

Date:	December 10, 2019	Subject:	Human Resources Committee Meeting Minutes Monday, December 9, 2019
To:	Board of Directors	From:	Human Resources Committee, and Arthur G. Simonian, Executive Director

ACS

**Human Resources Committee
December 9, 2019 Meeting Minutes**

The Human Resources Committee met Monday, December 9, 2019 at The District offices at 245 Main Street, Cromwell, Connecticut.

The Chair, Gerald Daley called the meeting to order at 5:31 PM. In addition to the Chair, present were Committee Members – Tonilynn Collins, Jim Fallon, Joseph Samolis and Doug Sienna. Committee Member Mary Marrocco was absent. There was a quorum. Also present were Board Chairman – John Dunham and Executive Director – Arthur Simonian.

The following is a summary of the meeting:

- 1) **Current Staffing Levels and Potential Retirees** – Art provided a memo of where we are currently with our staffing levels and potential retirees. For possible retirees, Art looked at the person’s age and years of service to determine when they are vested. A person is vested if they are 55 years of age with at least 5 years of service. An employee can also retire at any age if they have 25 years of service.

Art looked at the 3 main departments, Operations, Maintenance and Administration. Operation’s is the biggest challenge because of a high demand in CT for operators and a short supply. Maintenance is not as difficult. We just hired someone relatively young to fill the Utility Person position. In the Administration department there are 6 employees with a potential of 4 employees retiring in the next 5 years. Art estimates that in 10 years, 5 administrative employees will retire which is 83% of the staff. These positions would require a transition period.

Art attended a Utility Management seminar where MDC did a presentation on their program to get younger staff involved in the wastewater industry. They have an intern program where they bring in high school students that rotate 2-3 months into different positions to get people interested in a career at their plant.

Art is looking into working closer with colleges/technical high schools. Mr. Daley explained that Middlesex Community College has a non-credit program with Eversource that guarantees a job to the students who complete the program.

The Committee discussed options such as an intern position, temporary retiree/consultant position and retention incentives. This will be discussed further in the future with the Finance Committee as well.

- 2) **Bargaining Unit Contract Negotiations** – The Bargaining Unit and Supervisors contract expires on June 30, 2020. Art provided a copy of the contracts to the Committee. Negotiations should begin in the spring.

Some of the items negotiated at last contract were life insurance and sick time payout, call-in pay.

- 3) **New Business and Staff Updates** – Middletown will be increasing their flows to our plant this week.

Adjournment:

Mr. Sienna moved, no second required and the committee approved unanimously to adjourn at 6:20 PM.