

**MILFORD PERSONNEL BOARD
MILFORD MA 01757
WEDNESDAY, OCTOBER 19, 2011, 7:00PM, RM. 02
AGENDA**

I CALL TO ORDER/APPROVAL OF MINUTES

- a Approval of September 19, 2011 Minutes

II SCHEDULED APPOINTMENTS

III UNFINISHED BUSINESS

- a Capital Improvement Committee Clerical PAQ

IV NEW BUSINESS

- a Request for Step 3 Placement for Deputy Police Chief

V INFORMATIONAL REPORTS AND CORRESPONDENCE

- a Appointment of Wendell Phillips Jr. as Asst. Town Accountant
b Employee Tracking Form for Zachary Taylor, Town Accountant
c Employee Tracking Form for John Erickson, Building Commissioner

VI BUDGET AND FINANCE

- a Expense Report as of September 30, 2011

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>
Salaries/Wages	4627.00	1156.74	3470.26
General Expenses	<u>276.00</u>	<u>29.98</u>	<u>246.02</u>
Total	4903.00	1186.72	3716.28

- b Clerical Payroll for October, 2011

VII NEXT MEETING DATE

VIII ADJOURNMENT