



**MILFORD PERSONNEL BOARD
MINUTES OF MEETING
WEDNESDAY, SEPTEMBER 19, 2018, ROOM 14 @ 7:00 P.M.**

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1. Present: Jim Dorval, Scott Harrison, Tarik Miranda, Harold Rhodes, Teresa Persico, Dennis Carroll and Board Clerk Liz Fernandes. Also in attendance: Town Administrator R. Villani and HR Director M. Giffin.
2. The meeting was called to order at 7:00 p.m. by S. Harrison.
3. H. Rhodes motioned to approve the 7/12/18 & 8/15/18 minutes seconded by T. Miranda. Three in favor, two abstentions (T. Persico & D. Carroll abstain)
4. Town Administrator Villani spoke about an addition/change to the job description of the Admin. Asst. to Town Administrator adding supervisory duties in his absence if necessary. H. Rhodes moved to approve the revised job description seconded by T. Miranda.

MOTION CARRIED UNANIMOUSLY

5. Town Administrator Villani, on behalf of the Board of Selectmen requested the HR Director salary be adjusted from Level 2, Step 1 (\$60,042) to a Level 2, Step 8 (\$85,560) retroactive to her start date of August 20, 2018. He indicated that she is underpaid based on a survey of surrounding towns as well as her qualifications and responsibilities. D. Carroll questioned the request given that she does not have all the duties of an HR Director as of yet. H. Rhodes motioned for the increase to a Level 2, Step 8 retroactive to August 20, 2018. Three in favor, one opposed (D. Carroll), one abstain (T. Persico).
6. Park Commissioner, Paul Braza came before the board to request a change/update to the Parks & Rec. Administrator job description prior to posting the position now vacant due to a retirement. A Certified Park and Recreation Professional (CPRP) Certification will now be required. Park Commissioner Arcudi, asked is the salary could start at a hire step. D. Carroll indicated they could come before the board if they feel they have a qualified candidate and make a request at that time.
T. Miranda motioned to approve the change to Parks & Rec. Administrator job description seconded by D. Carroll.

MOTION CARRIED UNANIMOUSLY

7. HR Director, M. Giffin brought in her change/update to the Clerk/Receptionist at the Senior Center by removing a sentence that did not pertain to the position. T. Persico moved to accept the change seconded by T. Miranda.

MOTION CARRIED UNANIMOUSLY

8. M. Giffin proposed a Youth Center Program Coordinator job description as one was not on file. H. Rhodes moved to accept the description seconded by T. Miranda.

MOTION CARRIED UNANIMOUSLY

9. Clerk provided an updated Board contact information sheet to Board members.
10. T. Persico motioned for a revote on the reorganization of the Board due to her absence, D. Carroll seconded. Three opposed, Two in Favor.
11. T. Miranda questioned whether the Benefits Dept. should report to HR Director. S. Harrison indicated that determination falls under the Board of Selectmen or Town Counsel.
12. H. Rhodes asked HR Director M. Giffin to look into disciplinary procedures and report back to the board.
13. D. Carroll would like to start reviewing hourly and salary Article 2 rates for the New Year. Would like it put on next agenda, as well as inviting Finance Committee Chairman, C. Morin.
14. Adjournment was motioned by H. Rhodes at 8:00pm and seconded by T. Persico.

MOTION CARRIED UNANIMOUSLY

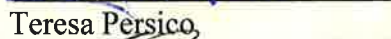
Meeting adjourned at 8:00 p.m.

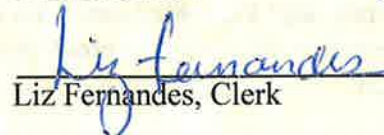

Scott Harrison, Chairman

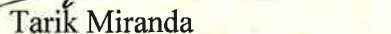

Harold Rhodes, Vice Chairman


Jim Dorval, Alternate


Dennis Carroll


Teresa Persico


Liz Fernandes, Clerk


Tarik Miranda

