



**MILFORD PERSONNEL BOARD
MINUTES OF MEETING
TUESDAY, FEBRUARY 27, 2018, ROOM 2 @ 7:00 P.M.**

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1. Present: Dennis B. Carroll, Chairman, Laura Crisafulli, Vice Chr., Charles Abrahamson, Jr., Teresa Persico, Jim Dorval and Clerk, Liz Fernandes. Also present were Selectman Chair. Will Kingkade, Selectmen Bill Buckley, Selectman Mike Walsh, Fin Com Chair Chris Morin, Building Commissioner Matt Marcotte, Town Administrator Rick Villani and John Erickson.

2. The meeting was called to order at 7:00 p.m. by D. Carroll, Chairman.

3. C. Abrahamson, Jr. moved to approve and sign the February 8, 2018 meeting minutes, seconded by L. Crisafulli.

MOTION CARRIED UNANIMOUSLY

4. L. Crisafulli moved to approve and sign the amended January 11, 2018 meeting minutes, seconded by C. Abrahamson, Jr.

MOTION CARRIED UNANIMOUSLY

5. **SCHEDULED APPOINTMENTS** 7:15 P.M. – Town Administrator Villani addressed the Board regarding the Building Commissioner position. R. Villani distributed a revised job description and PAQ as well a salary analysis and a resume for M. Marcotte. Town Administrator Villani respectfully requested the Personnel Board review the changes to the job description and hopes that it will come in higher than a Level 2, Step 1 on the salary scale. The Board of Selectmen and M. Marcotte are requesting it be set at \$85,000.

M. Marcotte then spoke a little about himself and his qualifications. He stated that due to him not making the salary the Board of Selectmen indicated to him, he is still doing side work to make ends meet and support his family. He did indicate he would like to be fully committed to the position of Building Commissioner but it does require a higher salary.

Selectmen Walsh also spoke about the growth in Milford and needing a qualified person like M. Marcotte and that he also needs to be paid properly.

T. Persico asked how many more tests he needs to take to become a certified Building Commissioner as he has 18 months from his date of hire of 10/24/17. M. Marcotte indicated he had 2 more.

Selectmen Buckley apologized for interfering with the process of the Personnel Board but would like it to be reviewed and increased in Article 2 submitted for the May Town Meeting. D. Carroll indicated that they were in the process of a new salary survey to reflect the market change and the completion might not be done before the Special Town Meeting. The Board of Selectmen all requested and agreed that if the review was not done, that the Board should at least submit a revised salary for just the Building Commissioner as they did not think it could wait any longer.

6. The Board will review the Building Commissioners revised paperwork on their own then discuss a rerate and or step increase of the position, if it's warranted at the next meeting on March 8, 2018.
7. It was the consensus of the Board to discuss the rating of the Clerks to various Boards and Committees at the March 8, 2018 meeting.
8. D. Carrol received an email from Amy Tamagni, Youth Commission member requesting to rerate the Youth Center Director position from hourly to salary. Clerk will invite A. Tamagni and J. Ward, Youth Center Director to the March 8, 2017 meeting.
9. D. Carroll discussed the possibility of completing the salary survey before the Fall town meeting pending returned surveys sent out by the Clerk. This would produce a revised Article 2 for salary and hourly – reflecting the market change for like positions in other communities.
10. The next meeting to review survey results is scheduled for March 22, 2018 at 6:30 p.m. in Room 02.
11. T. Persico moved to adjourn at 9:00 p.m., seconded by C. Abrahamson, Jr.

MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 9:00 p.m.

Dennis B. Carroll, Chairman

Charles Abrahamson, Jr.

Laura Crisafulli, Vice chair

Jim Dorval

Teresa Persico

Liz Fernandes, Clerk