



**MILFORD PERSONNEL BOARD
MINUTES OF MEETING
SATURDAY, JUNE 10, 2017 @ 9:00 A.M.
MILFORD POLICE STATION**

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1. The meeting was called to order at 9:00 a.m. by Dennis B. Carroll, Chairman.

Present: Dennis B. Carroll, Laura Crisafulli, Charles Abrahamson, Jr. and Clerk Shelly Leclaire.
Absent: Warren Heller, James Dorval and Teresa Persico. Also present: Former PB member James Ligor.
2. Board members reviewed the following Job Descriptions and made miscellaneous changes as needed.
 - ASSISTANT TOWN TREASURER – Miscellaneous changes made to job description.
 - ASSISTANT TOWN ACCOUNTANT – Position not filled at this time.
 - ASSISTANT DIRECTOR, YOUTH CENTER – No changes.
 - BUILDING COMMISSIONER – No changes.
 - COMMUNITY DEVELOPMENT DIRECTOR – Position not filled at this time.
 - CLERK/RECEPTIONIST, SENIOR CENTER – No changes.
 - CLIENT SERVICES COORDINATOR/SEN. CENTER/PT – Grade Level corrected to level III.
 - VOLUNTEER SERVICES COORDINATOR/SENIOR CENTER – No changes.
 - DEPUTY POLICE CHIEF – No changes.
 - DIRECTOR, SEWER OPERATIONS – Grade Level corrected to level IV.
 - DISPATCH/PT – Job Description was forwarded to Police Chief O'Loughlin for review.
The Chief clarified the manual utilized by the Milford Police Department is the "Milford Communications Center" manual.
3. The clerk will revise the job description form to include a "revised date" column.
4. The next meeting is scheduled for Thursday, 6/22/17 at 7:00 p.m. in Room 2 of the Milford Town Hall.
5. C. Abrahamson, Jr. moved to approve the June payroll, seconded by L. Crisafulli

MOTION CARRIED UNANIMOUSLY

C. Abrahamson, Jr. moved to adjourn at 11:38 a.m., seconded by L. Crisafulli.

MOTION CARRIED UNANIMOUSLY