

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

FOR THE YEAR  
2021

Published by authority of the Commission  
And compiled by the  
Office of the District Clerk

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

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**MEMBERSHIP**  
**OF**  
**THE PERSONNEL, PENSION & INSURANCE COMMITTEE**  
**2021**

<b>ALVIN E. TAYLOR</b>	Chairman, Personnel, Pension and Insurance Committee
<b>RAYMOND SWEEZY</b>	Vice Chairman, Personnel, Pension and Insurance Committee

JOHN AVEDISIAN

DOMINIC PANE

DONALD CURREY

BHUPEN PATEL

SHUBHADA KAMBLI

PASQUALE J. SALEMI

BYRON LESTER

RAYMOND SWEEZY

MAUREEN MAGNAN

ALVIN E. TAYLOR

ALPHONSE MAROTTA

# **MINUTES**

**OF**

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

**HELD IN 2021**



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

**The Metropolitan District**

Remote Only

Wednesday, January 13, 2021

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

**Absent:** Commissioners John Avedisian, Shubhada Kambli, Byron Lester, and Alphonse Marotta (4)

**Also**

**Present:** Commissioner Allen Hoffman  
Scott W. Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Kelly Shane, Chief Administrative Officer  
Christopher Levesque, Chief Operating Officer  
Christopher Martin, Chief Financial Officer  
Nick Salemi, Communications Administrator  
Carrie Blardo, Executive Assistant to the CEO  
Victoria Escoriza, Executive Assistant  
Julie Price, Professional Level Trainee  
David Silverstone, Independent Consumer Advocate

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 4:04 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MEETING MINUTES**

*On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of November 9, 2020 were approved.*


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

To: Personnel, Pension and Insurance Committee for consideration on January 13,  
2021

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

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

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Scott W. Jellison', is written over the printed name.

Scott W. Jellison  
Chief Executive Officer

**Manufacturers and Traders Trust Company ("MTB")****CERTIFICATE OF AUTHORITY AND APPOINTMENT**

The Certificate of Authority and Appointment is at the organizational level. It indicates two to three of the positions within your organization that are authorized by your board or governing body to execute legal documents on behalf of the organization with respect to the The Metropolitan District Post Employment Benefits Trust (the "Plan").

**CERTIFICATE OF AUTHORIZED OFFICERS**

The Certificate of Authorized Officers is a companion form to the Certificate of Authority and Appointment. It names the officers, with specimen signatures, currently filling the positions specified in the Certificate of Authority. The named individuals should be authorized to complete, execute and deliver agreements to Manufacturers and Traders Trust Company with respect to the Plan.

The corporate secretary or assistant secretary of your organization should execute the Certificate of Authority and Appointment and Certificate of Authorized Officers.

**CERTIFICATE OF AUTHORIZED REPRESENTATIVES**

The Certificate of Authorized Representatives is a listing of the individuals, with specimen signatures, who are authorized to give Manufacturers and Traders Trust Company orders, directions or instructions with respect to the Plan. Specific limitations that will be applied to an individual's authorization may be noted next to their specimen signature.

If any of the individuals on the Certificate of Authorized Officers will have authority to give Manufacturers and Traders Trust Company orders, directions or instructions with respect to the Plan, they should also be listed on the Certificate of Authorized Representatives.

**UPDATES TO CERTIFICATES**

After the initial submission, the Certificate of Authorized Officers and Certificate of Authorized Representatives only needs to be updated when one or more of the named individuals have changed. One of the named individuals listed on the current Certificate of Authorized Officers must execute any updates to the Certificate of Authorized Representatives.

Wilmington Trust is a registered service mark. Wilmington Trust Company, operating in Delaware only, Wilmington Trust, N.A., M&T Bank and certain other subsidiaries of M&T Bank Corporation, provide various fiduciary and non-fiduciary services, including trustee, custodial, agency, investment management and other services. International corporate and institutional services are offered through M&T Bank Corporation's international subsidiaries. Loans, credit cards, retail and business deposits, and other business and personal banking services and products are offered by M&T Bank, member FDIC.



## CERTIFICATE OF AUTHORITY AND APPOINTMENT

The Metropolitan District (the "Client")

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

### NOW, THEREFORE, BE IT:

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

♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦ ♦

IN WITNESS WHEREOF, I have executed this Certificate of Authority and Appointment this \_\_\_\_\_ day of December, 2020.

John Mirtle, District Clerk

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

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**COMMISSIONER COMMENTS & QUESTIONS**

Scott Jellison, Chief Executive Officer, informed the committee that the State of Connecticut Commission on Human Rights and Opportunities approved the MDC's Affirmative Action Plan earlier in the day.

**ADJOURNMENT**

The meeting was adjourned at 4:06 PM

ATTEST:  
  
John S. Mirtle, Esq.  
District Clerk

February 10, 2021

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

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

**The Metropolitan District**

Remote Only

Wednesday, February 10, 2021

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

**Absent:** Commissioners John Avedisian, Shubhada Kambli, Maureen Magnan, and Alphonse Marotta (4)

**Also**

**Present:** Commissioner Allen Hoffman  
Commissioner Jackie Mandych  
Scott W. Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Kelly Shane, Chief Administrative Officer  
Christopher Levesque, Chief Operating 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  
Carrie Blardo, Executive Assistant to the CEO  
Victoria Escoriza, Executive Assistant  
Julie Price, Professional Level Trainee  
David Silverstone, Independent Consumer Advocate

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 5:02 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MEETING MINUTES**

***On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of January 13, 2021 were approved.***

*Without objection, Agenda Item #5, Amendment of Job Specifications, was taken before Agenda Item #4, COVID19 Vaccinations.*

**AMENDMENT OF JOB SPECIFICATION CHANGES**

**TO:** Personnel, Pension and Insurance Committee for consideration on February 10, 2021

As the result of recent negotiations with our supervisory unit, we agreed to expand the functions of the *Utility Maintenance Supervisor* and the *Senior Utility Maintenance Supervisor* positions and to combine the functions of the *Construction Services Supervisor* position with the *Utility Services Supervisor* position to create one position (copy of Agreement is attached). There are no recommendations to adjust the salary allocations of these positions.

These actions advance the usage of generic job series across operational units.

Further, as a clarification of another existing position (*Facility Maintainer 1*), we are requesting that a valid driver's license requirement be specified. Again, there would be no recommendation for any salary allocation.

Staff recommends that these job specification changes be endorsed.

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 *Utility Maintenance Supervisor*, the *Senior Utility Maintenance Supervisor*, the *Construction Services Supervisor* and the *Facility Maintainer 1* job specifications be amended as reflected in the attached specifications with no change to the salary allocations.

Respectfully Submitted,



Scott W. Jellison  
Chief Executive Officer

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

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE: UTILITY MAINTENANCE SUPERVISOR**

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### JOB SUMMARY

This is a very responsible utility repair supervisory position ~~work~~ involving the supervision of ~~a~~ medium size work crews including the supervision and coordination ~~water~~ of water and sewer pipeline emergencies, leaks, investigations and repair and maintenance of pipelines. ~~construction, repair and maintenance crew.~~

Work involves responsibility for safe, effective and timely completion of pipeline projects. Duties include directing a ~~the work of a work~~ crew in operating heavy equipment, installing or repairing pipeline systems, ~~and~~ directing sanitary sewer and storm sewer and catch basin cleaning, clearing and pumping operations, leak investigations and resolution of system and pipeline emergencies. This work requires that the employee have knowledge, skill and ability in water and sewer pipeline construction, repair and maintenance principles and practices.

### 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.

- Supervises and evaluates a medium size work crew in constructing and repairing water and sewer pipeline system projects and cleaning and maintaining sewer lines, catch basins and related facilities.
- Supervision of emergency response crews including leak investigations, sewer back-up investigations and emergency water main shutdowns.
- Ensures continuous operations of the water distribution and sewer collection systems.

Monitors SCADA systems, radio-based alarm systems, of the water distribution and sewer collection systems. Plans, coordinates and implements appropriate responses to alarms and emergencies.

- Investigates problems in the field and determines corrective actions to be taken. On call for emergencies. Schedules dye tests. Supervises the clean-up of chemical spills in sewer lines.
- Supervises pumping and cleaning operations in District water collection systems, pollution control plants and pump stations. Supervises cavity investigations and cellar cleaning due to sewer back-ups and water leaks. Supervises snow removal at sewer plants and pump stations.
- Prepares reports, completes forms and compiles information on completed ~~Fills out forms and reports on completed work assignments and completes employee time records.~~
- Reads and interprets all but the most complex construction plans and translates them into construction and repair activities and direction.



- 
- Trains counsels, and evaluates employees. Administers union contract language and oral warnings, and recommends higher level discipline. Assures safe work practices.
  - Coordinates activities on a short and long term basis to assure personnel, materials and equipment necessary for projects and objectives.
  - Responds to a variety of water and sewer emergencies and related problems at any time of day or night, as directed. Serves on-call for emergencies, as assigned.
  - Maintains a safe and controlled working environment, setting up traffic and trench safety.
  - Performs related work as required.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Utility Maintenance Superintendent.

### **MINIMUM QUALIFICATIONS**

A high school diploma or the equivalent plus six (6) years of progressively responsible utility pipeline repair or construction experience including at least two (2) years in a supervisory capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year-basis.

### **SPECIAL REQUIREMENTS**

Must have a valid driver's license.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of water and sewer pipeline construction and repair principles and practices.
- Knowledge of water distribution and sewer collection systems.
- Knowledge of SCADA and radio-based alarm systems.
- Knowledge of public administration principles and practices as applied to work unit reporting and routine administrative procedures.
- Knowledge of work zone and traffic safety practices and compliance.
- Knowledge of MDC policies and procedures.
- Ability to communicate orally and to lead others in a work unit; some writing ability.
- Ability to administer policies and procedures including scheduling, routine decision-making and the completion of forms and reports.
- Ability to supervise others in a work unit.

**Metropolitan District Commission • Utility Maintenance Supervisor**

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- Ability to read blueprints, record plans and gate books.
- Ability to operate personal computers and other standard office equipment.
- Ability to establish and maintain effective working relationships with coworkers, vendors, contractors, customers, and the general public.

**ADA COMPLIANCE**

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

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

**Environmental Factors:** Essential functions are performed primarily outdoors, frequently exposed to any or all of the following: various weather conditions, high or deep dangerous places, working near moving mechanical parts, risk of electric shock, vibration, fumes, airborne particles, chemicals, etc.

*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: Local 1026  
FLSA Status: Non-Exempt

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE: SENIOR UTILITY MAINTENANCE SUPERVISOR**

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### JOB SUMMARY

This is very responsible utility repair and maintenance supervisory work responsible for supervision, scheduling, and direction of large water and sewer pipeline construction and repair ~~crews~~ and maintenance of water and sewer pipeline systems, utility services house connection, command center emergency response and related operations.

Work involves responsibility for safe, effective and timely repair, installation and maintenance of water and sewer pipeline systems and operations, and water and sewer pipeline inspections. Duties include assisting in the direction of heavy equipment and pipeline construction crew operations, assisting with the planning and laying out of projects with engineers, making in-field mark-outs, researching and review of construction and record plans assuring compliance with District standards and requirements, assisting in the direction of repair, maintenance and inspection of -and maintenance of pipelines, meters, valves, gates, and sewers. This position also has the responsibility for making difficult pipeline operational decisions. This work requires that the employee have knowledge, skill and ability in utility pipeline repair and maintenance supervision, cross connection inspection, water and sewer pipeline inspection, claims investigation and Call Before You Dig Operations.

