



**MILFORD PERSONNEL BOARD
MINUTES OF MEETING
WEDNESDAY, FEBRUARY 10, 2021, VIA ZOOM @ 6:30 P.M.**

Page: 613

Present by Roll Call: Harold Rhodes, Tarik Miranda, Tim Goggins, Jodie Nosiglia, Teresa Persico and Board Clerk Liz Fernandes. Absent, Jim Dorval. Also, in attendance: IT Director, Chris George, Human Resources Director, Kristen Melpignano and Town Administrator, Rick Villani.

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 Zoom.

1. The meeting was called to order at 6:40p.m. by Harold Rhodes.

2. ***Invitation to Speak-None***

3. ***Appointments***

- Town Administrator, Rick Villani was in attendance to request under the new By-law Section 3.10, step increases for Facilities Director, Carlos Benjamin and Paralegal, Melissa Tomas. Request has already been approved by the Board of Selectmen.
- The Facilities Directors position duties have changed dramatically over the course of the years and salary is in line with others in this position within the area and other Towns.
Motion made by T. Miranda and seconded by T. Goggins to accept the Town Administrator's recommendation to advance Mr. Benjamin to Level 4, Step 6 with an annual salary of \$97,181.00 retroactive to the date of the Town Meeting Vote, January 7, 2021 and to advance him to Step 7 on July 1, 2021 with an annual salary of \$101,708.00 and to advance him to Step 8 on January 7, 2022 with an annual salary of \$106,234.00.

MOTION CARRIED UNANIMOUSLY

ROLL CALL VOTE:

T. Miranda-Yes
T. Goggins-Yes
J. Nosiglia – Yes
T. Persico - Yes
UNANIMOUS

- The Paralegal position is more than just a clerk and a highly confidential position. Works closely with Town Counsel Boddy daily as well as other personnel and the public. Comps were provided by HR Director Melpignano in researching the salary.
Motion made by T. Miranda and seconded by J. Nosiglia to accept the Town Administrator's recommendation to advance Ms. Tomas to Level 1, Step 6 with an annual salary of \$68,886.00 retroactive to the date of the Town Meeting Vote, January 7, 2021 and to advance her to Step 7 on July 1, 2021 with an annual salary of \$72,095.00 and to advance her to Step 8 on January 7, 2022 with an annual salary of \$75,304.00.

MOTION CARRIED UNANIMOUSLY

ROLL CALL VOTE:

T. Miranda-Yes
T. Goggins-Yes
J. Nosiglia – Yes
T. Persico - Yes
UNANIMOUS

4. Payroll

- T. Miranda motioned to approve the February 2021 payroll seconded by T. Goggins.

MOTION CARRIED UNANIMOUSLY**ROLL CALL VOTE:**

T. Miranda-Yes
 T. Goggins-Yes
 J. Nosiglia – Yes
 T. Persico - Yes
 UNANIMOUS

5. H. Rhodes would like to have another meeting on 2/24/21 at 6:30pm to discuss only the Compensation Study. All agreed.

6. Approval of Articles, Annual Town Meeting 2021

- COLA of 2.5% already approved at prior Board meeting
- By-law 1.6, definition of Appointing Authority amendment.** Currently, the definition of an “appointing authority” is not defined in the Town By-laws or in the Personnel By-laws. H. Rhodes put together a list of Appointing Authorities by Department and would like it placed in the Personnel By-laws for clarification.

Motion by T. Persico to approve Personnel By-law 1.6 by defining the appointing authority for various positions seconded by J. Nosiglia.

	Department	Appointing Authority
1	Animal Control Department	Select Board
2	Benefits Department	Select Board
3	Building & Inspections Department	Select Board
4	Finance Department	Select Board
5	Human Resources Department	Select Board
6	Information Technology Department	Select Board
7	Legal Department	Select Board
8	Milford Fire Department	Select Board
9	Planning & Engineering Department	Select Board
10	Sealer of Weights & Measures Department	Select Board
11	Senior Center Department	Select Board
12	Tax Collector Department	Select Board
13	Town Administrator & Select Board's Office	Select Board
14	Veterans' Services Department	Select Board
15	Assessors' Office	Board of Assessors
16	Health Department	Board of Health
17	Milford Police Department	Chief of Police
18	Highway Department	Highway Surveyor
19	Transfer Recycle Station	Highway Surveyor
20	Milford Town Library	Library Trustees
21	Milford Youth Center	Milford Youth Commission
22	Milford Parks Department	Parks Commission

23	Milford Retirement Board	Retirement Board
24	Milford Public Schools	Superintendent of Milford Public Schools
25	Sewer Department	Sewer Commission
26	Town Clerk	Town Clerk

MOTION CARRIED UNANIMOUSLY

ROLL CALL VOTE:

T. Miranda-Yes

T. Goggins-Yes

J. Nosiglia – Yes

T. Persico - Yes

UNANIMOUS

- **By-law 3.5, Service Records.** H. Rhodes would like to amend this by-law for better clarification as it is not entirely accurate. He worked with HR Director K. Melpignano to correct it.

