

MILFORD PERSONNEL BOARD
MINUTES OF THE MEETING HELD WEDNESDAY, NOVEMBER 18, 2014
Draft, subject to approval **Page 438**

1 The meeting was called to order at 7:05pm by James Ligor, Chairman. Present: Charles Abrahamson, Dennis Carroll, Laura Crisafulli, Warren Heller (@7:10pm), and James Ligor. Absent: Shelly Leclaire, alternate. Also present: Phyllis Ahearn, clerk.

2 C. Abrahamson moved, seconded by D. Carroll: To approved the Minutes of the November 5th meeting as submitted. Three (3) in favor; L. Crisafulli abstained.

MOTION CARRIED

3 Mr. Heller arrived at 7:10pm

4 The Board discussed final arrangements for two informational sessions planned for Wednesday, December 3rd, at 9:00-9:30am and at 10:00-10:30am in Room 03. Mr. Abrahamson and Mr. Carroll will attend both sessions. Mr. Ligor and Mr. Heller plan to do so as well, if their schedules permit. The Board clerk will review informational packets available for Article 2 salaried and hourly rated personnel (*Job Descriptions, Characteristic Charts, Point Level Rating Charts Acknowledgment and Appeal Forms*). The Chairman or Vice Chairman will give a Power Point presentation. This concludes the Classification module of the Study; the Board will proceed with the Compensation module in preparation for its presentation at the 2015 Annual Town Meeting.

5 No action was indicated regarding a communication from the consultant.

6 Board members continued their review of job descriptions, inquiring about and receiving clarifications for various changes.

7 W. Heller moved, seconded by D. Carroll: To approve for payment the following invoices totaling \$ 204.85 for Study related purchases:

Staples	10/31/14	\$70.10
Staples	10/31/14	(4.12) credit
Staples	11/08/14	\$138.87

MOTION CARRIED UNANIMOUSLY

8 D. Carroll moved, seconded by C. Abrahamson: To adjourn the meeting at 8:35pm.

MOTION CARRIED UNANIMOUSLY

James Ligor, Chairman

Charles Abrahamson Jr. Vice-Chr.

Dennis Carroll

Laura Crisafulli

Warren Heller

Phyllis Ahearn, Clerk

Documents referenced in Items #2 and 7 were discussed and/or distributed.

***Future Meetings/Informational Sessions
December 3rd @9:00-9:30am and 10:00-10:30am, Room 03
December 9th @6:30pm, Room 02***