

**MILFORD PERSONNEL BOARD
MILFORD MA 01757
TUESDAY, NOVEMBER 15, 2011, 7:00PM, RM. 02
AGENDA**

I CALL TO ORDER/APPROVAL OF MINUTES

- a Approval of October 19, 2011 Minutes

II SCHEDULED APPOINTMENTS

III UNFINISHED BUSINESS

- a Capital Improvement Committee Clerical PAQ Update
b Request for Step 3 Placement for Deputy Police Chief

IV NEW BUSINESS

V INFORMATIONAL REPORTS AND CORRESPONDENCE

- a Chairman, Vernon Grove Cemetery Board of Trustees,
re: payroll management

VI BUDGET AND FINANCE

- a Expense Report as of October 31, 2011

	<u>Budget</u>	<u>Expended</u>	<u>Balance</u>
Salaries/Wages	4627.00	1542.32	3084.68
General Expenses	<u>276.00</u>	<u>29.98</u>	<u>246.02</u>
Total	4903.00	1572.30	3330.70

- b Clerical Payroll for November, 2011

VII NEXT MEETING DATE

VIII ADJOURNMENT