

Present: Rik Wells, Chairman
Krum Chuchev
Cathy Patterson

Absent: Talivaldis Maidelis
David Peabody

Also Present: Christine Walters, Director of Human Resources; Brian Flaherty, Director of Recreation and Parks; Kenneth Kirkman, Chair, Utility Commission; Nicholas F. Kepple, Town Attorney via speaker phone.

Mr. Wells called the July 21, 2022 Personnel Review Board Meeting to order at 6:05pm.

1. Review and approval of the Special Meeting Minutes of June 6, 2022

MOTION: Mr. Chuchev made a Motion to approve the June 6, 2022 Special Meeting Minutes of the Personnel Review Board. Seconded by Mr. Wells. (2-0-1) C. Patterson abstained.

2. Job Description: Office Coordinator I (Recreation and Parks)

Christine Walters, Director of Human Resources, spoke on behalf of this position; she explained the position is now vacant after 48 years and the job description has been reviewed and updated to reflect the accuracy of the duties and responsibilities of the position; she reported the revisions were presented to the Union and approved; the position remains on the same wage classification schedule; Brian Flaherty, Director of Recreation and Parks, spoke on the technical upgrades to the position, professional development with regards to the software programs in use, and the importance of this position working directly with the general public.

MOTION: Mr. Chuchev made a Motion to approve the Office Coordinator I Job Description. Seconded by Ms. Patterson. (3-0) Unanimous.

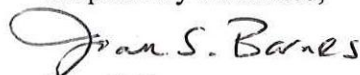
3. Job Description: Director of Utilities (Utility Commission)

Ms. Walters spoke on the impending retirement of the Chief Engineer which led to the review and revisions to the job description to ensure the accuracy of the duties and responsibilities of the position; these revisions, including the new title of Director of Utilities, were vetted and approved by the Utility Commission; discussion took place on the role of the First Selectman as the Supervisor and it was agreed to reference the First Selectman first followed by the Utility Commission in regards to supervisory language; Kenneth Kirkman, Chair of the Utility Commission, and Attorney Kepple spoke on the statutory authority the Commission holds to manage the town's wastewater system, including the public water & wastewater piping systems, the water booster stations, fleet vehicles, mobile equipment, office equipment, generators and pumps; discussion continued on education requirements, written evaluations, and the Enterprise Fund.

MOTION: Ms. Patterson made a Motion to approve the Director of Utilities Job Description with the amendments discussed. Seconded by Mr. Chuchev. (3-0) Unanimous.

MOTION: Ms. Patterson made a Motion to adjourn the Personnel Review Board Meeting of July 21, 2022 at 6:57pm. Seconded by Mr. Chuchev. (3-0) Unanimous.

Respectfully Submitted,



Joan S. Barnes
Recording Secretary