



**MILFORD PERSONNEL BOARD
MINUTES OF MEETING
WEDNESDAY, FEBRUARY 8, 2023 @ 6:00 P.M.**

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

Absent: Jim Dorval, Teresa Persico

Also in attendance: HR Director, Kristin Melpignano, Youth Commission Members, Brendan Rickert and Darlene and John Delude (6:47pm)

1. The meeting was called to order at 6:06p.m. by Chairman Ligor.

2. Appointments

- a) Finance Director Zachary Taylor was present to speak about the COLA for FY24. His recommendation to the Board would be not let than 2.5% or more than 3% as most of the unions have been settling in that range.

After a brief discussion, T. Miranda motioned to give all Article 2 Personnel a 3% COLA, seconded by J. Nosiglia.

MOTION CARRIED UNANIMOUSLY

- b) Finance Director Zachary Taylor then brought up the issue of employees that are over the max who would not qualify for the COLA. As of July 1st 2023, there will be just one employee from the Water Department who is over the max step. He encouraged the board to apply a COLA to them as well. The vote would have to be taken separately indicating the specific employee.

B. Long open to it but possibly with a lower increase but would also like to be consistent, J. Nosiglia believes if they are over their max, they should not get a COLA. T. Miranda and J. Ligor feel they should receive something and stay consistent as it is only affecting one employee. Further discussion on the issue.

B. Long motioned to give the Office Manager at the Water Company a 3% COLA for FY24, seconded by T. Miranda.

MOTION CARRIED UNANIMOUSLY

3. Old Business

- a) J. Ligor spoke about the YC Director position and the study results. Brendan indicated that the job description is pretty much accurate, however some of the duties are just more complex. Spoke to Board on a Grant the YC Director was working on with the State and all the time and work involved.

K. Melpignano explained that the Youth Commission would have to submit a JAQ for the position to be reviewed and possibly re-rated.

B. Long felt that the issue might not be a re-rate, but since the program has grown significantly it might need to be looked at in terms of staffing and that the Youth Commission should have that discussion as well.

J. Ligor recommended that Brendan go back to his Board and discuss whether they want to do a JAQ to see if the position would rate at a higher level or have a broader discussion if creating a new position is the way to go.

- b) Pass over review of By-Laws

4. HR Director

- a) Pass over the Asst. Town Administrator/Economic Development Director
- b) Salary Adjustment request for Benefits Coordinator: K. Melpignano spoke about the HR/Benefits Coordinator and how she has done a great job taking over the Benefits Department and has transitioned smoothly into the role.

Motion by B. Long to approve the request to move the HR/Benefits Coordinator from a Level 7, Step 7 to a Level 7 Step 9, effective July 1, 2023, seconded by T. Miranda.

MOTION CARRIED UNANIMOUSLY

5. Approval of Minutes

- a) Motion to approve the December 21, 2022 and January 11, 2023 minutes by T. Miranda seconded by B. Long.

MOTION CARRIED UNANIMOUSLY

6. Approval of Clerk Payroll

- a) Motion to approve the February 2023 Clerk Payroll by B. Long seconded by J. Nosiglia.

MOTION CARRIED UNANIMOUSLY

7. Adjournment

- T. Miranda motioned to adjourn the meeting at 7:24 pm seconded by J. Nosiglia.

MOTION CARRIED UNANIMOUSLY

Jim Ligor, Chairman

Brian Long, Alternate

Jodie Nosiglia

Tarik Miranda, Vice Chairman

Liz Fernandes, Clerk