



**MILFORD PERSONNEL BOARD
MINUTES OF MEETING
WEDNESDAY, MAY 13, 2020, REMOTELY @ 7:00 P.M.**

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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.

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. T. Goggins motioned to approve the May 2020 payroll seconded by T. Persico.

MOTION CARRIED UNANIMOUSLY

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

3. **HR Director, M. Giffin**

Job Descriptions:

- *Paralegal/Office Manager*, reviewed job description with Town Counsel, Charles Boddy. D. Carroll motioned to accept the revised description seconded by T. Persico.

MOTIONS CARRIED UNANIMOUSLY

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

- *Re-Classification of IT Manager*, position no longer has budgetary or managerial duties therefore recommends it be changed from a Grade 3 Salary position to a Grade 2 Salary position. T. Persico motioned to approve salary change, seconded by D. Carroll.

MOTIONS CARRIED UNANIMOUSLY

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

- *Systems Administrator*, proposed new salary position and job description. D. Carroll asked if this position would also support the School system and M. Giffin indicated it would not. He suggested the description should clarify which departments it would support.
D. Carroll motioned to approve the position subject to the clarification of departments supported within the description, seconded by T. Miranda.

MOTIONS CARRIED UNANIMOUSLY

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

4. Old Business

- Minimum Wage: M. Giffin informed the Board of the State minimum wage increase from \$12.50 to \$12.75 as the Board had suggested they review on a yearly basis in the past. This would have minimal impact on the budget as it effects mostly seasonal positions. T. Goggins motioned to approve all Article 2 positions currently under the minimum wage for FY21 be brought to \$12.75 seconded by T. Miranda.

MOTION CARRIED UNANIMOUSLY

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

- Staffing Update: M. Giffin provided a staffing update including new hires, resignations, and retirements.
- M. Giffin will continue reviewing and cleaning up Job Descriptions.
- COLA Re-Consideration: H. Rhodes indicated he spoke to Finance Director, Z. Taylor as well as the Finance Committee and due to the impact COVID has had on the budget, he is proposing a change to the COLA voted on at the February 11, 2020 meeting.
For Article 2, Salary and Hourly Rated employees only, who are at the top step or maxed out, they receive 2.5% COLA. For those still in their step phase, they will receive just their step with no additional increase. The Board agreed due to uncertain times currently and ahead.
T. Miranda motioned to amend the 2/11/20 COLA vote, seconded by D. Carroll.

MOTION CARRIED UNANIMOUSLY

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

T. Goggins then motioned to adjust the COLA at 2.5% for top or max step Article 2 salary and hourly employees only, all other salary and hourly employees that are progressing through the wage schedule will receive their step increase only, seconded by T. Miranda.

MOTION CARRIED UNANIMOUSLY

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

- H. Rhodes noted that the warrant has closed, and everything voted on to date will be presented at Town Meeting. He will send out all articles to review.
- H. Rhodes will meet with Town Department heads to put together a Personnel Plan.
- H. Rhodes would like to continue reviewing by-laws through the fall.

5. New Business

- None

6. Future Agenda Items

- Vacation Carry over

7. T. Persico motioned to approve the April 8, 2020 minutes seconded by T. Miranda.

MOTION CARRIED UNANIMOUSLY

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

8. Adjournment was motioned by T. Goggins at 7:45pm and seconded by T. Miranda.

MOTION CARRIED UNANIMOUSLY

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

Meeting adjourned at 7:45pm

Harold Rhodes, Acting Chair

Tim Goggins

Dennis Carroll

Tarik Miranda

Jim Dorval

Teresa Persico

Liz Fernandes, Clerk