



**MILFORD PERSONNEL BOARD
MINUTES OF MEETING
THURSDAY, MARCH 11, 2021, VIA ZOOM @ 6:30 P.M.**

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Present by Roll Call: Harold Rhodes, Jim Dorval (6:36pm), Tarik Miranda (6:41pm), Tim Goggins, Jodie Nosiglia, Teresa Persico and Board Clerk Liz Fernandes. Also, in attendance: IT Director, Chris George, Human Resources Director, Kristen Melpignano, Finance Committee members, Al Correia and Mike Nicholson and Zoning Board Chairman, Dave Consigli.

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 6:30p.m. by Chairman Rhodes.

ROLL CALL:

T. Goggins
J. Nosiglia
T. Persico
H. Rhodes

2. *Invitation to Speak-None*

3. *Appointments*

- D. Consigli, Zoning Board Chairman, was present to request moving the Zoning Board Clerk position from a Level 2 to a Level 3. Position has many responsibilities that are very extensive and is responsible for many legal requirements. T. Goggins motioned to approve the request seconded by J. Nosiglia.

MOTION CARRIED UNANIMOUSLY

ROLL CALL VOTE:

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

4. *Salary Classification and Compensation Plan*

- Discussion took place on the Article for Special Town Meeting regarding the 40K for the Classification and Compensation Plan.
- H. Rhodes stated that the Town will not get qualified applicants at Step 1.
- J. Nosiglia noted that if the current system were a good process, the Board would not be receiving all the exception requests.
- M. Nicholson asked about the time frame and if it would be done for July 2022, also inquired on who was doing the job descriptions. Thinks we should be competitive among municipalities but not necessarily the leader.
- A. Correia asked if the Board checked the budgets before employees are re-rated or moved within step. Indicated we should be paying adequately and fairly.

5. Discussion

- Sr. Custodian position is no longer needed nor relevant. Article 2 previously had a Jr. Custodian position as well which was changed to “Custodian” at a prior Town Meeting and is what is currently being used. Motion by T. Miranda seconded by T. Persico to remove the Sr. Custodian position from Article 2.

MOTION CARRIED UNANIMOUSLY

ROLL CALL VOTE:

T. Miranda-Yes

T. Goggins-Yes

J. Nosiglia – Yes

T. Persico – Yes

J. Dorval - Yes

UNANIMOUS

- Director of Public Health Salary update: After review of the position placement, H. Rhodes suggested Dr. J. Murphy be moved from a Level 3, Step 7 to a Level 3, Step 8 retroactive to February 24, 2020. T. Miranda motioned to approve, seconded by T. Goggins.

MOTION CARRIED UNANIMOUSLY

ROLL CALL VOTE:

T. Miranda-Yes

T. Goggins-Yes

J. Nosiglia – Yes

T. Persico – Yes

J. Dorval - Yes

UNANIMOUS

- Motion then made by T. Miranda and seconded by T. Goggins to change the Director of Public Health position from a Level 3 to a Level 4.

MOTION CARRIED UNANIMOUSLY

ROLL CALL VOTE:

T. Miranda-Yes

T. Goggins-Yes

J. Nosiglia – Yes

T. Persico – Yes

J. Dorval - Yes

UNANIMOUS

6. Old Business

- H. Rhodes discussed the amendment to Personnel By-law 3.13 that was submitted as an article for the Annual Town Meeting. Suggested to simplify to read as follows:

“Beginning January 1, 2022, all employees who are under the maximum wage or salary rate for the positions in which they are employed shall be advanced to the next grade annually (one year from the date of employment or date of advancement to present grade), provided that the employee’s Department Head submits in writing to the Director of Human Resources, in a format provided by the Director of Human Resources, that such employee:

- a. *Has rendered satisfactory service;*
- b. *Is not currently subject to a Performance Improvement Plan; and,*
- c. *Has not been subject to a Performance Improvement Plan for any six-month period in the prior twelve-month period.*

The Personnel Board shall review for accuracy all changes in salaries, wages, and annual cost of living adjustments whose positions are included in the Classification and Compensation Plan prior to entering said changes on the Town's payroll."

T. Miranda motioned to approve as re-written, seconded by T. Goggins.

MOTION CARRIED UNANIMOUSLY

ROLL CALL VOTE:

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

7. Future Agenda Items

- Acting and Interim Definition
- Should By-Law 3.10 be amended to allow Level move in addition to Step
- Bonuses

8. Approval of minutes

- T. Miranda motioned to approve the February 10, 2021 minutes seconded by T. Goggins.

MOTION CARRIED UNANIMOUSLY

ROLL CALL VOTE:

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

- A motion was made by T. Goggins to amend number 10 of the February 24th, 2021 minutes to replace the words "Planning Board" with "Personnel Board", approved as amended seconded by T. Miranda.

MOTION CARRIED UNANIMOUSLY

ROLL CALL VOTE:

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

- Motion then made to approve the February 24, 2021 minutes as amended by T. Miranda and seconded by T. Goggins.

MOTION CARRIED UNANIMOUSLY

ROLL CALL VOTE:

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

9. Adjournment

T. Persico motioned to adjourn the meeting at 7:55 pm seconded by J. Nosiglia.

MOTION CARRIED UNANIMOUSLY

ROLL CALL VOTE:

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

Harold Rhodes, Chairman

Tim Goggins

Tarik Miranda

Jodie Nosiglia

T. Persico

J. Dorval

Liz Fernandes, Clerk