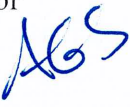


Date: April 28, 2026 Subject: Human Resources Committee Meeting  
**Monday, April 27, 2026**

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To: Gerald Daley – Chair, Tonilynn Collins, Mary Marrocco, Joe Samolis, Doug Sienna & John Dunham From: Arthur G. Simonian, Executive Director



**Human Resources Committee  
Monday, April 27, 2026, Meeting Minutes**

The Human Resources Committee met Monday, April 27, 2026, at The District Offices at 245 Main Street, Cromwell, Connecticut.

Human Resources Committee Chair, Gerald Daley called the Committee meeting to order at 5:02 PM. In addition to the Chair, present were Committee Members –Tonilynn Collins (remote), Mary Marrocco, Doug Sienna, and John Dunham. There was a quorum. Also present was Executive Director – Arthur G. Simonian. Committee member Joe Samolis was absent.

Following is a summary of the April 27<sup>th</sup> Human Resources Meeting:

**1) Travel Policy – Distribute Final Version**

The finalized Travel Policy was distributed for informational purposes. The policy, was previously approved with edits.

**2) Personnel Policies Manual (March 2021) –Review and discuss new changes proposed.**

The District will be working with Halloran and Sage to get a proposal to review personnel policy manual.

**3) Personnel Matter-Update was provided to the committee.**

**4) Service Recognition Award- Discuss regular hourly MOU**

The Committee reviewed the implementation of a Service Recognition Program in place of longevity pay. Employees select awards through an online platform. The program has been adopted by non-bargaining and management employees. The bargaining unit declined to accept the MOU.

**5) Executive Director Evaluation (Annual)-Discuss scheduled and performance evaluation process.**

## **THE MATTABASSETT DISTRICT**

## **Memorandum**

The Executive Director will submit a self-evaluation and accomplishments report to the Board and HR Chairmans. Evaluations forms will be distributed to Board Members and responses are due by early July. Human Resources Committee will review followed by Board action at the July meeting.

**Adjournment: Mr. Sienna moved, and the committee approved unanimously to adjourn at 5:31 PM.**