

Date: January 16, 2026 Subject: Human Resources Committee Meeting  
**Thursday, January 15, 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

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**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 15<sup>th</sup> 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 recommends approval to the Board of Directors for changes discussed and made to the travel policy for the Executive Director.

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 20<sup>th</sup> 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.