



**MILFORD PERSONNEL BOARD
MILFORD, MASSACHUSETTS
MINUTES OF MEETING
THURSDAY, SEPTEMBER 14, 2017
ROOM 2 @ 7:00 P.M.**

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1. The meeting was called to order at 7:02 p.m. by Dennis B. Carroll, Chairman.
2. Present: Dennis B. Carroll, Laura Crisafulli, Charles Abrahamson, Jr., and Shelly A. Leclaire, Clerk. James Dorval arrived at 7:05 p.m. Also present: Former Personnel Board Members James Ligor and Attorney Warren Heller was present to offer his historical perspective regarding the Personnel Board's Position Analysis Questionnaire (PAQ).
3. C. Abrahamson, Jr. moved to approve the August 3, 2017 minutes, seconded by L. Crisafulli
MOTION CARRIED UNANIMOUSLY
4. Board Members signed and approved the meeting minutes from June 10 & 22, 2017.
5. SCHEDULED APPOINTMENTS/SPECIAL TOWN MEETING ARTICLES
Admin. Services Coordinator, Liz Fernandes addressed the Board requesting consideration to amend the Milford Personnel By-Laws regarding Article 2 employee vacation entitlements to make it more equitable with standard practice. C. Abrahamson, Jr. moved to approve the following change and submit an Article at the October 30, 2017 Special Town Meeting:
"Effective immediately, replace the wording of the Milford Personnel Board By-Law, Section 5.08C with the following: Any employee may request, in writing, a carry-over of up to ten (10) unused vacation days into the following calendar year. However, five (5) of the carry-over vacation days must be taken no later than June 30th of the new calendar year, and must be approved by the Department Head and the Personnel Board. Seconded by L. Crisafulli.
MOTION CARRIED UNANIMOUSLY
6. T. Persico arrived at 7:12 p.m.
7. T. Persico moved, seconded by C. Abrahamson, Jr. to submit an Article for the Oct. 30, 2017 Special Town Meeting to change the wording of the Milford Personnel Board By-Law Introduction Page by removing the following wording from paragraph three (3) of the Milford Personnel Board By-Laws. (No person serving as a Town employee, Town official, a member of any commission or board, whether serving in an elective or appointive capacity, shall be eligible for membership to this Board. Any member of this Board who may hereafter accept any of the duties designated above shall be required to terminate his service on the Personnel Board forthwith). This change is being made to open up availability for individuals to serve on the Board.
MOTION CARRIED UNANIMOUSLY

8. J. Dorval moved, seconded by C. Abrahamson, Jr. to change the position of Milford Youth Commission Program Director from part-time to full-time. On April 6, 2017 the Milford Personnel Board received a Position Analysis Questionnaire (PAQ) for the position of Milford Youth Commission Program Director requesting the position go from part-time to full-time. The Board reviewed the PAQ and rated the position. In Accordance with the Milford Personnel Board By-Laws, Section 3.8, the board invoked their emergency powers and voted unanimously to make this position full-time effective July 1, 2017 @ Level 1, Step 3 (\$19.24). This Article was not submitted at the May 2017 Annual Town Meeting because the Warrant was closed for Article submission. This request is to ratify the Milford Personnel Board's vote of April 6, 2017.
9. Job Description Review – The Board will meet at the Milford Police Station on Saturday, November 18, 2017 from 9:00 a.m. to 12.00 noon to discuss and review miscellaneous job descriptions.
10. Former Personnel Board Member Atty. Warren Heller addressed the Board to provide historical perspective regarding Position Analysis Questionnaire (PAQ). After a brief discussion/question and answer session, C. Abrahamson, Jr. moved to rescind the vote taken at the Milford Personnel Board Meeting on Thursday, August 3, 2017, to invoke Personnel Board Emergency Powers, in Accordance with Milford Personnel Board By-Laws, Section 3.8, to set the Clerk, Park Commission Annual Stipend at \$6,000, seconded by L. Crisafulli.
MOTION CARRIED UNANIMOUSLY
11. In order for the Park Commissioners to move forward with their request, they must provide the Board with a completed PAQ for the Clerk position and the position must be rated by the Personnel Board. A letter of explanation will be forwarded the Park Commissioners and they will be invited to the October 5, 2017 meeting for further discussion.
12. C. Abrahamson, Jr. moved to accept the September 2017 payroll, seconded L. Crisafulli
MOTION CARRIED UNANIMOUSLY
13. The next scheduled meetings will be Thursday, October 5, 2017 with the Park Commissioners to discuss the Clerk's PAQ. The regular Personnel Board Meeting will be Thursday, October 26, 2017 at 7:00 p.m. in Room 2.
14. T. Persico moved to adjourn at 9:02 p.m., seconded by L. Crisafulli
MOTION CARRIED UNANIMOUSLY