

**MILFORD PERSONNEL BOARD
MINUTES OF THE MEETING HELD SATURDAY, FEBRUARY 28, 2015
MILFORD POLICE STATION**

Draft: Subject to Approval

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- 1 The meeting was called to order at 12:35PM by Charles Abrahamson Jr., Vice Chairman. Members present: Dennis Carroll, Laura Crisafulli, Warren Heller, Shelly Leclair, alternate, and James Ligor, Chairman, (at 12:50pm). Also present: Town Engineer Vonnie Reis, Town Counsel Gerald Moody, and Phyllis Ahearn, clerk.
- 2 D. Carroll moved, seconded by W. Heller: To approve as submitted the following meeting Minutes:
February 7th: regular and executive sessions
Five (5) voting in favor. C. Abrahamson abstaining **MOTION CARRIED**
February 17th: regular and executive sessions
Five (5) voting in favor. C. Abrahamson abstaining. **MOTION CARRIED**
February 21st (regular session) **MOTION CARRIED UNANIMOUSLY**
- 3 At 12:37pm, Town Engineer Vonnie Reis, P.E., reviewed her proposed job description and discussed her education, qualifications, and responsibilities. It was agreed that the position be rated at Level IV. Ms. Reis left the meeting at this point.
- 4 Chairman J. Ligor arrived at the meeting at 12:50pm, and assumed the Chair at 1:30pm.
- 5 Also at 12:30pm, Town Counsel Moody met with the Board to discuss the proposed Classification and Compensation Plan and its insertion in the Warrant for the May 18th Annual Town Meeting. On advice of Town Counsel, the Board will prepare the proposed Plan for Salaried and Hourly Rated positions, and an alternative Plan for all other classifications... Mr. Moody left at 1:17pm.
- 6 D. Carroll moved, seconded by L. Crisafulli: That the position of Administrative Services Coordinator shall be rated at HR/ Level II. **MOTION CARRIED UNANIMOUSLY**
- 7 W. Heller moved, seconded by D. Carroll: That the position of Deputy Police Chief shall be rated at S/Level IV. **MOTION CARRIED UNANIMOUSLY**
- 8 W. Heller moved, seconded by D. Carroll: That the position of Financial Analyst shall be rated at HR/Level III. **MOTION CARRIED UNANIMOUSLY**
- 9 C. Abrahamson moved, seconded by W. **Heller**: That the position of Building Commissioner shall be rated at S/Level III. **MOTION CARRIED UNANIMOUSLY**
- 10 D. Carroll moved, seconded by L. Crisafulli: That the position of Police Lieutenant shall be rated at S/Level III. **MOTION CARRIED UNANIMOUSLY**

11 C. Abrahamson moved, seconded by D. Carroll: That the job description of Maintenance Supervisor shall be accepted as revised.

MOTION CARRIED UNANIMOUSLY

12 Health Agent Paul Mazzuchelli will meet with the Board on March 3rd to discuss the Position Analysis Questionnaire (PAQ) for the proposed position of Board of Health Nurse.

13 Other business:

- The clerk will research several positions whose classifications remain incomplete.
- On Feb. 12th, Andrew Diorio was appointed by the Board of Selectmen to the position of Technology Support Technician.

14 The Board reviewed the Revenue/Expense Report for February 28, 2015:

	<u>BUDGET</u>	<u>EXPENDED</u>	<u>BALANCE</u>
PERSONAL SERVICES	4,816.00	3,210.00	1,606.00
GENERAL EXPENSES	334.00	129.90	204.10
C & C STUDY	4,900.00	4,704.85	195.15

15 C. Abrahamson moved, seconded by L. Crisafulli: That the meeting is adjourned at 3:00pm.

MOTION CARRIED UNANIMOUSLY

James Ligor, Chairman

Charles Abrahamson Jr., Vice-Chair

Dennis Carroll

Laura Crisafulli

Warren Heller

Shelly Leclaire, alternate

Phyllis Ahearn, clerk

Documents were distributed/discussed in Items #2 - 14