviews and signs regulatory reports; monitors environment and safety compliance; and negotiates compliance issues with regulatory agencies.~~
- Conducts meetings with Town Managers; and directs the processing of public inquiries and complaints.
- Performs related work as required.

SUPERVISION RECEIVED

Works under the general direction of the Chief Executive Officer.

MINIMUM QUALIFICATIONS

Bachelor's degree in business, public administration or a related field, with Master's level course work in the field; Master's degree preferred; supplemented by a minimum ten (10) years of progressively responsible public management experience, four (4) of which must be supervisory and/or managerial experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this classification

SPECIAL REQUIREMENTS

Must have a valid driver's license.

MBA 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.

Metropolitan District Commission • Chief Administrative Officer

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 synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one (1) or several work units.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or 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: Tasks are regularly performed without exposure to adverse environmental conditions.

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

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

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: CHIEF OPERATING OFFICER

JOB SUMMARY

The purpose of this classification is to manage the extensive resources in complex processing operations and maintenance. Work involves directing maintenance, operations, utility services, command center, engineering, water pollution control, ~~and~~ water treatment and supply, environment health and safety and patrol. Work involves developing strategic plans, goals and objectives; directing department operations and programs through subordinate managers and staff; evaluating effectiveness and implementing corrective changes; directing budget development and the use of resources; and advising the Chief Executive Officer, the Board of Commissioners (Board) and other District managers on issues pertaining to administrative departments.

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.

- Directs the planning goals, objectives and operations of maintenance, operations, utility services, water pollution control, ~~and~~ water treatment and supply, environment health and safety and patrol. Directs operating departments expenditures with fund allocations and approves fund transfers for Finance Department and Board of Finance consideration. Supervises subordinate managerial and staff employees.
- 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 Chief Executive Officer and Chief Administrative Officer on various operational issues.
- Analyzes management issues and problems and prepares recommendations and reports. Assures safe work practices and compliance with regulatory and government mandates.
- Directs the development of the operating and capital budget development of operating departments and presents budget requests to the Board of Finance. Directs assigned departments expenditures with fund allocations and approves fund transfers for Finance Department and Board of Finance consideration.
- Coordinates District goals, objectives, and activities as a chief officer of the District. Coordinates with assigned District departments and executives of government agencies, municipalities, contractors, and

Metropolitan District Commission • Chief Operating Officer

community organizations. Represents the District in meetings, public events and media conferences. Directs the processing of public inquiries and complaints.

- Advises the Board, Bureau and committees on items relating to the operating departments.
- ~~Assists in the implementation of the District's Affirmative Action Plan. Directs the development and monitors the implementation of training programs~~
- Performs other related duties as required.

SUPERVISION RECEIVED

Works under the general direction of the Chief Executive Officer.

MINIMUM QUALIFICATIONS

Bachelor's degree in civil, mechanical, electrical or environmental engineering with Master's level course work in the field; Master's degree preferred; supplemented by a minimum ten (10) years' progressively responsible experience that includes utility plant or public works experience, including four (4) at the senior management level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this classification.

ADDITIONAL REQUIREMENTS

Must have a valid driver's license.

Must have a Connecticut Professional Engineer license or ability to obtain within sixty (60) days from date of appointment.

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.

Metropolitan District Commission • Chief Operating Officer

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: Requires the ability to work under conditions where exposure to environmental factors is not likely to present a risk of injury or illness.

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 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.

COMMISSIONERS COMMENTS AND QUESTIONS

Commissioner Patel asked questions regarding salary ranges.

ADJOURNMENT

The meeting was adjourned at 3:56 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

April 1, 2019

Date Approved

**INVESTMENT SUBCOMMITTEE
PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Friday, March 8, 2019**

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

Absent: Commissioners Maureen Magnan (1)

Also

Present: Commissioner Allen Hoffman
Commissioner Domenic M. Pane
Scott W. Jellison, Chief Executive Officer
Christopher P. Martin, Interim Chief Financial Officer
Christopher Stone, Assistant District Counsel
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

Chairman Sweezy called the meeting to order at 1:00 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 December 14, 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.

Without objection, Commissioner Sweezy made a motion to direct the manager of Pension Fund Land LLC to advise the Town of Glastonbury that if the town does not deliver payment for the Glastonbury land purchase within three months, the District will explore options to sell the land to a different buyer.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

ADJOURNMENT

The meeting was adjourned at 1:48 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

April 8, 2019

Date Approved

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

The Metropolitan District

555 Main Street, Hartford

Monday, April 1, 2019

Present: Commissioners Daniel Camilliere, William A. DiBella, Byron Lester, Alphonse Marotta, Domenic Pane, Bhupen Patel, Pasquale J. Salemi, Raymond Sweezy and Alvin Taylor (9)

Absent: Commissioners Maureen Magnan (1)

Also

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

CALL TO ORDER

Chairman Taylor called the meeting to order at 4:30 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MINUTES

On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of March 4, 2019 were approved.

SETTLEMENT OF WORKERS COMPENSATION CLAIM – JAMES LAGOS

At 4:31 P.M., Chairperson Taylor requested an executive session to discuss a pending workers compensation claim.

On motion made by Chairman DiBella and duly seconded, the Personnel, Pension and Insurance Committee entered into executive session to discuss pending claim.

Those in attendance during the executive session:

Commissioners Daniel Camilliere, Denise Hall, Georgiana Holloway, Gary LeBeau, Byron Lester, 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 Christopher Stone and John Mirtle.

Commissioner Lester entered the executive session at 4:35 PM

Commissioner Marotta entered the executive session at 4:38 PM

RECONVENE

At 4:55 P.M., on motion made by Commissioner Sweezy and duly seconded, the Personnel, Pension and Investment Committee came out of executive session and reconvened.

SETTLEMENT OF PROPOSED WORKER'S COMPENSATION CLAIM

To: Personnel, Pension and Insurance Committee for consideration on April 1, 2019

Upon recommendation from District staff, the Personnel, Pension and Insurance Committee hereby recommends to the District Board of Commissioners adoption of the following resolution:

BE IT HEREBY RESOLVED, that pursuant to Section B2f of the By-Laws of The Metropolitan District, the Board of Commissioners of The Metropolitan District hereby authorizes District Counsel, or his designee, to execute any and all documents reasonably necessary to effect the settlement of any and all claims pertaining to workers' compensation for James Lagos in the amount of \$149,782.00.

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.

COMMISSIONER QUESTIONS AND COMMENTS

Commissioner Taylor appointed Commissioner Pane to the Personnel, Pension and Insurance Investment Subcommittee.

Commissioner Sweezy requested a subcommittee for the 457B Plan. Commissioners Pane, Sweezy and Lester were appointed.

Chief Executive Officer Scott Jellison recognized Kim Haynes for her 31 years with the Metropolitan District and recently being designated the Interim Manager of Customer Service.

ADJOURNMENT

The meeting was adjourned at 5:00 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

June 10, 2019

Date Approved

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

The Metropolitan District

555 Main Street, Hartford

Monday, April 8, 2019

Present: Commissioners Daniel Camilliere, Maureen Magnan, Dominic Pane, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (6)

Absent: None. (0)

Also

Present: Commissioner Denise Hall
Commissioner Allen Hoffman
Commissioner Whit Osgood
Commissioner Pasquale Salemi
Christopher P. Martin, Interim Chief Financial Officer
R. Bartley Halloran, District Counsel
Christopher Stone, Assistant District Counsel
Sue Negrelli, Director of Engineering
Tom Tyler, Director of Facilities
Robert Zaik, Director of Human Resources
Kerry E. Martin, Assistant to the Chief Executive Officer
John S. Mirtle, District Clerk
Victoria S. Escoriza, Executive Assistant
James P. Sandler, Outside Counsel

CALL TO ORDER

Chairman Sweezy called the meeting to order at 12:01 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 Pane and duly seconded, the meeting minutes of March 8, 2019 were approved.

UPDATE FROM PFL LLC REGARDING SALE OF GLASTONBURY LAND

At 12:06 P.M., Chairperson Sweezy requested an executive session to discuss the potential sale of real estate.

On motion made by Commissioner Pane and duly seconded, the Investment Subcommittee of the Personnel, Pension and Insurance Committee entered into executive session to discuss the potential sale of real estate.

Those in attendance during the executive session:

Commissioners Daniel Camilliere, Maureen Magnan, Dominic Pane, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella; Interim Chief Financial Officer Christopher P. Martin; Attorneys R. Bartley Halloran, Christopher Stone, John Mirtle and James Sandler.

RECONVENE

At 1:05 P.M., on motion made by Commissioner Pane and duly seconded, the Investment Subcommittee of the Personnel, Pension and Investment Committee came out of executive session and reconvened. No action was taken.

RESOLVED: Counsel for the Pension Fund Land LLC is directed to attempt to negotiate an agreement with the Town of Glastonbury for the sale of the pension land within Glastonbury and shall report back to the subcommittee within sixty (60) days. During this 60 day period, the CEO is directed to offer the property for sale on the open market.

On motion made by Commissioner Camilliere 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 1:07 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

June 14, 2019

Date Approved

**457b Plan Subcommittee
PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Wednesday, April 10, 2019**

Present: Commissioners Byron Lester, Dominic Pane, Raymond Sweezy (3)

Absent: None. (0)

Also

Present: Christopher P. Martin, Interim Chief Financial Officer
John S. Mirtle, District Clerk
Kelly Shane, Chief Administrative Officer
Robert Schwarm, Director of Information Technology
Julie Price, Professional Level Trainee

CALL TO ORDER

Chairman Sweezy called the meeting to order at 12:05 PM

ROLL CALL AND QUORUM

The District Clerk called the roll and informed Chairman Sweezy that a quorum of the Personnel, Pension and Insurance 457b Plan Subcommittee was present.

