



## MILFORD PERSONNEL BOARD

### MINUTES OF MEETING MILFORD POLICE STATION 250 MAIN STREET, MILFORD, MA 01757 SATURDAY, NOVEMBER 18, 2017 @ 9:00 A.M.

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1. **Present:** Dennis B. Carroll, Laura Crisafulli @ 9:07 a.m., Charles Abrahamson, Jr., James Dorval, Alt @ 9:14 a.m., Teresa Persico and Shelly A. Leclaire, Clerk.
2. The meeting was called to order at 9:05 a.m. by Dennis B. Carroll, Chairman.
3. C. Abrahamson, Jr. moved to table approval of the October 26, 2017 meeting minutes due to lack of a quorum, seconded by L. Crisafulli. **MOTION CARRIED UNANIMOUSLY**
4. October 5, 2017 original meeting minutes were signed by members.
5. Town Administrator Richard Villani distributed a revised Building Commissioner job description. Also present was Selectman W. Kingcade. Mr. Villani indicated several changes have been made to the Building Commissioner job description. Specifically, due to revised responsibilities, inspection of 500+ commercial buildings, ongoing transitional plan for American's with Disabilities Act (ADA), additional meetings, inspections and zoning pressure issues.
6. Chr. Carroll noted the Board of Selectmen are not following the Personnel Board By-Law regulations and/or process regarding changes to a job descriptions. This is the second time within a month that the BOS have quoted a rate of pay, and come before the Personnel Board with a PAQ rating request and job description change without first meeting with the Board.
7. C. Abrahamson, Jr. asked if the BOS have a prioritized plan for investigating the 500+ commercial building inspections. R. Villani said the BOS definitely have a plan in place.
8. C. Abrahamson, Jr. moved to have R. Villani review and resubmit the Local Building Inspector and Building Commissioner job descriptions, seconded by J. Dorval.  
**MOTION CARRIED UNANIMOUSLY**

9. J. Dorval moved to table rating the Local Building Inspector and Building Commissioner until the Personnel Board has a chance to perform a full review of said positions, seconded by T. Persico.

**MOTION CARRIED UNANIMOUSLY**

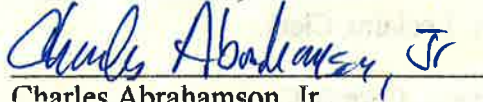
**Job Description Review**

10. The Board started reviewing the Town Accountant job description; however, members had several questions regarding redundancy. J. Dorval moved, seconded by C. Abrahamson, Jr. to ask Zach Taylor, Chief Financial Officer, to review the following jobs which fall under his jurisdiction (Town Accountant, Benefits Coordinator, Tax Collector, IT Mgr., Town Treasurer) and forward a revised copy to the Personnel Board.
11. The next meeting will be held Thursday, December 7, 2017 @ 6:30 p.m.
12. L. Crisafulli moved to adjourn at 11:20 a.m., seconded by J. Dorval.

**MOTION CARRIED UNANIMOUSLY**

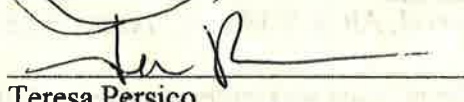
Meeting Adjourned @ 11:20 a.m.

  
Dennis B. Carroll, Chairman

  
Charles Abrahamson, Jr.

James Dorval

  
Laura Crisafulli, Vice Chr.

  
Teresa Persico

  
Shelly A. Leclair, Clerk