

MILFORD PERSONNEL BOARD
MINUTES OF THE MEETING HELD TUESDAY, OCTOBER 20, 2015

Draft: Subject to Approval

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1 The meeting was called to order at 7:05pm by Chairman Charles Abrahamson. Present: members Laura Crisafulli, Warren Heller, James Ligor, Shelly Leclaire, alternate, Town Administrator Richard Villani, Finance Director Zachary Taylor, Highway Surveyor Scott Crisafulli, and Phyllis Ahearn, clerk. Absent: member Dennis Carroll, and liaisons Will Kingkade(Selectmen) and Charles Miklosovich, (Finance Committee).

2 J. Ligor moved, seconded by L. Crisafulli: To approve the Minutes of the meeting held Sept. 24th.
Motion Carried Unanimously

3 The Highway Surveyor met with the Board to present a revised Job Description and PAQ for the proposed position of Highway Supervisor. Mr. Crisafulli left the meeting after providing additional information. The position itself will be evaluated and rated later at this meeting.

4 It was agreed to table the position of Information Technology Director.

5 The Town Administrator and Finance Director met with the Board to discuss the proposed upgrade of the existing position of Maintenance Supervisor, an hourly paid position, to Facilities Director, a salaried position, citing the overwhelming increase in the position's duties and responsibilities, which include levels of responsibilities for Town Hall, Police Dept., Youth Center, Senior Center, Memorial Hall, Animal Control, and Purchase School building. It is anticipated one additional custodian will be added to the Maintenance Dept. The Board agreed to evaluate and rate this position at a later meeting.

6 The Finance Director indicated that the following positions will be impacted by the newly created Finance Department: Town Treasurer, Benefits Coordinator, Tax Collector, Town Accountant and possibly others. Mr. Villani and Mr. Taylor left the meeting at 7:40pm

7 The impact of the Federal Minimum Wage Act was discussed briefly. The current rate is \$9.00, rising to \$10.00 in Jan. 2016. Municipal employees are exempt.

8 The Board discussed Articles #2, 3 and 4 of the Oct. 26th Special Town Meeting warrant.

9 A lengthy discussion took place regarding the most effective use of a consultant with the limited funds available in the Board's FY16 budget.

10 W. Heller moved, seconded by James Ligor: To accept the October 31st. Financial Report

Motion Carried Unanimously	<u>BUDGET</u>	<u>EXPENDED</u>	<u>BALANCE</u>
PERSONAL SERVICES	4,863.00	1621.00	3242.00
EXPENSES	1000.00	101.27	898.73

11 W. Heller moved, seconded by S. Leclaire: To approve the clerical payroll for November, 2015.
Motion Carried Unanimously

12 The Board proceeded to evaluate and rate the position of Highway Supervisor, in accordance with the criteria, at a Grade 4.

13 Future meeting dates will be held on the following dates:

Monday, October 26th, at 6:30pm (tentative)

Thursday, November 19th, at 7:00pm – Regular November meeting.

Thursday, December 10th, at 6:30pm – Reg. December meeting.

14 J. Ligor moved, seconded by L. Crisafulli: To adjourn the meeting at 9:45pm.

Motion Carried Unanimously

Charles Abrahamson Jr., Chairman

Laura Crisafulli, Vice Chair

Warren Heller

James Ligor

Shelly Leclair, alternate

Phyllis Ahearn, clerk