



MILFORD PERSONNEL BOARD
Wednesday, October 14, 2020 – 6:30 P.M.

ZOOM Meeting

The Personnel Board invites public participation on all agenda items. For those wishing to call in to listen or to speak, please email haroldrhodes@comcast.net for the Conference Call Number.

AGENDA

- 1. CALL TO ORDER**
- 2. INVITATION TO SPEAK**
- 3. PAYROLL/BUDGET** - Clerk Payroll
- 4. APPOINTMENTS**
 - Town Administrator Villani Re: HR Director & Building Custodian
- 5. OLD BUSINESS -REPORT of the CHAIRMAN**
 - Review of Job Descriptions by members of the Personnel Board
 1. Harold Rhodes Deputy Chief; **Police Lieutenant**; Benefits Coordinator
 2. Tarik Miranda Network Administrator; IT Manager
 3. Tim Goggins **Town Planner**; Assessor / Administrator
 4. Jodie Nosiglia Human Resources Director
 5. Jim Dorval Assistant Town Treasurer; Financial Analyst PT
 6. Teresa Persico Senior Center Director; Youth Center Director
 - Review of Vacant Positions
- 6. FUTURE BUSINESS**
 - Draft Review Personnel Changes for Article 2 Employees from July 1, 2019
 - Meetings with Town Department Heads to review job descriptions and future hiring plans
- 7. APPROVAL OF MINUTES**
 - Approval of September 2020 Minutes
- 8. ADJOURNMENT**

Matters listed on this Agenda are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed may, in fact, be discussed, and other items not listed may also be brought up for discussion to the extent permitted by law.

Signature:

Harold Rhodes, Chairman

Date:

October 8, 2020

Proposed Articles for October 2020 Town Meeting Warrant

Previously Approved Updated to Milford By-Law 3.10

The starting rate shall be the minimum of the rate range for the position as classified. Under special circumstances, upon the recommendation of the department head, and with approval of both the appointing authority and the Personnel Board, such a person may: 1) start at a higher rate than the minimum, or 2) be advanced to a higher pay rate, but not in excess of the maximum, without regard to normal pay review schedules, periods or cycles. Refer to Administrative Requirements in Appendix A for additional information.

Further Explanation:

To enable an Out-of-Cycle change in Level/Step due to a change in an employee's responsibilities and duties.

Proposed Update to Milford Personnel By-Law 5.5

Bereavement leave without loss of pay, not to exceed four (4) days as the Department Head may determine, shall be granted by said Department Head on account of death in an employee's immediate family. For the purpose of this section, immediate family shall mean: mother, father, brothers, sisters, mother-in-law, father-in-law, sons, daughters, wife, husband, sons-in-law, daughters-in-law, and grandchildren, **and in the event of the unplanned death, stillbirth, or miscarriage of a fetus, at any time during the pregnancy, for the mother and/or her partner or spouse.**

Leave with pay for two (2) days shall be granted in the event of death of an employee's grandparents.

Leave with pay for one (1) day shall be granted in the event of death of an employee's brother-in-law, sister-in-law, aunts, uncles, nieces, and nephews.

Proposed Update to Milford Personnel By-Law 5.8

Current:

Any employee may request, in writing, a carryover of up to ten (10) unused vacation days into the following calendar year. However, five (5) of the carryover vacation days must be taken no later than June 30th of the new calendar year. Such request must be submitted in writing thirty (30) days prior to the end of the calendar year and must be approved by the Department Head. The revised vacation leave policy applies to those hired since January 1, 2019.

And inserting in its place and stead:

Proposed:

Any employee may request, in writing, a carryover of up to ten (10) unused vacation days into the following calendar year (unless other contractual agreements are in place). If more than five (5) days are carried over, any days in excess of the five (5) days must be used by June 30th of the following calendar year. Such request must be submitted in writing thirty (30) days prior to the end of the calendar year and must be approved by the Department Head.

