



**MILFORD PERSONNEL BOARD
MINUTES OF MEETING
WEDNESDAY, NOVEMBER 10, 2021, 6:00 P.M.**

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Members Present: Tarik Miranda, Jodie Nosiglia, Jim Ligor, Jim Dorval, Teresa Persico, Brian Long and Board Clerk Liz Fernandes. Also, in attendance: HR Director, Kristin Melpignano.

1. The meeting was called to order at 6:09p.m. by Chairman Miranda.

2. *Appointments*

- Youth Commission submitted resumes on two finalists for the Assistant Director position. Kristin indicated she was in on all the interviews and either candidate would be a good choice, however she believed the starting salary was too low in this market and neither candidate was willing to start at a Step 1. First preference is for Ian Mick and they are requesting approval to offer him a Step 5. J. Dorval motioned to approve the starting step for Ian Mick at a Level 2, Step 5 seconded by T. Persico.

MOTION CARRIED UNANIMOUSLY

3. *Old Business*

Classification & Compensation Plan

- Kristin informed the Board that GovHR has met with employees via Zoom on how to complete the Job Analysis Questionnaire for each position. Once they are completed, they will be returned to Kristin for review and submitted back to GovHR.
- Eighteen Job Descriptions were submitted for review and approval: Maintenance Supervisor, Legal Secretary, Financial Analyst, Parks & Rec. Director, Asst. Wiring Inspector, Asst. Plumbing Inspector, Plumbing & Gas Inspector, Wiring Inspector, Fire Chief, Transportation Coordinator Sr. Ctr., Program Coordinator Sr. Ctr., Town Accountant, Paralegal Office Manager, Tax Collector, Senior Center Director, Local Building Inspector, Town Counsel and Town Administrator. Motion to approve as presented by J. Ligor seconded by J. Dorval.

MOTION CARRIED UNANIMOUSLY

4. *Approval of minutes*

- Motion to approve the October 20, 2021 minutes by J. Dorval seconded by J. Nosiglia.
4 in favor 1 abstention (T. Persico)
- Motion to approve the November 3, 2021 minutes by T. Persico seconded by J. Dorval.

MOTION CARRIED UNANIMOUSLY

5. *Approval of Payroll*

- Motion to approve the November payroll by J. Ligor, seconded by T. Persico.

MOTION CARRIED UNANIMOUSLY

6. *Adjournment*

- T. Persico motioned to adjourn the meeting at 6:25 pm seconded by J. Nosiglia.

MOTION CARRIED UNANIMOUSLY

Tarik Miranda, Chairman

Jim Ligor, Vice Chairman

Jim Dorval

Jodie Nosiglia

Teresa Persico

Brian Long

Liz Fernandes, Clerk