

THE MATTABASSETT DISTRICT

Memorandum

Date: October 28, 2016

Subject: October 26, 2016 Human Resources
Committee Meeting Minutes

To: Board of Directors

From: Human Resources Committee, and
Arthur G. Simonian, Executive Director

AGS

The Human Resources Committee met Wednesday, October 26, 2016 at The District offices at 245 Main Street, Cromwell, Connecticut.

The Chair, Tom Tokarz called the meeting to order at 5:40 PM. In addition to the Chair, present were Committee Members - Mary Marrocco and Joseph Samolis. Committee Members - Tonilynn Collins and Doug Sienna were absent. There was a quorum. Also present was Board Chairman - John Dunham and Executive Director - Art Simonian.

The following is a summary of the meeting:

1) Senior Instrumentation Technician

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

MOTION: The Human Resources Committee approves revisions to the job description for Senior Instrumentation Technician and Instrumentation Technician for FY18. This position works under the Maintenance Manager to oversee the work of others in troubleshooting and repair of various electronic and other equipment as described in the job description.

2) Part Time Laboratory Technician Assistant

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

MOTION: The Human Resources Committee approves a job description for a new part time non-bargaining unit Laboratory Technician Assistant, starting in FY18, to perform various laboratory duties as described in the job description.

3) Shift Supervisor & Operator

Due to the plant upgrade and a new incinerator, many of the new plant requirements need to be performed by a Shift Supervisor. There is a need for more instrumentation/computer control adjustments and less physical labor. The Executive Director recommends increasing the number of Shift Supervisor positions by 1 and the decreasing the number of Operators by 1. This provides the ability to distribute hours among the three shifts more evenly. Also, another

benefit is many of the duties are under the control of the Shift Supervisor and the Operators have to go to the Shift Supervisors to have something done.

The Committee discussed the Shift Supervisor job description and why the plant needs more Shift Supervisors than Operators. The Executive Director stated the State of CT requires a Shift Supervisor on duty at all times (classification is Shift Operator – Class III) to run the plant. He will provide the Committee the State of CT Waste Water Treatment Plant classifications. The organizational change would take place this fiscal year.

The Chairman suggested the Executive Director provide an organizational chart to the Board and explain the change in positions. He also stated it would not require approval from the Finance Committee or the Board because there will be no changes to the overall budget.

4) Related Business & Staff Updates

The Chairman discussed the replacements on the new Berlin Board members.

Adjournment:

Mr. Samolis moved, and Mr. Tokarz seconded, and the committee approved unanimously to adjourn at 6:43 PM.