

**MILFORD PERSONNEL BOARD
MINUTES OF THE MEETING HELD SATURDAY, FEBRUARY 21, 2015
MILFORD TOWN HALL, ROOM 03**

Draft: Subject to Approval

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1 The meeting was called to order at 9:12am by Charles Abrahamson Jr., Vice Chairman. Members present: Dennis Carroll, Laura Crisafulli, Warren Heller, Shelly Leclaire, alternate, and James Ligor, Chairman, (at 10:10am). Also present Town Administrator Richard Villani, staff members listed below, and Phyllis Ahearn, Clerk.

2 Mr. Villani, accompanied by the following personnel, reviewed proposed revisions to job descriptions as developed by the study consultant:

Mr. Ligor arrived during this portion of the meeting, and assumed the Chair.

- Jean DeTore, Administrative Assistant to the Town Administrator
- Liz Fernandes, Administrative Services Coordinator
- Carlos Benjamin, Maintenance Supervisor
- CDO Director (vacant position, discussed by Town Planner)
- CDO Coordinator (vacant position, discussed by Town Planner)
- Property Rehabilitation Specialist (vacant position, discussed by Town Planner)
- Larry Dunkin, Town Planner
- Rochelle Thomson, Animal Control Officer
- Keith Haynes, Assistant Animal Control Officer
- John Erickson, Building Commissioner

3 The position of Vonnie Reis, Town Engineer, will be reviewed on February 28th. The Planning Assistant position will be reviewed at a later date. The Assistant to the Senior Center Director position's job description will be included, as submitted, as a vacant position.

4 W. Heller moved, seconded by D. Carroll: That, in accordance with the provisions of Section 3.10 of the Personnel By-Laws, the position of Network Administrator shall be placed at Grade 3, Step 2 of the Salary Schedule.

MOTION CARRIED UNANIMOUSLY

5 D. Carroll moved, seconded by W. Heller: That the position of Network Administrator shall be placed at Level II of the proposed 8-Step Plan.

MOTION CARRIED UNANIMOUSLY

6 D. Carroll moved, seconded by W. Heller: That the position of Town Planner shall be placed at Level III of the proposed 8-Step Plan. **MOTION CARRIED UNANIMOUSLY**

7 It was agreed that the February 28th meeting, originally scheduled for 9:00am, be rescheduled to 12:30pm. The location will remain at the original site, the Police Station. The official Notice to the Town Clerk has been revised accordingly.

8 The clerk distributed the following documents, to be addressed on February 28th: (1) Board of Health Clerk PAQ, (2) Point Factor Rating Worksheet, (3) Additional data provided by Lt. James Falvey.

9 A lengthy discussion took place regarding Town Meeting Article 2. Town Counsel Moody will be invited to the February 28th or March 3rd meeting, at his convenience, to discuss appropriate placement and organization.

10 C. Abrahamson moved, seconded by D. Carroll: That the meeting is adjourned at 12:10pm.

MOTION CARRIED UNANIMOUSLY

James Ligor, Chairman

Charles Abrahamson Jr.

Dennis Carroll

Laura Crisafulli

Warren Heller

Shelly Leclaire

Phyllis Ahearn, Clerk

Documents were distributed and/or discussed under item #