

THE MATTABASSETT DISTRICT

Memorandum

Date: August 6, 2021 Subject: Human Resources Committee Meeting
Minutes **Thursday, August 5, 2021**
REVISED August 16, 2021

To: Board of Directors From: Human Resources Committee and **AGS**
Arthur G. Simonian, Executive Director

**Human Resources Committee
August 5, 2021 Meeting Minutes**

The Human Resources Committee met Thursday, August 5, 2021 at The District Offices at 245 Main Street, Cromwell, Connecticut.

The Chair, Gerald Daley, called the meeting to order at 5:30 PM. In addition to the Chair, present were Committee Members – Mary Marrocco, Joseph Samolis and Doug Sienna. Tonilynn Collins was present remotely. Also, present were Board Chairman – John Dunham and Executive Director – Arthur Simonian. There was a quorum.

Following is a summary of the August 5th Human Resources Meeting:

- 1) **Office Secretary Positions** – The Executive Director reviewed and discussed the job descriptions and salary range of the new Office Secretary 2 and 1 positions.

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

MOTION: The Human Resources Committee approves the Secretary 1 job description and approves the Secretary 2 job description as revised.

Mr. Samolis moved, Mr. Sienna seconded, and the committee approved unanimously:

MOTION: The Human Resources Committee approves the Appendix C, Non-Bargaining Wage Scale, dated August 2, 2021.

- 2) **Related Business and Staff Updates** – None.

Adjournment:

Mr. Sienna moved and the committee approved unanimously to adjourn at 5:52 PM.