



# **MILFORD PERSONNEL BOARD**

## **MINUTES OF MEETING**

### **WEDNESDAY, JANUARY 12, 2022, 6:00 P.M.**

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Members Present: Tarik Miranda, Jim Ligor, Brian Long and Board Clerk Liz Fernandes.

Absent: Teresa Persico, Jodie Nosiglia, Jim Dorval

Also, in attendance: HR Director, Kristin Melpignano.

1. The meeting was called to order at 6:12p.m. by Chairman Miranda.

#### **2. New Business**

- Motion to approve the 2021 Vacation Carry Overs as submitted by B. Long seconded by J. Ligor.

**MOTION CARRIED UNANIMOUSLY**

- *COLA (Cost of Living Adjustment)*. Finance Director recommendation is 3%. B. Long asked that in the future, if there could be an explanation of how the recommended percentage is determined.

Motion by B. Long and seconded by J. Ligor that the Board recommend a 3% COLA increase applied to all compensation schedules, with the exception of Clerks, various Boards and Committees (PT), under the existing Wage and Salary Administration Plan as currently in effect for the Fiscal Year beginning July 1, 2021. Said recommendation has been requested by the Finance Director as a place holder and point of reference in the Towns Budget process, pending the final results of the Compensation Study currently underway, as approved under Article 14 of the May 24, 2021 Annual Town Meeting. Further, that the motion acknowledge the Personnel Board remains committed to supporting and recommending the results of the new compensation study.

**MOTION CARRIED UNANIMOUSLY**

- *Minimum Wage*. Motion by J. Ligor and seconded by T. Miranda to update all Article 2 positions currently under the State Minimum Wage, be adjusted to \$14.25 per hour for FY23. Further, that the motion acknowledge the Personnel Board remains committed to supporting and recommending the results of the new compensation study.

**MOTION CARRIED UNANIMOUSLY**

#### **3. Old Business**

##### ***Classification & Compensation Plan***

Kristin updated the Board on the status of the study. January 19<sup>th</sup> is the deadline for GovHR to receive back the comps requested. Second week of February is the target for them to present the results to the Board.

##### ***Job Descriptions***

Four (4) job descriptions were submitted for approval: PT Dispatcher, Asst. Director of Public Health, Health Inspector and PT Health Inspector. J. Ligor motion to approve as presented seconded by B. Long.

**MOTION CARRIED UNANIMOUSLY**

#### **4. Approval of minutes**

- Motion to approve the December 8, 2021 minutes by J. Ligor seconded by B. Long.

**MOTION CARRIED UNANIMOUSLY**

#### **5. Approval of Payroll**

- Motion to approve the January 2022 payroll by B. Long, seconded by T. Miranda.

**MOTION CARRIED UNANIMOUSLY**

**6. Adjournment**

- J. Ligor motioned to adjourn the meeting at 6:33 pm seconded by B. Long.

**MOTION CARRIED UNANIMOUSLY**

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Tarik Miranda, Chairman

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Jim Ligor, Vice Chairman

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Brian Long

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Liz Fernandes, Clerk

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