



**MILFORD PERSONNEL BOARD
MILFORD, MASSACHUSETTS
MINUTES OF MEETING
THURSDAY, OCTOBER 26, 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.
2. **Present:** Dennis B. Carroll, Laura Crisafulli, Charles Abrahamson, Jr., James Dorval, Alt. and Shelly A. Leclaire, Clerk. **Absent:** Teresa Persico. Also present: Former PB member James Ligor.
3. C. Abrahamson, Jr. moved to approve the October 5, 2017 minutes, seconded by L. Crisafulli
MOTION CARRIED UNANIMOUSLY
4. Board Members signed the September 14, 2017 meeting minutes.

5. **SCHEDULED APPOINTMENTS**

Park Commissioner Joseph Arcudi and Park Director Michael Bresciani addressed the Board regarding the Annual Clerk Stipend for the Park Department. Chairman Carroll explained the vote taken by the Personnel Board at the August 3, 2017 meeting to invoke Emergency Powers in Accordance with Personnel By-Laws, Section 3.8, to increase the Annual Clerk Stipend for the Park's Department was rescinded at the September 14, 2017 meeting. The Park Department must follow Personnel Board By-Laws and submit a Position Analysis Requisition (PAQ) Form, which the Board will rate accordingly in order to set a new rate for said Clerk; however, in order to change a rate mid-stream the job description title must be changed and re-rated.

J. Arcudi and M. Bresciani will report to their board and offer two options:

1. Wait until the May 2018 Annual Town Meeting, at which time all clerks under Article 2, Section (H) will have been re-rated by the Personnel Board.
2. Rate Park Clerk individually vs waiting for complete Board/Clerk re-rating.

C. Abrahamson noted the Personnel Board will be reviewing Article 2, Section (H) – Clerks, Various Boards and Committees (PT) in the near future and the Park Department will be notified of the evaluation.

6. C. Abrahamson moved to approve the November 2017 payroll, seconded by L. Crisafulli.
MOTION CARRIED UNANIMOUSLY

7. **SCHEDULED APPOINTMENTS**

7:55 P.M. – Town Administrator Villani, Board of Selectmen Kingcade and M. Walsh addressed the Board regarding the Local Building Inspector PT position. R. Villani distributed a revised job description and PAQ. Town Administrator Villani respectfully requested the Personnel Board review the changes to the revised job description and also requested the position be changed from a 25 hour per week to a salary position.

The Board of Selectmen appointed current Local Building Inspector/PT, Matthew Marcotte to the position of Building Commissioner on Tuesday, October 24, 2017, conditional upon receiving State Level Certification within 18 months. Mr. Marcotte must agree to abstain from operating his private construction business. R. Villani contacted the Office of Safety and Inspections and was informed that Mr. Marcotte may perform all the duties of Building Commissioner.

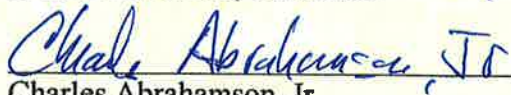
R. Villani pointed out various issues within the Building Department; no supervision in the office when Building Commissioner is out performing inspections, increased permits, sign by law changes and zoning issues. The town is in the process of having a consultant prepare and ADA Transition Plan to inspect all Town Buildings. Once the plan is completed the Town will begin implementing the plan, this will involve oversight by the Department of Inspections. The Board of Selectmen received a \$30,000 grant to help fund this project.

R. Villani informed the Board the Neighborhood Task Force will be working in conjunction with various department heads and will be very proactive regarding violations. The Building Commissioner will be solidly involved adding more work to his daily schedule.

8. D. Carroll questioned R. Villani why the Board of Selectmen did not follow proper procedure and present the revised Building Commissioner job description and PAQ to the PB for rating prior to filling the open position of Building Commissioner. R. Villani stated it was an oversight and he and Selectman Kingcade will attend the Personnel Board meeting on Saturday, November 18, 2017 to discuss the changes to this position.
9. The Personnel Board will send a memo to all department heads & officials with employees under the jurisdiction of Article 2, requesting the Personnel Board be notified when an opening and/or posting takes place to ensure the proper procedures are followed in the future.
10. The Board rated the PAQ for the Local Building Inspector as a salary position. The pay rate will be tabled until the next meeting for further discussion and additional information regarding the rating factor chart.
11. J. Dorval moved to adjourn at 8:55 p.m., seconded by C. Abramhamson, Jr.


MOTION CARRIED UNANIMOUSLY


Dennis B. Carroll, Chairman


Charles Abrahamson, Jr.

James Dorval


Laura Crisafulli, Vice Chr.


Teresa Persico


Shelly A. Leclaire, Clerk