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

MODIFYING THE DEFERRED COMPENSATION COMMITTEE

To: 457b Plan Subcommittee of the Personnel, Pension and Insurance Committee
for Consideration on April 10, 2019

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, September 11, 2017 and June 4, 2018, 457b Plan Subcommittee of the Personnel, Pension & Insurance Committee amended the composition of the Committee;

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

Voted: That the 457b Plan Subcommittee of the Personnel, Pension and Insurance Committee recommends to the Personnel, Pension and Insurance Committee passage of the following resolution:

RESOLVED: That the Personnel, Pension and Insurance Committee hereby amends the composition of the Deferred Composition Committee to comprise of the following members:

PP&I Chair
CFO
District Clerk
Local 184 Representative
Local 3713 Representative
Local 1026 Representative
Director of Engineering

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

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

FURTHER RESOLVED: that four (4) members of the Committee shall constitute a quorum.

Respectfully submitted,

Scott W. Jellison
Chief Executive Officer

On motion made by Commissioner Pane 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 12:10 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

Date Approved

**PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Monday, June 10, 2019**

Present: Commissioners Daniel Camilliere, Donald Currey, William A. DiBella, Alphonse Marotta, Dominic Pane, Bhupen Patel, Pasquale J. Salemi, and Alvin Taylor (8)

Absent: Commissioners Byron Lester, Maureen Magnan and Raymond Sweezy (3)

Also

Present: Scott W. Jellison, Chief Executive Officer
Christopher Stone, Assistant District Counsel
Carl Nasto, Assistant District Counsel
Christopher Martin, Interim Chief Financial Officer
John S. Mirtle, District Clerk
Christopher Levesque, Chief Operations Officer
Kelly Shane, Chief Administrative Officer
Robert Schwarm, Director of Information Technology
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
Julie Price, Professional Level Trainee
David Silverstone, Independent Consumer Advocate
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CALL TO ORDER

Chairman Taylor called the meeting to order at 4:16 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MINUTES

On motion made by Commissioner Camilliere and duly seconded, the meeting minutes of April 1, 2019 were approved.

MODIFICATION OF DEFERRED COMPENSATION COMMITTEE

To: Personnel, Pension and Insurance Committee for Consideration on June 10, 2019

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, September 11, 2017 and June 4, 2018, 457 Plan Subcommittee of the Personnel, Pension & Insurance Committee amended the composition of the Committee;

WHEREAS, on April 10, 2019 the 457b Plan Subcommittee of the Personnel, Pension and Insurance Committee recommends to the Personnel, Pension and Insurance Committee passage of the following resolution:

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 hereby amends the composition of the Deferred Composition Committee to comprise of the following members:

Chairperson of the Personnel, Pension & Insurance Committee
Chief Financial Officer
District Clerk
Local 184 Representative
Local 3713 Representative
Local 1026 Representative
Director of Engineering

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

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

FURTHER RESOLVED: that four (4) members of the Committee shall constitute a quorum.

Respectfully submitted,

Scott W. Jellison
Chief Executive Officer

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

SETTLEMENT OF PROPOSED WORKER'S COMPENSATION CLAIMS

At 4:19 P.M., Chairperson Taylor requested an executive session to discuss pending workers compensation claims, agenda items #5A-5D.

On motion made by Commissioner Pane and duly seconded, the Personnel, Pension and Insurance Committee entered into executive session to discuss four (4) pending workers' compensation claims.

Those in attendance during the executive session:

Commissioners Daniel Camilliere, Alphonse Marotta, Dominic Pane, Bhupen Patel, Pasquale J. Salemi, Alvin Taylor and District Chairman William A. DiBella; Chief Executive Officer Scott W. Jellison; Director of Human Resources Robert Zaik; Interim Chief Financial Officer Christopher Martin; Attorneys Christopher Stone and John Mirtle; Attorney Brian Wolinetz of Natale & Wolinetz.

RECONVENE

At 5:04 P.M., on motion made by Commissioner Pane and duly seconded, the Personnel, Pension and Investment Committee came out of executive session and reconvened.

SETTLEMENT OF PROPOSED WORKER'S COMPENSATION CLAIM

TO: Personnel, Pension and Insurance Committee for consideration on June 10, 2019

The Metropolitan District Commission has authorized its attorney to review outstanding lingering workers compensation cases to determine, as based upon a financial assessment of expended monies provided by the Third Party Administrator, if it is feasible to attempt to stipulate to agreements to pare down and control future costs. A workers compensation file typically remains open for the individual's lifetime. There are cases in which there are significant on-going and future medical costs projected even as the injury occurred years back.

As a result of these efforts, the parties have agreed to two stipulated agreements to cap and/or extinguish the future cost liability. These agreements have yet to be approved by the Workers Compensation Commission.

Staff has reviewed the settlement agreement and recommends adoption of the agreement with George Robertson, III.

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 Stipulated Agreement reached with George Robertson, III (Indemnity only –for \$ 125,000) be approved and authorized for payment.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

SETTLEMENT OF PROPOSED WORKER'S COMPENSATION CLAIM

TO: Personnel, Pension and Insurance Committee for consideration on June 10, 2019

The Metropolitan District Commission has authorized its attorney to review outstanding lingering workers compensation cases to determine, as based upon a financial assessment of expended monies provided by the Third Party Administrator, if it is feasible to attempt to stipulate to agreements to pare down and control future costs. A workers compensation file typically remains open for the individual's lifetime. There are cases in which there are significant on-going and future medical costs projected even as the injury occurred years back.

As a result of these efforts, the parties have agreed to two stipulated agreements to cap and/or extinguish the future cost liability. These agreements have yet to be approved by the Workers Compensation Commission.

Staff has reviewed the settlement agreement and recommends adoption of the agreement with Carlos Dos Santos.

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 Stipulated Agreement reached with Carlos Dos Santos (full and Final, All Claims for \$ 90,000) be approved and authorized for payment.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

SETTLEMENT OF PROPOSED WORKER'S COMPENSATION CLAIM

TO: Personnel, Pension and Insurance Committee for consideration on June 10, 2019

The Metropolitan District Commission has authorized its attorney to review outstanding lingering workers compensation cases to determine, as based upon a financial assessment of expended monies provided by the Third Party Administrator, if it is feasible to attempt to stipulate to agreements to pare down and control future costs. A workers compensation file typically remains open for the individual's lifetime. There are cases in which there are significant on-going and future medical costs projected even as the injury occurred years back.

As a result of these efforts, the parties have agreed to two stipulated agreements to cap and/or extinguish the future cost liability. These agreements have yet to be approved by the Workers Compensation Commission.

Staff has reviewed the settlement agreement and recommends adoption of the agreement with Daniel Young.

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 Stipulated Agreement reached with Daniel Young (Indemnity only for \$ 22,500) be approved and authorized for payment.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

SETTLEMENT OF PROPOSED WORKER'S COMPENSATION CLAIM

TO: Personnel, Pension and Insurance Committee for consideration on June 10, 2019

The Metropolitan District Commission has authorized its attorney to review outstanding lingering workers compensation cases to determine, as based upon a financial assessment of expended monies provided by the Third Party Administrator, if it is feasible to attempt to stipulate to agreements to pare down and control future costs. A workers compensation file typically remains open for the individual's lifetime. There are cases in which there are significant on-going and future medical costs projected even as the injury occurred years back.

As a result of these efforts, the parties have agreed to two stipulated agreements to cap and/or extinguish the future cost liability. These agreements have yet to be approved by the Workers Compensation Commission.

Staff has reviewed the settlement agreement and recommends adoption of the agreement with Robert Facey.

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 Stipulated Agreement reached with Robert Facey (Indemnity only for \$ 75,000) be approved and authorized for payment.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

On motion made by Commissioner Currey and duly seconded, the reports #5A, #5B, #5C and #5D were received and 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 5:04 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

July 1, 2019

Date Approved

**INVESTMENT SUBCOMMITTEE
PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Friday, June 14, 2019**

Present: Commissioners Maureen Magnan, Dominic Pane, Raymond Sweezy and Alvin Taylor (4)

Absent: Commissioners Daniel Camilliere and Chairman William DiBella (2)

Also

Present: Commissioner Allen Hoffman
Scott W. Jellison, Chief Executive Officer
Christopher Martin, Interim Chief Financial Officer
John S. Mirtle, District Clerk
Kelly Shane, Chief Administrative Officer
Robert Zaik, Director of Human Resources
Julie Price, Professional Level Trainee
James Sandler, Sandler & Mara
David Lee, DAHAB Associates Inc.
Becky Sielman, Milliman

CALL TO ORDER

Chairman Sweezy called the meeting to order at 12:04 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MINUTES

On motion made by Commissioner Pane and duly seconded, the meeting minutes of April 8, 2019 were approved. Commissioner Magnan abstained.

PENSION PERFORMANCE

David Lee from Dahab Associates, Inc. briefed the Personnel, Pension and Insurance Investment Subcommittee on the Pension Plan Investment Performance and the Domestic Equity Manager Search.

Upon recommendation of David Lee, Commissioner Pane made a motion, which was duly seconded, to move \$20 million from Wellington Management to AQR Capital Management. The resolution was adopted by unanimous vote of those present.

