



**MILFORD PERSONNEL BOARD  
MINUTES OF MEETING  
WEDNESDAY, JANUARY 10, 2024 @ 6:00 P.M.**

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

Absent: Tarik Miranda

Also in attendance: HR Director, Kristin Melpignano via teleconference.

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

2. **HR Director**

- K. Melpignano presented an updated job description of the IT Manager position submitted to her by IT Director, Chris George. Since taking on the Police Department, he is adding additional duties and requirements to the current filled and vacant positions and will be adding additional staff in the future. Kristin is awaiting the JAQ from Chris to re-rate the position and see if it will change the current placement.

T. Persico asked why the need for the LTC requirement, feels it would be a liability.

J. Dorval asked why security and compliance is not a requirement under essential functions especially in dealing with the Police Department. Believes it should be a requirement and needs to be reviewed and maintained on an annual basis.

Kristin asked that someone gather the questions and send to her in an email and she will have C. George clarify.

Motion by J. Nosiglia to table approval of IT Manager job description until all questions are answered by the IT Director, seconded by J. Dorval. **MOTION CARRIED UNANIMOUSLY**

- Kristin suggested the Board discuss COLA and maxed employees at the next meeting.

3. **New Business**

- Board reviewed 2023 Vacation Carry Overs for the named Article 2 employees as submitted. Motion to approve by T. Persico, seconded by J. Dorval.

**MOTION CARRIED UNANIMOUSLY**

4. **Approval of Minutes**

- November 8, 2023 minutes approved unanimously as submitted.

5. **Approval of Clerk Payroll**

- Motion to approve the December 2023 and January 2024 Clerk Payroll by J. Dorval, seconded by J. Nosiglia.

**MOTION CARRIED UNANIMOUSLY**

6. The next scheduled meeting will be February 14, 2024.

7. **Adjournment**

- Motioned to adjourn the meeting at 6:45 pm unanimously.

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Brian Long, Chairman

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J. Nosiglia

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T. Persico

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Jim Dorval

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Liz Fernandes, Clerk