

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

Absent: Edward Murphy

Also Present: Christine Walters, Interim Human Resources Director, Eileen Duggan, Labor Counsel, Kim Allen, Director of Finance, Michael Howley, Director of Fire Services

Chairman Wells called the September 16, 2021 Personnel Review Board Meeting to order at 6:30pm.

1. Review and approval of the Special Meeting Minutes of September 8, 2021

MOTION: Ms. Patterson made a Motion to approve the September 8, 2021 Special Meeting Minutes of the Personnel Review Board. Seconded by Mr. Maidelis. (4-0) Unanimous.

2. Job Description: Accountant II

Discussion took place on the two Accountant job descriptions and the Accountant II updated description was addressed first; this is an existing position within the GGA bargaining unit being updated to Accountant II to address the new, entry level position, Accountant I; as the changes to the Accountant II description accurately reflect what the position currently entails, this position will remain in the same slot in the GGA wage schedule; discussion took place on the 'color vision' requirement/necessity to perform the duties of the position; clerical amendments recommended by the Board.

MOTION: Mr. Peabody made a Motion to approve the Accountant II job description on the Class D classification on the GGA wage schedule. Seconded by Ms. Patterson. (3-1) Mr. Maidelis opposed.

3. Job Description: Accountant I

Kim Allen, Director of Finance, explained this new position is designed to consolidate town-wide accounts receivables and grants management functions into one centralized location; as a new position, it was identified to fall within the type of positions represented by GGA; upon consultation with the GGA bargaining unit, both the Town and GGA agree the position should fall within Class C on the wage schedule; discussion took place on the 'color vision' requirement/necessity to perform the duties of the position; consensus was to add the word 'preferred' to the color vision requirement.

MOTION: Mr. Maidelis made a Motion to approve the Accountant I job description on the Class C classification on the GGA wage schedule with 'preferred' added to 'color vision' under Physical Demands/Work Environment. Seconded by Ms. Patterson. (4-0) Unanimous.

Chairman Wells asked to revisit the Accountant II job description and amend the Motion to add 'preferred' to the color vision requirement.

MOTION: Mr. Maidelis made an Amended Motion to approve the Accountant II job description on the Class D classification on the GGA wage schedule with 'preferred' added to 'color vision' under Physical Demands/Work Environment. Seconded by Mr. Peabody. (4-0) Unanimous.

4. Job Description: Firefighter

Discussion took place on the many changes within Fire Services (Firefighter Union, Director of Fire Services position, updating of ordinances) since this job description was last dated, 2004; this updated



description accurately reflects the current expectations for all firefighters within the overall structure of Fire Services; discussion took place on minimum qualifications, volunteer recruitment, and training involved to become an interior firefighter.

MOTION: Ms. Patterson made a Motion to approve the Firefighter job description. Seconded by Mr. Peabody. (3-1) Mr. Maidelis opposed.

5. Job Description: Fire Captain

Michael Howley, Director of Fire Services, spoke on behalf of this new position, designed to be a working leader, providing daily supervision of firefighters, including on-scene management within the incident command system; this position will be filled within the Firefighter Union; discussion took place on certifications required to perform inspections of commercial properties which is a much needed role within this position; consensus to add 'required certification as a fire inspector' under Education and Training; brief discussion on physical exams and drug screening; clerical amendments recommended by Board Members.

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

MOTION: Ms. Patterson made a Motion to adjourn the Personnel Review Board Regular Meeting of September 16, 2021 at 7:41pm. Seconded by Mr. Maidelis. (4-0) Unanimous.

Respectfully Submitted,



Joan S. Barnes
Recording Secretary