

MILFORD PERSONNEL BOARD

MINUTES OF THE MEETING HELD FEBRUARY 11, 2016

Draft: Subject to Approval

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1 The meeting was called to order at 6:12pm by Charles Abrahamson Jr., Chairman. Present: members Dennis Carroll, Laura Crisafulli, Warren Heller, James Ligor, Sheller Leclaire, alternate, and Phyllis Ahearn, clerk. Absent: Selectmen and Finance Committee Liaisons Will Kinkade and Charles Miklosovich.

2 D. Carroll moved, seconded by Shelly Leclaire: That the Minutes of the meeting held January 30th shall be approved as submitted. **MOTION CARRIED UNANIMOUSLY**

3 W. Heller moved, seconded by D. Carroll: That the Personnel Board recommends the following percentages when preparing budget estimates for Article 2 personnel for Fiscal 2017:

Salaried Positions	Two percent (2%)
Hourly Rated Positions	Two percent (2%)
Hourly Non-Rated Positions	One percent (1%)
Miscellaneous Positions	One percent (1%)
Election Workers	One percent (1%)
Clerks to Boards and Committees	One percent (1%)

This recommendation is made in the event that the proposed new Classification and Compensation Plan is not adopted at the Annual Town Meeting. These percentages should serve only as an estimate when preparing **BUDGET ESTIMATES** for Article 2 positions. This memo should NOT be interpreted as the Personnel Board's recommendation to Town Meeting. **MOTION CARRIED UNANIMOUSLY**

4 There are 25 salaried and 39 hourly rated positions involved in the Study; several positions involve multiple staff members. The Board members developed the following process for submitting the Classification and Compensation Plan to the 2016 Annual Town Meeting:

- Dennis Carroll updated the 2015 Power Point Presentation to reflect changes made during 2016. The consultant will review the Presentation before it is submitted to the Board of Selectmen for review and comment.
- The current 8-grade levels for both salaried and hourly rated positions are consolidated into 5 Levels (Salaried) and 3 Levels (Hourly Rated).
- Salaried positions will be reviewed annually in the marketplace, and hourly positions will be reviewed every three years.

5 S. Leclaire left the meeting at 7:58pm.

The Board continued to refine the Plan.

6 It was agreed that the next meeting will be held at Town Hall at 7:00pm, Monday, February 29th.

7 J. Ligor moved, seconded by L. Crisafulli: That the meeting shall be adjourned at 8:45pm.

MOTION CARRIED UNANIMOUSLY

Charles Abrahamson Jr., Chairman

Laura Crisafulli, Vice Chair

Dennis Carroll

Warren Heller

James Ligor

Shelly Leclaire, Alternate

Phyllis Ahearn, Clerk