



**MILFORD PERSONNEL BOARD
MINUTES OF MEETING
WEDNESDAY, APRIL 10, 2019, ROOM 02 @ 7:00 P.M.**

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1. Present: Scott Harrison, Harold Rhodes, Dennis Carroll, Teresa Persico, Tarik Miranda, James Dorval, and Board Clerk Liz Fernandes. Also in attendance: HR Director M. Giffin
2. The meeting was called to order at 7:01p.m. by S. Harrison.
3. H. Rhodes motioned to approve the 3/13/19 minutes seconded by T. Miranda.
MOTION CARRIED UNANIMOUSLY
4. T. Miranda motioned to approve the April 2019 payroll, seconded by H. Rhodes.
MOTION CARRIED UNANIMOUSLY
5. HR Director, M. Giffin:
 - **Admin. Asst. to Town Administrator:** Approved revised job description as submitted. H. Rhodes moved to accept the changes seconded by T. Miranda.
MOTION CARRIED UNANIMOUSLY
 - **IT Support Technician Salary:** Recommends pay increase from a Level 2, Step 1 to a Level 2, Step 3. Town Administrator Villani and Finance Director, Zack Taylor are in agreement as well. S. Harrison indicated that we do need stability and wants to ensure we are paying accurately. T. Miranda moved to approve the salary increase retroactive to his hire date of 3/18/19, seconded by D. Carroll.
MOTION CARRIED UNANIMOUSLY
 - **Jr. Building Custodian:** Recommends the Board remove “Jr.” from the title. Board agreed to revise under Article 2 and will need to be approved at a future Town Meeting.
 - **Hiring Process:** Would like to set a starting rate of pay before offering positions to a prospective applicant. She will set a rate of pay along with the Dept. Head and Town Administrator, then come before the Board for discussion and approval. S. Harrison would like it brought to the meeting as soon as possible as they only meet once a month. If need be, a special meeting can be called. It will then go to the Board of Selectmen for final approval.
 - **Staff Update:** Many positions have been filled over the past few months, including IT Technician, Senior Center Program Coordinator, Parks Director, Equipment Operator and Administrative Specialist. H. Rhodes would like to see the levels and steps for each position filled. Has also created many job postings for non-rated/seasonal positions within the Parks Dept... Questioned if this Board is required to review or approve the postings. H. Rhodes indicated that would fall under the Park Commissioners. D. Carroll would like to see the postings and also indicated that only job descriptions require approval not job postings.
6. Town Clerk to be invited to the next meeting to speak about the poll worker salaries.

7. S. Harrison gave an update to the Board on the Police Chief Search Committee. He said no votes were taken as there is an issue regarding membership on the Committee.
8. Adjournment was motioned by T. Miranda at 7:50pm and seconded by D. Carroll.

MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 7:50 p.m.

Scott Harrison, Chairman

Harold Rhodes, Vice Chair

Jim Dorval

Tarik Miranda

Dennis Carroll

Teresa Persico

Liz Fernandes, Clerk