

**MILFORD PERSONNEL BOARD**  
**THURSDAY, AUGUST 15, 2013, 7:00PM, RM. 02**  
**AGENDA**

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

- 1.1 Approval of July 11, 2013, Minutes

**2 SCHEDULED APPOINTMENTS**

**3 ONGOING BUSINESS**

- 3.1 DIJ Management Consulting Services Proposal
- 3.2 Paralegal/Legal Assistant Position Analysis Questionnaire
- 3.3 Senior Center Director salary placement.

**4 NEW BUSINESS**

- 4.1 Town Clerk, re: Election Workers PAQ

**5 INFORMATIONAL REPORTS & CORRESPONDENCE**

- 5.1 Charles Skaff, Senior Bldg. Custodian: retiring, effective September 3<sup>rd</sup>.
- 5.2 Carlos Benjamin, Senior Bldg. Custodian: appointed, effective July 29<sup>th</sup>.
- 5.3 Gerald Taft, Cemetery Groundskeeper, retired, effective July 31<sup>st</sup>.
- 5.4 Vernon Grove Trustees – Posting of Vacancy
- 5.5 Special Town Meeting, Monday, October 21<sup>st</sup> (Warrant closes Sept. 12<sup>th</sup>)

**6 BUDGET & FINANCE**

- 6.1 Revenue/Expense Report as of July 31, 2013
- 6.2 Clerical Payroll –September, 2013

**7 FUTURE MEETING DATE**

- 7.1 To be determined.

**8 ADJOURNMENT**