



**MILFORD PERSONNEL BOARD  
MINUTES OF MEETING  
WEDNESDAY, APRIL 12, 2023 @ 6:00 P.M.**

Page: 677

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

Absent: Tarik Miranda and Teresa Persico

Also in attendance: HR Director, Kristin Melpignano, Sewer Commissioners, Rudy Lioce and Richard Cenedella, Sewer Superintendent, John Mainini and Town Administrator, Rick Villani.

1. The meeting was called to order at 6:05p.m. by Chairman Ligor.

**2. *Appointments***

- a) Sewer Commissioner, Rudy Lioce in attendance to support the salary adjustment for Sewer Superintendent, John Mainini. Feels that his tenure has earned him being placed at a step 10. Indicated he is on call 24/7 and will work in trenches when needed. Also must adhere to new laws and permitting processes put in place, which also requires more work. Money is in the budget separate from their Enterprise Fund.
- J. Nosiglia not in favor of such a big jump in step and asked why such request. J. Mainini stated the past study gave one step for every five years of service. K. Melpignano then indicated that in the past pay scale, everyone was compressed and with the new scale there is room to grow. J. Nosiglia would like to look at comps especially for the Mass Pay Equity Act.
  - B. Long would possibly support moving from a step 3 to a step 6 with no retro, effective July 2023.
  - K. Melpignano will look for comps and the Board will meet next Wednesday, April 19, 2023 to review.
- b) Due to a conflict of interest, Board Clerk Liz Fernandes refrained from minute taking and K. Melpignano took over for the following requests.
- Town Administrator, Rick Villani present to request the following step adjustments under Personal By-law Section 3.10:
- Administrative Services Coord., Liz Fernandes. Presented case for her moving up a step effective April 10, 2023 instead of July 1, 2023. Up from a Grade 3, Step 9 to a Step 10 (\$35.01). This included a review of her duties, performance and value to the department and the Town.
  - Asst. to TA, Lena Pires. Requesting she be adjusted from her current Grade 4, Step 2 to a Step 5 (\$33.19) effective FY24 beginning July 1, 2023. She has exceeded expectations in her few years on the job. Excellent customer service skills, negotiates all Injured on duty claims, which was not in her job description, and has created a licensing and permitting process.
  - Paralegal/Office Manager, Melissa Tomas. Mr. Villani presented it on behalf of Town Counsel, Brian Murray who had a prior commitment. Requesting she move up a step effective April 10, 2023 instead of July 1, 2023. Request is to move her from a Grade 7, Step 9 to a Step 10 (\$83,465). She does all collections for the Town and negotiates all automobile claims. Sits in on Collective Bargaining negotiations, which was not in her job description.
  - Discussion: J. Dorval wanted a bulleted list of additional duties for each individual which Mr. Villani provided in written form at the meeting.

Motion by J. Nosiglia to approve the salary requests as presented for the Asst. to the Town Administrator, Administrative Services Coordinator and Paralegal/Office Manager seconded by J. Dorval.

**MOTION CARRIED UNANIMOUSLY**

**3. Approval of Minutes**

- a) Motion to approve the March 8, 2023 minutes by B. Long seconded by J. Dorval.

**MOTION CARRIED UNANIMOUSLY**

**4. Approval of Clerk Payroll**

- a) Motion to approve the March Clerk Payroll by B. Long seconded by J. Dorval.

**MOTION CARRIED UNANIMOUSLY**

**5. Adjournment**

- a) B. Long motioned to adjourn the meeting at 7:00 pm seconded by J. Nosiglia.

**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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Jodie Nosiglia

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Liz Fernandes, Clerk