SALE OF GLASTONBURY LAND

At 12:40 P.M., Commissioner Taylor requested an executive session to discuss Agenda Item #5, Sale of Glastonbury Land.

On motion made by Commissioner Taylor and duly seconded, the Personnel, Pension and Insurance Investment Subcommittee entered into executive session to discuss the Sale of Glastonbury land.

Those in attendance during the executive session:

Commissioners Allen Hoffman, Maureen Magnan, Dominic Pane, Raymond Sweezy and Alvin Taylor; Chief Executive Officer Scott W. Jellison; Chief Administrative Officer Kelly Shane; Interim Chief Financial Officer Christopher Martin; Director of Human Resources Robert Zaik; Attorney John Mirtle; Attorney James Sandler of Sandler & Mara; David Lee of Dahab Associates, Inc.; Becky Sielman of Milliman.

RECONVENE

At 1:24 P.M., on motion made by Commissioner Pane and duly seconded, the Personnel, Pension and Investment Insurance Subcommittee came out of executive session and reconvened.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

COMMISSIONER QUESTIONS AND COMMENTS

Commissioner Pane made a motion, which was duly seconded, to recommend to the Personnel, Pension and Insurance Committee to direct the Chief Executive Officer to send a letter to the Town of Glastonbury stating that there will be no further renewals or extensions of time of the land sale purchase agreement with the Town of Glastonbury. The resolution was adopted by unanimous vote of those present.

ADJOURNMENT

The meeting was adjourned at 1:27 P.M.

ATTEST:


John S. Mirtle, Esq.
District Clerk

February 28, 2020

Date Approved

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

555 Main Street, Hartford

Monday, July 01, 2019

Present: Commissioners Daniel Camilliere, Alphonse Marotta, Dominic Pane, Bhupen Patel, Pasquale J. Salemi, Raymond Sweezy, Alvin Taylor and District Chairman William DiBella (8)

Absent: Commissioners Donald Currey, Byron Lester, and Maureen Magnan (3)

Also

Present: Commissioner Allen Hoffman
Commissioner Gary LeBeau
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, Chief Operating Officer
Kelly Shane, Chief Administrative Officer
Susan Negrelli, Director of Engineering
Robert Schwarm, Director of Information Technology
Tom Tyler, Director of Facilities
Robert Zaik, Director of Human Resources
Karyn Blaise, Controller
Kerry Martin, Assistant to the Chief Executive Officer
Carrie Blardo, Assistant to the Chief Operating Officer
Julie Price, Professional Level Trainee
David Silverstone, Independent Consumer Advocate

CALL TO ORDER

Chairman Taylor 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 MINUTES

On motion made by Commissioner Camilliere and duly seconded, the meeting minutes of June 10, 2019 were approved.

HOOKE & HOLCOMBE'S PENSION AND 457b PLAN REPORTS

Rodger Metzger and Arthur Meizner of Hooker & Holcombe briefed the Personnel, Pension and Insurance Committee on their reports of the Pension Plan and 457b Plan.

AMENDMENT OF JOB SPECIFICATIONS

TO: Personnel, Pension and Insurance Committee for consideration on July 1, 2019

As part of the District's re-alignment of existing functions, in concert with the guidance from the Board of Commissioners, we re-activated and filled the Chief Administrative Officer and the Chief Operating Officer positions. We are now recommending the specified adjustments to the attached job specifications including the incorporation of the Chief Financial Officer functions into the Director of Finance classification. This new classification will have direct responsibility, direction and control of all Finance functions. We are also proposing that because of expanded responsibilities, the existing level Director positions be re-allocated from EE22 (\$133,803.29 to \$187,324.61) salary grade to EE 24 salary (\$ 147,519.96 to \$ 206,527.94).

Staff is recommending that the Classification System be amended to include the revised *Director of Operations and Utility Services, Director of Facilities, Director of Engineering, Director of Information Services, Director of Finance/Chief Financial Officer and Director of Human Resources* job specifications with an EE24 salary allocation.

It is therefore RECOMMENDED that it be:

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

RESOLVED: That the Classification System be amended to reflect the revised *Director of Operations and Utility Services, Director of Facilities, Director of Engineering, Director of Information Services, Director of Finance/Chief Financial Officer and Director of Human Resources* job specifications all with the same salary allocation of EE24.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

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

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: **DIRECTOR OF OPERATIONS & UTILITY SERVICES**

JOB SUMMARY

This is a highly responsible executive level position and a member of the senior executive leadership team. The purpose of this classification is to provide strategic vision and leadership for direction and management of the emergency command center, utility services, environment health and safety and the operation, maintenance and repair of all District pipelines, pump stations, vehicles, buildings and appurtenant facilities and customer services, utility services, communications and patrol. Pursuant to The By-Laws of The Metropolitan District, paragraph B2e and B4a, the person appointed to this classification will be an officer of The Metropolitan District Commission.

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.

- Participates in strategic and operational management processes of the organization as a member of the senior management team to provide leadership and innovation in the maintenance and repair of District assets.
- Directs the repair and maintenance of all District infrastructure including fifteen hundred miles of water mains and sewers mains and all related appurtenances, pump stations, storage tanks, valves, generators, electronic control systems and all related appurtenances.
- Plans for and directs the purchase, replacement, maintenance and repair of all district equipment and vehicles necessary to operate district facilities.
- Plans for and directs the development, installation and operation of water metering devices, assures the proper customer billing, and maintains good customer relations and services through operation of central call center and customer complaint response.
- Oversees utility service connections and cross connection prevention, maintains call-before-you-dig system and operates district wide command center to coordinate work force assignments for emergency response, repairs and maintenance.
- Oversees law enforcement on District properties through management of the Patrol Department.

Metropolitan District Commission • Director of Operations & Utility Services

- Plans and directs goals, objectives, operations and activities of ~~maintenance~~, operations, the command center, utility services and environment health and safety. ~~customer service, utility services, communications, emergency action planning and patrol.~~
 - Directs the prioritization and development of capital improvement projects.
- Assures compliance with all state and federal public health environmental standards and permit requirements and state and federal Occupational Safety and Health
 - Collaborates on the design and construction of water and sewer pipelines and modifications with the engineering departments.
- Assures compliance with all state and federal public health environmental standards and permit requirements and state and federal Occupational Safety and Health
 - Reviews and signs regulatory reports; monitors environment and safety compliance; and negotiates compliance issues with regulatory agencies.
- Analyzes management issues and problems and prepares recommendations and reports. Assures safe work practices and compliance with regulatory and government mandates. Manages Capacity Management Operation and Maintenance (CMOM) ~~and Computerized Maintenance Management System (CMMS)~~ Programs.
- Administers collective bargaining agreement provisions and applies disciplinary measures. Appoints job candidates from approved eligibility lists. Approves employee performance evaluations and recommends reclassifications.
- Oversees budget development and controls activity expenditures.
- ~~Directs operating department's expenditures with fund allocations and approves fund transfers for Finance Department and Board of Finance consideration. Supervises direct report managerial and staff employees.~~
- Coordinates District goals, objectives, and activities as a member of the senior management team. Works with assigned District departments and executives of government agencies, municipalities, contractors, and community organizations. Represents the District in meetings, public events and media conferences. Directs the processing of public inquiries and complaints.
- Advises the Board of Commissioners, bureaus and committees on items relating to the operating departments.
- Performs related duties as required and assigned.

SUPERVISION RECEIVED

Metropolitan District Commission • Director of Operations & Utility Services

Works under the general direction of the Chief Operating Officer.

MINIMUM QUALIFICATIONS

Bachelor's degree in engineering, with Master's level course work in related engineering field; supplemented by a minimum of ten (10) years progressively responsible experience that includes utility plant or public works experience, including three (3) years at the management level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this classification.

SPECIAL REQUIREMENTS

Must have a valid driver's license.

Must have a State of Connecticut Class III Operator Water Distribution System Certificate or the ability to acquire certificate within eighteen (18) months of appointment.

Connecticut Professional Engineer License is preferred.

Master's degree in a related field 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.

Metropolitan District Commission • Director of Operations & Utility Services

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 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.

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

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: **DIRECTOR OF FACILITIES & MAINTENANCE**

JOB SUMMARY

This is a highly responsible executive level position and a member of the senior executive leadership team. The purpose of this classification is to provide strategic vision and leadership for direction, management and planning of the District operation of water treatment and supply, ~~and~~ waste water treatment facilities, and the maintenance and repair of all pump station, equipment and buildings and related capital expansion and improvement programs. 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 Commission.

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.