### ESSENTIAL FUNCTIONS

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

- Schedules, assigns, supervises and evaluates a large work crew in constructing and repairing major water and sewer pipeline system projects of unusual complexity or difficulty.
- Oversees supervisors on all daily and emergency repairs and schedules work assignments that involve the needs of other departments.
- Assists with the establishment and maintenance of utility services and cross connection records, permitting, CBYD Operations, Backflow prevention programs, and Claims practices and procedures.
- Schedules, assigns and supervises activities in the daily maintenance and operation of the sanitary and storm collection system, meters, water valves, gates, manholes, hydrants, combined sewer overflow sites and closed-circuit inspection services. Monitors unit or work group activities and recommends correction
- Fills out forms and reports on completed work assignments and completes employee time records.
- Reads and interprets complex construction plans and translates them into construction and repair activities and direction.
- Trains and counsels employees. Administers union contract language and oral warnings, and recommends higher level discipline. Assures safe work practices.

**Metropolitan District Commission • Senior Utility Maintenance Supervisor**

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- Coordinates activities on a short and long term basis to assure personnel, materials and equipment necessary for projects and objectives.
- Coordinates all safety meetings, ensures safe practices at all work sites, and hires police services for jobs with safety concerns.
- Responds to major water and sewer emergencies and related problems at any time of day or night, as directed. Serves on-call for emergencies, as assigned.
- Reviews and documents all paperwork and sketches from supervisors.
- Meets with engineers, contractors, and town representatives to review work area designs and new installations to existing infrastructure.
- Performs related work as required.

**SUPERVISION RECEIVED**

Works under the general supervision of the Utility Maintenance Superintendent.

**MINIMUM QUALIFICATIONS**

A high school diploma or the equivalent plus eight (8) years of progressively responsible utility pipeline repair or construction experience including at least four (4) years in a supervisory capacity, or an equivalent combination of education and qualifying experience substituting on a year-for-year-basis.

**SPECIAL REQUIREMENTS**

Must have a valid driver's license.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of complex and difficult water and sewer pipeline construction and repair principles and practices.
- Knowledge of public administration principles and practices as applied to work unit reporting and routine administrative procedures.
- Knowledge of OSHA guidelines, and work zone and traffic safety practices and compliance.
- Knowledge of MDC policies and procedures.
- Ability to communicate orally and to lead others in a work unit; some writing ability.
- Ability to administer policies and procedures including scheduling, routine decision-making and the completion of forms and reports.

**Metropolitan District Commission • Senior Utility Maintenance Supervisor**

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- Ability to supervise others in a work unit.
- Ability to read blueprints, record plans and gate books.
- Ability to operate personal computers and other standard office equipment.
- Ability to establish and maintain effective working relationships with coworkers, vendors, contractors, customers, and the general public.

**ADA COMPLIANCE**

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

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

**Environmental Factors:** Essential functions are performed primarily outdoors, frequently exposed to any or all of the following: various weather conditions, high or deep dangerous places, working near moving mechanical parts, risk of electric shock, vibration, fumes, airborne particles, chemicals, etc.

*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: 08006  
Employee Group: Local 1026  
FLSA Status: Non-Exempt

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE:** CONSTRUCTION AND UTILITY SERVICES  
SERVICES SUPERVISOR

### JOB SUMMARY

This is very responsible construction engineering supervision work involving the guidance, training, correction, direction and coordination of construction and utility services inspectors working on complex utility pipeline and building construction projects.

Work involves responsibility for conformance of construction plans with District technical standards, inspection of water, utility pipelines, house connections, and coordination of CBYD mark outs.  
~~Work involves responsibility for assistance in the assurance of accurate and timely field inspection of construction work according to plans as well as District and professional standards. Duties include training, assessing performance, mentoring and teaching inspectors, instructing contractors in making corrections and coordinating construction programs.~~

This position also has the responsibility for making very difficult construction inspection technical field decisions. This work requires that the employee have knowledge, skill and ability in construction inspection methods and supervision.

### ESSENTIAL FUNCTIONS

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

- Schedules, assigns, trains, directs and evaluates employees in medium to large construction inspection unit.
- Reviews standard and complex sewer, water and related pipeline and utility service connection plans for conformance with District and technical utility services standards. Identifies problems and determines corrective actions to be taken by developers, contractors and/or engineers.
- Oversees inspection of new and existing utility pipeline and services.
- Oversees house connections, cross connection, CBYD program/Utility Mark out programs.
- Prepares reports, completes forms and compiles information on completed work assignments and employee effort. Analyzes information related to unit effectiveness and efficiency. Assists in the drafting of the unit budget and controlling and accounting for expenditures within fund allocations.
- Trains and counsels employees. Administers Collective Bargaining Agreements. Applies disciplinary action. Assists in employee selection. Assures safe work practices.

## Metropolitan District Commission • Construction Services Supervisor

08006

Operates water distribution infrastructure including operating water main and service line valves for the purpose of isolating, pressurizing, or flushing a water main or service and also performs pressure tests, obtains water samples and commissions hydrants.

- Identifies and analyzes opportunities for improving service delivery methods and procedures; identifies and calculates resource needs; coordinates informational reviews and updates with appropriate management staff; and provides guidance and leadership with the implementation of revised, adjusted and/or new work procedures.
- Directs and coordinates the review of work plans for assigned construction inspection services and activities; assigns work activities and projects; monitors and tracks work flow; reviews and evaluates work products, methods, and procedures; meets with staff to provide input to identify and resolve problems.
- Assigns, reviews, monitors and tracks work performed in the field; performs field inspections and approves construction work; reviews and approves inspector diaries, reports, correspondence, memoranda, and recommendations for change orders and progress payments; confers with construction inspectors, engineers, and contractors regarding contract and plan interpretation, and use and provision of construction materials, or methods. This position ensures compliance with the plans, specifications and internal engineering construction standards. Takes appropriate action to correct or remediate construction issues or concerns.
- Provides staff assistance to higher level management staff; participates as an attendee to a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary. Attends and participates in professional group meetings; stay abreast of new trends and innovations in the field on construction inspection.
- Coordinates construction inspection activities with those of other divisions and outside agencies and organizations. Acts as principal liaison between District engineers and contractors.
- Assists in settling disputes arising between contractor and inspector during the performance of the contracts, participates in public meetings and/or hearings, and, addresses and promptly disposes of public complaints.
- Inspects standard and highly complex utility pipeline and building mechanical systems construction. Instructs contractors in construction practices and in correcting construction errors. Enforces inspection decisions. Oversees contractor pressure tests of water, sewer and force main pipelines.
- Maintains detailed records of inspection activities. Compiles and prepares reports.
- Performs other related duties as required.

**SUPERVISION RECEIVED**

Works under the general supervision of the Manager of Construction Services.

**MINIMUM QUALIFICATIONS**

Associate's degree in engineering technology or related field; supplemented by minimum of five (5) years of senior level construction inspection including surveying experience, involving large scale and complex construction projects and at least one (1) year of lead or supervisory experience; or an equivalent combination of education and qualifying experience on a year-for-year basis.

**SPECIAL REQUIREMENTS**

Must have a valid driver's license.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of construction inspection principles and practices.
- Knowledge of land surveying principles and practices. Considerable ability to operate all survey instruments and to survey land and completed construction.
- Ability to inspect utility and building mechanical trades construction safely, effectively and efficiently and with firmness and tact.
- Ability in mathematics as applied to surveying and related operations, and in computers and supporting word processing and spreadsheet applications.
- Ability to establish and maintain effective working relationships with coworkers, contractors, consultants, and the general public. Ability in oral and written communications.
- Knowledge and ability in operational characteristics, services, and activities of a comprehensive construction inspection program including maintaining construction records and to prepare inspection reports.
- Knowledge in modern and complex principles and practices of construction inspection for public works construction.
- Knowledge of OSHA regulations and construction safety precautions pertaining to the work.
- Knowledge in principles of supervision, training, and performance evaluation. Supervise and coordinate construction inspection services. Interpret and explain District construction inspection policies and procedures.
- Read and interpret plans, specifications, maps, drawings, contracts and work orders. Communicate clearly and concisely, both orally and in writing.
- Knowledge of MDC policies and procedures.

**ADA COMPLIANCE**

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

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate 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.



**Metropolitan District Commission • Construction Services Supervisor****08006**

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*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.***

**COVID-19 VACCINATIONS**

Scott Jellison, Chief Executive Officer, and Jamie Harlow, Manager of Labor Relations, presented regarding COVID-19 vaccinations for District staff.

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**ADJOURNMENT**

The meeting was adjourned at 5:26 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

April 28, 2021

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

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
INVESTMENT SUBCOMMITTEE  
SPECIAL MEETING  
The Metropolitan District  
Remote Only  
Tuesday, March 9, 2021**

**Present:** Commissioners Maureen Magnan, Dominic Pane, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (5)

**Absent:** None (0)

**Also**

**Present:** Commissioner Allen Hoffman  
Commissioner Bhupen Patel  
Scott W. Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Kelly Shane, Chief Administrative Officer  
Christopher Levesque, Chief Operating Officer  
Christopher Martin, Chief Financial Officer  
Susan Negrelli, Director of Engineering  
Tom Tyler, Director of Facilities  
Robert Constable, Manager of Treasury  
Carrie Blardo, Executive Assistant to the CEO  
Victoria Escoriza, Executive Assistant  
Julie Price, Professional Level Trainee  
David Silverstone, Independent Consumer Advocate

**CALL TO ORDER**

Chairman Sweezy called the meeting to order at 12:00 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MEETING MINUTES**

***On motion made by District Chairman DiBella and duly seconded,  
the meeting minutes of February 28, 2020 were approved.***

**PENSION PLAN INVESTMENT PERFORMANCE**

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

***On motion made by Commissioner Sweezy and duly seconded, the Personnel, Pension and Insurance Investment Subcommittee accepts Dahab's recommendation to move \$5 million from Wellington Small Cap & \$5 million from Hardman Johnson International Equity to be distributed amongst the 3 real estate funds to increase the real estate assets closer to the target allocation.***

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**ADJOURNMENT**

The meeting was adjourned at 12:46 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

May 18, 2021

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

**PERSONNEL, PENSION AND INSURANCE COMMITTEE**  
**SPECIAL MEETING**  
**The Metropolitan District**  
Remote Only  
Wednesday, April 28, 2021

**Present:** Commissioners John Avedisian, Donald Currey, Byron Lester, Maureen Magnan, Dominic Pane, Bhupen Patel, Pasquale J. Salemi, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (9)

**Absent:** Commissioners Shubhada Kambli, and Alphonse Marotta (2)

**Also**

**Present:** Scott W. Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Kelly Shane, Chief Administrative Officer  
Christopher Levesque, Chief Operating Officer  
Christopher Martin, Chief Financial Officer  
Susan Negrelli, Director of Engineering  
Robert Schwarm, Director of Information Services  
Tom Tyler, Director of Facilities  
Robert Zaik, Director of Human Resources  
Robert Constable, Manager of Treasury  
Olga Cordova, Manager of Human Resources  
Lisa Remsen, Manager of Budget and Analysis  
Jamie Harlow, Manager of Labor Relations  
Carrie Blardo, Executive Assistant to the CEO  
Victoria Escoriza, Executive Assistant  
Julie Price, Professional Level Associate  
David Silverstone, Independent Consumer Advocate  
Becky Sielman, Milliman  
Laura Bucher, Milliman  
Yelena Pelletier, Milliman

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 12:00 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MEETING MINUTES**

***On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of February 10, 2021 were approved.***

**MILLIMAN PENSION ADMINISTRATION**

Becky Sielman, Laura Bucher and Yelena Pelletier of Milliman led a discussion regarding pension administration.

