

## MILFORD PERSONNEL BOARD

### MINUTES OF THE MEETING HELD THURSDAY, SEPTEMBER 24, 2015, ROOM 02

**Draft: Subject to Approval**

**Page 476**

1 The meeting was called to order at 7:03pm by Charles Abrahamson Jr., Chairman. Present: members Laura Crisafulli, Dennis Carroll, Warren Heller; James Ligor, and Shelly Leclair, alternate, plus Phyllis Ahearn, clerk; also, Don Jacobs, consultant, Selectman William Kingkade, and Joyce Lavigne, Finance Committee.

2 D. Carroll moved, seconded by James Ligor: That the regular and executive session Minutes of the August 27<sup>th</sup> meeting be approved as submitted.

**MOTION APPROVED UNANIMOUSLY**

3 Highway Surveyor Scott Crisafulli met with the Board at 7:10pm to discuss the proposed new position of Highway Supervisor, presented as a salaried, Article 2 position. This position would replace a temporarily vacated union position of foreman. According to Mr. Crisafulli, this arrangement has been negotiated with the Union leadership. The Board members had a number of questions prior to evaluating the Position Analysis Questionnaire( PAQ), originally scheduled for later that same evening. The Highway Supervisor agreed to review both the PAQ and the job description for consistency, and left the meeting at 7:50pm

4 W. Heller moved, seconded by J. Ligor: That the evaluation and rating of the Highway Supervisor position would be scheduled for the next scheduled meeting.

**MOTION APPROVED UNANIMOUSLY**

*NB: Members Laura Crisafulli filed a Disclosure of Conflict of Interest with the Town Administrator. Ms. Crisafulli has several options, and chose to participate re: the Highway Supervisor evaluation.*

5 It was agreed that the next meeting shall be held on Tuesday, October 20<sup>th</sup>.

6 The Board met with consultant Don Jacobs at 7:51 to discuss details of his proposal to continue to serve on a consulting basis for the Compensation Study. Mr. Jacobs remained for the balance of the meeting. Mr. Heller left at 8:13pm.

7 D. Carroll moved, seconded by L. Crisafulli: That the Board recommend that the Town Meeting Article for the continuation of the consultant's services shall be funded for \$3000.

8 The Clerk was directed to obtain the Finance Director's recommendation regarding the positions currently funded below the federal minimum wage level.

9 Chairman Abrahamson is conducting a survey of communities that include a Human Resource Department: the following communities include either a Human Services Dept. (HR) or a combination HR Dept. and Personnel Board (HR/PB):

....Auburn (HR), Bellingham (HR), Dartmouth (HR), Dracut (HR), Easton (HR Board), Franklin (HR), Holliston (PB), Mansfield (HR), Marlborough (HR), Milford (PB), Medway (HR), Natick (HR/PB), No.Attleboro (HR), Northampton (HR), Saugus (HR), Shrewsbury (PB), Stoughton (HR), Walpole (HR/PB).

10 It was agreed that the Personnel Board will define the function of of a proposed Human Resource Department as the first step in the process.

11 J. Ligor moved, seconded by D. Carroll: That the clerical payroll for October, 2015 shall be approved as submitted. **MOTION APPROVED UNANIMOUSLY**

12 The revenue/expense report for September was accepted as submitted:

	<u>BUDGET</u>	<u>EXPENDED</u>	<u>BALANCE</u>
PERSONAL SERVICES	4,863.00	1215.75	3647.25
EXPENSES	1000.00	101.27	898.73

13 The Selectmen recently appointed two Senior Center positions: Susan Cadrin, PT Admin. Administant (G3/S1), and Nancy Potter, PT Program Coordinator (G3/S1).

14 A brief discussion took place concerning four "grandfathered" positions under the 2000 Bennett Study.

15 J. Ligor moved, seconded by L. Crisafulli: That the meeting shall be adjourned at 8:46pm. **MOTION APPROVED UNANIMOUSLY**

\_\_\_\_\_  
**Charles Abrahamson Jr., Chairman**

\_\_\_\_\_  
**Dennis Carroll**

\_\_\_\_\_  
**Laura Crisafulli**

\_\_\_\_\_  
**Warren Heller**

\_\_\_\_\_  
**James Ligor**

\_\_\_\_\_  
**Shelly Leclaire, Alternate**

\_\_\_\_\_  
**Phyllis Ahearn, Clerk**

**Entries #2,3,4,6,9,12: Documents were discussed and/or distributed.**