



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

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

Absent: Jodie Nosiglia and Teresa Persico

Also in attendance: HR Director, Kristin Melpignano, Finance Director, Zacchary Taylor and Youth Commission Member, Brendan Rickert

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

**2. Appointments**

- a) Youth Commission member Brendan Rickert was present with a revised JAQ for the position of Youth Center Director. J. Ligor felt that some elements of the JAQ were over scoped as submitted. Does not support a change in Level. B. Long agreed and feels the growth of the center is too big for what the structure actually is and that the issue is larger than the Personnel Board at this time. T. Miranda agreed. B. Rickert would like feedback from K. Melpignano of her opinion on what was over scoped in the JAQ. Motion made by B. Long to not move forward with reclassification of the Youth Center Director position, seconded by J. Dorval.  
**MOTION CARRIED UNANIMOUSLY**

- b) Finance Director, Zack Taylor present to speak about the Youth Works program. Program is funded by a state grant and has three pay tiers that need to followed. The Town cannot pay rates other than those under a union contract, personnel contract or Article 2. Would like it added to the existing Article 2 as a new section by itself. As a separate section in Article 2, changes can be made easily for future adjustments.  
B. Long motioned to approve adding a separate section (I) under Article 2 for the Youth Works Grant Program, (Tier 2: \$16.25, Tier 3: \$17.50 and Tier 4: \$18.75) seconded by T. Miranda.  
**MOTION CARRIED UNANIMOUSLY**

- c) Finance Director, Zack Taylor also present to revisit his request for a step increase for the Assistant Town Accountant, Brian Maietta which was declined at the December 21, 2022 meeting. Z. Taylor spoke about the restructuring of his office and the duties of the position that B. Maietta has taken on without hesitation.  
B. Long again questioned the skills and requirements in the job description to the qualifications in the resume. After further clarification from Z. Taylor, he would be for moving to a Step 5. Z. Taylor said he puts allot on "on the job experience" and education as he started with no municipal experience himself. As his direct supervisor, feels that Brian has stepped up and done a great job since the transition into the position.  
T. Miranda is for either Step 5 or 6.  
J. Dorval asked for more specifics as to why Step 6 over a Step 5.  
Z. Taylor indicated his work ethic, contributions to the job as well as stepping into the Town Accountant role while he was out for a period of time.  
Motion by T. Miranda to set the current Assistant Town Accountant to a Grade 5 Step 6 effective November 21, 2022 seconded by J. Dorval.

**3 in Favor, 1 Opposed (B. Long)**

### 3. *HR Director*

- a) Presented a new position job description and rating for the Assistant Town Administrator/Economic Development Director. Position was rated at Level 12 based on the JAQ results.

- Motion to approve the job description as submitted by T. Miranda seconded by B. Long.

**MOTION CARRIED UNANIMOUSLY**

- Motion to approve the position to be placed at Level 12 by B. Long seconded by J. Dorval.

**MOTION CARRIED UNANIMOUSLY**

- b) Presented information on the newly chosen Senior Center Director to replace the current Director who is retiring. Is more than qualified and has years of experience with Seniors. A brief discussion took place. Motion was made by T. Miranda to place Lisa Regan, Senior Center Director, at a Grade 9, Step 5 upon date of hire, seconded by J. Dorval.

**MOTION CARRIED UNANIMOUSLY**

### 4. *Approval of Minutes*

- a) Motion to approve the February 8, 2023 and February 16, 2023 minutes by T. Miranda seconded by B. Long.

**MOTION CARRIED UNANIMOUSLY**

### 5. *Approval of Clerk Payroll*

- a) Motion to approve the March Clerk Payroll by B. Long seconded by T. Miranda.

**MOTION CARRIED UNANIMOUSLY**

### 6. *Old Business*

- a) B. Long motioned to rescind the vote taken at the January 11, 2023 meeting to remove section 3.10 of the personnel by-laws, seconded by T. Miranda.

**MOTION CARRIED UNANIMOUSLY**

- b) Review and discussion of current by-laws. In review of the sections with conversions from days to hours, the Board felt the best way would be to calculate by taking the number of hours worked in a week divided by the number of works days; i.e.,  $35/5=7$ . Changes and updates were made to the following: Sections 3.10, 3.18, 5.5, 5.6, 5.8 A,B & C, 5.9, 5.10, 5.11 and 5.12.

Motion by B. Long to approve by-law adjustments as submitted and discussed, seconded by T. Miranda.

**MOTION CARRIED UNANIMOUSLY**

### 7. *Adjournment*

- a) T. Miranda motioned to adjourn the meeting at 7:33 pm seconded by J. Dorval.

**MOTION CARRIED UNANIMOUSLY**

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Jim Ligor, Chairman

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Brian Long, Alternate

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Jim Dorval

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Tarik Miranda, Vice Chairman

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Liz Fernandes, Clerk