**EMPLOYEE BENEFITS CONSULTANT RFP 2021R-01**

***Commissioner Taylor appointed Commissioners Currey, Magnan, Pane, Patel and Sweezy to serve as a subcommittee to conduct interviews to make a recommendation to the Personnel, Pension and Insurance Committee.***

***Without objection, Agenda Item #6 “Settlement of Workers’ Compensation Claim – Goodwin” and Agenda item #7 “Settlement of Pending Litigation – Suchecki v. MDC”, were both discussed in one executive session.***

**SETTLEMENT OF WORKERS’ COMPENSATION CLAIM – GOODWIN**

At 1:47 P.M., Chairman Taylor requested an executive session to discuss pending litigation.

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

Those in attendance during the executive session:

Commissioners John Avedisian, Donald Currey, Byron Lester, Maureen Magnan, Dominic Pane, Bhupen Patel, Pasquale J. Salemi, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella; Chief Executive Officer Scott W. Jellison; Chief Operating Officer Christopher Levesque, Chief Administrative Officer Kelly Shane; Manager of Human Resources Robert Zaik, Manager of Labor Relations Jamie Harlow, Attorneys Christopher Stone and John Mirtle.

**RECONVENE**

At 2:16 P.M., Chairman Taylor requested to come out of executive session and on motion made by Commissioner Sweezy and duly seconded, the Personnel, Pension & Insurance Committee came out of executive session and reconvened. No formal action was taken.

To: Personnel, Pension and Insurance Committee for consideration on April 28, 2021

The Chief Executive Officer authorized our workers' compensation attorney and our consultant, Workers' Compensation Trust ("WCT"), to review outstanding workers' compensation cases to determine if, based upon benefits paid and a reasonable projection of future costs, it would be in the District's best interest to approach one or more claimants to explore final resolution and closeout in order limit potential future costs.

With this directive, our counsel and WCT approached counsel for retired MDC employee Richard Goodwin ("Claimant"), and, subject to the requisite approvals, have reached a tentative agreement to close out the Claimant's nine workers compensation files. This tentative agreement is fashioned as a full and final settlement of all future indemnity and medical claims in the amount of \$ 24,900.00. Note that worker's compensation claims typically remain open for the claimant's lifetime.

If this agreement is approved by the Personnel, Pension and Insurance Committee and the Board of Commissioners, the stipulation would presented to the Workers' Compensation Commissioner for final approval.

Staff has reviewed the tentative agreement and recommends approval.

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 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 necessary to effect settlement of all Workers' Compensation Indemnity and Medical Claims for Richard Goodwin in the amount of \$24,900.00, subject to the final approval by the Workers' Compensation Commissioner.

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.***

**SETTLEMENT OF PENDING LITIGATION**  
***WILLIAM SUCHECKI v. METROPOLITAN DISTRICT COMMISSION***

To: Personnel, Pension &amp; Insurance Committee

April 28, 2021

**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 settle the pending state lawsuit captioned ***WILLIAM SUCHECKI V. METROPOLITAN DISTRICT COMMISSION***, Docket No. HHD-CV21-6140580-S, for the total sum of \$96,000.00, subject to the proper execution of any and all documents reasonably necessary to effect said settlement, including but not limited to a general release and the formal withdrawal of said action.

Respectfully submitted,



Scott W. Jellison  
Chief Executive Officer

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

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

Judy Allen, West Hartford Resident, spoke regarding the May 3<sup>rd</sup> District Board Meeting Agenda.

**ADJOURNMENT**

The meeting was adjourned at 2:21 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

May 12, 2021

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Date Approved



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

**The Metropolitan District**

Wednesday, May 12, 2021

**Present:** Commissioners John Avedisian, Donald Currey, Byron Lester, Maureen Magnan, Dominic Pane, Bhupen Patel, Pasquale J. Salemi, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (10)

**Absent:** Commissioners Shubhada Kambli and Alphonse Marotta (2)

**Also**

**Present:** Commissioner Andrew Adil  
Commissioner Peter Gardow  
Scott W. Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Steve Bonafonte, Assistant District Counsel  
Kelly Shane, Chief Administrative Officer  
Christopher Levesque, Chief Operating Officer  
Christopher Martin, Chief Financial Officer  
Susan Negrelli, Director of Engineering  
Robert Schwarm, Director of Information Services  
Tom Tyler, Director of Facilities  
Robert Zaik, Director of Human Resources  
Robert Constable, Manager of Treasury  
Jamie Harlow, Manager of Labor Relations  
Kadian Cohen, Human Resources Generalist  
Carrie Blardo, Executive Assistant to the CEO  
Victoria Escoriza, Executive Assistant  
Julie Price, Professional Level Associate  
David Silverstone, Independent Consumer Advocate

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 5:05 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MEETING MINUTES**

*On motion made by District Chairman DiBella and duly seconded,  
the meeting minutes of April 28, 2021 were approved.*

**MDC WELLNESS PROGRAM**

Kadian Cohen, Human Resources Generalist, gave a presentation regarding the MDC Wellness Program.

***Commissioner Taylor temporarily recused himself from the meeting for agenda item #5. Vice Chairman Sweezy assumed the chair.***

**EMPLOYEE BENEFITS CONSULTANT RFP 2021R-01**

***District Chairman DiBella made a motion for the Personnel, Pension & Insurance Committee to forego acting as the Source Selection Authority for RFP 2021R-01 and return the matter to the Chief Executive Officer for him to act in this capacity.***

***On motion made by District Chairman DiBella and duly seconded, the resolution was adopted by majority vote of those present. Commissioner Pane voted no. Commissioner Patel abstained.***

***Without objection, Commissioner Currey requested to move agenda items #7 “2021-03 Pension & OPEB Trust Investment Consultant Services” and #8 “Modification of 457b Deferred Compensation Committee” prior to agenda item #6 “Extension of District Counsel Contract”.***

***Chairman Taylor resumed the chair.***

**RFP 2021R-03 PENSION & OPEB TRUST INVESTMENT CONSULTING SERVICES**

***Without objection, District Chairman DiBella moved to table agenda item #7, “2021R-03 Pension & OPEB Trust Investment Consulting Services”. The motion was approved unanimously.***

**MODIFICATION OF THE 457b DEFERRED COMPENSATION COMMITTEE**

To: Personnel, Pension and Insurance Committee

May 12, 2021

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, June 4, 2018 and June 10, 2019, the Personnel, Pension & Insurance Committee amended the composition of the Committee;

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

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

RESOLVED: That the Personnel, Pension and Insurance Committee hereby amends the composition of the Deferred Compensation 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  
**Director of Human Resources**

FURTHER

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

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.***

**EXTENSION OF DISTRICT COUNSEL CONTRACT**

At 5:52 P.M., Chairman Taylor requested an executive session to discuss the District Counsel's employment contract.

***On a motion made by District Chairman Dibella and duly seconded, the Personnel, Pension and Insurance Committee entered into executive session to discuss the District Counsel's employment contract.***

Those in attendance during the executive session:

Commissioners John Avedisian, Donald Currey, Byron Lester, Maureen Magnan, Dominic Pane, Bhupen Patel, Pasquale J. Salemi, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella; Chief Executive Officer Scott W. Jellison; and Attorney Steve Bonafonte.

**RECONVENE**

At 6:26 P.M., Chairman Taylor requested to come out of executive session and on motion made by Commissioner Currey and duly seconded, the Personnel, Pension & Insurance Committee came out of executive session and reconvened. No formal action was taken.

To: Personnel, Pension and Insurance Committee

May 12, 2021

BE IT HEREBY RESOLVED that the Personnel Pension & Insurance Committee of the Metropolitan District hereby recommends to the District Board the reappointment of Christopher R. Stone, Esq., of East Hartford as District Counsel for a term of two (2) years commencing on June 7, 2021 and ending on June 7, 2023 subject to the employment agreement terms and conditions in the term sheet entitled "DISTRICT COUNSEL- PROPOSED CONTRACT EXTENSION SUMMARY 5/12/2021" attached hereto and incorporated herein by reference.

DISTRICT COUNSEL – PROPOSED CONTRACT EXTENSION SUMMARY – 5/12/2021

**Annual Salary:** \$331,660.00 – (current annual salary) Future increases must be approved by the District Board (Other than COLA which will be added annually as authorized by the District Board for E&E Employees)

**General Requirements/Benefits:** Existing Standard Benefits Package for all Executive Level Staff:

Standard Health Benefits	Anthem – Blue Cross // PPO
Dental Vision	Century Preferred / Full Dental and Vision Coverage
Sick Time	8 Days per calendar year (Loaded in January)
Holiday Time	Per District's Published Holiday Calendar
Vacation	4 Weeks
Inclement Weather Days	3 Days
Personal Leave	10 Days
Life Insurance	\$500,000 policy paid by MDC
Car Allowance	\$750 Month (net of taxes) Lump Sum (Declined by CRS in lieu of salary)
Working Hours	Standard Working Hours

**Retirement Vesting:** Incumbent is currently vested. Full participation in IRS Section 457(f) Plan

**Miscellaneous:** MDC will provide Cell Phone, Laptop/Notebook/i-Pad and other ordinary and necessary business equipment

**Start Date:** June 7, 2021

**Term of Contract:** 24 Months; may be terminated by District without just cause, but triggers payment of lesser of 12 months of salary or balance of salary remaining in the contract term.

***Without objection, Commissioner Currey made a motion to amend the Term Sheet to provide for addition of a year to be added to the term of the contract at each anniversary date of each year of the term of the contract. The amendment was duly seconded and adopted by majority vote.***

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

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**ADJOURNMENT**

The meeting was adjourned at 6:29 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

July 28, 2021

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

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

**The Metropolitan District**

Tuesday, May 18, 2021

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

**Absent:** Commissioner Dominic Pane (1)

**Also**

**Present:** Commissioner Allen Hoffman  
Commissioner Bhupen Patel  
Scott W. Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Christopher Martin, Chief Financial Officer  
Kelly Shane, Chief Administrative Officer  
Christopher Levesque, Chief Operating Officer  
Susan Negrelli, Director of Engineering  
Robert Schwarm, Director of Information Services  
Tom Tyler, Director of Facilities  
Robert Zaik, Director of Human Resources  
Robert Constable, Manager of Treasury  
Jamie Harlow, Manager of Labor Relations  
Carrie Blardo, Executive Assistant to the CEO  
Victoria Escoriza, Executive Assistant  
Julie Price, Professional Level Associate  
David Lee, Dahab Associates, Inc.

