

# PERSONNEL BOARD

Minutes of Meeting  
February 13, 2012

Board Members Present: Chairman Bob Titus, Vice Chairman Jim Parker, Sue Abladian, Chris Gundling and Kathy Wilfert.

Others Present: Kristi Williams, Assistant Town Manager/HR Director.

Mr. Titus opened the meeting at 6:35 p.m.

Open Forum: None.

Job Descriptions: Ms. Williams informed the Board that she met with Maureen Ambrosino, Library Director, and the State requires that a "Librarian" have a Masters in Library Science. Ms. Williams reviewed the job description process and where the information for the actual description came from. She has also researched other towns and found that they were all different.

The Board and Ms. Williams reviewed, discussed and made changes to the following department job descriptions: Assessor, Town Clerk, Board of Health, Building & Grounds, Accountant, Treasurer/Collector, MIS/GIS, and Town Counsel.

There was a brief discussion regarding CORI checks, and it was suggested that it be a requirement for all employees.

Ms. Abladian's motion to adjourn the meeting at 7:55 p.m. was seconded by Ms. Wilfert.  
Vote: 5-0

Respectfully submitted,

Approved:

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Paula M. Covino, Administrative Assistant

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Robert Titus, Chairman