

MILFORD PERSONNEL BOARD
MILFORD MA 01757
WEDNESDAY, DECEMBER 12, 2012, 6:30PM, RM. 02
AGENDA

1 CALL TO ORDER/APPROVAL OF MINUTES

- 1.1 Approval of November 13, 2012, Minutes

2 SCHEDULED APPOINTMENTS

- 2.1 None scheduled

3 ONGOING BUSINESS

- 3.1 Alternate member vacancy
3.2 ZBA Clerical Position
3.3 2013 Vacation Leave Carry-Forward Requests
3.4 Update, re: Article 2 Position Benefits

4 NEW BUSINESS

- 4.1 PAQ for Administrative Assistant, Board of Health
4.2 Job Description: Administrative Assistant, Board of Health

5 INFORMATIONAL REPORTS & CORRESPONDENCE

- 5.1 Town Administrator, re: Technology Improvement Requests

6 BUDGET & FINANCE

- 6.1 Revenue/Expense Report as of November 30, 2012

LINE ITEM	BUDGET	EXPENDED	BALANCE
Salaries/Wages	4720.00	1966.67	2753.33
General Expenses	282.00	21.59	260.41
TOTAL	5002.00	1988.26	3013.74

- 6.2 Clerical Payroll –January, 2013
6.3 Office Expense Invoice

7 FUTURE MEETING DATE

- 7.1 January – date and time tbd

8 ADJOURNMENT