

Personnel Review Board  
Meeting Minutes  
October 19, 2023

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

Also Present: Marc Balestracci, Chief of Police; Christine Walters, Director of Human Resources

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Chairman Wells called the October 19, 2023 Personnel Review Board Meeting to order at 6:02pm.

1. **Review and approval of the Meeting Minutes of September 21, 2023**

**MOTION:** Ms. Mullen-Kohl made a Motion to approve the September 21, 2023 Meeting Minutes of the Personnel Review Board. Seconded by Mr. Chuhev. (4-0) Unanimous.

2. **Public Comment**

None.

3. **Job Description: Data Technician II (Police Department)**

Ms. Walters spoke on behalf of this job description, informing the Board the language in the job description has not changed, this request is to reclassify the position based on the current duties assigned to this position and the increased technical work associated with the state police accountability legislation; among other responsibilities, the duties have increased to include technical work involving digital review and redaction of patrol car and body camera footage for FYI requests; she further reported the Union is in approval of this reclassification and an MOU will be signed by the Town and the Union after PRB review; Marc Balestracci, Chief of Police, spoke on this position and how critical it is to the department; he reported this change in classification will make this position more competitive within area towns and will put the Town in a better position to retain employees now and in the future.

**MOTION:** Mr. Chuhev made a Motion to approve the Data Technician II job description on the 1303 AS Schedule at the AS-8 classification, with the clerical amendment recommended by the Board. Seconded by Ms. Browder (4-0) Unanimous.

4. **2024 Personnel Review Board Meeting Dates**

Ms. Browder made a Motion to approve the 2024 Personnel Review Board meeting dates as presented. Seconded by Ms. Mullen-Kohl. (4-0) Unanimous; the schedule will be sent to the Town Clerk's Office.

**MOTION:** Mr. Chuhev made a Motion to adjourn the Personnel Review Board Meeting of October 19, 2023 at 6:14pm. Seconded by Ms. Mullen-Kohl. (4-0) Unanimous.

Respectfully Submitted,

*Joan S. Barnes*

Joan S. Barnes  
Recording Secretary