

Personnel Review Board  
Meeting Minutes  
June 15, 2023

Present: Rik Wells, Chairman  
Stephane Browder (arrived at 6:08pm)  
Krum Chuchev  
Talivaldis Maidelis  
Kathleen Mullen-Kohl

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2023 JUN 16 A 9:25  
ATTEST:   
TOWN CLERK

Also Present: Christine Walters, Director of Human Resources

Chairman Wells called the June 15, 2023 Personnel Review Board Meeting to order at 6:00pm.

1. **Review and approval of the Meeting Minutes of May 18, 2023**

**MOTION:** Mr. Maidelis made a Motion to approve the May 18, 2023 Meeting Minutes of the Personnel Review Board. Seconded by Mr. Chuchev. (4-0) Unanimous.

2. **Public Comment**

None.

3. **Job Description: Chief of Police – Police Department**

Ms. Walters spoke on the Board of Police Commissioners creating a new procedure for appointing/hiring future Chiefs of Police, with revisions made to the 'Education and Training' section of the job description to reflect the requirements of the new procedure. Discussion took place on adding the First Selectman to the 'Supervisor' role as well as amending the 'Supervision Exercised' to include the First Selectman.

**MOTION:** Mr. Chuchev made a Motion to approve the Chief of Police job description with the amendments discussed. Seconded by Ms. Mullen-Kohl. (5-0) Unanimous.

4. **Job Description: Community Safety Educator – Fire Services/Emergency Management**

Ms. Walters stated further review of this job description is warranted before consideration by the Personnel Review Board.

**MOTION:** Mr. Maidelis made a Motion to TABLE the Community Safety Educator job description to a later date. Seconded by Ms. Mullen-Kohl. (5-0) Unanimous

**MOTION:** Ms. Browder made a Motion to adjourn the Personnel Review Board Meeting of June 15, 2023 at 6:16pm. Seconded by Mr. Maidelis. (5-0) Unanimous.

Respectfully Submitted,



Joan S. Barnes  
Recording Secretary