

Personnel Review Board
Meeting Minutes
July 20, 2023

Present: Rik Wells, Chairman
Stephane Browder (called-in)
Talivaldis Maidelis (called in)
Kathleen Mullen-Kohl
Absent: Krum Chuchev

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ATTEST: [Signature]
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Also Present: Kimberly Adams, Director of Finance; Christine Walters, Director of Human Resources

Chairman Wells called the July 20, 2023 Personnel Review Board Meeting to order at 6:07pm.

1. **Review and approval of the Meeting Minutes of June 15, 2023**

MOTION: Ms. Mullen-Kohl made a Motion to approve the June 15, 2023 Meeting Minutes of the Personnel Review Board. Seconded by Ms. Browder. (4-0) Unanimous.

2. **Public Comment**

None.

3. **Job Description: Community Safety Educator – Fire Services/Emergence Management**

Ms. Walters spoke on behalf of this job description, stating it will move from a part-time position on the Non-Union Management Wage Schedule to a full-time position; the added responsibilities will offer additional support to Emergency Management in grant applications and scheduling of trainings, as well as additional administrative duties with the daily operations of both the Fire Services and Emergency Management Departments.

MOTION: Ms. Mullen-Kohl made a Motion to approve the Community Safety Educator job description on the Non-Union Management Wage Schedule, at the MP-3 classification. Seconded by Mr. Maidelis. (4-0) Unanimous.


4. **Job Description: Finance Coordinator – Finance Department**

Ms. Walters stated this Finance Coordinator job description combines the two separate Finance Technician descriptions, one for accounts payable and one for payroll, into one position. Ms. Allen stated this job description was updated to accurately reflect the work/responsibilities of the current Finance Technician position; this new position has been vetted by the Union and both the Union and the Town agree with the AS-10/I classification on the Local 1303 – AS Wage Schedule.

MOTION: Ms. Mullen-Kohl made a Motion to approve the Finance Coordinator job description on the Local 1303 – AS Wage schedule, at the AS-10/I classification. Seconded by Mr. Maidelis. (4-0) Unanimous

MOTION: Ms. Browder made a Motion to adjourn the Personnel Review Board Meeting of July 20, 2023 at 6:17pm. Seconded by Ms. Mullen-Kohl. (4-0) Unanimous.

Respectfully Submitted,



Joan S. Barnes
Recording Secretary