

THE MATTABASSETT DISTRICT

Memorandum

Date: January 8, 2026

Subject: Human Resources Meeting
Thursday, January 15, 2026

To: Gerald Daley - Chair,
Tonilynn Collins, Mary
Marrocco, Joseph Samolis,
Doug Sienna and John
Dunham

From: Arthur G. Simonian
Executive Director

AGS

**Human Resources Committee Meeting
Thursday, January 15, 2026
5:00 PM**

The Human Resources Committee Meeting will be held on **Thursday, January 15, 2026, at 5:00 PM**. The Meeting will be held at the District Offices 245 Main Street, Cromwell, Connecticut.

AGENDA

- 1) **Grievance** - Review and discuss - Executive Session
- 2) **Admin Reorganization** - Executive Session
- 3) **Revised job descriptions for Admin Specialist and Admin Assistant** - Executive Session
- 4) **Travel Policy** - Review revised Travel Policy for Executive Director
- 5) **Personnel Policy Manual (March 2021)** - Review and discuss new changes proposed.
- 6) **Related Business & Staff updates**

c: Board Members not on the Human Resources Committee