

# THE MATTABASSETT DISTRICT

# Memorandum

Date: August 26, 2022

Subject: Human Resources Committee Meeting  
Minutes **Friday, August 26, 2022**  
**REMOTE**

---

To: Board of Directors

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

---

## **Human Resources Committee August 26, 2022 Meeting Minutes**

The Human Resources Committee met Friday, August 26, 2022 remotely.

The Chair, Gerald Daley, called the meeting to order at 9:01 AM. In addition to the Chair, present were Committee Members – Tonilynn Collins, Mary Marrocco, and Doug Sienna. Also present were Executive Director – Arthur Simonian and Office Supervisor – Kim Pierpont. There was a quorum. James Fallon and Joseph Samolis were absent.

Following is a summary of the August 26<sup>th</sup> Human Resources Meeting:

- 1) Operations Manager Resignation – The Committee reviewed and discussed the job description and resignation of the current Operations Manager.

The Committee reviewed and edited the Job Specifications for the Operations Manager Position to update the last sentence of the “Experience and Training” section to read “Must possess a Connecticut State Class IV Wastewater Certificate or obtain it within 6 months of appointment.”

**Mr. Sienna moved, Mrs. Marrocco seconded, and the Committee approved unanimously:**

**MOTION:** Approve the updated Operations Manager job description.

- 2) **Related Business & Staff Updates**

The Executive Director mentioned there were four (4) internal applicants from the Operations Department that have submitted cover letters/resumes for the Operations Manager position. The current Operations Manager’s last day is September 22, 2022 so it’s in the District’s best interest to move forward with interviews next week. Executive Director, Mr. Daley and Mrs. Marrocco agreed to hold interviews Wednesday, August 31, 2022. Office Supervisor will schedule these interviews and notify appropriate parties of time and location. Copies of resumes and cover letters for each applicant will be distributed as well as an evaluation sheet that will be used during the interviews. These interviews will be considered first round with the intent to narrow down to no more than two (2) candidates for the position. A second round of interviews will take place, if necessary.

Executive Director also informed the Committee that he received two (2) grievances. The grievance hearings took place on Thursday, August 18, 2022 and the minutes of each hearing will be distributed for review and discussion at the Tuesday, August 30, 2022 Human Resource Committee meeting during Executive Session. The Union Representative and Steward will be present for the meeting.

**Adjournment:**

**Mr. Daley moved and the committee approved unanimously to adjourn at 9:21 AM.**