



**MILFORD PERSONNEL BOARD  
MINUTES OF MEETING  
WEDNESDAY, APRIL 8, 2020, REMOTELY @ 7:00 P.M.**

Page: 593

Present by Roll Call: Harold Rhodes, James Dorval, Tarik Miranda, Dennis Carroll, Teresa Persico, Tim Goggins and Board Clerk Liz Fernandes. Also in attendance: HR Director, M. Giffin and Town Counsel, Charles Boddy.

*Pursuant to Governor Baker's March 12, 2020 order suspending certain provisions of the Open Meeting Law, GL.c.30A § 18, this meeting was conducted via remote participation.*

1. The meeting was called to order at 7:00p.m. by Harold Rhodes.
2. H. Rhodes accepted Chairman Scott Harrison's resignation effective 3/13/20 and introduced new member, Tim Goggins who was appointed by Board of Selectmen on 3/16/20.
3. **Appointments:** Town Counsel, Charles Boddy
  - Would like to change the Paralegal/Legal Assistant position from an Hourly rated position to Salary position. Among many requirements, the position requires a degree, at times it requires to work outside of normal business hours, required to use discretion when Counsel is absent and handles small claims in court regularly and independently.
  - M. Giffin indicated it meets the Fair Labor Standards Act to be classified as a Salary Exempt position.

T. Persico made a motion that the Board vote to reclassify the Paralegal/Legal Assistant position from section C POSITION LEVELS – HOURLY RATED POSITIONS to section A POSITION LEVELS – SALARIED POSITIONS and that the position be placed and classified at LABOR GRADE I of section A - SALARIED POSITIONS. Further that the reclassification be inserted into the Wage and Salary Administration Plan that will be presented and motioned at the 2020 Annual Town Meeting to take effect July 1, 2020 upon its passage.

**MOTION CARRIED UNANIMOUSLY**

**ROLL CALL VOTE:** T. Persico-Yes  
Dennis Carroll-Yes  
Tarik Miranda-Yes  
Tim Goggins-Yes  
UNANIMOUS

4. T. Miranda motioned to approve the March 2020 payroll seconded by D. Carroll.

**MOTION CARRIED UNANIMOUSLY**

**ROLL CALL VOTE:** T. Persico-Yes  
Dennis Carroll-Yes  
Tarik Miranda-Yes  
Tim Goggins-Yes  
UNANIMOUS

5. D. Carroll motioned to approve the April 2020 payroll seconded by T. Persico.

**MOTION CARRIED UNANIMOUSLY**

**ROLL CALL VOTE:** T. Persico-Yes  
Dennis Carroll-Yes  
Tarik Miranda-Yes  
Tim Goggins-Yes  
UNANIMOUS

6. **HR Director, M. Giffin**

Explained the proposed change to Personnel By-Law Section 3.10.

- The proposal would allow, under special circumstances, interim salary adjustments, upon the recommendation of the department head, and with approval of the appointing authority and the Personnel Board.

T. Goggins made a motion seconded by T. Miranda that the Board approve By-Law Section 3.10 to read as follows:

The starting rate shall be the minimum of the rate range for the position as classified. Under special circumstances,

upon the recommendation of the department head, and with approval of both the appointing authority and the Personnel Board, such a person may: 1) start at a higher rate than the minimum, or 2) be advanced to a higher pay

rate, but not in excess of the maximum, without regard to normal pay review schedules, periods or cycles. Refer to Administrative Requirements in Appendix A for additional information.

**MOTIONS CARRIED UNANIMOUSLY**

**ROLL CALL VOTE:** T. Persico-Yes  
Dennis Carroll-Yes  
Tarik Miranda-Yes  
Tim Goggins-Yes  
UNANIMOUS

**Job Descriptions:**

- *Facility Director*, proposed moving from a salary Level 2 to a salary Level 4. D. Carroll asked if the point rating system was used. M. Giffin indicated it was not but would like to review the point system in the future. H. Rhodes will add to future business. T. Miranda motioned to accept the change seconded by T. Goggins.