- Participates in strategic and operational management processes of the organization as a member of the senior management team to provide leadership and innovation in the operation and management of District facilities.
 - Directs the prioritization and development of capital improvement projects for facility expansion, replacement, repair and maintenance.
 - Directs the repair and maintenance of infrastructure including, pump stations, storage tanks, valves, generators, electronic control systems and all related appurtenances.
 - Assures compliance with all state and federal public health drinking water standards, ~~state and federal environmental standards and permit requirements and state and federal Occupational Safety and Health Administration standards for the management and operation of all treatment facilities and associated processes~~
 - Plans for and directs the purchase, replacement, maintenance and repair of all district equipment and vehicles necessary to operate district facilities.
 - Collaborates on the design and construction of facilities upgrades, renovations and modifications with the engineering departments. Reviews the analysis of equipment purchases and upgrades and recommends appropriate action.
-

Metropolitan District Commission • Director of Facilities & Maintenance

- Directs the operations of reservoirs, lakes, dams, hydroelectric projects, water treatment plants, water quality laboratory, forestry management, watershed management, recreation activities, watershed inspection requirements, and related activities.
- Directs the development, implementation and use of automated process control systems including Supervisory Control and Data Acquisition (SCADA) and “Real Time Control” systems.
- Develops and/or reviews specifications for facilities and equipment repairs and purchases. Directs the preparation of maintenance contracts and administers approved contracts.
- Conducts research into alternate and emerging technologies pertinent to plant and facilities performance, regulatory compliance and system operation and protection.
- Investigates and assesses equipment and system failures. Responds to and directs emergency repairs. Monitors preventative maintenance programs.
- Analyzes management issues and problems and prepares recommendations and reports. Assures safe work practices and compliance with regulatory and government mandates. Evaluates employee performance; counsels employees; administers union contract language, oral and written warning and suspension; and recommends higher level discipline and other personnel actions, such as reclassifications.
- 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 Chief Executive Officer and Chief Operating Officer on various operational issues.
 - Oversees budget development and controls activity expenditures.
 - ~~• Directs the development of the operating budget(s) and presents budget requests to the Board of Finance. Directs assigned departments expenditures with fund allocations and approves fund transfers for Finance Department and Board of Finance consideration.~~
- Performs related duties as required and assigned.

SUPERVISION RECEIVED

Works under the general direction of the Chief Operating Officer.

MINIMUM QUALIFICATIONS

Bachelor's degree in engineering, with Master's level course work in the field; supplemented by a minimum of ten (10) years progressively responsible experience that includes utility plant or public works experience, including three (3) years at the management level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this classification.

Metropolitan District Commission • Director of Facilities & Maintenance

SPECIAL REQUIREMENTS

Must have a Connecticut Professional Engineer License or obtain such license within sixty (60) days from date of appointment.

Must have a valid driver's license.

Master's Degree in related engineering field preferred.

CT Class IV Operator Water Treatment Plant Certificate and CT Class IV Operator Wastewater Treatment Plant Certificate 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 risk to the organization.

ADA COMPLIANCE

Metropolitan District Commission • Director of Facilities & Maintenance

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.

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

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: DIRECTOR OF ENGINEERING

JOB SUMMARY

~~This is a highly responsible executive level position and a member of the senior executive leadership team. The purpose of this classification is to provide strategic vision and leadership for direction and management. The purpose of this classification is to provide strategic vision and leadership for developing, implementing and managing the~~ of the District's engineering programs, which include engineering design, construction, ~~inspection, technical services, development services, planning, asset management and supplier diversity, inspection services, technical services and planning and asset management.~~ 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.

- Participates in strategic and operational management processes of the organization as a member of the senior management team to achieve District goals and foster innovation and prioritizing of engineering functions and initiatives.
 - Directs the engineering design and construction of all District water and waste water treatment facilities, water mains, sewers pump stations, roads, dams, utility services, buildings and all other related structures and physical assets.
 - Directs and monitors the accelerated water main replacement program.
 - Directs the implementation of the District's water system master plan.
 - Directs and implements projects for the District's Clean Water Project including all planning, design and construction.
 - Plans and directs goals, objectives, operations and activities of District engineering functions, which include engineering design services, construction, inspection services, technical services, supplier diversity, development services and planning and asset management.
 - Directs the implementation of design and construction, manages staff and resources and monitors and evaluates programs to ensure compliance, effectiveness and efficiency.
-

Metropolitan District Commission • Director of Engineering

- Develops and implements plans and facilities to meet all public health and environmental standards and requirements for water and wastewater services.
- ~~Directs operating department's expenditures with fund allocations and approves fund transfers for Finance Department and Board of Finance consideration. Supervises direct report managerial and staff employees.~~
- Performs planning for asset replacement and maintenance improvements and prepares capital budget requests and budget projections.
- Establishes long range goals, objectives and work plans; allocates staff and resources; coordinates priorities and activities among work groups; monitors and evaluates programs, services and operations; analyzes operational, financial, and statistical data; assesses effectiveness and performance; and identifies and implements changes to maximize use of resources, achieve goals and objectives to and better serve the District and its customers.
- Directs implementation of programs and services through direct report managers, supervisors and staff; ensures activities adhere to applicable local, state and federal regulations, District policies and procedures, engineering principles and practices, quality control standards, and safe work practices; and provides guidance and direction regarding difficult engineering, planning and construction issues.
- Develops short and long range capital improvements. Coordinates the activities of the engineering department with other District departments; directs the implementation of capital projects; reviews and analyzes proposals; reviews and recommends the award of contracts; oversees contractor and consulting engineer performance; approves reports, plans and specifications, change orders and various design and construction documents and ensures work complies with project specifications, engineering principles, safety and quality standards.
- ~~Oversees budget development and controls activity expenditures.~~
- ~~Coordinates design and utility service activities with GIS services.~~
- Oversees the preparation and distribution of operating, statistical and regulatory reports for assigned programs and operations; and directs the establishment and management of department records, files and databases.
- Performs related duties as required and assigned.

SUPERVISION RECEIVED

Works under the general direction of the Chief Operating Officer.

MINIMUM QUALIFICATIONS

Metropolitan District Commission • Director of Engineering

Bachelor's degree in civil or environmental engineering with Master's level course work in the field, supplemented by a minimum of ten (10) years of progressively responsible experience managing utility or public works engineering programs, including three (3) years at the management level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

SPECIAL REQUIREMENTS

Must have a valid driver's license.

Must have a Connecticut Professional Engineer license or ability to obtain within 60 days from date of appointment.

Master's Degree in engineering 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; 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 risk to the organization.

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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.

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

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: DIRECTOR OF INFORMATION SERVICES

JOB SUMMARY

This is a highly responsible executive level position and a member of the senior executive leadership team. The purpose of this classification is to provide strategic vision and leadership for the direction and management of Information Systems (IS) and services including business applications, GIS and financial data processing, hardware and software services, network applications, communication systems, cybersecurity, internet and web site management and control, ~~general mail room and printing services~~ to accomplish District goals and objectives. 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.

- Participates in strategic and operational management processes of the organization as a member of the senior management team to foster leadership innovation and prioritization of information system applications.
 - Directs the development and application of information technology hardware and software to meet District management, budget, engineering and operational needs.
 - Plans, manages and directs the staff, resources and operations of the District's IS departments and functions. Manages the development, implementation and maintenance of all IS, GIS and communication systems including telephones, cell phones and PDAs.
 - Plans, directs and coordinates the technological development, operation, and maintenance of the District IS, including system analysis, programming, hardware installation and software applications and prepares systems maintenance schedules and oversees its implementation; assures continuous delivery of IS services through monitoring of IS performance; directs the development and execution of a comprehensive disaster recovery and business continuity plan.
 - Coordinates approved IS development and upgrade projects; coordinates and facilitates consultation with user departments; collaborates with process owners in defining business and system requirements for new technology implementations; monitors project status and progress; and provides training for users and reports progress.
-

Metropolitan District Commission • Director of Information Services

- Develops department goals and objectives; develops operating procedures; establishes work plans, priorities and assignments; sets department performance goals; monitors operations and department performance; ensures compliance with applicable laws and regulations; evaluates department effectiveness and efficiency; and implements changes to improve performance.
- Manages District IS resources including equipment, develops business case justifications and cost/benefit analyses for IS spending; develops and manages department operating and capital budgets; identifies opportunities for cost-effective investments in IS systems including staffing, sourcing, purchasing and in-house development and maintains appropriate user licenses.
- Supervises IS staff; interviews, recommends and selects applicants from approved lists; assigns work; establishes performance expectations; provides training and employee development; provides guidance and advice regarding difficult IS issues; enforces safe work practices; evaluates employee performance; counsel employees; administers union contract language, oral and written warnings and suspensions; and recommends higher level discipline and other personnel actions, such as reclassifications.
- Reviews hardware and software acquisition and maintenance contracts; pursues master agreements to capitalize on economies of scale; and represents the District and its IS issues to vendors and contractors.
- Oversees budget development and controls activity expenditures.
-
- Prepares and/or reviews project reports, statistical analyses, project tracking records, correspondence, and other operational and administrative documents.
- Performs special assignments and duties as assigned.

SUPERVISION RECEIVED

Works under the general direction of the Chief Administrative Executive Officer.

MINIMUM QUALIFICATIONS

Bachelor's degree in management information systems, computer science or a related field; supplemented by minimum of ten (10) years of progressively responsible IS management experience including specific experience in SAP, including three (3) years at the management level; 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.

Metropolitan District Commission • Director of Information Services

Master's degree in a related field 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 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.

Metropolitan District Commission • Director of Information Services

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.

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

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 ~~Deputy~~ 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.
-

Metropolitan District Commission • Director of Finance

- 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~~ **Financial** 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

Metropolitan District Commission • Director of Finance

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.

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

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: DIRECTOR OF HUMAN RESOURCES

JOB SUMMARY

This is a highly responsible executive level position and a member of the senior executive leadership team. The purpose of this classification is to provide strategic vision and leadership for direction and management ~~This is a highly responsible management level position responsible for the management and direction~~ of the Human Resources Department and functions, including the development of policies, programs and operations including human resources administration, labor relations, recruitment and selection, benefits, diversity, human resources information systems, classification and compensation, education and training, FMLA, Workers Compensation and employment services. 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, directs and manages District human resource staff, programs, and services, including human resources administration, labor relations, recruitment and selection, benefits, diversity and inclusion, HRIS (Human Resource Information Systems), classification and compensation, education and training and employment services.
 - Establishes goals, objectives and work plans; develops, designs and implements adopted policies, training programs, processes and procedural instructions; allocates staff and resources; assesses staff effectiveness and performance; and identifies and implements changes to maximize use of resources.
 - Assures District hiring, promotion and staff assignments adhere to applicable local, state and federal labor regulations and civil rights laws, and District policies and procedures and applicable collective bargaining agreements.
 - Reviews and approves all personnel actions, recruiting activities and decisions, significant disciplinary actions and training; and provides guidance and direction regarding difficult operational and administrative issues and concerns.
 - Directs the analysis and implementation of employee benefit programs for pension, health and wellness.
 - Develops, reviews, evaluates and recommends labor relations strategies, policies and objectives; reviews and approves labor relations decisions, actions and settlements; provides information in
-

Metropolitan District Commission • Director of Human Resources

contract and pension negotiations, and reviews and provides final interpretation of collective bargaining agreements.