**CALL TO ORDER**

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

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MEETING MINUTES**

***On motion made by Commissioner Taylor and duly seconded, the meeting minutes of March 9, 2021 were approved.***

**PENSION PLAN INVESTMENT PERFORMANCE**

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

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**ADJOURNMENT**

The meeting was adjourned at 12:34 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

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

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

**The Metropolitan District**

Wednesday, July 28, 2021

**Present:** Commissioners John Avedisian, Dominic M. Pane, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (5)

**Remote**

**Attendance:** Commissioners Donald Currey, Maureen Magnan and Bhupen Patel (3)

**Absent:** Commissioners Shubhada Kambli, Byron Lester, Alphonse Marotta and Pasquale Salemi (4)

**Also**

**Present:** Commissioner James Healy  
Commissioner Allen Hoffman  
Commissioner Jean Holloway (Remote Attendance)  
Scott W. Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Brendan Fox, Assistant District Counsel  
Steve Bonafonte, Assistant District Counsel  
Robert Barron, Chief Financial Officer / Director of Finance  
Kelly Shane, Chief Administrative Officer  
Sue Negrelli, Director of Engineering (Remote Attendance)  
Robert Schwarm, Director of Information Technology (Remote Attendance)  
Tom Tyler, Director of Facilities (Remote Attendance)  
Jamie Harlow, Manager of Labor Relations (Remote Attendance)  
Victoria S. Escoriza, Executive Assistant

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 3:50 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 May 12, 2021 were approved.*



**INSURANCE BROKER SERVICES RFP 2021R-05**

RESOLVED: The full Personnel, Pension & Insurance Committee will keep Source Selection Authority for RFP 2021R-05. Staff will complete interviews and come back to the Personnel, Pension and Insurance Committee with their recommendations. The Personnel, Pension & Insurance Committee has the ability to hold additional interviews.

***On a motion made by Commissioner Pane and duly seconded, the resolution was 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 Currey would like the Personnel, Pension and Insurance Committee to review RFPs prior to being issued. This will be discussed at a future meeting.

**ADJOURNMENT**

The meeting was adjourned at 4:28 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

August 25, 2021

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

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

**The Metropolitan District**  
Wednesday, August 25, 2021

**Present:** Commissioners Donald Currey, Raymond Sweezy, and Alvin Taylor (3)

**Remote**

**Attendance:** Commissioners Maureen Magnan, Dominic Pane, Bhupen Patel and Pasquale Salemi (4)

**Absent:** Commissioners John Avedisian, Shubhada Kambli, Byron Lester, Alphonse Marotta and District Chairman William A. DiBella (5)

**Also**

**Present:** Commissioner Allen Hoffman (Remote Attendance)  
Scott W. Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Robert Barron, Chief Financial Officer / Director of Finance  
Christopher Levesque, Chief Operating Officer (Remote Attendance)  
Kelly Shane, Chief Administrative Officer  
Robert Schwarm, Director of Information Technology (Remote Attendance)  
Tom Tyler, Director of Facilities (Remote Attendance)  
Lisa Remsen, Manager of Budget and Analysis  
Victoria S. Escoriza, Executive Assistant  
David Baker, IT Consultant  
Becky Sielman, Milliman (Remote Attendance)

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 4:04 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MEETING MINUTES**

***On motion made by Commissioner Currey and duly seconded, the meeting minutes of July 28, 2021 were approved.***

## OPEB AND PENSION CONTRIBUTIONS

*Becky Sielman of Milliman presented on the OPEB and Pension Contributions.*

Milliman Actuarial Valuation

August 5, 2021

### RETIREMENT PLAN FOR EMPLOYEES OF THE METROPOLITAN DISTRICT

#### Highlights of the January 1, 2021 Valuation

Our team	<b>Rebecca A. Sielman, FSA</b>	<i>oversees public sector work in New England, Upper Midwest</i>
	<b>Yelena Pelletier, ASA</b>	<i>handles day-to-day actuarial services we provide to the District assisted by Joliene Deskus; Sharad Arora; Isaias Garibaldo</i>
	<b>Laura Bucher, CPC, CEBS</b>	<i>handles day-to-day administrative services we provide to the District assisted by April Schultz</i>
What we're working on	<b>Dear Actuary</b> Milliman.com/en/periodicals/dear-actuary	<i>straightforward answers to common public plan questions</i>
	<i>Not getting our publications via email? Just send a note to Jessica.Stanford@Milliman.com</i>	<b>Public Pension Funding Study</b> Milliman.com/PPFS
		<i>annual update on 100 largest US public pension plans</i>
		<b>Public Pension Funding Index</b> Milliman.com/PPFI
		<i>quarterly updates reflecting current market conditions</i>
	<b>Milliman Medical Index</b> Milliman.com/MMIfamilies	<i>annual update on cost of healthcare for a family of four</i>
	<b>Underwriting Risk and Innovation</b> Milliman.com/en/insight/Cities-Underwriting-risk-and-innovation	<i>thought leadership on municipal workers' compensation risks</i>
	<b>Milliman Climate Resilience Forum</b>	<i>three day virtual summit that brought together leaders from around the world to discuss this important topic</i>
About Milliman	<b>CT Public Pension Forum</b> Becky Sielman: Pension Obligation Bonds	<i>visit CTPublicPensionForum.com for more detail; October in-person meeting in the planning stages now</i>
	<b>CT Society of CPAs Governmental Accounting &amp; Auditing Conference</b> Becky Sielman: The Importance of Sound Actuarial Assumptions	
	<b>1,000+</b>	<i>public sector pension and OPEB clients</i>
	<b>1,100+</b>	<i>pension outsourcing clients</i>
	<b>3,000+</b>	<i>actuarial and consulting clients</i>
	<b>Top 10</b>	<i>largest pension administrators in mid to large market</i>
	<b>250+</b>	<i>Best-in-Class Awards from PLANSPONSOR Magazine</i>
	<b>64 million</b>	<i>healthcare data for plan members</i>
	<b>1947</b>	<i>the year we were founded</i>
	<b>\$1.3 B</b>	<i>firm revenues in 2020</i>
	<b>4,300</b>	<i>company employees</i>
	<b>68</b>	<i>offices around the globe</i>

#### Our Mission

*We serve our clients to protect the health and financial well-being of people everywhere.*

#### Practice areas

*Employee Benefits*

*Healthcare*

*Property & Casualty*

*Life & Financial Risk Management*

This work product was prepared solely for the District for the purposes described herein and may not be appropriate to use for other purposes. Milliman does not intend to benefit and assumes no duty or liability to other parties who receive this work. Milliman recommends that third parties be aided by their own actuary or other qualified professional when reviewing the Milliman work product.

Milliman Actuarial Valuation

August 5, 2021

**RETIREMENT PLAN FOR EMPLOYEES OF THE METROPOLITAN DISTRICT**

Highlights of the January 1, 2021 Valuation

Page 1

**Membership****Member Count****Active Members  
on January 1, 2021**

Total	429
Average Age	50.3
Average Service	15.4
Total Payroll	\$44,109,088
Average Payroll	102,818

Age	Years of Service							Total
	0-4	5-9	10-14	15-19	20-24	25-29	30+	
< 25	3							3
25-29	9	2						11
30-34	18	12	4					34
35-39	14	10	6	3				33
40-44	14	7	19	3	3			46
45-49	3	9	11	10	11	6		50
50-54	6	12	10	13	13	10	11	75
55-59	8	11	12	19	21	16	15	102
60-64	2	8	6	6	21	5	13	61
65+		2	3	1	1	1	6	14
Total	77	73	71	55	70	38	45	429

**Members in Pay Status  
on January 1, 2021**

	Service Retirees	Disabled Retirees	Beneficiaries
Count	452	11	179
Average Age	71.6	55.8	77.5
Total Annual Benefit	\$17,186,241	\$307,146	\$1,912,823
Average Annual Benefit	38,023	27,922	10,686

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## RETIREMENT PLAN FOR EMPLOYEES OF THE METROPOLITAN DISTRICT

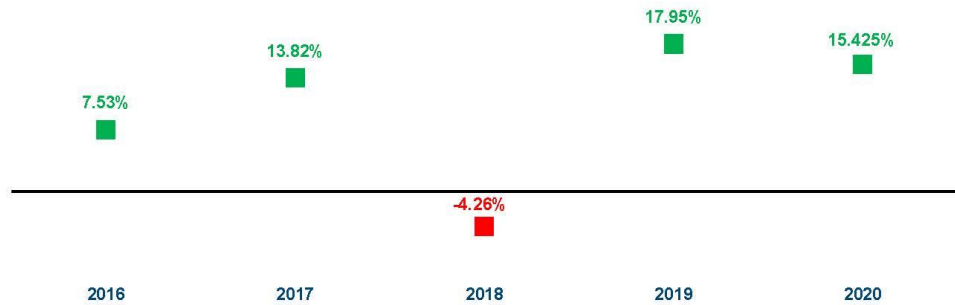
### Highlights of the January 1, 2021 Valuation

Page 2

#### Assets

2020 saw another year of strong market performance with a rate of return of 15.43% on a Market Value basis. The chart below illustrates the ups and downs in the plan's investment returns.

#### Returns



In order to dampen the volatility of the market and prevent large swings in the District's contribution, we smooth investment gains or losses over five years. The resulting Actuarial Value of Assets is shown alongside the Market Value of Assets in the chart below.

#### Balances (\$ millions)



## RETIREMENT PLAN FOR EMPLOYEES OF THE METROPOLITAN DISTRICT

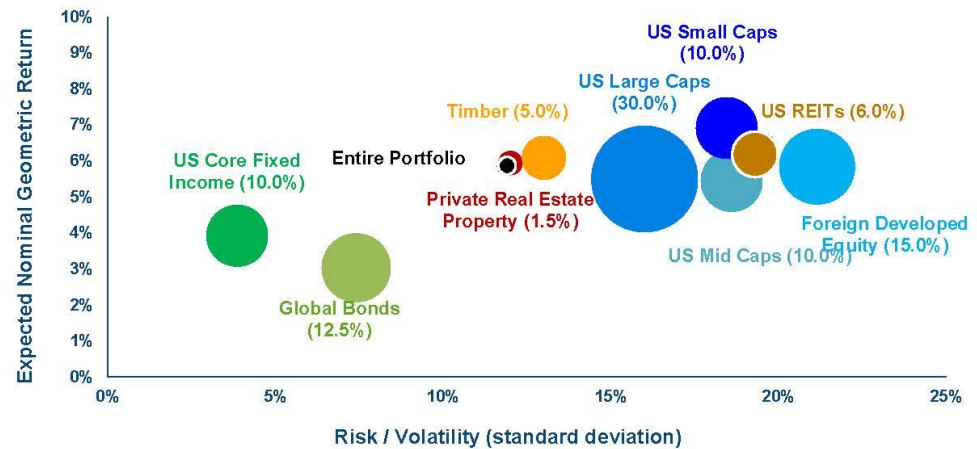
### Highlights of the January 1, 2021 Valuation

Page 3

#### Interest Rate Assumption

The interest rate assumption is based on the expected long-term return of the plan's investments. Using Milliman's December 31, 2020 Capital Market Assumptions, the target asset allocation has the following risk / return dimensions:

#### Asset Allocation



In any given year, the plan's investment return can range from very high to very low. As we look at longer and longer periods, the high and low years balance out and the annualized return should converge to the 50th percentile, or median. Using Milliman's December 31, 2020 Capital Market Assumptions, the expected long-term annualized median return of the portfolio, without reflecting a margin for manager alpha, is 5.86%.



