

PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Monday, March 30, 2026

Present: Commissioners John Avedisian, David Drake, Joan Gentile, Maureen Magnan, Dominic Pane, Alvin Taylor, Christopher Tierinni and Edwin Vargas (8)

Remote

Attendance: Commissioner Dimple Desai and Byron Lester (2)

Absent: Commissioner Bhupen Patel and District Chairman Donald Currey (2)

Also

Present: Commissioner Pasquale Salemi (Remote Attendance)
Citizen Member Awet Tsegai
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
Jonathan Perugini, Chief Financial Officer/Director of Finance
Jamie Harlow, Director of Human Resources
Dave Ruddy, Director of Operations
Robert Schwarm, Director of Information Systems (Remote Attendance)
Tom Tyler, Director of Facilities (Remote Attendance)
Jason Waterbury, Assistant Manager of Engineering
Rita Kelley, Equal Employment Opportunity Compliance Officer
Carrie Blardo, Assistant to the Chief Executive Officer
Victoria Escoriza, Assistant Administrative Officer and Special Assistant
Scott Larose, Electrical Maintenance Supervisor
Marlon Monroe, Water Pollution Control Crew Leader
Dylan Pecego, Helpdesk Coordinator (Remote Attendance)
Matt McAuliffe, IT Consultant (Remote Attendance)
Elizabeth Tavelli, Independent Consumer Advocate (Remote Attendance)
David Lee, Dahab Associates, Inc.
Diane Ritucci, Workers' Compensation Trust

CALL TO ORDER

Chairwoman Magnan called the meeting to order at 4:00 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

**INDEPENDENT CONSUMER ADVOCATE COMMENTS AND QUESTIONS
RELATIVE TO AGENDA ITEMS**

Independent Consumer Advocate Elizabeth Tavelli did not have any comments or questions relative to agenda items.

APPROVAL OF MEETING MINUTES

On motion made by Commissioner Drake and duly seconded, the meeting minutes of January 28, 2026 were approved.

PENSION PLAN INVESTMENT PERFORMANCE

David Lee of Dahab Associates, Inc. provided a report on the 2025 4th quarter pension plan investment performance.

Commissioner Taylor entered the meeting at 4:12 PM

Commissioner Desai entered the meeting remotely at 4:14 PM

OPEB TRUST INVESTMENT PERFORMANCE

David Lee of Dahab Associates, Inc. provided a report on the 2025 4th quarter OPEB trust investment performance.

MDC PENSION PLAN REAL ESTATE ALLOCATION

David Lee of Dahab Associates, Inc. discussed the MDC pension plan real estate allocation during the pension plan investment performance report.

Commissioner Lester entered the meeting remotely at 4:27 PM

REPORT FROM WORKERS' COMPENSATION TRUST

Diane Ritucci, CEO of Workers' Compensation Trust, provided an executive summary for the 2024-2025 workers compensation program.

**JOB SPECIFICATION
INSTRUMENTATION TECHNICIAN TRAINEE- NEW (3713)**

To: Personnel, Pension and Insurance Committee for consideration on March 30, 2026.

Staff is recommending that the job specification and job classification system be amended to include a NEW job specification for Instrumentation Technician Trainee (Proposed PT-05). A copy of the proposed specification is attached.

The proposed job specification continues to enhance the multi-tasking approach to District positions as well as provides. The updated Instrumentation Technician Trainee pay range is proposed at PT-05 \$35.92- \$43.13 (if annualized \$74,713.60-\$89,710.40).

Employee Group: Local 3713
FLSA Status: Non-Exempt
Labor Grade:
PT-05

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: INSTRUMENTATION TECHNICIAN TRAINEE

JOB SUMMARY

The purpose of this classification is to provide entry-level instrumentation technician work involving learning the principles and procedures of industrial instrumentation and control systems. The trainee will assist Instrumentation Technicians in all phases of their assigned work. The trainee must demonstrate the ability to understand, maintain, calibrate and install a wide variety of components related to industrial instrumentation and control systems serving drinking water and wastewater treatment facilities.

