

**MILFORD PERSONNEL BOARD**  
**MINUTES OF THE MEETING HELD SATURDAY, FEBRUARY 22, 2014**  
*Draft: Subject to Approval* *Page 411*

1 The meeting was called to order at the Milford Police Station at 12:04pm by Dennis Carroll, Chairman. Members present: Dennis Carroll, Charles Abrahamson Jr., Warren Heller, and Daniel Awuku-Asante. Member absent: James Ligor. Also present: Don Jacobs of DIJ Management Consultant Services and Phyllis Ahearn, clerk.

2 NB: The meeting original scheduled for Tuesday, February 18, 2014, was canceled due to inclement weather.

3 Mr. Abrahamson moved, seconded by Mr. Awuku-Asante: To approve as submitted the Minutes of the meeting held January 13, 2014.

**MOTION CARRIED UNANIMOUSLY**

4 Mr. Heller moved, seconded by Mr. Awuku-Asante: To recommend the following salary/wage adjustments for Fiscal 2015, in accordance with guidelines established by the Finance Committee:

NON-RATED POSITIONS (Category E):	Two Percent (2%)
MISCELLANEOUS POSITIONS (Category F):	Two Percent (2%)
ELECTION WORKERS:	Two Percent (2%)
CLERKS TO VARIOUS COMMITTEES AND BOARDS (PT)	One Percent (1%)

Salary/Wage adjustments for Salaried Positions (Category A) and Hourly Rated Positions (Category C) will be determined at a later date, upon completion of the Classification and Compensation Study. In the interim, Department Heads are encouraged to budget at least a three percent (3%) adjustment for these two categories; the final percentage will be announced as soon as it has been determined.

The FY2015 Departmental Budget is approved in the following amounts:  
Personal Services: \$4,816      Expenses: \$334      Total: \$5,150

**MOTION CARRIED UNANIMOUSLY**

5 The Board received survey data from Town Counsel, to be reviewed during the Study process.

6 Notification has been received that the 2014 Annual Town Meeting is scheduled for Monday, May 19, 2014.

7 Mr. Heller moved, seconded by Mr. Abrahamson: To approve as submitted the Revenue/Expense Report for January 31, 2014:

**MOTION CARRIED UNANIMOUSLY**

	<u>BUDGET</u>	<u>EXPENDED</u>	<u>BALANCE</u>
Salaries/Wages	4,768.00	2,781.33	1,986.67
General Expenses	334.00	36.99	297.01
TOTAL	5,102.00	2,818.32	2,283.68

8 Mr. Heller moved, seconded by Mr. Awuku-Asante: To approve the clerical payroll for March, 2014.

**MOTION CARRIED UNANIMOUSLY**

9 Mr. Abrahamson moved, seconded by Mr. Awuku-Asante: To approve an invoice in the amount of \$1,500 submitted by D. I. Jacobs Consulting for services rendered.

**MOTION CARRIED UNANIMOUSLY**

10 Mr. Awuku-Asante moved, seconded by Mr. Heller: To approve an invoice in the amount of \$54.96 submitted by Staples for office supplies.

**MOTION CARRIED UNANIMOUSLY**

11 It was agreed that the next Board meeting will be held at 9:00am, Saturday, March 8, 2014, at the Milford Police Station.

12 Mr. Heller moved, seconded by Mr. Abrahamson: To adjourn the meeting at 12:42pm.

**MOTION CARRIED UNANIMOUSLY**

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**Dennis Carroll, Chairman**

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**Charles Abrahamson Jr.**

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**Daniel Awuku-Asante**

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**Warren Heller**

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**Phyllis Ahearn, Clerk**

***Materials discussed/distributed include: Agenda, Minutes, Payroll, Invoices, FinCom Guidelines, Town Counsel wage data.***