

MILFORD PERSONNEL BOARD
MINUTES OF THE MEETING HELD THURSDAY, AUGUST 27, 2015, ROOM 02
Draft: Subject to Approval **Page 474**

1 The meeting was called to order at 7:03pm by Charles Abrahamson Jr., Chairman. Present: members Dennis Carroll, Warren Heller; James Ligor, and Shelly Leclaire, alternate; also, Charles Miklosovich, Finance Committee liaison, and Phyllis Ahearn, clerk. Absent: member Laura Crisafulli and Selectman liaison William Kingkade.

2 The Chairman introduced Charles "Chuck" Miklosovich to the members of the Board. As a veteran member of the Finance Committee, Chuck had worked with several members in the past, and indicated he is looking forward to working on the Study. A brief outline of progress to date was provided: Job Descriptions were revised and updated where required, and several newly created positions were added to Article 2.

3 D. Carroll moved, seconded by W. Heller: That the August 3rd meeting Minutes shall be approved as submitted. Three (3) voted in favor. S. Leclaire and J. Ligor abstained.

MOTION CARRIED

4 The Board had expected former consultant Don Jacobs to attend the meeting; attempts to reach him by cell phone were unsuccessful.

5 A discussion took place concerning the Survey; nineteen towns (including Milford) are involved, of which fourteen have responded to date. Of these communities, sixteen have Human Resource Departments and only six have Personnel Boards.

6 Three Articles are being submitted for the October 26th Town Meeting: (1) Funding for continuation of the Study, (2) Addition of position(s) to Article 2, (3) Revisions to Earned Leave benefit.

7 W. Heller moved, seconded by D. Carroll: To approve the financial report as of August 31st:

MOTION CARRIED UNANIMOUSLY

	<u>BUDGET</u>	<u>EXPENDED</u>	<u>BALANCE</u>
PERSONAL SERVICES	4,863.00	810.50	4,052.50
GENERAL EXPENSES	1,000.00	101.27	898.73

8 D. Carroll moved, seconded by S. Leclaire: To approve the clerical payroll for Septembers, 2015.

MOTION CARRIED UNANIMOUSLY

- 9 Informational Reports and Correspondence were distributed for consideration:
- Benefits Coordinator, re: Massachusetts Minimum Wage
 - Director of Finance, re: Final FY2015 Expenses
 - Director of Finance, re: Five Year Capital Plans
 - Town Treasurer, Appointment of Janet Ferreira as Asst. Town Treasurer

10 The next Board meeting will be held at 7:00pm, Thursday, September 24th, in Room 02.

11 D. Carroll, seconded by S. Leclaire: That the Board convene in Executive Session at 7:55pm for the purpose of rating and evaluating the position of Town Treasurer.

ROLL CALL: MOTION CARRIED UNANIMOUSLY

12 W. Heller moved, seconded by D. Carroll: That the Board return to Open Session at 8:30pm.

ROLL CALL VOTE: MOTION CARRIED UNANIMOUSLY

13 S. Leclaire moved, seconded by J. Ligor: To adjourn the meeting at 8:32pm.

MOTION CARRIED UNANIMOUSLY

Charles Abrahamson Jr., Chairman

Dennis Carroll

Warren Heller

James Ligor

Shelly Leclaire, Alternate

Phyllis Ahearn, Clerk

Entries #: 3, 5, 6, 8 & 9: Documents were discussed and/or distributed.