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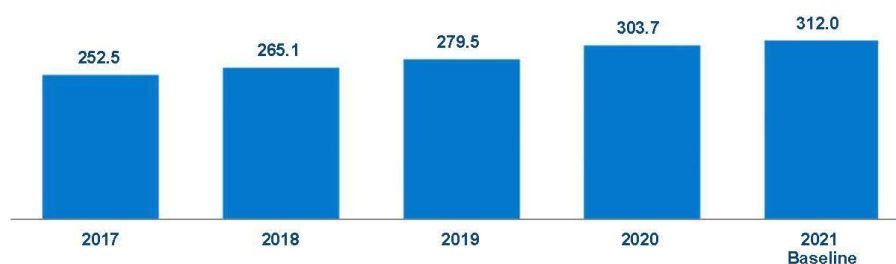
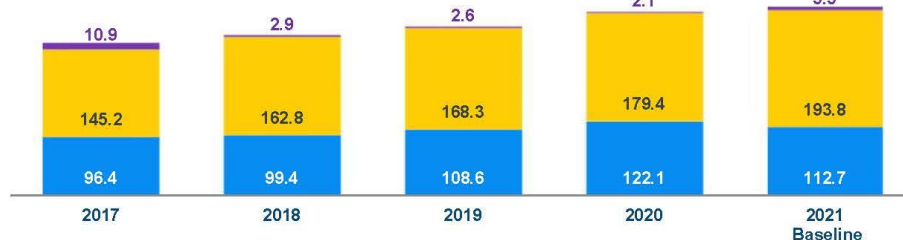
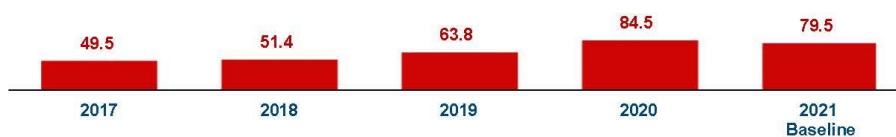
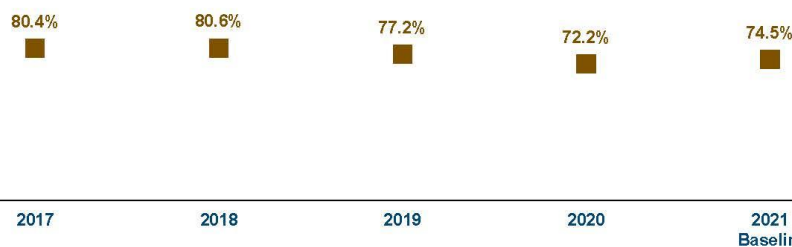


**RETIREMENT PLAN FOR EMPLOYEES OF THE METROPOLITAN DISTRICT****Highlights of the January 1, 2021 Valuation**

Page 4

**Funded Status**

The Accrued Liability grows over time as active members earn additional benefits, and goes down over time as retired members receive benefits. The Unfunded Accrued Liability is the dollar difference between the Accrued Liability and the Actuarial Value of Assets; the Funded Ratio is the ratio of the two.

**Accrued Liability  
(\$ millions)****Accrued Liability  
By Member Group****Terminated Members****Members in Pay  
Status****Active Members****Unfunded Accrued  
Liability  
(\$ millions)****Funded Ratio**

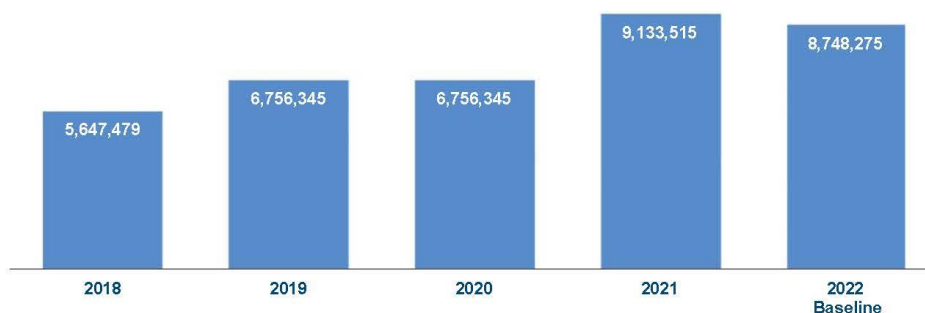
This work product was prepared solely for the District for the purposes described herein and may not be appropriate to use for other purposes. Milliman does not intend to benefit and assumes no duty or liability to other parties who receive this work. Milliman recommends that third parties be aided by their own actuary or other qualified professional when reviewing the Milliman work product.

**RETIREMENT PLAN FOR EMPLOYEES OF THE METROPOLITAN DISTRICT****Highlights of the January 1, 2021 Valuation****Page 5****Actuarially Determined Contribution**

Beginning with the January 1, 2020 valuation, each valuation determines the Actuarially Determined Contribution for the fiscal year starting one year after the valuation date. (For example, the January 1, 2020 valuation determines the Actuarially Determined Contribution for the 2021 fiscal year.) Previously the Actuarially Determined Contribution was developed for the fiscal year starting on the valuation date. In order to transition from the prior valuation timing to the new valuation timing, the January 1, 2019 valuation was the basis for both the 2019 and 2020 fiscal years.

The Actuarially Determined Contribution consists of three pieces: Normal Cost plus a Past Service Cost payment to gradually eliminate the Unfunded Accrued Liability plus Interest to reflect the timing of the contribution relative to the valuation date.

Actuarially  
Determined  
Contribution



Note that the Normal Cost is relatively consistent from year to year, whereas the Past Service Cost tends to be more volatile since it reflects the impact of asset performance.





# RETIREMENT PLAN FOR EMPLOYEES OF THE METROPOLITAN DISTRICT

## Highlights of the January 1, 2021 Valuation

Page 6

### Summary of Key Results

	January 1, 2021 Results			
	2020	Baseline No Changes	Lower Interest Rate	Lower Interest Rate More
<b>Interest Rate</b>	6.875%	6.875%	<b>6.75%</b>	<b>6.50%</b>
Accrued Liability	\$303,664,840	\$312,040,718	\$316,125,499	\$324,552,687
Actuarial Value of Assets	219,158,863	232,515,605	232,515,605	232,515,605
Unfunded Accrued Liability	84,505,977	79,525,113	83,609,894	92,037,082
Funded Ratio	72.2%	74.5%	73.6%	71.6%
Amortization Period	19	18	18	18
Amortization Growth Rate	3.50%	3.50%	3.50%	3.50%
Past Service Cost	5,846,136	5,723,799	5,964,119	6,447,741
Total Normal Cost	5,028,242	4,684,449	4,821,667	5,110,338
Expected Employee Contributions	2,435,399	2,304,728	2,304,728	2,304,728
Expected Expenses	107,000	82,000	82,000	82,000
Net Normal Cost	2,699,843	2,461,721	2,598,939	2,887,610
Interest	587,536	562,755	578,006	606,798
<b>Actuarially Determined Contribution</b>	<b>9,133,515</b>	<b>8,748,275</b>	<b>9,141,064</b>	<b>9,942,149</b>
<b>For Fiscal Year</b>	<b>2021</b>	<b>2022</b>	<b>2022</b>	<b>2022</b>

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**SETTLEMENT OF EMPLOYMENT RELATED CLAIMS**

*District Counsel Christopher Stone gave an update regarding the settlement of employment related claims.*

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**ADJOURNMENT**

The meeting was adjourned at 5:34 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

August 30, 2021

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

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

**The Metropolitan District**

Monday, August 30, 2021

**Present:** Commissioners Donald Currey, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (4)

**Remote**

**Attendance:** Commissioners John Avedisian, Byron Lester, Maureen Magnan, Dominic Pane, and Bhupen Patel (5)

**Absent:** Commissioners Shubhada Kambli, Alphonse Marotta and Pasquale Salemi (3)

**Also**

**Present:** Commissioner Allen Hoffman  
Commissioner Jacqueline Mandyck (Remote Attendance)  
Scott W. Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Robert Barron, Chief Financial Officer / Director of Finance  
Christopher Levesque, Chief Operating Officer  
Kelly Shane, Chief Administrative Officer  
Susan Negrelli, Director of Engineering (Remote Attendance)  
Robert Schwarm, Director of Information Technology (Remote Attendance)  
Tom Tyler, Director of Facilities (Remote Attendance)  
Olga Cordova, Manager of Human Resources (Remote Attendance)  
Jamie Harlow, Manager of Labor Relations  
Lisa Remsen, Manager of Budget and Analysis (Remote Attendance)  
Shereese Rodgers, Senior Financial Analyst (Remote Attendance)  
Carrie Blardo, Executive Assistant to the CEO  
Julie Price, Professional Level Associate  
David Baker, IT Consultant (Remote Attendance)  
David Lee, Dahab  
Becky Sielman, Milliman (Remote Attendance)

**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 motion made by Commissioner Sweezy and duly seconded, the meeting minutes of August 25, 2021 were approved.***

**PENSION AND OPEB PLAN INVESTMENT PERFORMANCE**

*David Lee of Dahab Associates Inc presented the quarterly Pension and OPEB plan investment performance.*

**OPEB AND PENSION DISCOUNT RATE**

***Commissioner Sweezy made a motion to pass the following resolution:***

Be it resolved: that the Personnel, Pension & Insurance Committee instructs staff to lower the discount rate for the pension and OPEB plans from 6.875% to 6.750%.

***The resolution was adopted by a unanimous vote of those present.***

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

Judy Allen, of West Hartford, would like climate change to be discussed in terms of its effects on the market.

**ADJOURNMENT**

The meeting was adjourned at 1:17 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

September 20, 2021

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

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

**The Metropolitan District**  
Monday, September 20, 2021

**Present:** Commissioners John Avedisian, Dominic Pane, Raymond Sweezy and Alvin Taylor (4)

**Remote**

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

**Absent:** Commissioners Shubhada Kambli, Alphonse Marotta, Bhupen Patel and Pasquale Salemi (4)

**Also**

**Present:** Commissioner Jackie Mandych  
Scott W. Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Robert Barron, Chief Financial Officer / Director of Finance  
Kelly Shane, Chief Administrative Officer  
Susan Negrelli, Director of Engineering (Remote Attendance)  
Robert Schwarm, Director of Information Technology (Remote Attendance)  
Tom Tyler, Director of Facilities (Remote Attendance)  
Olga Cordova, Manager of Human Resources  
Jamie Harlow, Manager of Labor Relations  
Kadian Cohen, Human Resources Generalist  
Steve Bonafonte, Assistant District Counsel  
Carrie Blardo, Executive Assistant to the CEO  
Julie Price, Professional Level Associate  
David Baker, IT Consultant (Remote Attendance)  
David Lee, Dahab (Remote Attendance)

**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 MEETING MINUTES**

***On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of August 30, 2021 were approved.***

## APPROVAL OF PENSION INVESTMENT POLICY

No action was taken. This item was postponed indefinitely.

## INSURANCE COVERAGE APPROVAL

To: Personnel, Pension and Insurance Committee

September 20, 2021

Pursuant to section B3h of the By-Laws of the District Board, the Personnel, Pension and Insurance Committee ("PPI") has full charge of all insurance and shall determine insurance coverage on all business and property of the District. PPI is authorized, within the limits of the budget as approved by the District Board, to determine the form and amount of insurance coverage.

Assured Partners (formerly Peoples United Insurance) is the appointed insurance advisor/ broker of record for the District and provided recommendations for certain coverages and limits to PPI acceptance and placement by the District as described more specifically in a summary document attached hereto.

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

**VOTED:** That the Personnel Pension and Insurance Committee approve the insurance coverages and limits as outlined in the attached document to this Resolution.

