

**MILFORD PERSONNEL BOARD**  
**MINUTES OF THE MEETING HELD THURSDAY, JULY 16, 2015, ROOM 02**  
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1 The meeting was called to order at 7:02pm by James Ligor, Chairman. Also present: members Charles Abrahamson Jr., Dennis Carroll, Laura Crisafulli, Warren Heller Shelly Leclaire, alternate, and Phyllis Ahearn, clerk. Absent: Selectman William Kingkade, Study liaison.

2 C. Abrahamson moved, seconded by D. Carroll: To approve as submitted the Minutes of the Meeting held June 4, 2015. Four voting in favor, W. Heller abstaining. **MOTION CARRIED**

3 The Board proceeded to reorganize for Fiscal Year 2016:

3a W. Heller moved, seconded by D. Carroll: To reappoint Phyllis Ahearn as Board Clerk for FY2016. **MOTION CARRIED UNANIMOUSLY**

3b W. Heller moved, seconded by L. Crisafulli: To nominate Charles Abrahamson Jr. as Chairman for FY2016. There being no other nominations, C. Abrahamson was declared elected by the following vote: Four voting in favor; C. Abrahamson abstaining. **MOTION CARRIED.**

3c D. Carroll moved, seconded by W. Heller: To nominate Laura Crisafulli as Vice Chair for FY2016. There being no other nominations, L. Crisafulli was declared elected by the following vote: Four voting in favor; L. Crisafulli abstaining. **MOTION CARRIED.**

4 The Selectmen have appointed Christopher Pilla as Milford Town Treasurer.

5 At this point, Mr. Abrahamson assumed the Chair and gave a brief statement concerning his goals for the coming year, one of which is for the Board to consider the possibility of abolishing the Personnel Board in favor of a Human Services Department. The Board will study the advantages/disadvantages of such an endeavor, and present its recommendations to the appropriate Boards at that time.

6 An extended period of time was devoted to selecting the various towns to be included in a second survey. Five additional towns will be added to the 13 towns involved in the previous survey. A proposed timeline involves the distribution of Survey Forms within days, with a return of completed Forms by August 15<sup>th</sup>.

7 On May 6<sup>th</sup>, a request was made to the Board of Selectmen and the Finance Committee to designate a member from its respective Boards to work with the Personnel Board on the further development and refining of the Compensation Plan. On June 29<sup>th</sup>, William E. Kingkade Jr. was delegated to attend meetings at which the Compensation Plan will be discussed.

Mr. Kingkade was unable to attend tonight's meeting.

8 W. Heller moved, seconded by J. Ligor: To advise the Finance Committee Chairman of the Board 's disappointment at the Finance Committee's failure to respond to our previous request for a liaison. While we hope to have the opportunity to work together on this project, its time sensitivity will require us to continue our efforts with or without the Finance Committee's input.

**MOTION CARRIED UNANIMOUSLY**

9 D. Carroll moved, seconded by J. Ligor: To accept the year end Financial Report for Fiscal Year 2015:

**MOTION CARRIED UNANIMOUSLY**

	<u>BUDGET</u>	<u>EXPENDED</u>	<u>BALANCE</u>
PERSONAL SERVICES	4,816.00	4,815.00	1.00
GENERAL EXPENSES	334.00	334.00	00.00
C & C STUDY	4,900.00	4,900.00	00.00

10 W. Heller moved, seconded by J. Ligor: To approve the clerical payroll for August, 2015.

**MOTION CARRIED UNANIMOUSLY**

11 J. Ligor moved, seconded by L. Crisafulli: To approve a \$38.94 invoice from Staples for office supplies.

**MOTION CARRIED UNANIMOUSLY**

12 W. Heller moved, seconded by J. Ligor: To direct the clerk to obtain from the Town Administrator any proposed Job Descriptions for positions that were created in the immediate period prior to the May Annual Town Report, so that the Board will have an opportunity to rate them.

**MOTION CARRIED UNANIMOUSLY**

13 The next Board meeting will be held on Monday, August 3, at 7:00pm, with a later meeting tentatively planned for Thursday, August 27<sup>th</sup>.

14 D. Carroll moved, seconded by L. Crisafulli: To adjourn the meeting at 9:37pm.

**MOTION CARRIED UNANIMOUSLY**

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**Charles Abrahamson Jr., Chairman**

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**Laura Crisafulli, Vice-Chair**

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**Dennis Carroll**

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**Warren Heller**

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**James Ligor**

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**Shelly Leclair, Alternate**

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**Phyllis Ahearn, Clerk**

**Entries #2, 4, 6, 7, 9, 10, and 11: Documents were discussed and/or distributed.**

