



**MILFORD PERSONNEL BOARD  
MONDAY, DECEMBER 16, 2013, 6:30PM, RM. 02  
AGENDA**

**1 CALL TO ORDER/APPROVAL OF MINUTES**

1.1 Approval of November 13<sup>th</sup> Minutes

**2 SCHEDULED APPOINTMENTS**

2.1 6:30pm: Richard Villani, Town Administrator

**3 ONGOING BUSINESS**

3.1 Vacation Carry Forward Approvals

**4 NEW BUSINESS**

4.1 Board of Health Administrative Assistant Position

4.2 Computer Technician Job Description and PAQ.

**5 INFORMATIONAL REPORTS & CORRESPONDENCE**

5.1 Theresa Persico, Esq., re: Resignation

**6 BUDGET AND FINANCE**

5.1 Revenue/Expense Report for November 30, 2013

	<b><u>BUDGET</u></b>	<b><u>EXPENDED</u></b>	<b><u>BALANCE</u></b>
Salaries/Wages	4,768.00	1,986.67	2,781.33
General Expenses	334.00	36.99	297.01
TOTAL	5,102.00	2,023.66	3,078.34

5.2 Clerical Payroll for January, 2014

5.3 Staples Invoice: \$36.99

**7 FUTURE MEETING DATE & ADJOURNMENT**