**RESOLVED:** The Personnel, Pension & Insurance Committee hereby approves and authorizes the placement of the insurance coverages and limits described in the document attached hereto and hereby incorporated, **provided that the umbrella excess coverage policies for which staff is still awaiting premium quotes are hereby approved up to a premium increase of 30% or less over the prior year premium;**


### FURTHER

**RESOLVED:** The Personnel, Pension & Insurance Committee hereby authorizes and directs the Chief Executive Officer to sign and/or otherwise execute such documents or instruments as may be necessary to bind and place said coverages.

Respectfully Submitted,



Scott W. Jellison  
Chief Executive Officer

<div>  <div> THE METROPOLITAN DISTRICT COMMISSION  COMMERCIAL INSURANCE SUMMARY  2021-2022 </div> </div>						
Coverage	Coverage Details	2020-2021	2021-2022	\$ Change	% Change	Ave % Change
Workers Compensation	Coverage Details	Safety National	Liberty Mutual			
Limit Per Occurrence \$1,000,000		\$ 119,498.00	\$ 119,931.00	\$ 433.00	0.4%	0-5%
	Average Rate	\$ 0.2670	\$ 0.2649			
	Total Payroll	\$ 44,755,712.00	\$ 45,274,235.00			
	SIR Each Occurrence	\$ 1,000,000.00	\$ 1,000,000.00			
*Safety National increased the minimum premium on their Excess Workers' Compensation program to \$150,000 in 2021						
Property	Coverage Details	Travelers	Travelers			
		\$ 464,971.00	\$ 519,876.00	\$ 54,905.00	11.8%	10-15%
	Property Rate	\$ 0.0625	\$ 0.0673		7.7%	
	Blanket Building & BPP	\$ 732,518,295.00	\$ 761,819,046.00		4.0%	
	BI & Extra Expense	\$ 10,954,950.00	\$ 10,954,950.00		0.0%	
	Deductible Per Claim	\$ 100,000.00	\$ 100,000.00			
Excess General Liability	Coverage Details	Travelers	Travelers			
Limit Per Occurrence \$1,000,000		\$ 227,278.00	\$ 237,060.00	\$ 9,782.00	4.3%	10-12%
Aggregate \$3,000,000	SIR Each Occurrence	\$ 250,000.00	\$ 250,000.00			
Law Enforcement		\$ 5,571.00	\$ 6,042.00	\$ 471.00	8.5%	25-50%
Limit Per Wrongful Act \$5,000,000	Police Officer Count	5	5		0.0%	
Aggregate \$5,000,000	Deductible Per Wrongful Act	\$ 10,000.00	\$ 10,000.00			
Standard Self Insured Claims Administration		N/A	Included	\$ -		
Excess Auto Liability	Coverage Details	Travelers	Travelers			
Combined Single Limit \$1,000,000		\$ 107,999.00	\$ 117,361.00	\$ 9,362.00	8.7%	5-10%
	# of Power Units	324	324		0.0%	
	# of trailers	58	58		0.0%	
	Cost Per Unit	\$ 333.33	\$ 362.23		8.7%	
	SIR Per Claim	\$ 250,000.00	\$ 250,000.00			
Standard Self Insured Claims Administration		N/A	Included	\$ -		
Crime (Fidelity)	Coverage Details	Travelers	Travelers			
Employee Theft, ERISA, Funds Transfer	\$1,000,000 per Claim	\$ 3,865.00	\$ 4,767.00	\$ 902.00	23.3%	15-25%
	\$25,000 Retention per Claim					
		*Pro-Rated Premium \$2,891				
Fiduciary Liability/Retirement	Coverage Details	Travelers	Travelers			
Claims Made	\$3,000,000	\$ 16,175.00	\$ 18,069.00	\$ 1,894.00	11.7%	10-25%
	\$10,000 Retention per Claim					
	Total Plan Assets	\$ 290,000,000.00	\$ 345,000,000.00			
		*Pro-Rated Premium \$12,098				
Public Entity Liability/EPL	Coverage Details	ACE/Chubb	ACE/Chubb			
Directors & Officers, Employment Practices	\$5,000,000 per Claim	\$ 117,451.00	\$ 132,814.00	\$ 15,363.00	13.1%	10-30%
Claims Made Basis	\$500,000 Retention per Claim					
		*Pro-Rated Premium \$87,853				
Cyber Liability	Coverage Details	Tokyo Marine	Tokyo Marine			
Claims Made	\$1,000,000	\$ 17,009.00	\$ 28,295.00	\$ 11,286.00	66.4%	30-100%
	Deductible	\$ 25,000.00	\$ 50,000.00			
Excess Police Professional	Coverage Details	American Alternative	American Alternative			
\$5,000,000 Excess of \$5,000,000	\$0 Retention per Claim	\$ 8,250.00	\$ 10,000.00	\$ 1,750.00	21.2%	25-50%
As of 09/17/2021						
TOTAL PREMIUM		\$ 1,088,067.00	\$ 1,194,215.00	\$ 106,148.00	9.8%	

#### PENDING RENEWAL QUOTES AS OF 9-17-21

1st Umbr/Excess Layer	Berkshire Hathaway	Berkshire Hathaway & TBD			
\$25,000,000 Excess of Primary	2020: \$25,000,000 2021: \$10,000,000 2021: \$15,000,000	\$ 451,406.00	\$ 383,029.00		
			TBD		
			\$ 383,029.00	\$ (68,377.00)	50-75%
Umbr/Excess Layer	Great American	Great American			
2020-21: \$25M X \$25M	Excess of \$25,000,000	\$ 112,500.00			
2021-22: \$25M X \$25M			TBD		50-75%

#### ANNUAL FLOOD PROGRAM ~ VARIOUS EFFECTIVE DATES

NFIP Flood	The Hartford	The Hartford			
36 Individual Policies	Limits Vary by Building: Building Limit \$71,700 - \$500,000 Contents Limit \$0 - \$50,000	\$ 140,185.00	\$ 152,897.00	\$ 12,712.00	9.1% 15%

#### POLICIES NOT RENEWING IN 2021

Pollution Liability	Zurich 10/1/2020 - 10/1/2023
Claims Made	Per Pollution Event Limit \$5,000,000 Aggregate Policy Limit \$10,000,000 Deductible Per Event \$50,000
	\$ 171,912.00
Travel Accident	The Hartford 2/1/2019 - 2/1/2023
	AD&D Limit Per Person/Incident \$100,000 Policy Aggregate Limit Per Incident \$500,000
	\$ 2,589.00

***Commissioner Sweezy made a motion to amend the resolution as shown above in redline. The amendment was passed by unanimous vote of those present.***

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

#### **WELLNESS INITIATIVES AND UTILIZATION STUDY**

Beth Gilbert, Erika Schermer and Katherine Klarman of Anthem presented on Wellness initiatives and the utilization study.

#### **NEW EMPLOYEE BENEFITS CONSULTANT**

No presentation was given. This item was postponed indefinitely.

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

No one from the public appeared to be heard.

#### **COMMISSIONER QUESTIONS AND COMMENTS**

Commissioner Sweezy requested information regarding benefits for part time employees to be added to an upcoming Personnel, Pension and Insurance Committee agenda.

#### **ADJOURNMENT**

The meeting was adjourned at 5:44 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

November 10, 2021

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



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

**The Metropolitan District**

Wednesday, November 10, 2021

**Present:** Commissioners Bhupen Patel, Pasquale Salemi, Raymond Sweezy and Alvin Taylor (4)

**Remote**

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

**Absent:** Commissioners John Avedisian, Shubhada Kambli, Alphonse Marotta and Dominic Pane (4)

**Also**

**Present:** Commissioner Allen Hoffman  
Commissioner Jackie Mandych  
Scott W. Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Robert Barron, Chief Financial Officer  
Kelly Shane, Chief Administrative Officer  
Jamie Harlow, Director of Human Resources  
Robert Schwarm, Director of Information Technology  
Tom Tyler, Director of Facilities  
Olga Cordova, Manager of Human Resources  
Rita Kelley, Equal Employment Opportunity Officer  
Nick Salemi, Communications Administrator (Remote Attendance)  
Carrie Blardo, Executive Assistant to the CEO  
Julie Price, Professional Level Associate  
David Baker, IT Consultant  
David Silverstone, Consumer Advocate

**CALL TO ORDER**

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

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MEETING MINUTES**

***On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of September 20, 2021 were approved.***

*Commissioner Lester remotely entered the meeting at 4:05 PM.*

**EEO OFFICER REPORT ON EMPLOYEE TRAINING**  
**RE: DISCRIMINATION AND WHISTLEBLOWER POLICY**

Rita Kelley, Equal Employment Opportunity Officer, gave a presentation on the employee training on the MDC discrimination and whistleblower policies.

**HR UPDATE ON EMPLOYEE HANDBOOK AND HR POLICIES**

Jamie Harlow, Director of Human Resources, gave a presentation on the updated MDC employee handbook and human resources policies.

**HR UPDATE ON EMPLOYEE BENEFITS CONSULTANT - USI**

Jamie Harlow, Director of Human Resources, gave an update on USI, the MDC's employee benefits consultant.

**APPROVAL OF PENSION INVESTMENT POLICY**

To: Personnel, Pension and Insurance Committee for consideration on November 10, 2021

Dahab Associates Inc. is the pension investment advisor for the District and drafted the enclosed Investment Policy & Guidelines for the District's pension plan and recommends its adoption. The plan details the plan's objectives along with the roles and responsibilities of all parties serving the plan. The policy cites the statutory authority for the investment program, Conn. Gen. Stat. § 7-450 which requires that the investment and management of the assets of the pension trust be in compliance with the prudent investor rule.

It is therefore **RECOMMENDED** that it be

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

**RESOLVED:** That the District Board hereby approves the attached Investment Policies & Guidelines for the Retirement Plan for the Employees of The Metropolitan District and authorizes staff to implement and administer said policy.

Respectfully Submitted,



Scott W. Jellison  
Chief Executive Officer

DRAFT

RETIREMENT PLAN FOR EMPLOYEES OF THE METROPOLITAN DISTRICT

STATEMENT OF  
INVESTMENT POLICY AND GUIDELINES

OCTOBER 2021

## **I. Statement of Purpose**

The investment management of the Retirement Plan for Employees of The Metropolitan District (the "Plan" or "Pension Trust") shall follow this Statement of Investment Policy and Guidelines as adopted October 4, 2021.

Statutory authority for the investment program of this Plan is provided by the provisions of section 7-450 of the Connecticut General Statutes. This Statement of Investment Policy and Guidelines applies only to the Pension Trust. This Statement of Investment Policy and Guidelines shall be reviewed annually, but may be amended at any time.

### **A. Objectives**

The objective of the Plan's Investment Policy is to preserve the actuarial soundness of the Pension Trust. The Trust shall be for the purpose of funding current and future pension benefits for eligible participants in accordance with the Pension Trust.

The performance of the Plan will be measured each quarter for various rolling periods, but at a minimum three and five years. These periods are usually considered sufficient to accommodate the different market cycles commonly experienced with investments.

### **B. Fiduciary Standards**

In striving to attain these objectives, the Plan will be managed in a manner consistent with fiduciary standards, namely:

1. All transactions shall be in the sole interest of the participants and their beneficiaries, and
2. All investments shall be made with the care, skill, prudence and diligence under the circumstances then prevailing that a prudent person acting in an expert like capacity and familiar with such matters would use in conduct of an enterprise of like character and with the same aims, and
3. All entities dealing with the Plan are required to disclose conflicts of interest as soon as they become apparent, in writing to the Pension Board or as part of a public meeting when the problem becomes apparent.

