



**MILFORD PERSONNEL BOARD  
MINUTES OF MEETING  
WEDNESDAY, SEPTEMBER 21, 2022, 6:00 P.M.**

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Members Present: Jim Ligor, Jim Dorval, Brian Long, Jodie Nosiglia, Teresa Persico and Board Clerk Liz Fernandes.

Absent: Tarik Miranda

Not in attendance: HR Director, Kristin Melpignano

1. The meeting was called to order in Room 14 at 6:03p.m. by Chairman Ligor.

**2. *Appointments***

- Town Administrator Villani was present to request that the newly appointed Town Engineer be placed at a Grade 12, Step 3 with a starting annual salary of \$105,868. He briefly spoke on her variety of experience in the field as well as her qualifications and degree. Brian Long motioned to approve that the Town Engineer, Elizabeth Mainini-Sanchioni be placed at a Grade 12, Step 3 effective her starting date of 9/21/22, seconded by J. Nosiglia.  
**MOTION CARRIED UNANIMOUSLY**
- Town Administrator Villani also discussed the placement of the Town Planner which is currently a Grade 11. He provided the Board with the job descriptions for the Town Planner as well as the Town Engineer and the Compensation Adjustment Request Form. He believes some specific tasks and duties are not reflected in the Planner job description and that in some instances, duties listed in the Engineer job description are required of the Planner but are not clearly stated. He believes that listing these duties in a revised job description will justify a reclassification of the position to a Grade 12.
- The Board thanked Town Administrator Villani for the information and let him know it will be reviewed. They then tabled the discussion until next meeting for a full review with HR Director, K. Melpignano present.

**3. *Approval of minutes***

- Motion to approve the August 10, 2022 minutes by B. Long seconded by J. Dorval.

**MOTION CARRIED UNANIMOUSLY**

**4. *Approval of Payroll***

- Motion to approve the September 2022 payroll by T. Persico seconded by J. Dorval.

**MOTION CARRIED UNANIMOUSLY**

**5. *Adjournment***

- J. Nosiglia motioned to adjourn the meeting at 6:24 pm seconded by T. Persico.

**MOTION CARRIED UNANIMOUSLY**

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Jim Ligor, Chairman

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Brian Long

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T. Persico

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Jim Dorval

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Jodie Nosiglia

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Liz Fernandes, Clerk