

RECEIVED FOR RECORD
WATERFORD, CT
2021 AUG 27 AM 9:22
David L. Cooper
TOWN CLERK

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

Also Present: Christine Walters, Interim Human Resources Director, Eileen Duggan, Labor Counsel, Kim Allen, Director of Finance, Michael Buscetto III, Chair, Youth & Family Services Advisory Board, Dani Gorman, Director, Youth & Family Services Bureau, Michael Howley, Director of Fire Services, Brett Mahoney, Chief of Police

Chairman Wells called the August 25, 2021 Special Personnel Review Board Meeting to order at 6:37pm.

Ms. Walters introduced herself to the Board and identified the staff and labor counsel here tonight for the meeting.

1. Review and approval of the Meeting Minutes of April 15, 2021

MOTION: Mr. Maidelis made a Motion to approve the April 15, 2021 Meeting Minutes of the Personnel Review Board. Seconded by Mr. Peabody. (5-0) Unanimous.

2. Job Description: Human Services Coordinator

Michael Buscetto III, Chair, Youth & Family Services Advisory Board, and Dani Gorman, Director, Youth & Family Services spoke on behalf of this position. This is a two year, fully funded position through the American Rescue Plan Act. Discussion took place regarding the duties assigned to this position and the importance of this position working directly with individuals/families (case management) vs administrative responsibilities.

MOTION: Ms. Patterson made a Motion to approve the Human Services Coordinator job description with the elimination of 'color vision' included under 'Physical Demands/Work Environment', at the MP-2 classification. Seconded by Mr. Maidelis. (5-0) Unanimous.

3. Job Description: Assistant Fire Chief

Michael Howley, Director of Fire Services, spoke on behalf of this position; he reported this position will provide the much needed training and operational support in his department which will, among other benefits, positively affect the Town's ISO rating (Insurance Services Office). Discussion took place on the title of the job description and how the position relates to the local fire departments/staff housed at each company when dealing with the command structure at fire incidents; question on funding for the position was raised and Ms. Allen reported this position will be part of the budget cycle for FY23, with the position starting July 1, 2022 if funding is approved; Ms. Duggan spoke on the proposed new salary range for the position, MP-3A as part of the Non-Union Salaried/Exempt (NUMP) wage schedule; clerical amendments recommended by Board Members.

MOTION: Ms. Patterson made a Motion to approve the Assistant Fire Chief job description with revisions outlined, at the MP-3A classification, noting the position will go through the funding cycle with FY23. Seconded by Mr. Murphy. (5-0) Unanimous.

MOTION: Chairman Wells made a Motion to amend the agenda to end the special meeting after Agenda Item 3 based on the time involved in reviewing the job descriptions; he requested no more than 4-5 agenda items per meeting. Seconded by Mr. Maidelis. (5-0) Unanimous.

MOTION: Mr. Maidelis made a Motion to adjourn the Personnel Review Board Special Meeting of August 25, 2021 at 7:32pm. Seconded by Mr. Murphy. (5-0) Unanimous.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Joan S. Barnes". The signature is fluid and cursive, with the first name "Joan" being more prominent than the last name "Barnes".

Joan S. Barnes
Recording Secretary