

Personnel Review Board  
Meeting Minutes  
May 21, 2026

Present: Rik Wells, Chairman  
Kathleen Mullen-Kohl  
Gwen Braxton

Absent: Stephane Browder  
Talivaldis Maidelis

Also Present: Christine Walters, Director of Human Resources  
Paige Walton, Assessor

RECEIVED FOR RECORD  
WATERFORD, CT  
2026 MAY 27 P 3:18  
ATTEST: *Barry H. Langford*  
TOWN CLERK

Mr. Wells called the May 21, 2026 Personnel Review Board Meeting to order at 6:00pm.

1. **Review and approval of the Meeting Minutes of November 20, 2025**

**MOTION:** Ms. Mullen-Kohl made a Motion to approve the November 20, 2025 Meeting Minutes of the Personnel Review Board. Seconded by Ms. Braxton. (3-0) Unanimous.

2. **Public Comment**

None.

3. **Job Description: Assessor's Assistant (Assessor's Office)**

Ms. Walters presented the proposed changes to the Assessor's Assistant job description. Discussion ensued.

**MOTION:** Ms. Mullen-Kohl made a Motion to approve Assessor's Assistant job description as written. Seconded by Ms. Braxton. (3-0) Unanimous.

**MOTION:** Ms. Braxton made a Motion to adjourn the Personnel Review Board Meeting of May 21, 2026 at 6:15pm. Seconded by Ms. Mullen-Kohl. (3-0) Unanimous.

Respectfully Submitted,

*Katie Freeman*  
Katie Freeman  
Recording Secretary