

MILFORD PERSONNEL BOARD
MINUTES OF THE MEETING HELD MONDAY, AUGUST 3, 2015, ROOM 02
Draft: Subject to Approval **Page 472**

1 The meeting was called to order at 7:00pm by Charles Abrahamson Jr., Chairman. Present: members Dennis Carroll, Laura Crisafulli, and Warren Heller; also, Phyllis Ahearn, clerk. Absent: members James Ligor and Shelly Leclaire, alternate, and Selectman liaison William Kingkade (meeting concurrently with his Board in Room 03.)

2 Town Counsel Gerald Moody met with the Board to discuss the timing of the Classification and Compensation Plan presentation to Town Meeting, and the role of a Personnel Board in a governmental structure that includes a Human Resource Department. No action was taken. Mr. Moody left the meeting at this point.

3 D. Carroll moved, seconded by L. Crisafulli: That the July 16th meeting Minutes be approved as submitted. **MOTION CARRIED UNANIMOUSLY**

4 The Board met with Senior Center Director Susan Clark re: the position of Administrative Assistant/Senior Center. The position had previously been evaluated and rated, a job description and a pay grade were established, but due to an oversight, had not been included at the 2015 Annual Town Meeting. Ms. Clark left at this point.

5 W. Heller moved, seconded by D. Carroll: That, in accordance with Section 3.08 of the Personnel By-Laws, the position of Administrative Assistant/Senior Center shall be approved at Grade 3. The Grade 3 hourly rate range for FY2016 is \$19.31 - \$24.83 **MOTION CARRIED UNANIMOUSLY.**

6 W. Heller moved, seconded by D. Carroll: That, in accordance with Section 3.10 of the Personnel By-Laws, the position of Benefits Coordinator shall be approved at Grade 3, Step 3, at the FY2016 rate of \$67,018. **MOTION CARRIED UNANIMOUSLY.**

7 The positions of Town Administrator, Finance Director, Town Counsel, Police Chief, Fire Chief, Town Accountant and Town Treasurer are included in the survey being conducted as part of the Classification and Compensation Study. In order to compare these positions with similar positions in other communities, the Chairman will request their current individual employment contracts from the office of the Town Accountant.

8 W. Heller moved, moved, seconded by L. Crisafulli: That the Financial Report as of July 31, 2015, along with a \$62.33 invoice from Staples Office Products for supplies, be approved as submitted. **MOTION CARRIED UNANIMOUSLY**

8 continued:	<u>BUDGET</u>	<u>EXPENDED</u>	<u>BALANCE</u>
PERSONAL SERVICES	4,863.00	405.25	4,457.75
GENERAL EXPENSES	1,000.00	38.94	961.06

MOTION CARRIED UNANIMOUSLY

9 D. Carroll moved, seconded by L. Crisafulli: That the proposed Classification and Compensation Plan Final Report currently appearing on the Town's website shall be removed as no longer relevant; a revised Plan will be posted as soon as it is completed.

MOTION CARRIED UNANIMOUSLY

10 The Board met with Finance Director Zachary Taylor to discuss the evaluation and rating of the position of Town Treasurer in accordance with the requirements of the existing Classification and Compensation Plan.

11 The Board will discuss funding of the consultant's continued services at the next meeting. The Chairman will invite Don Jacobs of DIJ Management to that meeting to explore the possibility of his continued involvement . The next meeting of the Board is scheduled for Thursday, August 27th, at 7:00pm in Room 02.

12 D. Carroll moved, seconded by L. Crisafulli: That the meeting shall be adjourned at 8:48pm.

MOTION CARRIED UNANIMOUSLY

Charles Abrahamson Jr., Chairman

Laura Crisafulli, Vice-Chair

Dennis Carroll

Warren Heller

Phyllis Ahearn, Clerk

Documents were discussed and/or distributed for entries #3, 4, 6, 8 and 10.