Personnel Board Article 2 Full-Time Position Summary - Draft J (10-07-2020)												
ID	Article 2 Approved Position	Job Description Exists?	Last Update of Job Description	Job Description Online	Individual	Vacancy Since	Reports to	Department	Level	Step	Current Salary	Responsible Board Member
Salary Rated Positions												
1	Assistant Town Counsel	Yes	2015	Yes	Vacant		Town Counsel	Legal	1	N/A	N/A	
2	Community Development Director	Yes	2015	Yes	Vacant	2013	Town Administrator	Community Devel	1	N/A	N/A	
3	Paralegal/Office Manager	Yes	2020	Yes	Melissa Tomas	---	Town Counsel	Legal	1	3	\$57,816	
4	Network Administrator	Yes	2015	Yes	Vacant		IT Director	Information Tech	2	N/A	N/A	T. Miranda
5	IT Manager	Yes	2019	Yes	Vacant		IT Director	Information Tech	2	N/A	N/A	T. Miranda
6	System Administrator	Yes	2020	Yes	Andy Diorio	---	IT Director	Information Tech	2	6	\$80,226	
7	Benefits Coordinator	No	---		Kelly Capece	---	Town Administrator	Benefits	2	7	\$83,962	H. Rhodes
8	Local Building Inspector	Yes	2019	Yes	Dana Hinthome	---	Building Commissioner	Building	2	1	\$61,543	
9	HR Director	Yes	2018	Yes	Vacant	2020	Town Administrator	Human Resources	2	Maxed	\$89,891	J. Nosiglia
10	Highway Supervisor	Yes	2017	Yes	John Perry	---	Scott Crisafulli	Highway	3	8	\$90,476	
11	Senior Center Director	Yes	2015	Yes	Sue Clark	---	Town Administrator	Senior Center	3	Maxed	\$92,738	T. Persico
12	Town Planner	Yes	2015	Yes	Larry Dukin	---	Town Administrator	Planning	3	Maxed	\$95,538	T. Goggins
13	Assessor/Administrator	Yes	2015	Yes	Jenn Sclar	---	Board of Assessors	Board of Assessors	3	Maxed	\$94,592	T. Goggins
14	Youth Center Director	Yes	2018	Yes	Jen Ward	---	Youth Commission	Youth Center	3	5	\$78,929	T. Persico
15	Parks and Recreation Administrator	Yes	2018	Yes	Jim Asam	---	Parks Commission	Parks	3	6	\$82,785	
16	Police Lieutenant	Yes	2015	Yes	Vacant	2018	Police Chief	Police	3	N/A	N/A	H. Rhodes
17	Director of Public Health	Yes	2015	Yes	Jackie Murphy	---	Board of Health	Health	3	7	\$86,640	
18	Town Engineer	Yes	2015	Yes	Mike Dean	---	Town Administrator	Engineering	4	8	\$103,643	
19	Director, Sewer Operations	Yes	2015	Yes	John Mainini	---	Sewer Commission	Sewer	4	Maxed	\$106,234	
20	Deputy Police Chief	Yes	2015	Yes	Jim Falvey	---	Police Chief	Police	4	7	\$99,227	H. Rhodes
21	Building Commissioner	Yes	2017	Yes	Matt Marcotte	---	Town Administrator	Building	4	6	\$94,811	
22	Facilities Director	Yes	2020	Yes	Carlos Benjamin	---	Town Administrator	Facilities	4	3	\$81,563	
23	Assistant Town Administrator	Yes	2020	Yes	Vacant	New position ATM2020	Town Administrator	Selectmen	4	N/A	N/A	
24	Information Technology Director	Yes	2020	Yes	Chris George	---	Finance Director	IT	5	5	\$114,091.00	
Hourly Rated Positions												
1	Clerk, Community Development PT/FT	No	---		Vacant	2014-Grant-Funded	Comm-Dev-Director	Community-Devel	1	N/A	N/A	
2	Clerk/Receptionist, Senior Center	Yes	2018	Yes	Frances Letizia	---	Senior Ctr. Director	Senior Center	1	3	\$19.72	
3	Building Custodian	Yes	2019	Yes	Multiple	---	Facilities Director	Facilities	1	Range	\$17.79 - \$24.53	
4	Legal Secretary	Yes	2015	Yes	Vacant		Town Counsel	Legal	1	N/A	N/A	
5	Planning Assistant	Yes	2015	Yes	Vacant		Town Engineer	Planning	1	N/A	N/A	
6	Van Driver/Senior Center	Yes	2015		Vacant	Sourced-Out	Senior-Ctr-Director	Senior-Center	1	N/A	N/A	
7	Volunteer Services Coordinator/Senior Center	No	---		N/A	---	Senior-Ctr-Director	Senior-Center	1	N/A	N/A	
8	Program Coordinator, Youth Center FT	Yes	2019	Yes	Vacant	Aug-20	Youth Center Director	Youth Center	1	N/A	N/A	
9	Admin. Services Coordinator	Yes	2015	Yes	Liz Fernandes	---	Town Administrator	Selectmen	2	8	\$30.66	
10	Admin. Asst. to Town Administrator	Yes	2019	Yes	Lena Pires	---	Town Administrator	Selectmen	2	2	\$23.43	
11	Asst. Animal Control Officer	Yes	2015	Yes	Kelth Haynes	---	Animal Control Officer	Animal Control	2	Maxed	\$31.43	
