

RECEIVED FOR RECORD
WATERFORD, CT
2022 DEC 16 A 10:14
ATTEST: *David H. Langston*
TOWN CLERK

Present: Rik Wells, Chairman
Krum Chuchev
Talivaldis Maidelis
Kathleen Mullen-Kohl
David Peabody

Also Present: Christine Walters, Director of Human Resources; James Bartelli, Director of Utilities; Stephen Negri, Utility Commission; Lisa Peabody.

Mr. Wells called the December 15, 2022 Personnel Review Board Meeting to order at 6:00pm.

1. Review and approval of the Meeting Minutes of August 18, 2022

MOTION: Mr. Maidelis made a Motion to approve the August 18, 2022 Meeting Minutes of the Personnel Review Board. Seconded by Mr. Chuchev. (5-0) Unanimous.

2. Job Description: Assistant Director of Utilities (Utility Commission)

Ms. Walters spoke on how this position is now vacant as the incumbent was promoted to the Director of Utilities in August; the Director of Utilities job description was reviewed by this Board in July 2022 and this is the second step in the process of reviewing/updating the administrative positions in the department to more accurately reflect the duties and responsibilities of the position; these revisions were vetted and approved by the Utility Commission; James Bartelli, Director of Utilities, spoke on the responsibilities of this position moving from those associated with the construction phase of the town's wastewater system to responsibilities associated with the operations and maintenance of the system; this update is more 'housekeeping' in nature; brief discussion took place on the capital plan, sewer/water assessments and the education requirements; clerical amendments recommended by Board Members.

MOTION: Mr. Maidelis made a Motion to approve the Assistant Director of Utilities Job Description with the amendments discussed. Seconded by Ms. Mullen-Kohl. (5-0) Unanimous.

3. 2023 Personnel Review Board Meeting Dates

Mr. Maidelis made a Motion to approve the 2023 Personnel Review Board meeting dates as presented. Seconded by Mr. Peabody. (5-0) Unanimous; the schedule will be sent to the Town Clerk's Office.

MOTION: Mr. Chuchev made a Motion to adjourn the Personnel Review Board Meeting of December 15, 2022 at 6:19pm. Seconded by Ms. Mullen-Kohl. (5-0) Unanimous.

Respectfully Submitted,

Joan S. Barnes

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Recording Secretary