



**MILFORD PERSONNEL BOARD
MEETING MINUTES, THURSDAY, MARCH 9, 2017
ROOM 2 – 7:00 P.M.**

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1. The meeting was called to order at 7:05 p.m. by Dennis B. Carroll, Chairman. Members Present: Warren Heller, Charles Abrahamson, Jr., Laura Crisafulli, James Dorval, and Shelly A. Leclaire, Clerk. Member Teresa Persico arrived at 7:10 p.m.
2. C. Abrahamson, Jr. moved to accept the 1/10/17 Minutes, seconded by L. Crisafulli.
MOTION CARRIED UNANIMOUSLY
3. C. Abrahamson, Jr. moved to accept the 1/14/17 Minutes, seconded by W. Heller.
MOTION CARRIED UNANIMOUSLY
4. J. Dorval moved to accept the 2/16/17 Regular Minutes, seconded by C. Abrahamson, Jr.
MOTION CARRIED UNANIMOUSLY
5. J. Dorval moved to accept the 2/16/17 Executive Session Minutes, seconded by C. Abrahamson, Jr.
MOTION CARRIED UNANIMOUSLY
6. Scheduled Appointments – None
7. The FY-18 Salary Survey response for the following positions (IT Manager, Highway Supervisor & Building Commissioner) were received from six town's and distributed to members. The survey was sent to eighteen towns. A reminder letter will be sent to the towns who did not respond to the survey. The Board will delay performing an in depth analysis until additional town's respond.
8. FY-18 Article 2 was submitted to Town Counsel with average increases for hourly & salary coming in at 4.6%.
9. Zachery Taylor, Financial Director is preparing a new spreadsheet that will list all Non-Rated jobs with year to date pay as well as rate.
10. The Board discussed the Finance Committee meeting of March 8, 2017.
11. The final revision of FY-18 Article 2 was distributed to members.

12. W. Heller moved to ratify memo Chr. D. Carroll sent to Town Administrator and Town Counsel, recommending consideration to change the position title for Paul Boisclair from Jr. Building Custodian to Building Custodian, seconded by C. Abrahamson, Jr.

MOTION CARRIED UNANIMOUSLY

13. The Board could not review various job descriptions due to difficulty accessing Chrome. IT Manager, Andrew Diorio will be invited to the April 2017 meeting to review access.

14. T. Persico moved, seconded by W. Heller to approve the March payroll.

MOTION CARRIED UNANIMOUSLY

15. W. Heller moved, seconded by C. Abrahamson, Jr. to approve S. Leclaire's reimbursement request for ink cartridges.

MOTION CARRIED UNANIMOUSLY

16. Executive Session – None.

17. The next meeting is scheduled for April 6, 2017 @ 7:00 p.m.

18. W. Heller moved to adjourn at 8:10, seconded by T. Persico.

MOTION CARRIED UNANIMOUSLY