

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

I CALL TO ORDER/APPROVAL OF MINUTES

- a Approval of August 15, 2011 Minutes

II SCHEDULED APPOINTMENTS

- a Chairman, Vernon Grove Cemetery Board of Trustees 7:15pm

III UNFINISHED BUSINESS

- a Capital Improvement Committee Clerical PAQ

IV NEW BUSINESS

V INFORMATIONAL REPORTS AND CORRESPONDENCE

- a Town Administrator, re: Appointment of Town Accountant
b Vernon Grove Trustee/Clerk, re: Administrative Matters

VI BUDGET AND FINANCE

- a Expense Report as of August 31, 2011

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>
Salaries/Wages	4627.00	771.16	3855.84
General Expenses	<u>276.00</u>	<u>29.98</u>	<u>246.02</u>
Total	4903.00	801.14	4101.86

- b Clerical Payroll for September, 2011
c Approval of Staples Invoice of \$29.98 (office supplies)

VII NEXT MEETING DATE

VIII ADJOURNMENT