- Oversees sensitive investigations and identifies human resources needs, trends and strategic issues. Consults with directors and managers regarding human resources management issues; provides information in employment law and litigation; interprets policies and regulations.
- Identifies best business personnel practices, operating policies and procedures. Recommends District administrative and governing practices. Advises Chief Executive Officer ~~and Deputy Chief Executive Officers~~ on various personnel, union and benefit issues.
- Establishes effective working relationships with District staff, union leadership and personnel from governmental agencies; and coordinates operations with other District work units to support project objectives and programs.
- Manages Workers Compensation and FMLA programs.
- Manages assigned resources including staff, budgets and other resources; develops business case justifications and cost/benefit analyses for HRIS spending; and develops and manages department operating and capital budgets.
- Prepares and/or reviews project reports, statistical analyses, project tracking records, correspondence, and other operational and administrative documents.
- Develops information for the preparation of the District Affirmative Action Plan; reviews and approves CHRO complaint responses; and provides support on affirmative action advisory issues.
- Oversees budget development and controls activity expenditures.
- ~~Directs the development of the operating and capital budget and presents budget requests to the Board of Finance. Directs assigned departments expenditures with fund allocations and approves fund transfers for Finance Department and Board of Finance consideration.~~
- Performs special assignments and duties as assigned.

SUPERVISION RECEIVED

Works under the general direction of the Chief Executive Officer.

MINIMUM QUALIFICATIONS

Bachelor's degree in human resource management, business or public administration, labor relations, or a related field; supplemented by a minimum ten (10) years of progressively responsible human resources

Metropolitan District Commission • Director of Human Resources

management experience, including three (3) years at the management level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

SPECIAL REQUIREMENTS

Must have a valid driver's license.

Master's degree or JD 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 consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; and may include ability to calculate surface areas, volumes, weights, and measures.

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 risk to the organization.

ADA COMPLIANCE

Metropolitan District Commission • Director of Human Resources

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

RETIREE PENSION COST OF LIVING

Director of Human Resources Robert Zaik presented on potential one-time pension bonus payments to retirees.

On a motion made by Commissioner Sweezy and duly seconded, the potential one-time bonus payment idea was referred to the District Counsel's office actuaries for review.

SALE OF GLASTONBURY LAND

At 5:08 P.M., Chairman DiBella requested an executive session to discuss Agenda Item #7, Sale of Glastonbury Land.

On motion made by Commissioner DiBella and duly seconded, the Personnel, Pension and Insurance Committee entered into executive session to discuss the sale of Glastonbury land.

Those in attendance during the executive session:

Commissioners Daniel Camilliere, Gary LeBeau, Allen Hoffman, Alphonse Marotta, Dominic Pane, Bhupen Patel, Pasquale J. Salemi, Raymond Sweezy, Alvin Taylor and Chairman William DiBella; Chief Executive Officer Scott W. Jellison; District Counsel R. Bartley Halloran; Attorneys Christopher Stone and John Mirtle; Chief Operating Officer Christopher Levesque; Chief Administrative Officer Kelly Shane; Interim Chief Financial Officer Christopher Martin; Director of Engineering Sue Negrelli; Director of Facilities Tom Tyler.

RECONVENE

At 5:46 P.M., on motion made by Commissioner Pane and duly seconded, the Personnel, Pension and Investment Committee came out of executive session and reconvened. No action was taken in executive session.

TO: Personnel, Pension and Insurance Committee for consideration on July 1, 2019

In December, 2014, by deed recorded in Volume 3223 Page 335 of the Glastonbury Lands Records, the District transferred five (5) parcels of land along Hebron Avenue and Keeney Street, Glastonbury, Connecticut ("Pension Land") to the District's employee pension fund. Title to the Pension Land is held by a limited liability company known as Pension Fund Land, LLC ("LLC"). The sole member of the LLC is the Trust of the Retirement Plan for Employees of The Metropolitan District ("Pension Fund"), acting through Personnel, Pension and Insurance Committee of the Board of Directors of the MDC ("PPI"). The LLC Operating Agreement provides that among the actions that must be approved by the LLC Member is the approval of budgets for the LLC. The Pension Investment Subcommittee has been designated to advise PPI and the District Board on matters relating to the Pension Land.

On July 28, 2016, the District and the LLC entered into an agreement with the Town of Glastonbury for sale of the Pension Land and two other parcels within Glastonbury held by the District ("District Land") to Glastonbury for the total purchase price of \$15,000,000.000 ("Sale Agreement"). Among other contingencies, the sale was contingent upon a State contribution to the Town of Glastonbury of \$10,000,000.00 from state bond funds. To date, the State Bond Commission has yet to consider and act upon the entire state contribution, although the bond funds have been approved by the State legislature. The Sale Agreement required a closing date on or before December 31, 2016, and has been amended nine times to extend the deadline to meet this funding contingency and consummate the transaction. The ninth and most recent amendment extends the closing date to September 30, 2019.

The District and the LLC remain interested in selling the District land and the Pension Land to the Town of Glastonbury, as evidenced by the most recent

amendment; however, the Pension Investment Subcommittee has determined that, while it supports the land sale to the Town of Glastonbury, the transaction should be consummated on or before September 30, 2019, and development expenses should be limited.

It is therefore RECOMMENDED that it be:

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

RESOLVED: The Manager of the LLC is hereby directed to notify the Town of Glastonbury, in writing, that, absent extenuating circumstances and further action by the committees of cognizance of the District, no further amendment to the Sale Agreement extending the closing date beyond September 30, 2019 will be considered;

FURTHER

RESOLVED: The Manager of the LLC shall cease to incur any additional costs or expend any additional monies related to the Glastonbury land absent further action and approval of the PPI, as may be upon recommended by the Pension Investment Subcommittee, with the specific exception of payment of real estate taxes and insurance premiums, payment of fees the District is contractual obligated to expend for the pension fiduciary, Gallagher Fiduciary Advisors, LLC and Company, and payment of customary closing costs and expenses associated with a sale of the Pension Land occurring on or before September 30, 2019; and

FURTHER

RESOLVED: The Manager of the LLC shall appear before and report to the Pension Investment Subcommittee after September 30, 2019 on recommendations relating to the Pension Land.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

TO: Personnel, Pension and Insurance Committee for consideration on July 1, 2019

In December, 2014, by deed recorded in Volume 3223 Page 335 of the Glastonbury Lands Records, the District transferred five (5) parcels of land along Hebron Avenue and Keeney Street, Glastonbury, Connecticut ("Pension Land") to the District's employee pension fund. Title to the Pension Land is held by a limited liability company known as Pension Fund Land, LLC ("LLC"). The sole member of the LLC is the Trust of the Retirement Plan for Employees of The Metropolitan District ("Pension Fund"), acting through Personnel, Pension and Insurance Committee of the Board of Directors of the MDC ("PPI"). The LLC Operating Agreement provides that among the actions that must be approved by the LLC Member is the approval of budgets for the LLC. The Pension Investment Subcommittee has been designated to advise PPI and the District Board on matters relating to the Pension Land.

On July 28, 2016, the District and the LLC entered into an agreement with the Town of Glastonbury for sale of the Pension Land and two other parcels within Glastonbury held by the District ("District Land") to Glastonbury for the total purchase price of \$15,000,000.00 ("Sale Agreement"). Title to the two non-Pension Land parcels is held by the District. Among other contingencies, the sale was contingent upon a State contribution to the Town of Glastonbury of \$10,000,000.00 from state bond funds. To date, the State Bond Commission has yet to consider and act upon the entire state contribution, although the bond funds have been approved by the State legislature. The Sale Agreement required a closing date on or before December 31, 2016, and has been amended nine times to extend the deadline to meet this funding contingency and consummate the transaction. The ninth and most recent amendment extends the closing date to September 30, 2019.

The District and the LLC remain interested in selling the District land and the Pension Land to the Town of Glastonbury, as evidenced by the most recent amendment; however, the Pension Investment Subcommittee, at least as to the Pension Land, has determined that, while it supports the land sale to the Town of Glastonbury, the transaction should be consummated on or before September 30, 2019, and development expenses should be limited.

Upon recommendation of the Pension Investment Subcommittee, PPI, as sole member of the LLC holding title to the Pension Land, has adopted a resolution precluding any further extensions of the contract after September 30, 2019, and limiting any further expenses relating to this matter. Because the District is also a party to a contract that involves the sale of a substantial asset as well as District-owned property, it is prudent to obtain the concurrence of the Board with the action of PPI. Therefore, staff recommends the following resolution;

It is therefore RECOMMENDED that it be:

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

RESOLVED: The Chief Executive Officer is hereby directed to notify the Town of Glastonbury, in writing, that, absent extenuating circumstances and further action by the committees of cognizance of the District, no further amendment to the Sale Agreement extending the closing date beyond September 30, 2019 will be considered; and

FURTHER

RESOLVED: The Manager of the LLC shall cease to incur any additional costs or expend any additional monies related to the non-Pension Land absent further action and approval of the District Board, with the specific exception of payment of real estate taxes, insurance premiums and customary closing costs and expenses associated with a sale of the non-Pension Land occurring on or before September 30, 2019.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

On a motion made by Commissioner Sweezy and duly seconded, both resolutions consolidated into one vote.