The Pension Board, as described below, or the Trust Administrator acting on the Board's behalf, shall make its decisions solely for the benefit of plan members. All entities dealing with the Plan must conduct themselves in a manner worthy of the public trust, keeping in mind that the Plan is subject to public review and evaluation.

In general, the investment and management of the assets of the Plan shall be in compliance with the prudent investor rule as set forth in Connecticut General Statutes Sections 45a-541 to 45a-541i, inclusive.

## **II. Roles and Responsibilities**

All parties serving the Plan at the date of the original adoption of this Statement of Investment Policy and Guidelines have 60 days to be in compliance with its provisions, or to notify the Pension Board in writing as to why they cannot be in compliance.

### **A. Pension Board**

The District Board (the "Pension Board" or "Board"), or the Trust Administrator acting on the Board's behalf, has the responsibility of establishing and maintaining policies for all aspects of the Plan including:

- Setting of investment policy;

- Performing asset allocation for the Plan;
- Selecting, evaluating, and replacing investment professionals.

The Board, or the Trust Administrator acting on the Board's behalf, may select other professionals to assist in its duties.

#### **B. Trust Administrator**

The Metropolitan District has delegated the responsibility to its Personnel, Pension & Insurance Committee to plan, organize, and administer the operations of the Trust under broad policy guidance from the Board. These operations include but are not limited to accounting; administration of investments, attorneys, accountants, actuaries, consultants and select investment oversight.

#### **C. Actuary**

The Board or the Trust Administrator acting on the Board's behalf, will select an actuary to perform a valuation of the Plan as often as needed.

#### **D. Investment Consultant**

The Board, or the Trust Administrator acting on the Board's behalf, may engage an investment consultant. The investment consultant will give an independent perspective on the Plan, help select custodians and investment managers, review asset allocation, provide investment performance measurement, and assist in constructing a portfolio that will have the potential of earning the actuarial rate of return with a high probability of success while muting as much volatility as possible.

The investment consultant is expected to attend meetings of the Board as needed and to perform asset allocation studies as needed.

The investment consultant will acknowledge in writing that he is a fiduciary of the plan relative to the provided services.

#### **E. Custodian**

The Custodian will hold all cash and securities or evidence thereof. The Custodian will be responsible for maintaining records, providing fund accounting and other services as defined in its contract.

The Custodian may not engage in financial transactions related to the Trust that are based on written or oral instructions from any person other than the Board, or the Trust Administrator acting on the Board's behalf.

#### **F. Investment Managers**

In managing assets for the Plan, the Board, or the Trust Administrator acting on the Board's behalf, may engage the services of investment managers. Investment managers buy and sell securities or other investments according to guidelines established for their particular asset class.

Investment managers are to acknowledge in writing that they are fiduciaries of the plan relative to provided services.

### **III. Pension Trust**

The Pension Board, or the Trust Administrator acting on the Board's behalf, has three tasks to accomplish in managing the Trust: first, to adopt a realistic actuarial rate of return for the Trust; second, to recommend the level of contributions needed to keep the Trust financially sound; and third, to construct a portfolio that will have the potential of earning the actuarial rate of return with a high probability of success while muting as much volatility as possible.

The Board, or the Trust Administrator acting on the Board's behalf, shall exercise an appropriate level of due

diligence with respect to all aspects of the investments in the Trust, development of the asset allocation structure, selection of external investment managers and the monitoring of investment performance.

The Board or the Trust Administrator acting on the Board's behalf, is aware that mutual funds and other commingled vehicles have separate guidelines and/or prospectuses. When employing such vehicles, the Board or the Trust Administrator acting on the Board's behalf, acknowledges that those separate guidelines and/or prospectuses shall supersede the guidelines that follow.

#### **A. Manager Responsibility**

Managers of funds administered under the Trust must acknowledge fiduciary responsibility relative to their work with the plan. Managers shall be held to the prudent expert standard articulated in Section I.B.2. above.

#### **B. Trust Characteristics**

In constructing portfolios for the Trust, the Board or the Trust Administrator acting on the Board's behalf, should consider the following characteristics.

##### **1. Liquidity**

The Plan should have liquidity to meet its cash flow needs. Individual investments may have limited liquidity so long as they do not interfere with the operation of the Plan as a whole. The Board acknowledges the most liquid investments come at a cost of lower expected return. Some investments may be selected with limited liquidity if expected returns exceed those of the more liquid investments and/or if the investments provide greater risk mitigation.

##### **2. Diversification**

Assets should be diversified among asset categories, sectors, and geographic areas to minimize volatility.

##### **3. Time Horizon**

The time horizon of the Plan is perpetual. In projecting returns for the Plan, the Board may consider information from recent history (20 years), long-term history (about 70 years) or some combination of the two. The Board, or the Trust Administrator acting on the Board's behalf, must judge what data gives the best estimate for future returns by applying evidence from the past to current circumstances.

##### **4. Risk Tolerance**

The primary investment emphasis of the Trust is to preserve capital and achieve consistency of results. However, a secondary goal is to meet the actuarial rate of return. The Board, or the Trust Administrator acting on the Board's behalf, should strive to attain these goals while still meeting the actuarial rate of return.

The Board, or the Trust Administrator acting on the Board's behalf, recognizes that risk is present in all investments. The assumption of risk is needed to achieve satisfactory long-term results. It is the responsibility of the Board, or the Trust Administrator acting on the Board's behalf, to manage the tradeoff between risk and return given the projected needs of the Trust, always attempting to minimize risk of the overall portfolio for any given level of return.

##### **5. Asset Allocation**

An asset allocation study should be periodically performed. The study requires a projection of cash flows, which are dependent on contributions made into the Plan and disbursements made from the Plan in the form of benefits and expenses. The purpose of the asset allocation study is to understand the trade off between risk and return, and to aid in the construction of a portfolio that has a high probability of earning the actuarial rate of return but achieves this goal with a minimum of volatility.

#### 6. Rebalancing

Once policy targets for the asset allocation are set in the asset allocation study, the Board, or the Trust Administrator acting on the Board's behalf, in conjunction with the investment consultant, should monitor and rebalance the Plan in an effort to keep the asset allocation in line with the policy target while at the same time minimizing transaction costs.

#### C. Investment Alternatives

Investment alternatives are divided into four broad categories: fixed income, domestic equity, international equity and alternative investments.

Fixed income investments shall be used primarily to provide stability of principle. Domestic equity and international equity may be added to enhance return. Alternative investments may be added to enhance return, and to provide diversification that will reduce volatility.

The Plan also participates in an Immediate Participation Guarantee used to fund benefits that have been guaranteed to past and present Plan participants; the Board has limited control over these assets. They offset guaranteed benefits and fluctuate as the relation between the actuarial value of the liabilities and underlying assets change. This investment has been reviewed in the past and is periodically evaluated. At present, because of contractual obligations and the costs associated with reallocation, this allocation has remained.

#### D. Performance Standards

Each manager hired will be assigned a benchmark. Active managers are expected to exceed their benchmark net of fees, and to perform in the upper half of a universe of managers in a similar style over a market cycle. Passive managers are expected to track their respective benchmarks with minimal tracking error. Guidelines for each of the asset classes are outlined in the next section.

### IV. Manager Guidelines

#### A. Fixed Income Managers

1. Investment objective. Active bond managers are expected to beat a benchmark appropriate to their style, and to perform in the top half of a universe of similar portfolios. The benchmark used for comparison should be assigned to the manager as part of the selection process.
2. Permissible securities. Fixed income managers may invest in U.S. Government and agency bonds, U.S. domestic corporate bonds, asset-backed and mortgage-backed securities, and convertible bonds.
3. Non-permissible securities. Fixed income managers are prohibited from investing in equity securities (except for term trusts) and municipal bonds. Fixed income managers are also prohibited from investing in commodities, unregistered letter stock, foreign securities (other than those evidenced by American Depositary Receipts which are listed on the New York Stock Exchange (NYSE), warrants, loans of portfolio securities, venture capital issues and private placements.
4. Non-permissible transactions. Fixed income managers are prohibited from purchasing securities on margin or selling short.
5. Cash balances. Managers are expected to remain fully invested. However, the decision to maintain cash balances is left to the manager's discretion, keeping in mind that the benchmark will be applied to the manager's total portfolio and not just to the non-cash portion. Managers should inform the Board within 10 business days if cash balances exceed 10%. Cash and equivalents may be invested in commercial paper rated A1 or P1, repurchase agreements, U.S. Treasury Bills and money market fund.

6. Marketability. Fixed income securities should be readily marketable.
7. Diversification. Fixed income obligations of any one issuer, other than securities subject to the guarantee of the United States government or any of its agencies, should represent no more than 5% of the aggregate fair market value of a manager's portfolio.

#### **B. Domestic Equity Managers**

1. Investment Objective. Active equity managers are expected to outperform a benchmark appropriate to their style (value, core or growth) and market capitalization (large, mid and small). In addition, active equity managers should be ranked in the upper half of a universe of similar portfolios. Passive equity managers are expected to track their appropriate benchmark.
2. Permissible securities. Equity managers may invest in common stocks, convertible securities, and American Depositary Receipts (ADRs) and for listed securities of foreign corporations. Listed securities are those traded on the NYSE, American Stock Exchange (AMEX) and National Association of Securities Dealers Automated Quotation System (NASDAQ) exchanges. Any investment in convertible debentures must carry an investment grade rating of "A" or better. Securities purchased should come from the universe of their benchmark – or closely resemble them. For example, a large cap value manager should largely purchase large cap value securities. However, it is acceptable to purchase a modest amount of mid cap value or large cap growth as long as the characteristics and the performance of the fund generally resemble those of a large cap value fund.
3. Non-permissible securities. Equity managers may not invest in foreign securities other than those defined above, fixed income securities, commodities, unregistered letter stock, warrants, real estate mortgages, all options and futures, real or personal property, oil and gas property, loans of portfolio securities, venture capital issues, private placements, securities of a contributing employer, and derivatives. Derivatives include collateralized mortgage obligations, interest-only and principal-only strips, and currency swaps or other specialized investment activities.
4. Non-permissible transactions. Except with the written consent of the Board, or the Trust Administrator acting on the Board's behalf, equity managers may not purchase securities on margin or sell short.
5. Cash balances. Managers are expected to remain fully invested. However, the decision to maintain cash balances is left to the manager's discretion, keeping in mind that the benchmark will be applied to the manager's total portfolio and not just to the non-cash portion. Managers should inform the Board and the Trust Administrator within 10 business days if cash balances exceed 10%. Cash and equivalents may be invested in commercial paper rated A1 or P1, repurchase agreements, U.S. Treasury Bills and money market fund.
6. Marketability. Securities should be marketable. It is understood that small- and mid-capitalization stocks offer less liquidity than more widely held securities.
7. Diversification. Equity investments by a manager in any single corporation shall be limited to no more than 5% of the manager's total portfolio based on the fair market value of the portfolio at the time of purchase, and no more than 10% of the manager's total portfolio at any quarterly valuation. The portfolio should also be appropriately diversified by industry sector. The manager should inform the Board and the Trust Administrator in writing of any violation within 10 business days of its occurrence.
8. Income. There are no minimum yield or dividend requirements.

#### **C. International Equity Managers**

1. Investment objective. Active international equity managers are expected to outperform a benchmark appropriate to their style. In addition, active international equity managers should be ranked in the upper half of a universe of similar portfolios.



