



**MILFORD PERSONNEL BOARD
MINUTES OF MEETING
WEDNESDAY, SEPTEMBER 15, 2021, 6:30 P.M.**

Page: 637

Present: Tarik Miranda, Jodie Nosiglia, Jim Ligor, Brian Long, Jim Dorval, Teresa Persico and Board Clerk Liz Fernandes. Also, in attendance: Human Resources Director, Kristin Melpignano, Board of Assessors members Joe Arcudi, Josh Lioce and Jeff Niro.

1. The meeting was called to order at 6:32p.m. by Chairman Miranda.

2. Appointments

- Members of the Board of Assessors, Joe Arcudi, Josh Lioce and Jeff Niro were in attendance to request the Assessor Administrator, Jenn Sclar, be moved to Level 4, Step 6 at \$99,611. She is currently maxed at a Level 3, \$96,957. The Board provided a packet they put together of their comparable towns with salary and levy comparisons. They stated she goes above and beyond in her job performance and has received several mandatory as well as additional certifications. J. Arcudi indicated that J. Sclar has 2 offers from other towns at a higher salary than Milford. They would like to make this change sooner rather than later as they do not want to lose her to another town.
- J. Nosiglia asked if the Board was certain that if the change is made, that she would stay in Milford. The Board all agreed that it was a minimal change in salary to keep an employee that is beneficial to the position.
Motion made by J. Nosiglia to approve the increase to a Level 4, Step 6 with a current salary of \$99,611, seconded by J. Dorval.

MOTION CARRIED UNANIMOUSLY

- HR Director, K. Melpignano presented the new Fleet Maintenance Supervisor job description as Highway Surveyor, Scott Crisafulli had a prior commitment. There is currently a vacancy and it is within his budget. Motion by T. Persico to approve the creation of the position and job description as submitted with it to be rated at a future meeting, seconded by J. Nosiglia.

MOTION CARRIED UNANIMOUSLY

3. Invitation to Speak-None

4. Old Business

- K. Melpignano let the Board know that she will be receiving the signed contract from GovHr this coming week.
- Updating Job Descriptions is ongoing. Would like to call special meetings for approvals going forward until they are all completed.
- Provided the Board with six Job Descriptions for review and approval: Benefits Coordinator, Asst. to Fire Chief, HR Director, Finance Director, Admin. Asst. to Town Administrator and Admin. Services Coordinator. Kristen indicated that the Benefits Coordinator would like to add to her description so it will need to go back to the Select Board for their approval again.
- J. Nosiglia suggested replacing the "range" under *Required Qualifications, Education, and Experience* to a "minimum".

Motion by J. Dorval that the "ranges" under **Required Qualifications, Education, and Experience** be changed to indicate instead a "minimum" and approve the following: Asst. to Fire Chief, HR Director, Finance Director, Admin. Asst. to Town Administrator and Admin. Services Coordinator, seconded by J. Ligor.

MOTION CARRIED UNANIMOUSLY

5. Approval of minutes

- J. Ligor motioned to approve the August 18, 2021 minutes seconded by J. Dorval.

MOTION CARRIED UNANIMOUSLY

6. Approval of Payroll

- J. Ligor motioned to approve the September payroll seconded by T. Persico.

MOTION CARRIED UNANIMOUSLY

7. Adjournment

- T. Persico motioned to adjourn the meeting at 7:50 pm seconded by J. Nosiglia.

MOTION CARRIED UNANIMOUSLY

Tarik Miranda, Chairman

Jim Ligor, Vice Chairman

Jim Dorval

Jodie Nosiglia

Teresa Persico

Brian Long (Alternate)

Liz Fernandes, Clerk