

**MILFORD PERSONNEL BOARD**  
**MINUTES OF THE MEETING HELD TUESDAY, MARCH 3, 2015**

**Draft: Subject to Approval**

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1 The meeting was called to order at 7:11pm pm by James Ligor, Chairman,  
Present: members Dennis Carroll (@7:25pm), Laura Crisafulli, Warren Heller, Shelly  
Leclaire, alternate, and Phyllis Ahearn, clerk. Member absent: Charles Abrahamson Jr.

2 Health Agent Paul Mazzuchelli met with the Board to discuss a Position Analysis  
Questionnaire (PAQ) prepared for a proposed position of Board of Health Nurse, to  
begin as of FY2016. Mr. Mazzuchelli provided a general outline of the responsibilities and  
essential functions of the position. Board members will evaluate and rate the PAQ in  
the coming weeks.

3 Mr. Carroll arrived at 7:25pm, during Mr. Mazzuchelli's presentation.

4 Mr. Mazzuchelli presented the Chairman with a letter from the Board of Health,  
asking that the following Tobacco Control Programs positions be eliminated: Director,  
Clerk, and Seasonal Workers; the program, currently inactive, was funded by a Grant.

5 Mr. Heller moved, seconded by L. Crisafulli: That the positions of Tobacco Control  
Program Director, Clerk, and Seasonal Workers positions shall be removed from Town  
Meeting Article 2, upon request of the Board of Health.**MOTION CARRIED UNANIMOUSLY**

6 D. Carroll moved, seconded by W. Heller : To approve as submitted the Minutes  
of the meeting held February 28, 2015. **MOTION CARRIED UNANIMOUSLY**

7 D. Carroll moved, seconded by L. Crisafulli: That the position of Town Planner shall  
be rated at Level IV. **MOTION CARRIED UNANIMOUSLY**

8 The Board reviewed the various categories of Article 2, and determined that  
further revisions may be considered. The Board will meet at 6:30pm on Monday, March  
9<sup>th</sup>, to consider that possibility.

9 There were four positions that were not completely classified at this point; the  
Board reviewed and completed the missing elements.

10 W. Heller moved, seconded by L. Crisafulli: To approve the clerical payroll for  
March, 2015, as submitted. **MOTION CARRIED UNANIMOUSLY**

11 W. Heller moved, seconded by D. Carroll: That the Personal Services budget for FY2016 shall be set at \$4863.

***MOTION CARRIED UNANIMOUSLY***

12 S. Leclaire moved, seconded by D. Carroll: That the General Expense budget for FY2016 shall be set at \$1,000, due to the anticipated expenses involved in reproducing and distributing copies of the proposed Classification and Compensation Plan.

***MOTION CARRIED UNANIMOUSLY***

13 L. Crisafulli moved, seconded by W. Heller: That the meeting shall be adjourned at 8:15pm.

***MOTION CARRIED UNANIMOUSLY***

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**James Ligor, Chairman**

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**Dennis Carroll**

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**Laura Crisafulli**

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**Warren Heller**

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**Shelly Leclaire**

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**Phyllis Ahearn, Clerk**

***Documents in items 2 – 10 were distributed and discussed.***