

MILFORD PERSONNEL BOARD
MINUTES OF THE MEETING HELD TUESDAY, FEBRUARY 17, 2015

Draft: Subject to Approval

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1 The meeting was called to order at 7:06pm by James Ligor, Chairman. Members present: Dennis Carroll, Laura Crisafulli, Warren Heller and Shelly Leclaire, alternate. Absent: Member Charles Abrahamson Jr. Also present Town Administrator Richard Villani, Informational Technology Director Paul Blivess, and Phyllis Ahearn, Clerk.

2 Mr. Villani and Mr. Blivess discussed the appointment of Andrew Diorio to the position of Technology Support Technician. Mr. Diorio holds a B.S. in Information Technology from Framingham State University. Forty-four candidates applied for the position, and five were interviewed. The Board of Selectmen (the appointing authority) seeks to place Mr. Diorio at Grade 6, Step 4. In accordance with Section 3.10 of the Personnel By-Laws, the Personnel Board's permission is required for placement above minimum rate.

3 W. Heller moved, seconded by S. Leclaire: That, in accordance with the provisions of Section 3.10 of the Personnel By-Laws, Mr. Andrew Diorio shall be placed at Grade 6, Step 4 of the pay scale for hourly rated personnel, a rate of \$21.63 per hour.

MOTION CARRIED UNANIMOUSLY

4 Mr. Villani and Mr. Blivess then discussed plans to create the position of Network Administrator, to be responsible installation, operation and related duties for two separate networks, and submitted a Position Analysis Questionnaire (PAQ) describing the duties and essential functions of the position. The proposed position has received the support of both the Board of Selectmen and the Finance Committee. The Personnel Board will adjourn to executive session to evaluate and rate the position.

5 W. Heller moved, seconded by S. Leclaire: To adjourn to executive session at 7:45pm.

ROLL CALL VOTE: MOTION CARRIED UNANIMOUSLY

6 W. Heller moved, seconded by D. Carroll: To return to open session at 9:07pm

ROLL CALL VOTE: MOTION CARRIED UNANIMOUSLY

7 Finance Committee Chairman Marc Schaen invited the Personnel Board to a Finance Committee meeting to discuss the proposed Classification and Compensation Study. The Board selected two dates, Wednesday, March 11th, and Wednesday, March 25th, requesting that Mr. Schaen choose which is the more convenient.

8 D. Carroll moved, seconded by S. Leclaire: to construct an alternate wage scale for Article 2 positions in the event the proposed Study is not accepted by Town Meeting. A traditional COLA progression was selected, with a two percent (2%) increase for salaried and hourly rated Article 2 positions, and a one percent (1%) increase for all other categories

MOTION CARRIED UNANIMOUSLY

9 The Board of Selectmen has announced that the 2015 Annual Town Meeting will be held on Monday, May 18, 2015, at 7:30pm in the upper Town Hall. The Warrant for inclusion of Articles will remain open until 12noon, March 5, 2015.

10 The Clerk was instructed to advise personnel whose job descriptions were reviewed and who planned to submit additional supporting information must do so before the Personnel Board's final study-related meeting on February 28th.

11 The Board's next regular meeting will be held on Tuesday, March 3rd.

12 D. Carroll moved, seconded by L. Crisafulli: To adjourn the meeting at 9:40pm.

MOTION CARRIED UNANIMOUSLY

James Ligor, Chairman

Dennis Carroll

Laura Crisafulli

Warren Heller

Shelly Leclaire

Phyllis Ahearn, Clerk

Documents were presented for items 2, 4 and 9.