12	Admin. Asst. to Senior Center Director	Yes	2015		Vacant	Changed-to-Union	Senior-Ctr-Director	Senior-Center	2	N/A	N/A	
13	Asst. Director, Youth Center	Yes	2015	Yes	Katie Covell	---	Youth Ctr. Director	Youth Center	2	5	\$27.05	
14	Asst. Zoning Enforcement Officer PT/FT	Yes	2019	Yes	Vacant	Sep-20	Building Commissioner	Building	2	N/A	N/A	
15	Asst. to Fire Chief	Yes	2015	Yes	Paula O'Brien	---	Fire Chief	Fire	2	Maxed	\$31.43	
16	Asst. to Police Chief	Yes	2015	Yes	Jeanne Davoren	---	Police Chief	Police	2	Maxed	\$31.43	
17	Client Services Coordinator/Senior Center PT	Yes	2019	Yes	Kimberli Considine	---	Senior Ctr. Director	Senior Center	2	1	\$22.23	
18	Deputy Wiring Inspector	No	---		John Erickson	---	Building Commissioner	Building	2	Maxed	\$32.05	H. Rhodes
19	Deputy Plumbing/Gas Inspector	No	---		Bento Pinto	---	Building Commissioner	Building	2	Maxed	\$32.05	H. Rhodes
20	Dispatcher PT	Yes	2017	Yes	Multiple	---	Police Chief	Police	2	Range	\$22.23 - \$30.66	
21	Health Inspector FT	Yes	2019	Yes	Joan Clarico	---	Dir. Of Public Health	Board of Health	2	6	\$28.25	
22	Health Inspector PT	Yes	2019	Yes	Dave Denlinger	---	Dir. Of Public Health	Board of Health	2	Maxed	\$32.05	
23	Human Resources Coordinator	Yes	2020	Yes	Vacant	New position ATM2020	HR Director	Human Resources	2	N/A	N/A	
24	Lister/Data Collector	Yes	2015	Yes	Becky Alger	---	Assessor Admin.	Assessors	2	Maxed	\$32.05	
25	Outreach Coordinator/Senior Center PT	Yes	2015	Yes	Kim Considine	---	Senior Ctr. Director	Senior Center	2	1	22.23	
26	Plumbing/Gas Inspector	Yes	2018	Yes	Joe Zaccchilli	---	Building Commissioner	Building	2	Maxed	\$32.05	
27	Program Coordinator/Community Develop PT/FT	No	---		Vacant	2014-Grant-Funded	Comm-Dev-Director	Community-Devel	3	N/A	N/A	
28	Program Coordinator/Senior Center PT	Yes	2019	Yes	Deirdre Thomson/Kate Roy	---	Senior Ctr. Director	Senior Center	2	2	\$23.43	
29	Property Rehab. Specialist/Community Develop PT	Yes	2015		Vacant	2014-Grant-Funded	Comm-Dev-Director	Community-Devel	3	N/A	N/A	
30	Senior Custodian	No	---		Vacant		Facilities Director	Facilities	2	N/A	N/A	
31	Technology Support Technician	Yes	2019	Yes	Vacant		IT Manager	Information Tech	2	N/A	N/A	
32	Transportation Coordinator/Senior Center	Yes	2015	Yes	Marie O'Leary	---	Sr. Ctr. Director	Senior Center	2	5	\$28.25	
33	Wiring Inspector	Yes	2018	Yes	Mike Mancini	---	Building Commissioner	Building	2	Maxed	\$32.05	
34	Animal Control Officer	Yes	2015	Yes	Vacant		Town Administrator	Animal Control	3	Maxed	\$33.00	
35	Asst. Town Accountant	Yes	2018	Yes	Vacant	2016	Town Accountant	Finance	3	N/A	N/A	
36	Asst. Town Treasurer	Yes	2015	Yes	Janet Ferreira	---	Town Treasurer	Treasurer	3	Maxed	\$33.66	J. Dorval
37	Financial Analyst PT	Yes	2015	Yes	Paul Abondanza	---	Finance Committee	Finance	3	8	\$32.20	J. Dorval
38	Maintenance Supervisor	Yes	2015	Yes	Vacant		Town Administrator	Facilities	3	N/A	N/A	
39	Assistant Director of Public Health	Yes	2020	Yes	Lisa Tamagni	---	Dir. Of Public Health	Board of Health	3	8	\$32.20	
Employees with Contracts* in Article 2 Positions												
1	Town Accountant*	Yes	2017	Yes	Tom Brown	---	Finance Director	Finance	2	Contract	\$74,000	
2	Tax Collector*	No	---		Terry Dias	---	Town Administrator	Tax Collector	2	Contract	\$88,587	H. Rhodes
3	Town Treasurer*	Yes	2017	Yes	Chris Pilla	---	Finance Director	Finance	2	Contract	\$96,000	
4	Town Counsel*	Yes	2015	Yes	Charles Boddy	---	Board of Selectmen	Legal	5	Contract	\$128,177	
5	Fire Chief*	Yes	2015	Yes	Mark Nelson	---	Board of Selectmen	Fire	5	Contract	\$130,000	
6	Finance Director*	Yes	2014	Yes	Zach Taylor	---	Town Administrator	Finance	5	Contract	\$132,500	
7	Police Chief*	Yes	2015	Yes	Mike Pighetti	---	Board of Selectmen	Police	5	Contract	\$136,718	
8	Town Administrator*	No	---		Rick Villani	---	Board of Selectmen	Board of Selectmen	5	Contract	\$140,000	H. Rhodes



