

MILFORD PERSONNEL BOARD
MINUTES OF THE MEETING HELD MONDAY, JANUARY 13, 2014
Draft: Subject to Approval **Page 409**

1 The meeting was called to order at 7:00pm by Dennis Carroll, Chairman. Members present: Dennis Carroll, Charles Abrahamson Jr., Warren Heller, James Ligor and Daniel Awuku-Asante. Also present were Don Jacobs of DIJ Management Consultant Services and Phyllis Ahearn, clerk.

2 Mr. Abrahamson moved, seconded by Mr. Ligor: To approve as submitted the Minutes of the meeting held December 16, 2013. **MOTION CARRIED UNANIMOUSLY**

3 Mr. Jacobs met with the Board to discuss the Classification and Compensation Study, officially inaugurated by two orientation sessions held January 9, 2014. During this lengthy session, a number of potential changes were discussed.

- Grade Levels may be compressed, reduced from the original eight (8).
- Steps may also be compressed, reduced from the original five (5).
- Benchmark rates may be established, to maintain competitive pay rates.

The timeline for completing updates of job descriptions (JD) was discussed. Participating personnel will complete the initial update by January 17th; after which the JDs will be submitted to department heads for review and comment, and then to either the Town Administrator or the appropriate Boards for further review and comment. This phase shall be completed by January 31st. The Board's clerk will forward all completed JDs to Mr. Jacobs, and follow up on any remaining unreturned by this deadline.

At this point, Mr. Jacobs will work on the JDs, completing this section of the process by mid- February. In the interim, Mr. Jacobs will provide the Board with Salary Survey and Benefit Survey forms. Mr. Jacobs will survey appropriate area communities, giving consideration to any that participants believe will provide a good comparison to their specific positions.

The original 2000 Classification and Compensation Manual, which continues to be successfully used in reclassifications and upgrades, will not change; the original criteria will remain in use.

The Personnel Board is committed to holding special meetings, possibly on Saturdays at other sites (Town Hall is closed on weekends). This should insure that the Study moves forward at a timely pace, so that its findings and recommendations may be submitted to the 2014 Annual Town Meeting.

4 It was agreed that the next regular meeting would be held in Room 02, Town Hall, at 7:00pm, Tuesday, February 18th.

5 Mr. Heller moved, seconded by Mr. Ligor: To request that the Board of Selectmen appoint alternate member Daniel Awuku-Asante to fill the remaining term (to 2017) of former member Teresa Persico.

Four (4) voted in favor; Mr. Awuku-Asante abstained. **MOTION CARRIED**

6 Mr. Heller moved, seconded by Mr. Awuku-Asante: That the Board's 2013 Report to the Town of Milford is approved as amended. **MOTION CARRIED UNANIMOUSLY**

7 Board members received copies of the Conflict of Interest Law Summary; confirmation of receipt has been forwarded to Town Clerk Amy Neves.

8 Mr. Ligor moved, seconded by Mr. Abrahamson: That the YTD Financial Report for December 31, 2013, is approved as submitted. **MOTION CARRIED UNANIMOUSLY**

9 Mr. Heller moved, seconded by Mr. Awuku-Asante: That the Clerical Payroll for February, 2014, is approved as submitted. **MOTION CARRIED UNANIMOUSLY**

10 Mr. Heller left the meeting at this point (8:18pm).

11 The Board proceeded to review, evaluate and rate the proposed position of Technology Support Technician, in accordance with a Position Analysis Questionnaire (PAQ) and Job Description provided by the Town Administrator.

12 Mr. Heller returned to the meeting at 8:32pm.

13 Mr. Awuku-Asante moved, seconded by Mr. Abrahamson: That, in accordance with the provisions of Section 3.08 of the Milford Personnel By-Laws, the position of Technology Support Technician shall be ranked as an Hourly Rated Position at Grade 6 of the Compensation Schedule. It is left to the discretion of the appointing authority whether the position is established as a 35 hour or 40 hour per week schedule.

Four (4) voted in favor; Mr. Heller abstained.

MOTION CARRIED

Note: Current pay rates are \$21.21 to 26.54 per hour.

14 Mr. Awuku-Asante moved, seconded by Mr. Ligor: To adjourn the meeting at 8:40pm. **MOTION CARRIED UNANIMOUSLY**

Dennis Carroll, Chairman

James Ligor, Vice Chairman

Charles Abrahamson Jr.

Warren Heller

Daniel Awuku-Asante, alternate

Phyllis Ahearn, Clerk

Documents distributed/discussed include: January Agenda, December Minutes, February payroll, December Revenue/Expense Report, Conflict/Interest Law Summary, Technology Support Technician PAQ and JD.