



**MILFORD PERSONNEL BOARD
MINUTES OF MEETING
WEDNESDAY, SEPTEMBER 29, 2021, 6:15 P.M.**

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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 and Highway Surveyor, Scott Crisafulli.

1. The meeting was called to order at 6:19p.m. by Chairman Miranda.

2. Appointments

- Highway Surveyor Scott Crisafulli was present to discuss the salary placement of the Fleet Maintenance Supervisor position approved at the last Board meeting. He said it would be responsible for the entire Highway Department fleet, fleet budget, maintenance, and all equipment. Position would require working additional hours as needed especially during storms. It would be more administrative to start but would require hands on as needed. Job description currently states the position is hourly non-exempt. After a brief discussion the Board and S. Crisafulli determined it should be a salary exempt position.

Motion made by J. Dorval to change the job description from non-exempt to exempt, seconded by J. Ligor.

MOTION CARRIED UNANIMOUSLY

- After discussion of duties and comparable positions to determine salary placement, J. Dorval motioned to place it at a Salary Level 4, seconded by J. Nosiglia.

MOTION CARRIED UNANIMOUSLY

3. Invitation to Speak-None

4. HR Director

- Personnel By-law Section 5.8B, Vacation Accrual.

To maintain equity between Article 2 employees and the unions, she believes the current schedule should be modified.

After a brief discussion, T. Persico made a motion seconded by J. Dorval, to approve changing Personnel By-law, Section 5.8B

From: Upon completion of five (5) years 15 Days

Upon completion of eleven (11) years 20 Days

Upon completion of seventeen (17) years 25 Days

To: Upon completion of five (5) years 15 Days

Upon completion of ten (10) years 20 Days

Upon completion of fifteen (15) years 25 Days

MOTION CARRIED UNANIMOUSLY

- Personnel By-law Section 5.13, Longevity

Similarly, for the purpose of equity, modification of Longevity amounts to match the Clerical Union is recommended as follows:

Full Time

\$425.00 per year (Years 10-14)

\$525.00 per year (Years 15-19)

\$725.00 per year (Years 20-24)

\$925.00 per year (Years 25 and thereafter)

Part Time

\$212.50 per year (Years 10-14)

\$262.50 per year (Years 15-19)

\$362.50 per year (Years 20-24)

\$462.50 per year (Years 25+)

The financial impact of this change is nominal at \$75 per eligible employee per year and would currently amount to approximately \$2,000 per year. The update is approved by the Finance Director.
 Motion made by J. Dorval to match Clerical Union Longevity for Full and Part Time employees, seconded by J. Nosiglia.
MOTION CARRIED UNANIMOUSLY

5. Old Business

- K. Melpignano let the Board know that she received the signed contract from GovHr.
- Provided the Board with eleven Job Descriptions for review and approval: Animal Control Officer, Asst. Animal Control Officer, Asst. Town Administrator, Asst. Town Treasurer, Asst. Zoning Officer, Asst. Town Counsel, Asst. Youth Center Director, Benefits Coordinator, Building Commissioner, Building Custodian, and Senior Center Receptionist Clerk.
- A brief discussion took place and no changes were requested.
 Motion by J. Nosiglia to approve all eleven job descriptions as submitted, seconded by J. Dorval.

MOTION CARRIED UNANIMOUSLY

6. Adjournment

- J. Nosiglia motioned to adjourn the meeting at 7:20 pm seconded by T. Persico.

MOTION CARRIED UNANIMOUSLY

 Tarik Miranda, Chairman

 Jim Ligor, Vice Chairman

 Jim Dorval

 Jodie Nosiglia

 Teresa Persico

 Brian Long (Alternate)

 Liz Fernandes, Clerk