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

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

COMMISSIONER QUESTIONS AND COMMENTS

No further questions or comments were heard.

ADJOURNMENT

The meeting was adjourned at 5:47 P.M.

ATTEST:


John S. Mirtle, Esq.
District Clerk

September 4, 2019

Date Approved

PERSONNEL, PENSION AND INSURANCE COMMITTEE

The Metropolitan District

555 Main Street, Hartford

Wednesday, September 04, 2019

Present: Commissioners Donald Currey, Dominic Pane, Bhupen Patel, Raymond Sweezy, Alvin Taylor, Pasquale J. Salemi and District Chairman William DiBella (7)

Absent: Commissioners Daniel Camilliere, Byron Lester, Maureen Magnan, and Alphonse Marotta (4)

Also

Present: Commissioner Allen Hoffman
Scott W. Jellison, Chief Executive Officer
R. Bartley Halloran, District Counsel
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
Susan Negrelli, Director of Engineering
Tom Tyler, Director of Facilities
Robert Zaik, Director of Human Resources
Kerry Martin, Assistant to the Chief Executive Officer
Carrie Blardo, Assistant to the Chief Operating Officer
Julie Price, Professional Level Trainee
James Dignoti, Professional Level Trainee
David Silverstone, Independent Consumer Advocate
Becky Sielman, Milliman

CALL TO ORDER

Chairman Taylor called the meeting to order at 2:32 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

Independent Consumer Advocate David Silverstone spoke on agenda item #6, Potential Uses for Bond Savings, and urged that no action be taken until impacts and outcomes are studied.

WELLNESS PROGRAM

Beth Gilbert of Anthem presented on potential additions to the MDC employee Wellness Program.

PENSION CALCULATIONS PERFORMED BY MILLIMAN

Director of Human Resources Robert Zaik and Becky Sielman of Milliman presented on the potential use of an automated, computer based system for pension calculations.

POTENTIAL USES FOR BOND SAVINGS

Interim Chief Financial Officer Christopher Martin and Becky Sielman of Milliman discussed potential uses for bond savings, including OPEB funding and Retiree Life Insurance.

Commissioner Salemi entered the meeting at 3:57 PM.

**TRANSFER OF PENSION FUNDS FROM WELLINGTON MANAGEMENT TO AQR
CAPITAL MANAGEMENT**

To: Personnel, Pension and Insurance Committee for consideration on September 4, 2019

At the June 14, 2019 meeting of the Personnel, Pension and Insurance Investment Subcommittee, David Lee from Dahab Associates, Inc., reported to the subcommittee on the results of the search for additional domestic equity managers for the pension fund. Upon recommendation from David Lee, the subcommittee approved a resolution to move \$20 million in the pension fund from Wellington Management to AQR Capital Management.

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 \$20 million in the pension fund be transferred from Wellington Management to AQR Capital Management.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

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

APPROVAL OF MEETING MINUTES OF JULY 1, 2019

On a motion made by Commissioner Pane and duly seconded, the meeting minutes of July 1, 2019 were approved.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

COMMISSIONER QUESTIONS AND COMMENTS

No further questions were heard.

ADJOURNMENT

The meeting was adjourned at 4:15 P.M.

ATTEST:


John S. Mirtle, Esq.
District Clerk

September 17, 2019

Date Approved

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

The Metropolitan District
555 Main Street, Hartford
Tuesday, September 17, 2019

Present: Commissioners Daniel Camilliere, Donald Currey, Maureen Magnan, Alphonse Marotta, Dominic Pane, Bhupen Patel, Raymond Sweezy, Alvin Taylor and District Chairman William DiBella (9)

Absent: Commissioners Byron Lester and Pasquale J. Salemi (2)

Also

Present: Commissioner Jean Holloway
Scott W. Jellison, Chief Executive Officer
Christopher Martin, Chief Financial Officer
Christopher Stone, Assistant District Counsel
John S. Mirtle, District Clerk
Kelly Shane, Chief Administrative Officer
Robert Schwarm, Director of Information Technology
Susan Negrelli, Director of Engineering
Robert Zaik, Director of Human Resources
Carrie Blardo, Assistant to the Chief Operating Officer
Victoria S. Escoriza, Executive Assistant

CALL TO ORDER

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

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

***On a motion made by Commissioner Camilliere and duly seconded,
the meeting minutes of September 4, 2019 were approved.***

SALE OF GLASTONBURY LAND

At 12:05 P.M., Chairperson Taylor requested an executive session to discuss the sale of Glastonbury land.

On motion made by Commissioner Sweezy and duly seconded, the Personnel, Pension and Insurance Committee entered into executive session to discuss the sale of Glastonbury land.

Those in attendance during the executive session:

Commissioners Daniel Camilliere, Donald Currey, Maureen Magnan, Alphonse Marotta, Dominic Pane, Bhupen Patel, Raymond Sweezy, Alvin Taylor and District Chairman William DiBella; Chief Executive Officer Scott W. Jellison; Attorneys Christopher Stone and John Mirtle.

RECONVENE

At 12:47 P.M., on motion made by Commissioner Currey and duly seconded, the Personnel, Pension and Investment Committee came out of executive session and reconvened.

To: Personnel, Pension and Insurance Committee for consideration on September 17, 2019

Be it resolved that The Metropolitan District Personnel, Pension and Insurance Committee (PPI), acting pursuant to its authority as set forth in Section 4.02(b) of the Operating Agreement of Pension Fund land, LLC, owner of approximately 570 acres of open space land in the Town of Glastonbury (Property), hereby directs the Chief Executive Officer of the MDC, and/or his designees, to continue negotiations with the Town of Glastonbury for the sale of the Property to the Town upon terms generally consistent with the directives of PPI, and further authorizes the Chairman of PPI to execute any new purchase and sale agreement resulting from said negotiations; provided, any such negotiated agreement executed by the PPI Chairman shall contain a requirement that agreement is subject to approval by PPI; and

Be it further resolved that, notwithstanding the terms of the resolution adopted by PPI at its meeting of July 1, 2019, the LLC may incur additional costs and expenses for Attorney Peter Alter, legal counsel to the LLC, to negotiate and prepare a new purchase and sale agreement with the Town of Glastonbury.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

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

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

COMMISSIONER QUESTIONS AND COMMENTS

No further questions were heard.

ADJOURNMENT

The meeting was adjourned at 12:55 P.M.

ATTEST:

John S. Mirtle, Esq.
District Clerk

September 26, 2019

Date Approved

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

The Metropolitan District
555 Main Street, Hartford
Thursday, September 26, 2019

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

Absent: Commissioners Maureen Magnan (1)

Also

Present: Commissioner Allen Hoffman
Scott W. Jellison, Chief Executive Officer
Christopher Martin, Chief Financial Officer
R. Bartley Halloran, District Counsel
Christopher Stone, Assistant District Counsel
John S. Mirtle, District Clerk
Christopher Levesque, Chief Operating Officer
Kelly Shane, Chief Administrative Officer
Robert Schwarm, Director of Information Technology
Susan Negrelli, Director of Engineering
Tom Tyler, Director of Facilities
Robert Zaik, Director of Human Resources
Marcy Wright-Bolling, Manager of Human Resources
Olga Cordova, Human Resources Generalist
Kadian Cohen, Human Resources Generalist
Kerry E. Martin, Assistant to the Chief Executive Officer
Carrie Blardo, Assistant to the Chief Operating Officer
Victoria S. Escoriza, Executive Assistant
James Sandler, Outside Counsel
Becky Sielman, Milliman
Kevin Hart, Milliman

CALL TO ORDER

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

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

On a motion made by Commissioner Currey and duly seconded, the meeting minutes of September 17, 2019 were approved.

PENSION SOFTWARE DEMO

Becky Sielman and Kevin Hart of Milliman gave a demonstration of the Milliman pension software.

Commissioner Patel entered the meeting at 12:44 PM

Commissioner Camilliere exited the meeting at 1:10PM

SALE OF GLASTONBURY LAND

At 1:09 P.M., Chairman Taylor requested an executive session to discuss the sale of Glastonbury land.

On motion made by Commissioner Camilliere and duly seconded, the Personnel, Pension and Insurance Committee entered into executive session to discuss the sale of Glastonbury land.

Those in attendance during the executive session:

Commissioners Daniel Camilliere, Donald Currey, Byron Lester, Alphonse Marotta, Dominic Pane, Bhupen Patel, Pasquale J. Salemi, Raymond Sweezy, Alvin Taylor and District Chairman William DiBella; Chief Executive Officer Scott W. Jellison; Chief Financial Officer Christopher Martin; Chief Administrative Officer Kelly Shane; Chief Operating Officer Christopher Levesque; Attorneys R. Bartley Halloran, Brendan Fox, Christopher Stone, John Mirtle and James Sandler; Becky Sielman of Milliman.

RECONVENE

At 3:17 P.M., on motion made by Commissioner Currey and duly seconded, the Personnel, Pension and Investment Committee came out of executive session and reconvened.