Motion made by T. Goggins to see if the Town will vote to amend Personnel By-law 3.5 Service Records by deleting the current Personnel By-law 3.5 in its entirety and inserting in its place and stead the following new By-law 3.5:

Service Records shall be established and maintained for all employees who are subject to the provisions of this Plan. The Director of Human Resources shall determine the contents of the Service Record. The Director of Human Resources shall maintain the non-financial portion of the Service Record. The Town Treasurer shall maintain the benefits and financial portion the Service Record.

Seconded by T. Miranda

MOTION CARRIED UNANIMOUSLY

ROLL CALL VOTE:

T. Miranda-Yes

T. Goggins-Yes

J. Nosiglia – Yes

T. Persico - Yes

UNANIMOUS

- **By-law 3.13, Advancement to next step. (Selection A)** H. Rhodes discussed three possible amendment to Personnel By-law 3.13.

Extensive discussion including all members of the Personnel Board and K. Melpignano (HR Director) followed, concerning the possible impact on morale as well as the timing of the implementation of this amendment.

a. K. Melpignano stated she thinks this should be connected to performance reviews and that there is still more work to do before implementing any changes and this would cause a big disruption to personnel without some advance notice and education to employees.

b. T. Goggins suggested increases should be performance based as an incentive and all increases should have a reason. Needs a roll out plan.

c. J. Nosiglia thinks it should be a merit-based system and employees should be on a performance plan. Must be a multi-step process.

d. T. Persico agrees employees should be performing to receive an increase.

e. T. Miranda agrees it will be difficult as it has always been done this way, however it could be a good thing if it is done right. Guidelines for reviews need to be consistent for each manager.

f. H. Rhodes indicated how in the private sector, increases are not given out automatically and are performance driven. In speaking with many people, he thinks it will affect morale, however, thinks we should be working towards merit-based increases.

Motion by T. Goggins seconded by T. Miranda to amend Personnel By-law 3.13 by deleting the current Personnel By-law 3.13 in its entirety and inserting in its place and stead the following new By-law 3.13: *Before the annual step increase for an employee, a Department Head shall submit in writing to the Director of Human Resources, on a form to be designated by the Director of Human Resources, that such employee has rendered satisfactory service. For employees first employed before July 1, 2016, the step increase will take effect annually on July 1. For employees first employed July 1, 2016, or after, the step increase will take effect annually on the date of the employee's hiring. The Personnel Board shall approve all changes in salaries (excepting annual step increase), wages, and cost-of-living adjustments, prior to entering said changes on the Town's payroll. The Personnel Board shall review for accuracy all changes in salaries, wages, and annual cost of living adjustments whose positions are included in the Plan prior to entering said changes on the Town's payroll. This will take effect on July 1, 2022.*

MOTION CARRIED UNANIMOUSLY

ROLL CALL VOTE:

T. Miranda-Yes
 T. Goggins-Yes
 J. Nosiglia – Yes
 T. Persico – Yes
 H. Rhodes - Yes
 UNANIMOUS

- ***By-law 3.13, Advancement to next step. (Selection B)***

Motion by T. Goggins and seconded by J. Nosiglia to amend Personnel By-law 3.13 to include the following: *Any employee who (a) is subject to a Performance Improvement Plan on the employee's date for a step increase; or (b) has been subject to a Performance Improvement Plan for any six-month period in the prior year before the employee's date for a step increase, shall not receive a step increase for that year. This amendment will take effect January 1, 2022.*

MOTION CARRIED UNANIMOUSLY

ROLL CALL VOTE:

T. Miranda-Yes
 T. Goggins-Yes
 J. Nosiglia – Yes
 T. Persico – Yes
 H. Rhodes - Yes
 UNANIMOUS

- H. Rhodes moved to amend the date of the previously stated vote of By-law 3.13, Selection A from July 1, 2022 to January 1, 2022. Motion made to approve by J. Nosiglia seconded by T. Miranda.

MOTION CARRIED UNANIMOUSLY

ROLL CALL VOTE:

T. Miranda-Yes
 T. Goggins-Yes
 J. Nosiglia – Yes
 T. Persico – Yes
 H. Rhodes - Yes
 UNANIMOUS

- ***By-law 3.13, Advancement to next step. (Selection C) no vote needed as it is already incorporated into Section A***

7. APPROVALS

- Motion by T. Miranda to update all Article 2 positions currently under the State Minimum Wage be adjusted to \$13.50 per hour for FY22 seconded by T. Persico.

MOTION CARRIED UNANIMOUSLY

ROLL CALL VOTE:

T. Miranda-Yes

T. Goggins-Yes

J. Nosiglia – Yes

T. Persico – Yes

UNANIMOUS

8. Update on Personnel By-laws

- H. Rhodes let the Board know that the Personnel By-laws have been updated and that all members should review and become familiar with it.

9. HR Director

- Gave update on newly appointed Personnel at the Senior Center and the Youth Center

10. Future Agenda Items

- Board of Health Members

11. Adjournment

T. Miranda motioned to adjourn the meeting seconded by T. Persico at 8:30pm.

MOTION CARRIED UNANIMOUSLY

ROLL CALL VOTE:

T. Miranda-Yes

T. Goggins-Yes

J. Nosiglia – Yes

T. Persico – Yes

UNANIMOUS

Harold Rhodes, Chairman

Tim Goggins

Tarik Miranda

Jodie Nosiglia

T. Persico

Liz Fernandes, Clerk