

PERSONNEL, PENSION AND INSURANCE COMMITTEE
REGULAR MEETING
The Metropolitan District
555 Main Street, Hartford
Monday, May 18, 2026

Present: Commissioners John Avedisian, David Drake, Maureen Magnan, Petrel Maylor, Dominic Pane, Christopher Tierinni, Edwin Vargas and District Chairman Donald Currey (9)

Remote

Attendance: Commissioners Dimple Desai and Byron Lester (2)

Absent: Commissioners Joan Gentile and Bhupen Patel (2)

Also

Present: Commissioner Jackie Mandyck (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
Jonathan Perugini, Chief Financial Officer/Director of Finance
Jamie Harlow, Director of Human Resources
Dave Ruty, Director of Operations
Robert Schwarm, Director of Information Systems
Tom Tyler, Director of Facilities (Remote Attendance)
Rita Kelley, Equal Employment Opportunity Compliance Officer
Carrie Blardo, Assistant to the Chief Executive Officer (Remote Attendance)
Victoria Escoriza, Assistant Administrative Officer and Special Assistant
Julie Price, Executive Assistant
Matt McAuliffe, IT Consultant (Remote Attendance)
Keith Sanabria, IT Consultant (Remote Attendance)
Elizabeth Tavelli, Independent Consumer Advocate (Remote Attendance)
David Lee, Dahab Associates, Inc.

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 Vargas and duly seconded, the meeting minutes of March 30, 2026 were approved.

PENSION PLAN INVESTMENT PERFORMANCE

David Lee of Dahab Associates, Inc. provided a report on the 2026 1st quarter pension plan investment performance.

Commissioner Maylor entered the meeting at 4:10 PM

OPEB TRUST INVESTMENT PERFORMANCE

David Lee of Dahab Associates, Inc. provided a report on the 2026 1st quarter OPEB trust investment performance.

**JOB SPECIFICATION
DISTRICT CLERK**

To: Personnel, Pension and Insurance Committee for consideration on May 18, 2026.

Staff is recommending that the job specification and job classification system be amended to revise the job specification for District Clerk (EE-18). A copy of the proposed specification is attached.

In 2013, the District Clerk position was revised to the Assistant District Counsel/District Clerk. The proposed change reverts the position to the District Clerk only.

**Employee Group: E&E
FLSA Status: Exempt
Labor Grade: EE-18**

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: DISTRICT CLERK

JOB SUMMARY

The purpose of this classification is to serve as the District Clerk, with all duties and responsibilities as set forth in the District Charter, Ordinances and By-Laws, and serve as secretary to the District Board of Commissioners (Board) and its various Bureaus, Committees and Commissions, overseeing associated records, records management, and operating budgets. Provides administrative support for all Board, Bureau and Committee meetings. Directs the production, maintenance and retention of administrative, real estate and clerical records. Provides administrative support to Chief Executive Officer, District Counsel and Board members.

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.

- Serves as District Clerk; attends all Board, Bureau and Committee meetings and public hearings. Writes agenda memos and resolutions for Board, Bureau or Committee action; reviews all agenda memos prepared by others; and oversees preparation and distribution of meeting agenda packages.
- Prepares agendas, resolutions and minutes of all Board, Bureau or Committee meetings, maintains indexes and preserves all permanent records. Compiles and records minutes of all official meetings consistent with State law applicable to municipalities.
- Responds to information requests from Commissioners, Chief Executive Officer, District Counsel, staff and general public.
- Fulfills statutory requirements related to public meetings and public hearing notifications.
- Serves as appointed MDC Records Management Liaison Officer (RMLO) and manages records retention and destruction consistent with Statutory Requirements. Serves as Freedom of Information Officer and agent of service for receipt of legal service.
- Updates the District Charter to reflect legislative action by the General Assembly; updates Ordinances and by-laws based on Board actions.
- Directs the vault inventory and ensures proper filing of all real estate and legal documents into the central District document index.
- Manages assessments related to construction of sewer and water main extensions.

- Researches and analyzes District legal and historical issues, compiles reports, and makes recommendations. Advises Commissioners, CEO and senior staff on procedural matters.
- Accepts all bids on behalf of the District. Ensures bids are received by submittal times and coordinates with project managers and procurement to track all contracts to ensure timely processing.
- Operates a personal computer, and general office equipment as necessary to complete essential functions, including the use of word processing, spreadsheet, database, or other system software.
- Performs other related duties as required.

SUPERVISION RECEIVED

Works under the general direction of the District Board, acting through its Chairperson.

MINIMUM QUALIFICATIONS

A bachelor's degree from a recognized college or university in liberal arts, business administration or a related field plus eight years of progressively responsible administration experience including at least two years in a supervisory capacity or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position.

SPECIAL REQUIREMENTS

Must have a valid driver's license.

PERFORMANCE APTITUDES

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

Human Interaction: Requires the ability to function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels.

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

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

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

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

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

ADA COMPLIANCE

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

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

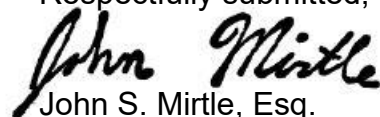
Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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

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 District Clerk (EE-18) 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.

UNION NEGOTIATION UPDATE

Chief Executive Officer Scott Jellison updated the Personnel, Pension and Insurance Committee that the unions wanted to re-examine the possibility of joining the state health insurance plan, as part of union negotiations. Meetings were held to provide an overview of the state plan, and there is no further interest by the unions in moving to the state plan.

MONTHLY REPORT ON NEW VACANCIES BY JOB TITLE

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

MONTHLY REPORT ON RETIREMENTS, RESIGNATIONS, TERMINATIONS

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

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 4:35 PM

ATTEST:

John S. Mirtle, Esq.
District Clerk

Date Approved