To: Personnel, Pension and Insurance Committee for consideration on September 26, 2019

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: Be it resolved to authorize the Chair of the Personnel, Pension and Insurance Committee to sign an extension with the Town of Glastonbury until October 30th on the Glastonbury Land.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

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

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

COMMISSIONER QUESTIONS AND COMMENTS

No further questions were heard.

ADJOURNMENT

The meeting was adjourned at 3:18 P.M.

ATTEST:


John S. Mirtle, Esq.
District Clerk

October 7, 2019

Date Approved

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

555 Main Street, Hartford

Monday, October 7, 2019

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

Absent: Commissioners Byron Lester (1)

Also

Present: Commissioner Georgiana Holloway
Commissioner Whit Osgood
Scott W. Jellison, Chief Executive Officer
Christopher Martin, Chief Financial Officer
R. Bartley Halloran, District Counsel
Christopher Stone, Assistant District Counsel
John S. Mirtle, District Clerk
Christopher Levesque, Chief Operating Officer
Kelly Shane, Chief Administrative Officer
Robert Schwarm, Director of Information Technology
Susan Negrelli, Director of Engineering
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
Julie Price, Professional Level Trainee
James Sandler, Outside Counsel
Becky Sielman, Milliman
David Silverstone, Independent Consumer Advocate

CALL TO ORDER

Vice Chairman Sweezy called the meeting to order at 3:06 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

Independent Consumer Advocate David Silverstone spoke on agenda item #5, Retiree Life Insurance.

APPROVAL OF MEETING MINUTES

On a motion made by Commissioner Pane and duly seconded, the meeting minutes of September 26, 2019 were approved. Commissioner Magnan abstained.

ONE-TIME RETIREE PENSION PAYMENT

TO: Personnel, Pension and Insurance Committee for consideration on October 7, 2019

From time to time, The Metropolitan District (District) receives requests from one or more long-time retirees for an *ad hoc* pension adjustment. The last time such an adjustment was made was 1998. The 1998 adjustment did not incorporate any of the more recent retirements but rather was concentrated upon the individuals who retired years previously.

In consideration of a recent request, the District reviewed various options with its actuary to provide some consideration to the retirees. Based upon the retirement date, staff is recommending a one-time only cash payment based upon the individual's annual gross pension benefit and date of retirement. The monies to fund such action would be taken from the Pension Fund and would be paid only as a one-time cash payment, and therefore not added to the ongoing monthly pension benefit. The specific terms of staff's recommendation are as follows:

One-time only cash payment reflecting 25% of the current gross annual pension benefit, payable on or before December 31, 2019 for:

- Retirees with retirement dates on or before May 1, 1993, or, if deceased, their Spousal Annuitants, receiving a monthly gross pension benefit of \$2,620.00 or less, irrespective of the form of the annuity payment; and
- Domestic Relations files (Alternate Payees) that were originated on or before May 1, 1993, and whose monthly gross pension benefit is \$1,310.00 or less, irrespective of the form of the annuity payment.

One-time only cash payment reflecting 10% of current gross annual pension benefit, payable on or before December 31, 2019 for:

- Retirees with retirement dates after May 1, 1993 but on or before March 1, 2007, or, if deceased, their Spousal Annuitants, receiving a monthly gross pension benefit of \$3,300.00 or less, irrespective of the form of the annuity payment; and

- Domestic Relations files (Alternate Payees) that were originated after May 1, 1993 but on or before March 1, 2007, and whose monthly gross pension benefit is \$1,650.00 or less, irrespective of the form of the annuity payment.

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, subject to the adoption of an amendment to the Retirement Plan for Employees of the Metropolitan District (the "Plan"), the Chief Executive Officer be authorized to direct one-time cash payments from the Plan to the retirees, spousal annuitants and/or alternate payees as described below, with said payments made from the trust fund maintained pursuant to the plan

One-time only cash payment reflecting 25% of the current gross annual pension benefit, payable on or before December 31, 2019 for:

- Retirees with retirement dates on or before May 1, 1993, or, if deceased, their Spousal Annuitants, receiving a monthly gross pension benefit of \$2,620.00 or less, irrespective of the form of the annuity payment; and
- Domestic Relations files (Alternate Payees) that were originated on or before May 1, 1993, and whose monthly gross pension benefit is \$1,310.00 or less, irrespective of the form of the annuity payment.

One-time only cash payment reflecting 10% of the current gross annual pension benefit, payable, on or before December 31, 2019 for:

- Retirees with retirement dates after May 1, 1993 but on or before March 1, 2007, or, if deceased, their Spousal Annuitants, receiving a monthly gross pension benefit of \$3,300.00 or less, irrespective of the form of the annuity payment; and
- Domestic Relations files (Alternate Payees) that were originated after May 1, 1993 but on or before March 1, 2007, and whose monthly gross pension benefit is \$1,650.00 or less, irrespective of the form of the annuity payment.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

On motion made by Commissioner Pane and duly seconded, the report was received and resolution adopted by a majority vote of those present. Commissioner Currey opposed.

Commissioner Taylor entered the meeting at 3:15 PM. Vice Chair Sweezy relinquished the chair to Chairman Taylor.

RETIREE LIFE INSURANCE

TO: Personnel, Pension and Insurance Committee for consideration on October 7, 2019

The District, as part of collective bargaining with its affiliated units of COUNCIL 4, AFSCME, have agreed to buy out the \$5,000 Life Insurance provided to unionized retirees for \$6,000 paid to the retiree. There are some retirees with a lower benefit level so the buyout would be the amount of the benefit plus \$1,000. The retiree will have the option to pay the cost of any additional Life Insurance coverage the retiree currently has elected to purchase. The expected cost to buy-out the base retiree life insurance is \$330,000. The face value of this Life Insurance is paid out in premiums by the District after 15 years of retirement. The cost of "retiree" Life Insurance is five times the cost of active employment.

Staff is recommending that we extend this buy out option to existing retirees. The option would be conditioned upon the retiree also accepting the full group rate of any optional Life Insurance or waiving entirely the continuance of the optional Life Insurance. This action coincides with the action negotiated with the bargaining units.

Staff recommends that the cost of this buy-out be absorbed by the recently achieved debt service savings due to the recent refunding bond issuance and retired bonds from 2010. Through this action, the District will lower this part of future OPEB cost forever. The objective would be to extinguish this cost entirely.

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 be authorized to initiate a buy out of the \$5,000 life insurance benefit with existing retirees, conditioned upon the retiree accepting the full group rate of any optional Life Insurance or waiving all optional coverage entirely. The payment made to the retiree will be the amount of the life insurance benefit plus \$1,000. The cost of this buy out would be funded by the recently achieved debt service

savings due to the recent refunding bond issuance and retired bonds from 2010.

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.

PENSION ADMINISTRATION CONTRACT TO THIRD PARTY ADMINISTRATOR

TO: Personnel, Pension and Insurance Committee for consideration on October 7, 2019

The District utilizes an actuarial firm to calculate final pension benefit levels and spousal annuity amounts, as well as to provide OPEB projections and GASB valuation filing information. District staff has approached Milliman with the prospect of providing cost estimates for various pension administration tasks including preliminary pension benefit calculations.

In the effort of decreasing Human Resources personnel time and effort, and thereby, freeing up staff time to perform other functions, staff is recommending that the District enter into an agreement with Milliman to amend and extend current pension services.

Through this proposition, Milliman would provide access to existing retirees and active employees to a pension website. Existing retirees could initiate changes in tax withholdings and address changes. Active employees could request pension estimates and review pension information related to planning and retirement.

Staff recommends that the District amend and extend current pension services provided by Milliman as described above.

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 be authorized to enter into an agreement with Milliman Inc. to expand services provided by Milliman including the preliminary pension benefit calculations.

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.

WELLNESS PROGRAM INCENTIVES

TO: Personnel, Pension and Insurance Committee for consideration on October 7, 2019

With assistance and guidance provided by Anthem BC/BS and Lockton representatives, the Human Resources Department has initiated a Wellness Program available to all employees, spouses and dependents. The effort was formulated upon the directions detected by a comprehensive attitudinal employee survey. With the wellness dollars provided by Anthem, healthy snacks are provided to the work areas. The dollars received also support an on-going fitness program. We provide Zumba dance and exercise classes, Pilates and Yoga classes. We have sponsored "Walk/Run" events and have worked with a couple of the Member Towns to incentivize employee annual physical examinations with age and condition specific required tests and screens. We had recognized these efforts by providing incentive dollar rewards to the participating employees.

Through the strong recommendation of Lockton and Anthem, we are now proposing a program geared specifically to employees and spouses or dependents with Diabetes Type 2 and high blood pressure conditions. We have tracked \$ 3.6 million dollars used medication for diabetes, heart disease, high blood pressure control and back issues.

The Livongo Program fashioned for working with diabetic conditions will provide individual test and reporting mechanisms to participants. Livongo will provide immediate test information and personalized support. Livongo offers around-the-clock health professionals to communicate with the participants. The professionals will then interact with the participant with the goal of changing behaviors. The documented Livongo results with other employers will create a more healthy awareness and, in turn, should result in decreased medical costs.

Livongo also provides a blood pressure testing mechanisms to participating employees, spouses and dependents.

We are proposing a \$ 200.00 incentive to the employee participating in either the diabetes or high blood pressure programs. If the employee participates in both programs, the incentive would be \$ 400.00 with the employee engaged in the program for at least six months with more than one interaction per week with the health professional.

Staff recommends that the District augment its Wellness Program by embracing the Livongo Programs and adjusting its incentives to the participating employees.

