

MILFORD PERSONNEL BOARD
MINUTES OF THE REGULAR SESSION HELD TUESDAY, SEPTEMBER 23, 2014
Draft: Subject to Approval **Page 431**

1 The meeting was called to order at 7:03pm by James Ligor, Chairman. Present: Charles Abrahamson Jr., Dennis Carroll, Laura Crisafulli, James Ligor and Shelly Leclaire, alternate. Absent: Warren Heller. Also present: Phyllis Ahearn, clerk, and Don Jacobs, consultant.

2 D Carroll moved, seconded by C. Abrahamson: That the Minutes of the August 27th open session be approved as submitted. **MOTION CARRIED UNANIMOUSLY**

3 C. Abrahamson moved, seconded by L. Crisafulli. That the Minutes of the August 27th executive session be approved as submitted. **MOTION CARRIED UNANIMOUSLY**

4 At 7:05pm, Assistant Town Treasurer Kelly Capece appeared before the Board to discuss whether retroactive pay of approximately \$1,600 is due to Janet Ferreira, a clerical employee in the MACE Union for her nine months of service as temporary Asst. Town Treasurer during Ms. Capece's term as temporary Town Treasurer in the early part of 2014. Ms. Capece is compensated as Asst. Town Treasurer at Grade 8/Step 5. Ms. Ferreira was compensated at Grade 8/Step 4. Question: Should Ms. Ferreira have been compensated at Grade 8/Step 5? There is a clause in the MACE Contract that provides for transfers to higher paid positions, but that is applicable to transfers within Union positions only. After a lengthy discussion, it was agreed to seek an opinion from Town Counsel. Ms. Capece left the meeting at 7:20pm.

5 D. Carroll moved, seconded by L. Crisafulli: To go into Executive Session to continue with the Classification and Compensation Study authorized by Town Meeting. The Board will return to Open Session. **ROLL CALL VOTE:** Five in favor. **MOTION CARRIED UNANIMOUSLY**

6 At the conclusion of Executive Session at 8:20pm, D. Carroll gave a synopsis of a recent Finance Committee meeting he and the Board's clerk attended to hear a presentation by Information Technology Director P. Blivess regarding use of tablets for committee meetings. The 2014 Annual Town Meeting authorized the purchase of seventeen (17) tablets for this purpose. Director Blivess will circulate a Form to all committee Chairs, asking for their specific requirements.

7 The following informational reports and correspondence were reviewed and discussed:

- Tracking Form: Brandon Vandal, Technology Support Technician
- Tracking Form: Melissa Alves Tomas, Paralegal/Legal Assistant
- Asst. Town Accountant: 2014 Fixed Assets Inquiry
- Thanks to Yanks Family Fun Walk
- Individual Employment contracts for the following positions: Town Administrator, Town Counsel, Town Accountant, Town Treasurer, Police Chief, and Fire Chief (for information use only).

8 The Revenue/Expense Report for September 30th was reviewed and accepted as submitted.

	<u>BUDGET</u>	<u>EXPENDED</u>	<u>BALANCE</u>
PERSONAL SERVICES	4,816.00	1203.75	3,612.25
GENERAL EXPENSES	334.00	0.00	334.00
C & C STUDY	4,900.00	4,500.00	400.00

9 C. Abrahamson moved, seconded by S. Leclaire: That the clerical payroll for October be approved as submitted. **MOTION CARRIED UNANIMOUSLY**

10 It was agreed that the next meeting be held on Tuesday, October 14, 2014.

11 L. Crisafulli moved, seconded by S. Leclaire: that the meeting be adjourned at 8:43pm. **MOTION CARRIED UNANIMOUSLY**

James Ligor, Chairman

Charles Abrahamson Jr., Vice Chairman

Dennis Carroll

Laura Crisafulli

Shelly Leclaire, alternate

Phyllis Ahearn, Clerk

Documents referenced in Items #4, 7, 8 and 9 were discussed and distributed.