

**THE MATTABASSETT DISTRICT**

**Memorandum**

Date: March 6, 2019

Subject: March 5, 2019 Human Resources  
Committee Meeting Minutes

To: Board of Directors

Human Resources Committee, and  
From: Arthur G. Simonian, Executive Director

AGS

**Human Resources Committee  
March 5, 2019 Meeting Minutes**

The Human Resources Committee met Tuesday, March 5, 2019 at The District offices at 245 Main Street, Cromwell, Connecticut.

The Chair, Tom Tokarz called the meeting to order at 5:30 PM. In addition to the Chair, present were Committee Members - Tonilynn Collins, Jim Fallon and Doug Sienna. Committee Members Joseph Samolis and Mary Marrocco were 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) **Organizational Chart Revisions** – The Operations Department Shift Supervisors and Operators will be updated to reflect how many employees are on each shift. Also, the Executive Director went over the Maintenance Department portion related to the Mechanic and Utility Person.
- 2) **Utility Person and Mechanic Positions** – Hiring options for the Maintenance Department were discussed; either a Mechanic will become a Lead Mechanic and the District will hire a new Mechanic, or a Mechanic will become a Lead Mechanic and the District will hire a Utility Person. The Lead Mechanic position will be posted in approximately 3-4 months.
- 3) **Executive Director’s Annual Evaluation Process** – Art will provide an accomplishment update on the goals he set for the 2018-2019 Fiscal Year, along with any additions to his statement of duties. The Annual Evaluation Process will continue at the April Human Resources Committee Meeting in time for the May Board of Directors Meeting.
- 4) **New Business and Staff Updates** –Art discussed how the Bargaining Unit Contracts will expire in July, 2020 and we will begin negotiations prior to then. We should also update job descriptions for more accuracy to include in the new contract. Art and John discussed the dates that they will be attending the Town Council Meetings for Cromwell, Berlin, New Britain and the Middletown WPCA to present The District’s Budget for FY2019-2020.

**Adjournment:**

**Mr. Fallon moved, Ms. Collins seconded, and the committee approved unanimously to adjourn at 6:20 PM.**