

MILFORD PERSONNEL BOARD
MINUTES OF THE MEETING HELD WEDNESDAY, JULY 2, 2014

Draft: Subject to Approval

Page 421

1 The meeting was called to order at 7:00pm by Dennis Carroll, Chairman. Present: Dennis Carroll, Charles Abrahamson Jr., Warren Heller, and James Ligor (at 7:06pm). Also present: Don Jacobs, consultant, (at 7:06pm), candidates Margaret McIsaac and Shelly Leclaire, and Phyllis Ahearn, clerk.

2 W. Heller moved, seconded by C. Abrahamson : To approve the Minutes of the regular session held June 16th, as submitted. **MOTION CARRIED UNANIMOUSLY**

3 James Ligor and Don Jacobs arrived at 7:06pm.

4 Board members and Don Jacobs met with candidates Margaret McIsaac and Shelly Leclaire, both of whom are interested in serving on the Personnel Board. The Board members discussed the typical issues that come before the Board, and consultant Don Jacobs outlined in general terms the goals of the Classification and Compensation Study. Both women indicated they were very enthusiastic about serving on the Board.

5 At this point, the Board proceeded with reorganizing for Fiscal 2015.

6 The Chairman announced that the Board of Selectmen reappointed member James Ligor to another five-year term, expiring June 30, 2019.

7 Mr. Carroll moved, seconded by Mr. Abrahamson: That Phyllis Ahearn be reappointed to serve as Board clerk for FY2015. **MOTION CARRIED UNANIMOUSLY**

8 Mr. Heller moved, seconded by Mr. Carroll: That James Ligor be elected to serve as Chairman for Fiscal 2015, and that Charles Abrahamson Jr. be elected to serve as Vice Chairman for Fiscal 2015. **MOTION CARRIED UNANIMOUSLY**

9 Mr. Carroll relinquished the Chair to Mr. Ligor, who proceeded to preside over the meeting for the remainder of the evening.

10 The Board members thanked Mr. Carroll for his dedicated service as Chairman.

11 Mr. Heller moved, seconded by Mr. Carroll: To recommend to the Board of Selectmen the appointment of Margaret McIsaac to fill the existing regular member vacancy. **MOTION CARRIED UNANIMOUSLY**

12 Mr. Carroll moved, seconded by Mr. Abrahamson: To recommend to the Board of Selectmen the appointment of Shelly Leclaire to fill the existing alternate member vacancy. **MOTION CARRIED UNANIMOUSLY**

13 The Board members reaffirmed its Policy to share all non-confidential information with media sources upon request.

14 Mr. Carroll moved, seconded by Mr. Abrahamson: To accept the Revenue/Expense Report as of June 30, 2014:

	BUDGET	EXPENDED	BALANCE
Salaries/Wages	4,768.00	4,767.00	1.00
General Expenses	334.00	329.68	4.32
Classification/Compensation Study	4,900.00	3,500.00	1,400.00
MOTION CARRIED UNANIMOUSLY	10,002.00	8,596.68	1,405.32

15 Ms. McIsaac and Ms. Leclaire thanked the Personnel Board for its recommendation to the Selectmen, for Board membership, and left the meeting.

16 Mr. Carroll moved, seconded by Mr. Abrahamson: To approve the clerical payroll for July, 2014. **MOTION CARRIED UNANIMOUSLY**

17 Mr. Heller moved, seconded by Mr. Carroll: To approve an invoice in the amount of \$1,000, as submitted by D. I. Jacobs Consulting for services rendered.

MOTION CARRIED UNANIMOUSLY

18 The following future meeting dates were selected:

Monday, July 14, 2014, at 6:00pm – Room 02/Milford Town Hall

Monday, July 28, 2014, at 7:00pm – Room 02/Milford Town Hall

Thursday, August 14,, 2014, at 7:00pm – Room 02/Milford Town Hall

19 Mr. Abrahamson moved, seconded by Mr. Heller: To adjourn the regular session at 8:42pm, and to move into Executive Session. **ROLL CALL VOTE:**

All members voting in the affirmative **MOTION CARRIED UNANIMOUSLY**

James Ligor, Chairman

Charles Abrahamson Jr., Vice-Chairman

Dennis Carroll

Warren Heller

Phyllis Ahearn, Clerk

Documents discussed and distributed are listed in items #4, 14, 16, and 17.