

THE MATTABASSETT DISTRICT

Memorandum

Date: January 16, 2026

Subject: Human Resources Committee Meeting
Thursday, January 15, 2026

To: Gerald Daley – Chair, Tonilynn
Collins, Mary Marrocco, Joe
Samolis, Doug Sienna & John
Dunham

From: Arthur G. Simonian, Executive Director

Human Resources Committee Thursday, January 15, 2026, Meeting Minutes

The Human Resources Committee met Thursday, January 15, 2026, at The District Offices at 245 Main Street, Cromwell, Connecticut.

Human Resources Committee Chair, Gerald Daley called the Committee meeting to order at 5:06 PM. In addition to the Chair, present were Committee Members –Tonilynn Collins, Mary Marrocco, Doug Sienna, and John Dunham. There was a quorum. Also present was Executive Director – Arthur G. Simonian and Kim Pierpont. Committee member Joe Samolis was absent.

Following is a summary of the January 15th Human Resources Meeting:

- 1) **Grievance** - Executive Session
- 2) **Admin Reorganization** - Executive Session
- 3) **Revised job descriptions for Admin Specialist and Admin Assistant-**
Executive Session
- 4) **Travel Policy** – Executive Session

Ms. Marrocco moved, and Ms. Collins seconded, and the Committee approved unanimously to go into Executive Session at 5:07 PM with Board Chairman Mr. Dunham and Executive Director Mr. Simonian and Kim Pierpont to discuss grievance, admin reorganization, revised job descriptions for Admin Specialist and Admin Assistant, and Travel Policy.

Ms. Collins moved, and Ms. Marrocco seconded, and the Committee approved unanimously to come out of Executive Session at 6:07 PM.

MOTION:

The Human Resources Committee approved the revised Travel Policy dated 1/8/26 for the Executive Director with revisions to the Lodging/Miscellaneous section under “Executive Director Travel Expenses” and the Personal automobile section under “Reimbursements.”

Mr. Sienna moved, and Ms. Collins seconded, and the Committee approved unanimously.

THE MATTABASSETT DISTRICT

Memorandum

- 5) Personnel Policies Manual (March 2021)** - The district will be working with Halloran and Sage in an effort to update and implement new policies. Completed policies will be shared at a future meeting for review.
- 6) Related Business and Staff Updates** – The next Board meeting is scheduled for January 20th at 7 p.m. All booklets were mailed to Board members and the budget has been posted publicly.

Adjournment: Mr. Sienna moved, and the committee approved unanimously to adjourn at 6:17 PM.