



**MILFORD PERSONNEL BOARD
MINUTES OF MEETING
WEDNESDAY, MARCH 23, 2022, 6:00 P.M.**

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

Absent: Teresa Persico, Jim Dorval

Also, in attendance: HR Director, Kristin Melpignano and Special Counsel to Water Commission, Gerry Moody

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

2. Appointments

- GovHR Zoom meeting canceled, not needed.

3. HR Director

- Kristin put together an Executive Summary detailing the process completed and some recommendations:
- The Town of Milford pay at the 50th percentile range, as presented.
- Any position over the range is frozen until the range “catches up” to the position’s pay
- Any employee in an existing position that is “under” the range should be placed at a minimum of step 2, not a step 1. Step 1 is appropriate for a new hire, not an incumbent employee.
- Anyone with longer tenure moving into the range would move up higher than step 2 (see plan for specifics)

The financial impact of option 1 (step 1 for those moving into the range) and option 2 (a minimum of step 2 for those moving into the range) is:

Option 1:

\$ 7,476 Cost to bring those salaried employees under the range up to step 1 in new range

\$ 50,567 Cost to bring those hourly employees under the range up to step 1 in new range

\$58,042

Total Cost to bring all into 50th percentile range

Option 2:

\$16,577 Add'l cost to move incumbent salaried employees with >1 yr of service to step 2 in new plan

\$ 7,835 Add'l cost to move incumbent hourly employees with >1 yr of service to step 2 in new plan

\$82,455

Total cost to implement Option 2, <\$25k difference over Option 1

B. Long motioned to accept the study as presented using Option 2 in the summary, seconded by J. Nosiglia.

MOTION CARRIED UNANIMOUSLY

B. Long made a motion that any position that is not covered in the study be raised by 3% as motioned previously, seconded by J. Nosiglia.

MOTION CARRIED UNANIMOUSLY

4. New Business

- a) J. Dorval motioned to change the PT Public Health Nurse position to PT Seasonal Public Health Nurse under Non-Rated positions, seconded by B. Long.

MOTION CARRIED UNANIMOUSLY

- b) Table Youth Commission Minutes Recorder.
- c) Motion by B. Long to remove the YC Program Facilitator PT and the Concession Equipment Monitor PT from the Non-Rated positions, seconded by J. Dorval.

MOTION CARRIED UNANIMOUSLY

Motion by B. Long to combine the YC Activities Supervisor PT and the Activities Facilitator PT and change the title to Activities Coordinator PT under the Non-rated positions, seconded by J. Nosiglia.

MOTION CARRIED UNANIMOUSLY

Motion by B. Long to combine the YC Seasonal Camp Counselor and YC Summer Camp Counselor positions and change title to YC Camp Counselor under the Non-rated positions, seconded by J. Ligor.

MOTION CARRIED UNANIMOUSLY

Motion by B. Long to change the title of YC Program Coordinator PT to Supervising Coordinator PT, seconded by J. Ligor.

MOTION CARRIED UNANIMOUSLY

- d) Youth Commission and Director submitted request for a new position of PT Marketing & Communications Assistant. Job description submitted and reviewed by the HR Director. B. Long motioned to approve the position and description and that it be placed at a Level 1 under the new comp system, seconded by J. Nosiglia.

MOTION CARRIED UNANIMOUSLY

Motion by B. Long to move the YC Health Coordinator PT position from Non-rated to Hourly and be placed at a Level 1, seconded by J. Nosiglia.

MOTION CARRIED UNANIMOUSLY

- e) Vernon Grove Trustees looking to create a new position for a PT Cemetery Administrator, job description submitted and reviewed by the HR Director. Motion by B. Long to approve the position and description and place at a Level 4 under the new Comp System, seconded by J. Nosiglia.

MOTION CARRIED UNANIMOUSLY

- f) Rating of the HR/Benefits Coordinator position previously approved. B. Long motioned the position be placed at a Salary Level 2, Step 3, seconded by J. Nosiglia.

3 in favor, 1 abstention (J. Ligor)

5. Adjournment

- J. Nosiglia motioned to adjourn the meeting at 7:25 pm seconded by J. Ligor.

MOTION CARRIED UNANIMOUSLY

Tarik Miranda, Chairman

Jim Ligor, Vice Chairman

Brian Long

Jodie Nosiglia

Liz Fernandes, Clerk