

Personnel Review Board
Meeting Minutes
September 17, 2026

Present: Talivaldis Maidelis
Kathleen Mullen-Kohl
Gwen Braxton

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WATERFORD, CT

2026 SEP 22 A 10:22

Absent: Stephane Browder
Rik Wells

ATTEST: 
TOWN CLERK

Also Present: Christine Walters, Director of Human Resources
Jill Stevens, Director of Utilities
Christopher Haley, Director of Fire Services

Mr. Maidelis called the September 17, 2026 Personnel Review Board Meeting to order at 6:00pm.

1. **Review and approval of the Meeting Minutes of August 20, 2026**

MOTION: Ms. Mullen-Kohl made a Motion to approve the August 20, 2026 Meeting Minutes of the Personnel Review Board. Seconded by Ms. Braxton. (3-0) Unanimous.

2. **Public Comment**

None.

3. **New Job Description: Utility Systems Specialist (Utility Commission)**

Ms. Walters and Ms. Stevens presented the new job description for the Utility Systems Specialist position. This position has been approved by the 1303 Union as a replacement of the Compliance Enforcement Technician position. Discussion ensued and minor changes were made to the job description.

MOTION: Ms. Braxton made a Motion to approve the Utility Systems Specialist job description as amended. Seconded by Ms. Mullen-Kohl. (3-0) Unanimous.

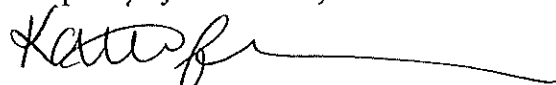
4. **Revised Job Description: Firefighter/EMT (Fire Services)**

Ms. Walters and Mr. Haley presented the revised job description for the Firefighter/EMT position. Mr. Haley noted that the revisions to the "Minimum Qualifications" section are intended to expand the pool of qualified applicants as the Waterford Fire Department continues to grow. Discussion ensued and minor changes were made to the job description.

MOTION: Ms. Braxton made a Motion to approve the Firefighter/EMT job description as amended. Seconded by Ms. Mullen-Kohl. (3-0) Unanimous.

MOTION: Ms. Mullen-Kohl made a Motion to adjourn the Personnel Review Board Meeting of September 17, 2026 at 6:17pm. Seconded by Ms. Braxton. (3-0) Unanimous.

Respectfully Submitted,


Katie Freeman
Recording Secretary