



**MILFORD PERSONNEL BOARD
MINUTES OF MEETING
WEDNESDAY, May 8, 2019, ROOM 02 @ 7:00 P.M.**

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1. Present: Scott Harrison, Harold Rhodes, Dennis Carroll, Teresa Persico, Tarik Miranda, James Dorval, and Board Clerk Liz Fernandes. Also in attendance: HR Director M. Giffin
2. The meeting was called to order at 7:00p.m. by S. Harrison.
3. H. Rhodes motioned to approve the 4/10/19 minutes seconded by D. Carroll.
MOTION CARRIED UNANIMOUSLY
4. D. Carroll motioned to approve the May 2019 payroll, seconded by T. Miranda.
MOTION CARRIED UNANIMOUSLY
5. Town Clerk Re: Poll Workers
 - Town Clerk, Amy Neves spoke about hourly versus stipend Poll Worker salaries. Hourly is difficult to keep up with as workers come and go throughout the day. Changed to stipend a few years back. Conducted a survey of other towns and we are in line with if not higher in pay. Also indicated it is difficult finding workers. Workers have to be a registered voter in Mass. The Board suggested maybe adding some perks such as lunch.

FY19 Rates		FY20 Rates	
Warden \$204/Day	13hrs x \$15.69hr	Warden \$209/Day	13hrs x \$16.07hr
Clerk \$204/Day	13hrs x \$15.69hr	Clerk \$209/Day	13hrs x \$16.07hr
Deputy \$179/Day	13hrs x \$13.76hr	Deputy \$183/Day	13hrs x \$14.07hr
Full Day Checker \$153/day	13hrs x \$11.76hr	Full Day Checker \$157/day	13hrs x \$12.07hr
½ Day Checker \$102/Day	7hrs x \$14.57hr	½ Day Checker \$105/Day	7hrs x \$15.00hr

6. HR Director, M. Giffin:
 - Local Building Inspector: H. Rhodes feels description should be checked by a 3rd party in terms of education and experience requirements. Candidates should already be certified by the state as a Local Bldg. Inspector. Also believes we will not attract qualified candidates as the salary is too low and should be at min. \$70- \$90K. Salary range for FT is \$50,298-\$71,675 and PT is \$21.69-\$29.91 hourly. Maureen indicated she researched surrounding comparable towns through the MMA and that Milford is comparable or even on the higher end. D. Carroll said the position could get re-rated; however, it is based on the job description and if not enough change, it will not warrant an increase. M. Giffin asked if it was possible to post the position at mid to high point salary. S. Harrison indicated it can be posted with a higher salary but it will need board approval prior to hire.
 - Staff Update: Update on vacant positions. H. Rhodes would like a monthly update.

- Submitted Phase 1 of policies drafted and approved by Board of Selectmen.

FMLA	Parental Leave	Maternity Leave
Small Necessities Leave Act	Pregnant Workers Fairness Act	CORI
Confidentiality	Payroll Confidentiality	Anti-Harassment Policy

7. Police Chief Search Committee. S. Harrison said Police Chief job description was approved unanimously. Salary will be contract which is set by the Board of Selectmen. Outside firm will be hired to do the screening, assessment, background check, etc.
8. D. Carroll motioned to approve the Police Chief job description, seconded by T. Miranda.
MOTION CARRIED UNANIMOUSLY
9. Adjournment was motioned by T. Miranda at 8:20pm and seconded by T. Persico.
MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 8:20 p.m.

Scott Harrison, Chairman

Harold Rhodes, Vice Chair

Jim Dorval

Tarik Miranda

Dennis Carroll

Teresa Persico

Liz Fernandes, Clerk