



**MILFORD PERSONNEL BOARD
MINUTES OF MEETING
THURSDAY, JANUARY 11, 2018, ROOM 2 @ 6:30 P.M.**

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1. Present: Dennis B. Carroll, Chairman, Laura Crisafulli, Vice Chr., Charles Abrahamson, Jr. @ 6:35 p.m., James Dorval, Alternate @ 6:40 p.m., Teresa Persico and former Clerk, Shelly Leclaire (resigned as of 12/31/17). S. Leclaire served as Clerk during the interview process for a new PB Clerk. Also Liz Fernandes, applicant for PB Clerk.
2. The meeting was called to order at 6:30 p.m. by D. Carroll, Chairman.
3. T. Persico moved to approve the December 7, 2017 meeting minutes, seconded by L. Crisafulli.
MOTION CARRIED UNANIMOUSLY
4. Board members signed the 10/26/17 and 11/18/17 meeting minutes.
5. C. Abrahamson, Jr. moved to approve the January 2018 payroll, seconded by J. Dorval.
MOTION CARRIED UNANIMOUSLY
6. The Board accepted S. Leclaires resignation letter received on 12/8/17 effective 12/31/2017. The position was posted on the Town Website from Dec. 12th-20th. One resume was received.
7. The Board interviewed Liz Fernandes for the open position of Personnel Board/Clerk. The Board reviewed L. Fernandes' resume, a brief discussion took place. J. Dorval moved to appoint L. Fernandes as Personnel Board/Clerk effective immediately, seconded by C. Abrahamson, Jr.
MOTION CARRIED UNANIMOUSLY
8. At this point, S. Leclaire recused herself and the newly appointed Personnel Board Clerk, Liz Fernandes took over as Clerk at 7:14 p.m.

9. Chairman Carroll requested the clerk send out a reminder memo to the various Boards and Committees regarding the Personnel Board's request for an updated Clerk Position Analysis Questionnaire (PAQ), with a deadline of February 15, 2018. The Board also discussed the potential impact on the pay scale and budgets, should the Boards not return an updated PAQ.
10. The PB clerk will update the Personnel Board website to include resignations and appointments of current/former members and the new appointment of a Personnel Board Clerk and her contact information. The Clerk will also notify all town departments of current changes.
11. Chr. Carroll asked the Board their pleasure regarding meeting on Saturdays or change to Thursday night to review job descriptions. The consensus of the Board was to meet on Thursday nights, agenda permitting.
12. Milford Water Company job description review/discussion has been tabled until further notice.
13. Town Administrator Richard Villani and Selectman Chairman William Kingkade were in attendance to discuss the Classification & Compensation System position rating manual regarding the current salaries of the Building Commissioner and Local Building Inspector. The Board of Selectmen are seeking to increase the current pay rate for both positions. Also present were Building Commissioner Matthew Marcotte and Local Building Inspector Thomas Morelli. The Personnel Board indicated the rates were set by the information provided along with the PAQ. A lengthy discussion took place. R. Villani stated both individuals have extensive construction knowledge. He noted Building Commissioner Marcotte has over thirty (30) years of experience and Local Building Inspector Morelli has equally or more experience working with construction projects. W. Kingkade also expressed concern at the low rating for both positions. Selectman Kingkade said his Board messed up with the hiring process and he was meeting with the Personnel Board to correct the inequity in pay. R. Villani asked the board to work with the Selectmen to bring the two positions up to surrounding towns of comparable size. R. Villani did an independent survey of 10+ surrounding towns and told the PB the salaries came in higher than Milford. Chairman Carroll referred to a survey the Personnel Board performed in 2017 which included 17 comparable towns. The result indicated Milford was right in line with said towns. R. Villani once again asked the PB to work with the Selectmen and re-rate the two positions, because he doesn't want to see food taken away from these two individuals table. R. Villani will submit a new PAQ and job description to the PB. Upon receipt of said information, the Personnel Board will schedule a meeting with the Local Building Inspector and Building Commissioner to discuss their respective job duties/responsibilities.

14. Town Clerk Amy Neves will be invited to the February 2018 meeting to discuss the PAQ for the Board of Registrars.

15. The next meeting is scheduled for February 8, 2018 at 7:00 p.m. in Room 02.

16. J. Dorval moved to adjourn at 8:25 p.m., seconded by C. Abrahamson, Jr.

MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 8:25 p.m.

Dennis B. Carroll
Dennis B. Carroll

Teresa Persiro
Teresa Persiro

Laura Crisafulli
Laura Crisafulli

James Dorval
James Dorval

Charles Abrahamson, Jr.
Charles Abrahamson, Jr.