



MILFORD PERSONNEL BOARD
THURSDAY, JANUARY 11, 2018 - ROOM 2 – 6:30 P.M.

AGENDA

I CALL TO ORDER/APPROVAL OF MINUTES

1. Approval of 12/7/17 Minutes
2. Signatures – 10/26/17 & 11/18/17 Minutes (Approved 12/7/17)

II SCHEDULED APPOINTMENTS

1. 7:10 p.m. - Interview for PB Clerk
2. 7:30 – 7:45 p.m. – Board of Selectmen & Town Administrator (re: P.B. salary/hourly rating guidelines/format)

III CONTINUING BUSINESS

1. Update - Clerks, Various Boards & Committee (PT)
(As of 12/8/17 only 3 departments submitted revised PAQ)
2. Job Description Revisions – Set date for next meeting @ Police Station
3. Milford Water Company – Send out PAQ - Rate Job Descriptions

IV NEW BUSINESS

1. Personnel Board Clerk Resignation effective 12/31/17
2. PB Clerk Ad on Milford website & bulletin board at Milford Town Hall
3. Article 2, Section A (Position Levels – Salaried Positions Level II)
corrected, added asterisk to Tax Collector & Town Accountant denoting positions are contract.
4. Article 2, Section (C) Position Levels – Hourly Rated Positions Level II
Local Bldg. Insp. PT. - Remove "Local Building Inspector" from Section (C) Hourly Rated Position, add "Local Building Inspector" to Section B – Compensation Schedule – Salaried Positions.
Submit Article for ATM in May 2018.

V FINANCIAL REPORT

1. Clerk Payroll – January 2018
2. FY-2018 Expense Balance - \$409.86
3. Payroll Balance - \$2,069.16 (after January 2018 payroll deduction)

VI EXECUTIVE SESSION

VII OTHER BUSINESS

1. Schedule next meeting

VIII ADJOURNMENT

NB: 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: *Dennis B. Carroll*
Dennis B. Carroll, Chairman

Date: December 11, 2017

REVISED 12/24/17

REVISED 1/8/18