Under close supervision, Instrumentation Technician Trainee will perform a wide range of job tasks on drinking water and wastewater treatment equipment and facilities, including helping to maintain, calibrate and support automation & process control infrastructure. Trainee will also assist in monitoring, calibrating, building, and commissioning a wide variety of automation & process control systems. Support Technicians in performing quality assurance checks of automation & process control systems as required. Assist with the maintenance and integration of a computerized maintenance management system, and supervisory control and data acquisition (SCADA) system.

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.

- Learn and put into practice all safety procedures. Work safely at all times.
- Learn and put into practice basic instrumentation & controls for water & wastewater treatment.
- Learn equipment operations, methods, calibrations and standard operating procedures.
- Assist technicians in inspection and maintenance tasks.
- Follow proper procedures to maintain & calibrate instrumentation and controls.
- Maintain a variety of records and reports related to control system operations.
- Use tools, equipment and materials responsibly.
- May be required to work on different shifts, nights, weekends, and holidays, depending on plant needs and training availability.
- Perform other related work as required.

SUPERVISION RECEIVED

Works under the general supervision of a supervisor or senior technician.

MINIMUM QUALIFICATIONS

High school diploma or equivalent required with preference given to technical high school graduates from a program in electrical, electronics, or industrial controls, including documented completion of 720 hours of CT-DOL apprentice on-the-job training. OR

Graduation from a technical postsecondary vocational school with a concentration in industrial controls, electrical, or electronics. OR

Associate or bachelor's degree from an accredited college in electrical/electronic engineering technology, computer engineering technology, or a related field. OR

An equivalent combination of education, training, and experience that provides the necessary skills and knowledge for the role.

Must have a valid driver's license.

Special note: Will be required to successfully complete a job skills related training program, which may include successfully completing classes and/or a certificate program outside of normal work hours. The MDC will assess individual training needs and provide guidance on approved programs to build required competencies and individual development [plan](#).

KNOWLEDGE, SKILLS, AND ABILITIES

- Possess interest and ability to learn highly technical information.
- Knowledge, skill and ability in general laboring work.
- Ability to follow instructions and work safely.
- Skill in the use of basic hand tools.
- Skill in the operation of computers and ability to perform data entry.
- Ability to follow oral and written instructions and to learn District procedures.
- Ability to communicate effectively.
- Ability to establish and maintain harmonious working relationships with coworkers.

ADA COMPLIANCE

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

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

Environmental Factors: Essential functions are performed both indoors and outdoors, with potential exposure to any or all of the following: various weather/temperature conditions, high or deep dangerous

places, working near moving mechanical/heavy industrial equipment, risk of electric shock, vibration, fumes, airborne particles, chemicals, loud and/or reoccurring noises and sewage.

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

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

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

RESOLVED: That the job specification for Instrumentation Technician Trainee (PT-05) attached hereto be adopted.

Respectfully submitted,



John S. Mirtle, Esq.
District Clerk

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

RETIREE INSURANCE CHANGES FOR QUALIFIED LIFE EVENTS

Chief Executive Officer Scott Jellison led a discussion regarding potential changes to retiree insurance for qualified life events that will be a topic of upcoming collective bargaining negotiations.

MONTHLY REPORT ON NEW VACANCIES BY JOB TITLE

Jamie Harlow, Director of Human Resources, provided a report on vacancies in January and February 2026.

MONTHLY REPORT ON RETIREMENTS, RESIGNATIONS, TERMINATIONS

Jamie Harlow, Director of Human Resources, provided a report on retirements, resignations and terminations in January and February 2026.

Commissioner Vargas entered the meeting at 4:40 PM

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

COMMISSIONER REQUESTS FOR CONSIDERATION OF FUTURE AGENDA ITEMS

There were no requests made.

ADJOURNMENT

The meeting was adjourned at 4:42 PM

ATTEST:

John S. Mirtle, Esq.
District Clerk

Date Approved

**Video of the full March 30, 2026 Personnel, Pension and Insurance Committee meeting is available at <https://www.youtube.com/@MetropolitanDistrictCommission> **