**MOTIONS CARRIED UNANIMOUSLY**

**ROLL CALL VOTE:** T. Persico-Yes  
Dennis Carroll-Yes  
Tarik Miranda-Yes  
Tim Goggins-Yes  
UNANIMOUS

- *Human Resources Coordinator*, proposed new hourly position and job description. Would be an hourly paid position supporting the HR Director, more than just a clerical position. T. Persico motioned to approve the position as submitted, seconded by T. Miranda.

**MOTIONS CARRIED UNANIMOUSLY**

**ROLL CALL VOTE:** T. Persico-Yes  
Dennis Carroll-Yes  
Tarik Miranda-Yes  
Tim Goggins-Yes  
UNANIMOUS

- *Information Technology Director*, proposed new salary position and job description. D. Carroll motioned to approve the position as submitted, seconded by T. Persico.

**MOTIONS CARRIED UNANIMOUSLY**

**ROLL CALL VOTE:** T. Persico-Yes  
Dennis Carroll-Yes  
Tarik Miranda-Yes  
Tim Goggins-Yes  
UNANIMOUS

- *Assistant Town Administrator*, proposed new salary position and job description. T. Miranda motioned to approve the position as submitted, seconded by T. Persico.

**MOTIONS CARRIED UNANIMOUSLY**

**ROLL CALL VOTE:** T. Persico-Yes  
Dennis Carroll-Yes  
Tarik Miranda-Yes  
Tim Goggins-Yes  
UNANIMOUS

- M. Giffin then indicated before they move on to next job description that they should change the title only of the Health Agent to Director of Public Health to fit with the standard across the state. T. Miranda motioned to change the position title only, from Health Agent to Director of Public Health, seconded by D. Carroll.

**MOTIONS CARRIED UNANIMOUSLY**

**ROLL CALL VOTE:** T. Persico-Yes  
Dennis Carroll-Yes  
Tarik Miranda-Yes  
Tim Goggins-Yes  
UNANIMOUS

- *Assistant Director of Public Health*, proposed new hourly position and job description. T. Goggins motioned to approve the position as submitted, seconded by D. Carroll.

MOTIONS CARRIED UNANIMOUSLY

**ROLL CALL VOTE:** T. Persico-Yes  
Dennis Carroll-Yes  
Tarik Miranda-Yes  
Tim Goggins-Yes  
UNANIMOUS

7. Future Agenda Items

- Paralegal Job Description
- Evaluate Grade Point System
- Minimum Wage for FY21

8. Old Business

- T. Goggins made a motion to clarify and amend Section 7 of the April 8, 2020 minutes regarding COLA for FY21, to apply the 2.5% COLA approved in that Section, to apply to all of Article 2 employees with the exception of Section H, Clerks to Various Boards and Committees. Seconded by T. Miranda.

MOTION CARRIED UNANIMOUSLY

**ROLL CALL VOTE:** T. Persico-Yes  
Dennis Carroll-Yes  
Tarik Miranda-Yes  
Tim Goggins-Yes  
UNANIMOUS

- Review Article 2 for Town Meeting
- M. Giffin to continue reviewing By-laws as well as Job Descriptions

9. T. Miranda motioned to approve the February 11, 2020 minutes seconded by D. Carroll.

MOTION CARRIED UNANIMOUSLY

**ROLL CALL VOTE:** T. Persico-Yes  
Dennis Carroll-Yes  
Tarik Miranda-Yes  
Tim Goggins-Yes  
UNANIMOUS

10. Adjournment was motioned by T. Persico at 8:05pm and seconded by D. Carroll.

MOTION CARRIED UNANIMOUSLY

**ROLL CALL VOTE:** T. Persico-Yes  
Dennis Carroll-Yes  
Tarik Miranda-Yes  
Tim Goggins-Yes  
UNANIMOUS

Meeting adjourned at 8:05pm

\_\_\_\_\_  
Harold Rhodes, Vice Chair

\_\_\_\_\_  
Tim Goggins

\_\_\_\_\_  
Dennis Carroll

\_\_\_\_\_  
Tarik Miranda

\_\_\_\_\_  
Jim Dorval

\_\_\_\_\_  
Teresa Persico

\_\_\_\_\_  
Liz Fernandes, Clerk