

**MILFORD PERSONNEL BOARD**  
**MINUTES OF THE MEETING HELD THURSDAY, NOVEMBER 19, 2015**

**Draft: Subject to Approval**

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1 The meeting was called to order at 7:04pm by Chairman Charles Abrahamson. Present: members Dennis Carroll, Laura Crisafulli, Warren Heller (@7:10pm), James Ligor, and Shelly Leclaire, alternate. Also Don Jacobs, consultant, and Phyllis Ahearn, clerk. Absent: liaisons Will Kingkade(Selectmen) and Charles Miklosovich, (Finance Committee).

2 S. Leclaire moved, seconded by L. Crisafulli: To approve the Minutes of the meeting held October 20<sup>th</sup>. Five in Favor; Dennis Carroll Abstained. **Motion Carried**

3 W. Heller arrived at 7:10pm.

4 A brief discussion took place concerning the Assistant Zoning Enforcement Officer's position. The incumbent has resigned. If it is the intent of the appointing authority to change the job description for the position, it will be subject to an evaluation and rating by the Personnel Board in accordance with the By-Law.

5 Don Jacobs, consultant, proposed the following time line for the Classification and Compensation Study for Salaried and Hourly Rated positions:

- FY2016 rates for Salaried and Hourly Rated positions from Finance Director
- List of newly created positions to update consultant's files.
- Draft Plan Data by end of January.
- Meeting with Department Heads by end of February
- Development of Town Meeting Presentation by end of March
- Meeting with Board of Selectmen prior to FY2016 Annual Town Meeting

6 Evaluation of the IT Manager position was tabled at the request of the Finance Director, pending further refinement.

7 The Highway Surveyor is invited to the December 10<sup>th</sup> meeting to discuss the positions of Light Equipment and Heavy Equipment Operator positions. The FY2016 Article 2 rates are \$19.55 (Light) and \$21.79 (Heavy), compared with Union Rates for the positions:

Heavy #1: \$23.66 to \$28.08 in 7 Steps

Heavy #2: \$24.44 to \$28.98 in 7 Steps

Light: \$21.02 to \$25.12 in 7 Steps

8 There is no change to Sections 5.01-5.13 of the By-Law. Positions classified as Full-Time, Permanent, are eligible for benefits.

9 Vacation Leave Carryforward requests will be addressed at the December meeting.

10 The Finance Department distributed a memo requesting information re: Assets in excess of \$15,000.

11 J. Ligor moved, seconded by D. Carroll: To approve the clerical payroll for December.  
**MOTION CARRIED UNANIMOUSLY**

12 J. Ligor moved, seconded by D. Carroll: To approve the Financial Statement for November  
30<sup>th</sup>.  
**MOTION CARRIED UNANIMOUSLY**

13 W. Heller moved, seconded by D. Carroll: To approve an invoice from Staples, in the amount  
of \$25.98, for office supplies  
**MOTION CARRIED UNANIMOUSLY**

14 A brief meeting will be held at **6:30pm** on December 10<sup>th</sup>.

15 W. Heller moved, seconded by J. Ligor: To adjourn the meeting at 8:35pm.  
**MOTION CARRIED UNANIMOUSLY**

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**Charles Abrahamson Jr., Chairman**

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**Dennis Carroll**

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**Laura Crisafulli**

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**Warren Heller**

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**James Ligor**

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**Shelly Leclaire, Alternate**

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**Phyllis Ahearn, Clerk**