

Personnel Review Board
Special Meeting Minutes
Remote Access
November 4, 2021
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2021 NOV -5 PM 12:58
TOWN CLERK

Present: Rik Wells, Chairman
Talivaldis Maidelis
Cathy Patterson
David Peabody

Also Present: Christine Walters, Interim Human Resources Director, Eileen Duggan, Labor Counsel, Michael Howley, Director of Fire Services, Gary Schneider, Director of Public Works

Chairman Wells called the November 4, 2021 Special Personnel Review Board Meeting to order at 6:31pm.

1. Review and approval of the Meeting Minutes of September 16, 2021

MOTION: Ms. Patterson made a Motion to approve the September 16, 2021 Meeting Minutes of the Personnel Review Board. Seconded by Mr. Maidelis. (4-0) Unanimous.

2. Job Description: Traffic Control Device Technician

Gary Schneider, Director of Public Works, spoke on behalf of this job description; the position became vacant and the job description was reviewed and updated to accurately reflect the duties of the position before recruitment takes place; the Union has reviewed and approved the update; amendments to the job description were discussed including the word 'preferred' to the color vision requirement, have and 'maintain' a CDL License under Education & Training, as well as a graduation from high school 'or a GED equivalent'.

MOTION: Mr. Maidelis made a Motion to approve the Traffic Control Device Technician with the amendments discussed. Seconded by Ms. Patterson. (4-0) Unanimous.

3. Job Description: Refuse Truck Driver

Gary Schneider, Director of Public Works, spoke on behalf of this job description; a vacancy exists in this position and the job description was updated to reflect the duties of the position; the Union has reviewed and approved the update.

Chairman Wells left the meeting at 6:40pm
Brief discussion took place on the Fire Captain job description.
Chairman Wells returned at 6:47pm

MOTION: Mr. Peabody made a Motion to approve the Refuse Truck Driver job description. Seconded by Ms. Patterson. (4-0) Unanimous.

4. Job Description: Fire Captain

Michael Howley, Director of Fire Services, spoke on behalf of this minor update to the job description; this description was approved by the PRB on 9/16/21; this minor update presented now is to allow a 12 month timeframe (under Education and Training) to obtain the Fire Inspector Certification if not already certified at the time of promotion; this will allow for a larger pool of candidates to be eligible for this promotion.

MOTION: Ms. Patterson made a Motion to approve the Fire Captain job description. Seconded by Mr. Maidelis. (4-0) Unanimous.

5. 2022 Personnel Review Board Meeting Dates

The Board approved the 2022 Personnel Review Board meeting dates as presented; the schedule will be sent to the Town Clerk's Office.

MOTION: Ms. Patterson made a Motion to adjourn the Personnel Review Board Special Meeting of November 4, 2021 at 6:51pm. Seconded by Mr. Maidelis. (4-0) Unanimous.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Joan S. Barnes". The signature is fluid and cursive, with the first letters of each name being capitalized and prominent.

Joan S. Barnes
Recording Secretary