MILFORD BOARD OF SELECTMEN

Room 11, Town Hall, 52 Main St. (Route 16), Milford, Massachusetts 01757-2679
Phone 508-634-2303 Fax 508-634-2324

William E. Kingkade, Jr., Chairman
Michael K. Walsh
Thomas J. O'Loughlin, Esq.

Richard A. Villani
Town Administrator

October 5, 2020

TO: William E. Kingkade, Jr., Chairman
Michael K. Walsh
Thomas O'Loughlin

FROM: Richard A. Villani, Town Administrator

RE: Appointment of Human Resources Director

DATE: September 28, 2020

The position of Human Resources Director was advertised both on the Town website and Indeed. We received forty-eight (48) applications for this position. The applications were reviewed and screened by then HR Director, Maureen Giffin. Four (4) candidates were selected to be interviewed. One candidate did not interview. The interviews were conducted by Maureen Giffin, Finance Director Zach Taylor and me. After careful consideration, we are recommending Kristin Melpignano for the position of Human Resources Director. Her resume is attached.

Ms. Melpignano has a Master of Arts Degree in Human Resources at Framingham State University as well as a Bachelor of Science Degree in Management Science/Accounting. She also earned her Society for Human Resource Management certification. She has extensive Human Resources management experience, including hiring of employees, working with Unions, developing training programs and managing conflict and coordinating disciplinary measures with multiple Unions. Her experience also includes serving as a Director of Human Resources for 28 years at Taunton Municipal Lighting Plant and Northeast Public Power Association.

If you approve the recommendation, we would request that Ms. Melpignano be placed at Level II/Step 7 under Article 2 with a starting salary of \$83,962.00, subject to approval of the Personnel Board. No start date has yet been confirmed, but we would ask that she be allowed to begin working in this full-time position as early as October 6, 2020.

Thank you for your consideration.

Enclosures



MILFORD BOARD OF SELECTMEN

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William E. Kingkade, Jr., Chairman
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Richard A. Villani
Town Administrator

October 5, 2020

TO: William E. Kingkade, Jr., Chairman
Michael K. Walsh
Thomas O'Loughlin

FROM: Richard A. Villani, Town Administrator

RE: Salary for Appointment of Building Custodian to Facilities Department

DATE: October 5, 2020

At its September 28th meeting the Board approved the appointment of Jason Vaz as to be placed at Level 1/Step 1 under Article 2 with a starting salary of \$17.79/hour.

The placement in fact should be at Level 1/Step 2 under Article 2 with a starting salary of \$18.76/hour.

Thank you for your consideration.

Enclosures