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

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

RESOLVED: That the Chief Executive Officer be authorized to provide a \$200.00 incentive to the employee participating in either the diabetes or high blood pressure programs through Livongo. If the employee participates in both programs, the incentive would be \$ 400.00 with the employee engaged in the program for at least six months with more than one interaction per week with the health professional.

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.

SALE OF GLASTONBURY LAND

At 4:04 P.M., Chairman Taylor requested an executive session to discuss the sale of Glastonbury land.

On motion made by Commissioner Pane and duly seconded, the Personnel, Pension and Insurance Committee entered into executive session to discuss the sale of Glastonbury land.

Those in attendance during the executive session:

Commissioners Daniel Camilliere, Donald Currey, Maureen Magnan, Alphonse Marotta, Dominic Pane, Bhupen Patel, Pasquale J. Salemi, Raymond Sweezy, Alvin Taylor and District Chairman William DiBella; Chief Executive Officer Scott W. Jellison; Chief Financial Officer Christopher Martin; Chief Administrative Officer Kelly Shane; Chief Operating Officer Christopher Levesque; Attorneys R. Bartley Halloran, Christopher Stone, John Mirtle and James Sandler; Becky Sielman of Milliman.

RECONVENE

At 4:21 P.M., on motion made by Commissioner Magnan and duly seconded, the Personnel, Pension and Investment Committee came out of executive session and reconvened.

To: Personnel, Pension and Insurance Committee for consideration on October 7, 2019

Be it resolved that The Metropolitan District Personnel, Pension and Insurance Committee (PPI), acting pursuant to its authority as set forth in Section 4.02(b) of the Operating Agreement of Pension Fund Land, LLC, owner of approximately 570 acres of open space land in the Town of Glastonbury (Property), hereby approves the "Agreement for Sale and Purchase of Real Estate" dated October 1, 2019 by and between PFL, LLC and the Town of Glastonbury, upon the terms and conditions set forth therein, and in doing so further authorizes the Chairman of the Personnel, Pension and Insurance Committee, or his designee, to execute any and all documents reasonable necessary to effect the sale of the property.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

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

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

COMMISSIONER QUESTIONS AND COMMENTS

No further questions were heard.

ADJOURNMENT

The meeting was adjourned at 4:24 P.M.

ATTEST:


John S. Mirtle, Esq.
District Clerk

November 6, 2019

Date Approved

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

The Metropolitan District
555 Main Street, Hartford
Wednesday, November 6, 2019

Present: Commissioners Donald Currey, Maureen Magnan, Alphonse Marotta, Dominic Pane, Bhupen Patel, Pasquale J. Salemi, Raymond Sweezy and Alvin Taylor (8)

Absent: Commissioners Daniel Camilliere, Byron Lester, and District Chairman William DiBella (3)

Also

Present: Commissioner Allen Hoffman
Commissioner Jackie Gorsky Mandyck
Commissioner Whit Osgood
Scott W. Jellison, Chief Executive Officer
R. Bartley Halloran, District Counsel
Christopher Stone, Assistant District Counsel
John S. Mirtle, District Clerk
Christopher Levesque, Chief Operating Officer
Kelly Shane, Chief Administrative Officer
Christopher Martin, Chief Financial Officer
Susan Negrelli, Director of Engineering
Tom Tyler, Director of Facilities
Robert Zaik, Director of Human Resources
Jamie Harlow, Manager of Labor Relations
Kerry E. Martin, Assistant to the Chief Executive Officer
Carrie Blardo, Assistant to the Chief Operating Officer
Victoria S. Escoriza, Executive Assistant
Julie Price, Professional Level Trainee
Becky Sielman, Milliman
David Silverstone, Independent Consumer Advocate

CALL TO ORDER

Chairman Taylor called the meeting to order at 3:32 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

On a motion made by Commissioner Sweezy and duly seconded, the meeting minutes of October 7, 2019 were approved.

AMENDMENT OF PENSION PLAN FOR ONE-TIME RETIREE PAYMENT

To: Personnel, Pension and Insurance Committee for consideration on November 6, 2019

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

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

WHEREAS, it is desirable that the PPI Committee recommend to the District Board of the MDC that it adopt an amendment to the Retirement Plan which provides for one-time lump sum cash payments to certain individuals who are currently receiving annuity payments from the Retirement Plan.

NOW, THEREFORE, BE IT

RESOLVED: That the PPI Committee does hereby recommend to the District Board that it adopt Amendment No. 11 to the Retirement Plan in substantially the form presented to this meeting, together with any modifications that are determined by counsel for the MDC to be necessary or desirable to effectuate the intention thereof and to comply with the requirements of the Internal Revenue Code of 1986, as amended; and further

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

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

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

PENSION ASSUMPTIONS

Becky Sielman, of Milliman, presented on MDC pension plan assumptions.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

Peter Privitera, the Finance Director of the town of West Hartford, spoke regarding the pension discount rate and mortality tables.

COMMISSIONER QUESTIONS AND COMMENTS

No further questions were heard.

ADJOURNMENT

The meeting was adjourned at 4:34 P.M.

ATTEST:

John S. Mirtle, Esq.
District Clerk

November 18, 2019

Date Approved

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

The Metropolitan District
555 Main Street, Hartford
Wednesday, November 18, 2019

Present: Commissioners Donald Currey, Byron Lester, Alphonse Marotta, Dominic Pane, Pasquale J. Salemi, Raymond Sweezy, Alvin Taylor and District Chairman William DiBella (8)

Absent: Commissioners Daniel Camilliere, Maureen Magnan and Bhupen Patel (3)

Also

Present: Commissioner Allen Hoffman
Commissioner Jean Holloway
Commissioner Jackie Gorsky Mandyck
Scott W. Jellison, Chief Executive Officer
Christopher Stone, Assistant District Counsel
John S. Mirtle, District Clerk
Christopher Levesque, Chief Operating Officer
Kelly Shane, Chief Administrative Officer
Christopher Martin, Chief Financial Officer
Susan Negrelli, Director of Engineering
Robert Schwarm, Director of Information Technology
Tom Tyler, Director of Facilities
Robert Zaik, Director of Human Resources
Jamie Harlow, Manager of Labor Relations
Kerry E. Martin, Assistant to the Chief Executive Officer
Carrie Blardo, Assistant to the Chief Operating Officer
Victoria S. Escoriza, Executive Assistant
Julie Price, Professional Level Trainee
Becky Sielman, Milliman
David Lee, DAHAB Associates Inc.
David Silverstone, Independent Consumer Advocate

CALL TO ORDER

Chairman Taylor called the meeting to order at 12:11 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

On a motion made by Commissioner Pane and duly seconded, the meeting minutes of November 6, 2019 were approved. Commissioner Lester abstained.

UPDATE FROM DAHAB ON PENSION PLAN PERFORMANCE

David Lee of DAHAB Associates, Inc. provided a presentation on the pension plan performance.

Commissioner Sweezy made a motion to approve the following resolution:

Be it resolved that if Pension Fund Land LLC (PFL LLC) receive \$8 million dollars from the sale of the PFL LLC land in Glastonbury, that it be allocated as follows: \$4 million into large cap equity, divided equally between the two existing large-cap equity funds, \$2 million into mid-cap equity and \$2 million into small-cap equity.

The motion by Commissioner Sweezy was duly seconded and resolution adopted by unanimous vote of those present.

Commissioner Lester exited the meeting at 1:20 PM

PENSION ASSUMPTIONS

Becky Sielman of Milliman provided a presentation on pension assumptions.

Commissioner Sweezy made a motion to approve the following resolution:

Be it resolved that the discount rate of the Metropolitan District Retirement Plan be reduced from 7.25% to 7% for fiscal year 2020.

The motion by Commissioner Sweezy was duly seconded and resolution adopted by majority vote of those present. Commissioner Currey opposed.

Commissioner Taylor made a motion to approve the following resolution:

Be it resolved that actuarial valuation date of the pension fund be changed to be used for the following the fiscal year such that each valuation as of January 1 is used to determine the actuarially determined contribution for the fiscal year that starts one year later, and that as transitioned, the January 1, 2019 valuation be used to determine the actuarially determined contribution for both fiscal year 2019 and fiscal year 2020. The January 1, 2020 valuation will then be used to determine the actuarially determined contribution for the fiscal year 2021.

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

AMENDMENT OF PENSION PLAN FOR ONE-TIME RETIREE PAYMENT

Be it resolved: That the resolution regarding the one-time retiree payment approved at the Personnel, Pension and Insurance committee meeting of October 7th 2019 be hereby repealed and the following resolution approved in its place:

Be it further resolved that subject to the adoption of an amendment to the Retirement Plan for Employees of The Metropolitan District, the Chief Executive Officer be authorized to direct one-time cash payments from the plan to retirees only, not including spousal annuitants and/or alternate payees as described below:

The criteria are a one-time lump sum payment of \$1,000 to retirees who retired prior to January 1, 1999 with a gross monthly benefit of less than \$1,500.

And, Be it further resolved that the entire Personnel, Pension and Insurance Committee will consider the issue of benefit adjustments with regards to retirees going forward.

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

Commissioner Currey and Commissioner Marotta exited the meeting at 2:21 PM

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

COMMISSIONER QUESTIONS AND COMMENTS

Commissioner Sweezy requested to have a discussion on any Pension Fund Land, including parcels in Glastonbury and Manchester, at the next meeting.

ADJOURNMENT

The meeting was adjourned at 2:29 P.M.

ATTEST:


John S. Mirtle, Esq.
District Clerk

January 15, 2020

Date Approved

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To

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

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