

Personnel Review Board
Meeting Minutes
January 16, 2025

Present: Rik Wells, Chairman
Talivaldis Maidelis
Stephane Browder
Krum Chuchev
Kathleen Mullen-Kohl

Absent:

Also Present: Christine Walters, Director of Human Resources

Mr. Wells called the January 16, 2025 Personnel Review Board Meeting to order at 6:01pm.

1. **Review and approval of the Meeting Minutes of May 16, 2024**

MOTION: Mr. Maidelis made a Motion to approve the May 16, 2024 Meeting Minutes of the Personnel Review Board. Seconded by Mr. Chuchev. (5-0) Unanimous.

2. **Public Comment**

None.

3. **Job Description: Director of Fire Services**

Ms. Walters presented the proposed changes to the Director of Fire Services job description. She explained that the job is currently posted and would be reposted with the new job description, as approved by the Board. Discussion ensued about the required experience versus required education level and the Education & Training section of the description. The Board decided to remove the second to last sentence of the section to clarify that the education requirements are firm.

MOTION: Mr. Maidelis made a Motion to approve the Director of Fire Services job description with amendments. Seconded by Mr. Chuchev. (5-0) Unanimous.

4. **Abuse Prevention Reporting Procedures for Youth & Family Services and Recreation & Parks**

Ms. Walters introduced the Abuse Prevention Reporting Procedures, which are the same for both departments other than references to staff positions. Ms. Walters explained that these procedures are in addition to the Abuse Prevention Policy previously approved by the Board and will give employees working with children a step-by-step procedure to follow for reporting suspected abuse. Discussion ensued about Department of Children & Families (DCF) reporting procedures and how they relate to the Town if there was suspected abuse reported. The Board decided to add clarification to section 5, that an employee under suspicion of abuse and being investigated by DCF, will be placed on administrative leave "for the duration of the DCF investigation," pending the results of the investigation.

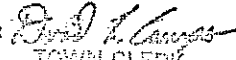
MOTION: Ms. Mullen - Kohl made a Motion to approve the Abuse Prevention Reporting Procedures for Youth & Family Services and Recreation & Parks with amendments. Seconded by Ms. Browder. (5-0) Unanimous.

5. **2025 Personnel Review Board Meeting Dates**

Ms. Walters presented the meeting dates for 2025.

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2025 JAN 23 P 1:18

ATTEST: 
TOWN CLERK

MOTION: Mr. Maidelis made a Motion to approve the 2025 meeting dates. Seconded by Mr. Chuchev. (5-0) Unanimous.

MOTION: Mr. Maidelis made a Motion to adjourn the Personnel Review Board Meeting of January 16, 2025 at 6:57pm. Seconded by Mr. Chuchev. (5-0) Unanimous.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Katie', followed by a long horizontal line extending to the right.

Katie Freeman
Recording Secretary