



**MILFORD PERSONNEL BOARD
MEETING MINUTES, THURSDAY, APRIL 6, 2017
ROOM 2 – 7:00 P.M.**

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1. The meeting was called to order at 7:27 p.m. by Dennis B. Carroll, Chairman. Members Present: Warren S. Heller, Charles E. Abrahamson, Jr., and Shelly A. Leclaire, Clerk. Absent: Laura Crisafulli, Teresa Persico and James Dorval.

2. C. Abrahamson, Jr. moved to accept the 3/9/17 Minutes, seconded by W. Heller.

MOTION CARRIED UNANIMOUSLY

3. Scheduled Appointments – None

4. Chairman Carroll stated the network issues have been fixed according to IT Manager, Andrew Diorio. Members experienced disruptions in connectivity and were unable to use the Chrome Books.

5. Members briefly reviewed the Salary Survey Position results for (IT Manager, Building Commissioner and Highway Supervisor) from the eighteen participating towns. Due to a limited quorum, the Board will discuss the survey results at the May meeting.

6. Chairman Carroll would like to review the following Non-Rated Positions and request a job description for Transfer Station Attendant and Supervisor, Vernon Grove Employees and Veterans Agent.

7. Members reviewed a Position Analysis Questionnaire (PAQ) submitted by Milford Youth Commission Director, Jen Ward requesting the classification of Milford Youth Commission Program Coordinator from part time to full time. The consensus of the Board was to invoke their emergency powers in accordance with Milford Personnel Board By-Laws, Section 3.8 because the Annual Town Warrant has closed for Article submission. W. Heller moved, effective April 19, 2017, to place the position of Milford Youth Commission Coordinator at Level 1, Step 3 (\$19.24), seconded by C. Abrahamson, Jr.

MOTION CARRIED

UNANIMOUSLY

8. The Board will forward a letter for informational purposes to Zachary Taylor, Jen Ward and Wendell Phillips regarding the Milford Youth Commission Coordinator classification.
9. Executive Session – None.

10. W. Heller moved to approve the April 2017 payroll, seconded by C. Abrahamson, Jr.

MOTION CARRIED UNANIMOUSLY

11. The next meeting is scheduled for May 11, 2017 @ 7:00 p.m.

12. C. Abrahamson, Jr. moved to adjourn at 9:20 p.m., seconded by C. Abrahamson, Jr.

MOTION CARRIED UNANIMOUSLY