



**MILFORD PERSONNEL BOARD
MINUTES OF MEETING
THURSDAY, MAY, 11, 2017
ROOM 2 – 7:00 P.M.**

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1. The meeting was called to order at 7:12 p.m. by Dennis B. Carroll, Chairman. Present: Warren S. Heller, Charles E. Abrahamson, Jr., and Laura Crisafulli; Teresa Persico arrived at 7:20 . Absent: Shelly A. Leclaire, Clerk and James Dorval.

2. C. Abrahamson, Jr. changed item 12 to read “seconded by Warren Heller.” Warren Heller moved to accept the 4/6/17 Minutes, seconded by C. Abrahamson, Jr.

MOTION CARRIED UNANIMOUSLY

3. Members signed copies of minutes from 1/10, 1/14 & 2/16.

4. Scheduled Appointments – John Pilla, Veterans Agent :

Chairman Carroll discussed the Board’s desire to review certain Non-Rated positions to create job descriptions in case these positions may become rated in the future. John Pilla passed out a previous job description and discussed history of changes of duties of Veterans Agent in past 30 years. The Board agreed to set an action item to investigate the options to manage the benefits of sick time and longevity for Veterans Agent.

5. Chairman Carroll discussed the Youth Commission Coordinator changes approved at last month’s meeting. Changes are in effect now and will be ratified by a new amendment at the October Special Town Meeting.
6. The packets for The Salary Survey Position results for (IT Manager, Building Commissioner and Highway Supervisor) from the eighteen participating towns were updated. The Board discussed the need to review the numbers for Milford. (all three Min; Mid; and Max should be the same for all positions) T. Persico moved to table the review of Salary Positions until next meeting; seconded by W. Heller.

MOTION CARRIED UNANIMOUSLY

7. The Board agreed to set up a meeting to review job descriptions on Saturday June 10th at the Milford Police Station at 9:00 a.m.
8. Chairman Carroll reviewed a discussion with Town Counsel Moody regarding Salary Survey. T.C. Moody suggested that we don't make piecemeal salary adjustments but wait until every third year and do all at once.
9. Executive Session – None.
10. W. Heller moved to approve the May 2017 payroll, and the expense invoice for ink cartridges; seconded by L. Crisafulli.
MOTION CARRIED UNANIMOUSLY
11. The next regular meeting is scheduled for June 22, 2017 @ 7:00 p.m.
12. C. Abrahamson, Jr. moved to adjourn at 8:25 p.m., seconded by W. Heller.
MOTION CARRIED UNANIMOUSLY