

**THE MATTABASSETT DISTRICT**

**Memorandum**

Date: January 31, 2017 Subject: Human Resources Meeting  
Wednesday, February 8, 2017

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To: Tom Tokarz, Tonilynn Collins,  
Mary Marrocco, Joseph Samolis, From: Arthur G. Simonian, Executive Director  
Doug Sienna and John Dunham

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AGS

**Human Resources Committee Meeting  
February 8, 2017  
6:00 pm**

The Human Resources Committee Meeting will be held on **Wednesday, February 8, 2017, at 6:00 PM**. The Meeting will be held at the District Offices 245 Main Street, Cromwell, Connecticut.

**AGENDA**

- 1) **Shift Supervisor – Review Job Description.**
  
- 2) **Executive Director’s Annual Evaluation Process-** Evaluation Form and Job Descriptions- Executive Session.
  
- 3) **Related Business & Staff Updates**

C: Board Members not on the Human Resources Committee