



MILFORD PERSONNEL BOARD
Wednesday, September 9, 2020 – 6:30 P.M.

ZOOM Meeting

The Personnel Board invites public participation.
For those wishing to call in to listen or speak, the public line is 857-444-0744 with Conference Code 143644.

AGENDA

1. CALL TO ORDER

2. INVITATION TO SPEAK

3. PAYROLL/BUDGET - Clerk Payroll

4. APPOINTMENTS

5. OLD BUSINESS -REPORT of the CHAIRMAN

- Articles for October Town Meeting Warrant – see Below
 1. Previously Approved Update to Personnel By-Law 3.10 – Salary
 2. Vote: Proposed Update to Milford Personnel By-Law 5.5 – Bereavement
 3. Vote: Proposed Update to Personnel By-Law 5.8 – Vacation Carryover Clarification By-Law
- Draft Review of Comprehensive Article 2 Employee Report
- Draft Review Personnel Changes for Article 2 Employees from July 1, 2019

6. FUTURE BUSINESS

- Review of Job Descriptions by members of the Personnel Board
- Meetings with Town Department Heads to review job descriptions and future hiring plans

7. APPROVAL OF MINUTES

- Approval of July 2020 Minutes

8. ADJOURNMENT

Matters listed on this Agenda are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed may, in fact, be discussed, and other items not listed may also be brought up for discussion to the extent permitted by law.

Signature:

Harold Rhodes, Chairman

Date:

September 3, 2020

Proposed Articles for October 2020 Town Meeting Warrant

Previously Approved Updated to Milford By-Law 3.10

The starting rate shall be the minimum of the rate range for the position as classified. