

MILFORD PERSONNEL BOARD

MINUTES OF THE MEETING HELD THURSDAY, JUNE 4, 2015, ROOM 02

Draft: Subject to Approval

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1 The meeting was called to order at 7:07pm by James Ligor, Chairman. Also present: members Charles Abrahamson Jr., Dennis Carroll, Laura Crisafulli, Shelly Leclaire, alternate, and Phyllis Ahearn, clerk. Absent: member Warren Heller

2 D. Carroll moved, seconded by L. Crisafulli: To approve as submitted the Minutes of both the Executive and Open Sessions of the Meeting held May 6, 2015. **MOTION CARRIED UNANIMOUSLY**

3 The Board members proceeded to address the most effective approach to refining the Classification and Compensation Study:

- Six (6) communities will be incorporated into the existing Study Survey.
- The communities to be selected will be those with Median Income and Income Per Capita rates equal to or below Milford's.
- The latest available rates will be used for the six new communities as well as the existing ones.
- The data will be gleaned from the Mass. Department of Revenue website.

4 Don Jacobs, the Study Consultant, will be engaged to make the final presentation.

5 As of this date, the Board has not received responses from either the Board of Selectmen as to their request for a liaison.

6 The clerk is finalizing preparation of the official Job Descriptions, which will be distributed to Article 2 personnel and their immediate supervisors after July 1st.

7 The Board will begin its review of the existing Milford Personnel By-Laws for possible revisions that may be affected by the Study.

8 D. Carroll moved, seconded by L. Crisafulli: That the following Article shall be submitted in the Warrant of the next Town Meeting:

ARTICLE

That the current Section 5.12 of the Milford Personnel By-Law, EARNED LEAVE, shall be eliminated and replaced with the following new Section 5.12:

EARNED LEAVE: Permanent, full time personnel in salaried and hourly rated positions who use three (3) days or less of sick leave within any given year shall be granted one (1) day's earned leave to be used within the next year,

Earned leave shall not be cumulative and shall be used in the year following the year in which it was earned.

This change shall take effective retroactive to July 1, 2015.

MOTION CARRIED UNANIMOUSLY

9 C. Abrahamson moved, seconded by D. Carroll: That the clerical payroll for July, 2015, shall be approved as submitted: **MOTION CARRIED UNANIMOUSLY**

- 10 The Board approved as submitted the YTD Financial Report as of May 31st:

	<u>BUDGET</u>	<u>EXPENDED</u>	<u>BALANCE</u>
PERSONAL SERVICES	4,816.00	4,413.75	402.25
GENERAL EXPENSES	334.00	334.00	00.00
C & C STUDY	4,900.00	4,900.00	00.00

- 11 It was agreed that the next meeting shall be held on Thursday, July 16th, at 7:00pm in Room 2.

MOTION CARRIED UNANIMOUSLY

- 12 D. Carroll moved, seconded by C. Abrahamson: To adjourn the meeting at 8:45pm.

MOTION CARRIED UNANIMOUSLY

James Ligor, Chairman

Charles Abrahamson Jr., Vice-Chairman

Dennis Carroll

Laura Crisafulli

Shelly Leclaire, Alternate

Phyllis Ahearn, Clerk

Documents were discussed and/or distributed in the following Items: #2, 3, 8, 9.