



**MILFORD PERSONNEL BOARD  
MINUTES OF MEETING  
WEDNESDAY, JUNE 9, 2021, VIA ZOOM @ 6:30 P.M.**

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Present: Tarik Miranda, Jodie Nosiglia, Jim Ligor, Brian Long and Board Clerk Liz Fernandes. Absent: Jim Dorval and Teresa Persico. Also, in attendance: Systems Admin., Andy Diorio and Human Resources Director, Kristen Melpignano.

*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 6:43p.m. by Vice Chairman Miranda.

**2. Invitation to Speak-None**

**3. Approval of Payroll**

- J. Nosiglia motioned to approve the June payroll seconded by J. Ligor.

**MOTION CARRIED UNANIMOUSLY**

**ROLL CALL VOTE:**

J. Ligor  
T. Miranda  
J. Nosiglia  
B. Long  
UNANIMOUS

**4. Old Business**

- T. Miranda let the Board know that all three articles at the Annual Town Meeting passed.
- Discussion on Classification & Compensation Study: K. Melpignano indicated she had five companies to send RFP's to. She will forward the names to the Board. Hopes to have them out by the end of the month. She will meet with J. Nosiglia and Board Clerk, L. Fernandes to get the job descriptions sent out to Department Heads while waiting for the RFP's to come in. Job descriptions will take at least a few months.
- J. Ligor asked what the timeline would look like moving forward. Would like to see the proposals from vendors and possibly a brief presentation from each. Went over approval processes for job descriptions as well as the plan once completed. Would like a rough timeline from start to finish and would also like to keep the Select Board up to date. K. Melpignano did indicate she gave them a brief update at the Select Board meeting she attended.
- B. Long inquired on the number of job descriptions to which K. Melpignano replied between 75-80.
- J. Nosiglia asked if there was an organizational chart. Believes it is a good idea to have one with job titles and grades listed to help with the job description process. Board recommended we use Vizio to create the chart.

**5. Approval of minutes**

- J. Ligor motioned to approve the May 12, 2021 minutes seconded by J. Nosiglia.

**MOTION CARRIED UNANIMOUSLY**

**ROLL CALL VOTE:**

J. Nosiglia  
B. Long  
J. Ligor  
T. Miranda  
UNANIMOUS

- J. Nosiglia motioned to approve the May 19, 2021 minutes seconded by J. Ligor.

**MOTION CARRIED UNANIMOUSLY**

**ROLL CALL VOTE:**

J. Nosiglia

B. Long

J. Ligor

T. Miranda

UNANIMOUS

**6. Adjournment**

J. Ligor motioned to adjourn the meeting at 7:15 pm seconded by J. Nosiglia.

**MOTION CARRIED UNANIMOUSLY**

**ROLL CALL VOTE:**

J. Nosiglia

B. Long

J. Ligor

T. Miranda

UNANIMOUS

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Tarik Miranda, Chairman

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Jim Ligor, Vice Chairman

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Jodie Nosiglia

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Brian Long

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Liz Fernandes, Clerk