2. Permissible securities. International equity managers must invest in securities of companies not domiciled in the United States, including common stocks traded on any major stock exchange or ADRs traded in the United States, global depository receipts (GDRs) and preferred stocks traded on any major stock exchange. International equities include equities of both developed countries and emerging markets.
3. Non-permissible securities. Foreign equity managers may not invest in equities of U.S.-domiciled companies, fixed income securities, commodities, unregistered letter stock, warrants, real estate mortgages, all options and futures, real or personal property, oil and gas property, loans of portfolio securities, venture capital issues, private placements, securities of a contributing employer, and derivatives. Derivatives include collateralized mortgage obligations, interest-only and principal-only strips, and currency swaps or other specialized investment activities.
4. Non-permissible transactions. Except with the written consent of the Board, or the Trust Administrator acting on the Board's behalf, managers may not purchase securities on margin or sell short.
5. Cash Balances. Managers are expected to remain fully invested. However, the decision to maintain cash balances is left to the manager's discretion, keeping in mind that the benchmark will be applied to the manager's total portfolio and not just to the non-cash portion. Managers should inform the Board and Trust Administrator within 10 business days if cash balances exceed 10%. Cash and equivalents may be invested in commercial paper rated A1 or P1, repurchase agreements, U.S. Treasury Bills and money market fund.
6. Marketability. Securities should be marketable. It is understood that international equity securities, especially in emerging markets, offer less liquidity than more widely held securities.
7. Diversification. Equity investments by a manager in any single corporation shall be limited to no more than 5% of the manager's total portfolio based on the fair market value of the portfolio at the time of purchase, and no more than 10% at any quarterly valuation. The portfolio should also be appropriately diversified by industry sector. The manager should inform the Board and Trust Administrator in writing of any violation within 10 business days.
8. Income. There are no minimum yield or dividend requirements.

#### **D. Alternative Investments**

Alternative investments should be considered with the goal of increasing the return of the portfolio without increasing risk, or lowering risk of the overall portfolio without lowering return.

If the Board, or the Trust Administrator acting on the Board's behalf, allocates part of the portfolio to an alternative asset class, separate investment guidelines specific to that asset class shall be adopted.

#### **V. Manager Guidelines**

Investment managers may not act upon written or oral instructions from any person other than the Board, or the Trust Administrator acting on behalf of the Board or the Administrator.

##### **A. Discretionary Authority**

Managers are given full discretion to act in accordance with the Statement of Investment Policy and Guidelines. In placing portfolio transaction orders on behalf of the Trust, each manager shall obtain execution of orders through responsible broker/dealers at the most favorable prices and at competitive commission rates, taking into consideration the efficiency of execution of the transaction.

##### **B. Reporting**

1. Within 14 calendar days a manager must inform the Board and Trust Administrator of changes in organizational structure, ownership, or key personnel. Also a manager must inform the Board and Trust Administrator of material litigation brought by a client or former client relating to investment advisory services, or any enforcement proceeding by a regulatory agency that would have a material effect on the manager, within 14 calendar days after the manager has been notified of the litigation or the enforcement proceeding.
2. ~~On a monthly basis each manager is to submit a portfolio statement to the Board and Trust Administrator. The monthly statement should include market and book values for all security holdings and performance results compared with the designated benchmark.~~
3. On a quarterly basis each manager is to submit a brief letter or report to the Board and Trust Administrator on the status of and outlook for his or her portfolio. The report should address the following:
  - Economic investment and outlook;
  - Investment strategy (short- and intermediate-term)
  - Explanation of any high concentrations in any one sector or security;
  - A list of portfolio holdings or a summary of the largest holdings;
  - Commissions on trades upon request;
  - Market and book values for all security holding;
  - Performance results compared with designated benchmarks;
  - Brokerage commission reports (if any);
  - Turnover ratio;
  - Derivative use;
  - Quality ratings with average quality (for fixed income portfolios).
4. On an annual basis each manager may be required to submit an annual proxy voting report and the filing of Form ADV with the Securities and Exchange Commission.

#### C. Proxy Voting

The Board requires that managers exercise authority with regard to proxy voting, acting solely in the interest of and for the exclusive purpose of providing benefits to participants and beneficiaries, and always acting in the best interests of participants and beneficiaries. With regard to corporate governance, proxy votes should be against proposals to limit or eliminate liability for violation of duty of care and to indemnify directors in instances of gross negligence.

Managers shall be able to provide, upon request, an annual proxy voting report that shall include the following:

- Summation of all votes cast;
- Affirmation that all stock holdings with votes due were voted;
- Description of proposed changes in proxy voting policies;
- Confirmation that all votes cast were consistent with policy;
- Explanation of any violation of the previous requirements.

#### D. Cost Management

1. Turnover. The Board acknowledges that in the course of a year, investment conditions and opportunities will require managers to buy and sell securities on the Board's behalf. While the Board does not wish to inhibit the normal transactions executed by the managers, it does wish to be made aware of the need for any high levels of turnover to avoid churning the portfolio. The following reporting requirements are therefore for control purposes and are not necessarily intended to limit portfolio turnover to the stated limits.
  - Turnover is defined as the lesser of total purchases or sales divided by opening balance. Convertible bonds are considered equity surrogates and are subject to the discussions for

common stocks. Preferred stocks are considered perpetual bond surrogates and are subject to the discussions for corporate bonds.

- Equity turnover. Within five business days of the time in any calendar quarter in which the cumulative equity turnover during the quarter exceeds 30%, or within any calendar year in which the cumulative equity turnover exceeds 100%, the manager must submit a report to the Board and Trust Administrator stating the reason for the turnover as well as a list of any brokerage firms whose fees during the quarter or year exceeded \$10,000.
  - Fixed income turnover. Within five business days of the time in any calendar quarter in which the cumulative fixed income turnover during the quarter exceeds 100% or within any calendar year in which the cumulative fixed income turnover exceeds 200%, the manager must submit a report to the Board and Trust Administrator stating the reason for the turnover as well as a list of any brokerage firms handling more than 20% of the subject trades. U.S. government securities, used as collateral as part of the repurchase agreements, are exempt from this requirement.
  - Turnover may be considered as one factor in the money manager selection and retention process.
2. Broker Relations. The manager is free to execute trades whenever it is in the best interests of the Trust, and will have the discretion to execute transactions with brokerage firms of his or her choosing.
- The selection of a broker should be based on the quality of executions. Factors affecting the quality of executions include the financial health of the brokerage firm, the business integrity of the brokerage firm, commission costs and overall efficiency.
  - Commission dollars are a Trust asset and should not be used for purposes other than those that directly benefit Trust participants. The manager is required to provide reports and descriptions of all soft dollar arrangements involving the use of commission dollars to acquire resources of any type.

**VI. Execution of Investment Policy**

IN WITNESS WHEREOF, this document has been approved and executed by the undersigned on this

\_\_\_\_\_ day of xxxxx\_, 2021

Retirement Plan for Employees of The Metropolitan District

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Trust Administrator

By: \_\_\_\_\_  
Board Chairman

## ADDENDUM

## ASSET ALLOCATION

The Board has currently adopted the following asset allocation at market value:

	<u>Allocation</u>	<u>Range</u>
Large Cap Equity	30%	+/- 10%
Mid Cap Equity	10%	+/- 5%
Small Cap Equity	10%	+/- 5%
International Equity	12.5%	+/- 6%
Real Estate	10%	+/- 5%
Timber	5%	+/- 5%
Fixed Income	22.5%	+/- 7.5%

***Commissioner Sweezy made a motion to amend the policy as shown above in redline, striking item #2 on page eight of the policy. The amendment was passed by unanimous vote of those present.***

***On motion made by Commissioner Sweezy and duly seconded, the resolution, as amended, was 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 Sweezy spoke on younger employees in the unions who believe that when they retire, there will not be funds in the pension left for them. He requests that we invite union representatives, delegates and employees to a presentation on the pension.

#### **ADJOURNMENT**

The meeting was adjourned at 5:18 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

December 6, 2021

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

**INVESTMENT SUBCOMMITTEE of the  
PERSONNEL, PENSION AND INSURANCE COMMITTEE  
SPECIAL MEETING  
The Metropolitan District  
Tuesday, November 30, 2021**

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

**Remote**

**Attendance:** Commissioner Dominic Pane (1)

**Absent:** Commissioners Maureen Magnan and Alvin Taylor (2)

**Also**

**Present:** Commissioner Allen Hoffman  
Commissioner Bhupen Patel  
Commissioner Byron Lester (Remote Attendance)  
Scott W. Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Kelly Shane, Chief Administrative Officer  
Christopher Levesque, Chief Operating Officer  
Robert Barron, Chief Financial Officer  
Susan Negrelli, Director of Engineering  
Robert Schwarm, Director of Information Services  
Tom Tyler, Director of Facilities  
Jamie Harlow, Manager of Labor Relations  
Carrie Blardo, Executive Assistant to the CEO  
Victoria Escoriza, Executive Assistant  
David Lee, Dahab Associates, Inc.

**CALL TO ORDER**

Chairman Sweezy called the meeting to order at 12:01 PM

**NO QUORUM PRESENT**

District Clerk John S. Mirtle called the roll and declared that a quorum of the Investment Subcommittee of the Personnel, Pension and Insurance Committee was not present at 12:00 PM.

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MEETING MINUTES OF MAY 18, 2021**

The approval of meeting minutes was postponed due to lack of quorum.

**PENSION PLAN INVESTMENT PERFORMANCE**

David Lee from Dahab Associates, Inc. briefed the Personnel, Pension and Insurance Investment Subcommittee on the pension plan investment performance.

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**ADJOURNMENT**

The meeting was adjourned at 12:17 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

February 24, 2022

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



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

**The Metropolitan District**

Monday, December 6, 2021

**Present:** Commissioners John Avedisian, Maureen Magnan, Dominic Pane, Bhupen Patel, Raymond Sweezy and District Board Chairman William A DiBella (6)

**Remote**

**Attendance:** Commissioners Donald Currey and Byron Lester (2)

**Absent:** Commissioners Shubhada Kambli, Alphonse Marotta, Pasquale Salemi and Alvin Taylor (4)

**Also**

**Present:** Commissioner Allen Hoffman  
Scott W. Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Robert Barron, Chief Financial Officer  
Kelly Shane, Chief Administrative Officer (Remote Attendance)  
Jamie Harlow, Director of Human Resources  
Susan Negrelli, Director of Engineering  
Robert Schwarm, Director of Information Technology (Remote Attendance)  
Tom Tyler, Director of Facilities  
Olga Cordova, Manager of Human Resources (Remote Attendance)  
James Dignoti, Professional Level Trainee  
Julie Price, Professional Level Associate  
David Baker, IT Consultant  
David Silverstone, Consumer Advocate

**CALL TO ORDER**

Vice Chairman Sweezy called the meeting to order at 3:33 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 Pane and duly seconded, the meeting minutes of November 10, 2021 were approved.***

**RFP 2021R-05 - SELECTION**

***Commissioner Pane made a motion for the Personnel, Pension and Insurance Committee to conduct interviews of all three bidders in order to make a selection. The motion was 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 Sweezy requested that after February 15<sup>th</sup>, once the fourth quarter investment report is available for review from David Lee, that the three unions and Becky Sielman from Milliman be invited to the PP&I Investment Subcommittee meeting for a discussion regarding the pension. He requested this meeting be scheduled during the workday.

**ADJOURNMENT**

The meeting was adjourned at 3:41 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

January 19, 2022

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

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**To**

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

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