



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, Brett Mahoney, Chief of Police/Information Technology Committee Chair

Chairman Wells called the September 8, 2021 Special Personnel Review Board Meeting to order at 4:00pm.

1. Review and approval of the Special Meeting Minutes of August 25, 2021

MOTION: Mr. Maidelis made a Motion to approve the August 25, 2021 Special Meeting Minutes of the Personnel Review Board. Seconded by Mr. Peabody. (3-0-1) Ms. Patterson abstained from voting.

2. Job Description: Information Technology Manager

Discussion took place on these three, full time information technology positions before the Board; the Town has been paying the Board of Education to use the Board's information technology personnel, but will now create a division within the town's Finance Department of town employees who will be specifically dedicated to the Town's information technology needs; discussion continued on these positions and their relationship/roles within the Information Technology Committee which is an Advisory Committee within the Town's Code of Ordinances; hierarchy of the Finance Department in relationship to the Information Technology Manager position was discussed, identifying the Finance Director as having the overall authority; financing for all three positions is in place; clerical amendments recommended by Board Members.

MOTION: Ms. Patterson made a Motion to approve the Information Technology Manager job description with revisions outlined, at the MP-4 classification on the Non-Union Salaried/Exempt (NUMP) wage schedule. Seconded by Mr. Maidelis. (4-0) Unanimous.

3. Job Description: Information Technology Support Engineer

Discussion took place on this position focusing primarily on information technology needs in the emergency services operations within the Town (Police, Fire, Emergency Communications Center, Emergency Operations Center); this position will be housed in the Police Department; clerical amendments recommended by Board Members.

MOTION: Ms. Patterson made a Motion to approve the Information Technology Support Engineer job description with revisions outlined, at the Non-Union TC-13 wage schedule classification. Seconded by Mr. Maidelis. (4-0) Unanimous.

4. Job Description: Personal Computer Technician

Discussion took place on this position handling the troubleshooting for the Town's information technology issues; certification credentials discussed; clerical amendments recommended by Board Members.

MOTION: Ms. Patterson made a Motion to approve the Personal Computer Technician job description with revisions outlined, at the Non-Union TC-4 wage schedule classification. Seconded by Mr. Maidelis. (4-0) Unanimous.

MOTION: Ms. Patterson made a Motion to adjourn the Personnel Review Board Special Meeting of September 8, 2021 at 4:56pm. Seconded by Mr. Maidelis. (4-0) Unanimous.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Joan S. Barnes". The signature is written in a cursive style with a large initial "J" and a stylized "B".

Joan S. Barnes
Recording Secretary