

MILFORD PERSONNEL BOARD

MINUTES OF THE MEETING HELD FEBRUARY 29, 2016

Draft: subject to approval

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1 The meeting was called to order at 7:02pm by Charles Abrahamson Jr., Chairman. Present: members Dennis Carroll, Laura Crisafulli, Warren Heller, James Ligor (@7:10pm) Shelly Leclaire, alternate, Don Jacobs, consultant, Selectmen Liaison Will Kinkade, and Phyllis Ahearn, clerk. Absent: Finance Committee Liaison Charles Miklosovich.

2 Senior Center Director Sue Clark met with the Board to discuss the creation of a Wellness Specialist, to be funded by grant money. A Job Description and a Position Analysis have been prepared and will be evaluated and rated at a future meeting.

3 L. Crisafulli moved, seconded by D. Carroll: To approve as submitted the February 11th meeting Minutes. ***MOTION APPROVED UNANIMOUSLY***

4 W. Heller moved, seconded by D. Carroll: That the title of IT Director shall be changed to IT Manager, effective immediately. ***MOTION APPROVED UNANIMOUSLY***

5 D. Carroll moved, seconded by J. Ligor: That the existing temporary positions of Highway Heavy Equipment Operator and Highway Light Equipment Operator be eliminated from Article 2/Hourly Non Rated Classification on the 2016 Annual Town Meeting Warrant; these positions will be replaced on the Warrant by a Seasonal Heavy Equipment Operator, at \$27.33 hour, and a Light Equipment Operator, at \$23.67 per hour, effective January 12th. ***MOTION APPROVED UNANIMOUSLY***

6 D. Carroll moved, seconded by J. Ligor: To recommend to Town Meeting a one percent (1%) market adjustment for the following categories not included in the C & C Study – Hourly Non Rated, Miscellaneous, Election Workers, and Clerks to Various Boards and Committees .Four (4) in favor. C. Abrahamson (a) Abstained. ***MOTION APPROVED.***

7 D. Carroll, seconded by J. Ligor: That the FY2017 Budget for the Personnel Board be approved as follows: Personal Services \$4912; Expenses \$1000, Total \$5912.

MINUTES APPROVED UNANIMOUSLY

8 W. Heller moved, seconded by J. Ligor: That the clerical payroll for March be approved as submitted. ***MOTION APPROVED UNANIMOUSLY***

9 W. Heller moved, seconded by L. Crisafulli: To approve an invoice for services rendered by D. I. Jacobs, Consulting, in the amount of \$1,000.

MOTION APPROVED UNANIMOUSLY

10 At this point, Mr. Kingkade left the meeting at 8:10pm, and the consultant and the Board members began a lengthy session and review, focusing on both the presentations to the Board of Selectmen, and later to the Annual Town Meeting.

11 Ms. Crisafulli left the meeting at 9:15pm, and Mr. Ligor left at 9:54pm.

12 W. Heller moved, seconded by S. Leclaire: To adjourn the meeting at 10:10pm.

MOTION APPROVED UNANIMOUSLY

Charles Abrahamson Jr., Chairman

Laura Crisafulli, Vice Chair

Dennis Carroll

Warren Heller

James Ligor

Shelly Leclaire, Alternate

Phyllis Ahearn, Clerk

THE NEXT MEETING WILL BE HELD ON THURSDAY, MARCH 3, 2016, AT TOWN HALL.