



**MILFORD PERSONNEL BOARD
MINUTES OF MEETING
MONDAY, July 1, 2019, ROOM 14 @ 7:00 P.M.**

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1. Present: Scott Harrison, Harold Rhodes, James Dorval, Tarik Miranda and Board Clerk Liz Fernandes.
Absent: Dennis Carroll, Teresa Persico and. 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 July payroll seconded by J. Dorval.

MOTION CARRIED UNANIMOUSLY

HR Director, M. Giffin:

 - Local Building Inspector(vacant): Recommending position be moved from a salary Level 1 position to a salary Level 2. Based on salary survey from the MMPA, this would make us more competitive. H. Rhodes believes this is a very important position and would like to see it posted at the higher step rather than the lowest. If we do not receive any qualified candidates, he would like the Board to review the position again. Will need Town Meeting approval.

H. Rhodes approved the Level change seconded by J. Dorval.

MOTION CARRIED UNANIMOUSLY

 - PT Local Building Inspector: Would like to remove this position from hourly Article 2. If we were to hire a PT Inspector, we would pro-rate to the salary position wage. This will also need Town Meeting approval.

T. Miranda motioned to approve the change seconded by J. Dorval.

MOTION CARRIED UNANIMOUSLY

 - Asst. Zoning Enforcement Officer(vacant): Revised the job description. S. Harrison suggested moving the “multi-lingual a plus” from the Special Requirement section to the Skill section.

S. Harrison motioned to approve with adjustment seconded by J. Dorval.

MOTION CARRIED UNANIMOUSLY

 - Staff Update: IT Technician is no longer with the Town so this position is vacant.
 - Vacation Policy: Provided a revision to the existing policy. Board in favor of the changes and suggested Maureen bring to the Board of Selectmen for their input then back to this Board for a vote.
4. Adjournment was motioned by H. Rhodes at 7:30pm and seconded by T. Miranda.

MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 7:30 p.m.

Scott Harrison, Chairman

Harold Rhodes, Vice Chair

Jim Dorval

Liz Fernandes, Clerk

Tarik Miranda