

9 The Board returned to Open Session at 8:15pm to address remaining Agenda items:

- The Selectmen appointed Ms. Irene Larivee as Milford Town Treasurer
- Ms. Margaret McIsaac is interested in serving on the Personnel Board

10 Mr. Ligor moved, seconded by Mr. Abrahamson; To approve as submitted a \$2000 invoice from D. I. Jacobs for services rendered.

MOTION CARRIED UNANIMOUSLY

11 Board members proceeded to apply the criteria and degrees of the Classification and Compensation Study to the positions of Information Technology Director and Assistant Town Accountant.

12 Mr. Heller moved, seconded by Mr. Ligor: That the position of Information Technology Director shall be ranked at Grade 6 of the Salaried Position Salary Schedule. The FY2014 range for the position is \$76,368 (Step1) to \$89,652 (Step 5). Per By-Law 3.10, placement above minimum step is subject to the Personnel Board's approval.

MOTION CARRIED UNANIMOUSLY

13 Mr. Abrahamson moved, seconded by Mr. Ligor: That the position of Assistant Town Accountant shall be ranked at Grade 7 of the Hourly Rated Position Wage Schedule, and further, that the incumbent shall be placed at Step 2, \$23.19 per hour, retroactive to July 1, 2013, the date the position was removed from the MACE Union.

MOTION CARRIED UNANIMOUSLY

14 It was agreed that the next Board meeting shall be held at 7:00pm, Wednesday, April 23, 2014, in Room 02.

MOTION CARRIED UNANIMOUSLY

15 Mr. Ligor moved, seconded by Mr. Abrahamson: That the meeting shall be adjourned at 9:30pm.

MOTION CARRIED UNANIMOUSLY

Dennis Carroll, Chairman

James Ligor, Vice Chairman

Charles Abrahamson Jr.

Warren Heller

Phyllis Ahearn, Clerk

Materials discussed/distributed are identified in Items #9,10,12 and 13

MILFORD PERSONNEL BOARD

MINUTES OF THE MEETING HELD WEDNESDAY, MARCH 26, 2014

Draft: To Be Approved

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1 The meeting was called to order 7:16pm by Dennis Carroll, Chairman. Members present: Dennis Carroll, Charles Abrahamson Jr., Warren Heller, and James Ligor. Member absent: Daniel Awuku-Asante. Also present: Town Counsel Gerald Moody, Town Administrator Richard Villani, Phyllis Ahearn, clerk, and Town Accountant Zachary Taylor (@7:50pm).

2 Mr. Ligor moved, seconded by Mr. Abrahamson: that the Open Session and Executive Session Minutes of the meeting held March 8, 2014, shall be approved as submitted. **MOTION CARRIED UNANIMOUSLY**

3 The Board restated a vote taken earlier, at which time Mr. Heller moved, seconded by Mr. Abrahamson: That the Board recommend a two percent (2%) wage adjustment for Article 2 Salaried and Hourly Rated Positions for Fiscal 2015. Three (3) voting in favor. J. Ligor: not present at that time. **MOTION CARRIED**

4 The Town Administrator discussed the position of Information Technology Director; this position has been approved by the Board of Selectmen and posted via various media; the Personnel Board will rate this position this evening.

5 The Town Administrator announced that Johnna O'Loughlin was re-appointed as Senior Center program Coordinator, having previously held the position from Sept. 6, 2012, to Dec. 5, 2013. At that time, she was placed at Grade 3, Step2 (\$19.90 per hour). Ms. O'Loughlin was re-appointment by the Board of Selectmen on March 24, 2014.

Mr. Villani left the meeting after the following vote on item #6.

6 Mr. Ligor, moved, seconded by Mr. Abrahamson; that Ms. O'Loughlin be placed at her previous Grade and Step. **MOTION CARRIED UNANIMOUSLY**

7 At 7:50pm, the Town Accountant discussed the current status of Wendell Phillips, Asst. Town Accountant, whose position was removed from the MACE Union and placed in Article 2. Mr. Phillips is being paid under his previous Union rate, pending Personnel Board rating. Mr. Taylor left the meeting at this point.

8 At 8:10pm, at the request of Finance Committee Chairman Marc Schaen, Board members adjourned to Room 03 to discuss the potential financial impact of the Classification and Compensation Study revision now in progress.