

RECEIVED FOR RECORD
TOWN OF
2022 MAY -5 AM 10:41
JOHN C. FRY

Present: Krum Chuchev
Talivaldis Maidelis
David Peabody

Absent: Cathy Patterson
Rik Wells, Chairman

Also Present: Christine Walters, Human Resources Director; Eileen Duggan, Labor Counsel; Dani Gorman, Interim Senior Services Director; Christine Johnson, Library Director; Meaghan Lineburgh, Senior Services; Heidi McSwain, Senior Services; Donna Payne, Senior Services; Michael Buscetto III, Chair, Youth & Family Services Advisory Board; Carol Sanders, Chairwoman, Senior Citizens Commission; Ann Darling and Joyce Vlaun, Senior Citizens Commission; Carrie Czerwinski, Freelance Writer, The Day.

Mr. Maidelis called the May 2, 2022 Special Personnel Review Board Meeting to order at 6:00pm.

1. Review and approval of the Meeting Minutes of January 20, 2022

MOTION: Mr. Peabody made a Motion to approve the January 20, 2022 Meeting Minutes of the Personnel Review Board. Seconded by Mr. Chuchev. (3-0) Unanimous.

2. Job Description: Human Services Administrator (Senior Services/Youth and Family Services)

Christine Walters, Director of Human Resources, spoke on behalf of this position explaining how it will oversee both the Youth & Family Services Department and the Senior Services Department, ensuring each department's independent Board and Commission will remain intact; this position has been vetted and approved by the GGA Union; Carol Sanders, Chairwoman of the Senior Citizens Commission and Michael Buscetto, Chairman of the Youth and Family Services Advisory Board, both spoke in support of their letters endorsing this new position; discussion ensued how this position will provide a continuity of care from birth to later stages in life for all town residents, will streamline services, eliminate duplication and offer a cost savings for the town; consensus of the Board was to change the last line under 'Minimum Qualifications' to 'Ability to assist clients in a sensitive and confidential manner'.

MOTION: Mr. Peabody made a Motion to approve the Human Services Administrator Job Description on the Class F Classification on the GGA Wage Schedule with the clerical amendment discussed. Seconded by Mr. Chuchev. (3-0) Unanimous.

3. Job Description: Building Official (Building Department)

Christine Walters spoke on behalf of this position explaining the position became vacant due to a recent retirement and both the Town and GGA Union requested the proposed changes; this position will remain as is in the GGA wage classification; clerical amendments recommended by Board Members.

MOTION: Mr. Peabody made a Motion to approve the Building Official Job Description with the clerical amendments discussed. Seconded by Mr. Chuchev. (3-0) Unanimous.

4. Job Description: Assistant Building Official (Building Department)

Christine Walters spoke on behalf of this position explaining this job description has not been updated since 2005; the Town and GGA Union are requesting the Building Official and Assistant Building Official job descriptions be consistent with each other; this position will remain as is in the GGA wage classification; clerical amendments recommended by Board Members.

MOTION: Mr. Peabody made a Motion to approve the Assistant Building Official Job Description with the clerical amendments discussed. Seconded by Mr. Chuchev. (3-0) Unanimous.

5. Job Description: Open Doors Program Facilitator (Senior Services)

Dani Gorman, Interim Senior Services Director, spoke on behalf of this program which she plans to re-launch this summer; this program is designed for residents with mild to mid-stage memory loss, dementia or cognitive challenges and will provide recreational therapy activities to engage participants in an effort to increase socialization and provide a sense of well-being; brief discussion took place on the education and training required for the facilitators who will be running this program; this position will be a part-time, non-union position, placed in the Instructor Wage Schedule at Grade 1.

MOTION: Mr. Peabody made a Motion to approve the Open Door Program Facilitator Job Description on Grade 1 of the Instructor Wage Schedule. Seconded by Mr. Chuchev. (3-0) Unanimous.

6. Job Description: Department Head – Youth Services (Library)

Christine Johnson, Library Director, explained the update to this job description is designed to modernize the title to ‘Youth Services’ to encompass children and teens; this new title has been vetted by the Library’s Board of Trustees and will remain non-union and in its existing wage classification; brief discussion took place regarding the need to include a statement that materials produced by the Department Head - Youth Services would be content neutral and the Board chose not to, stating such policy issues are outside its purview and can be addressed by the Library Board if needed.

MOTION: Mr. Peabody made a Motion to approve the Department Head – Youth Services (Library) Job Description. Seconded by Mr. Chuchev. (3-0) Unanimous.

MOTION: Mr. Peabody made a Motion to adjourn the Personnel Review Board Special Meeting of May 2, 2022 at 6:30pm. Seconded by Mr. Chuchev. (3-0) Unanimous.

Respectfully Submitted,



Joan S. Barnes
Recording Secretary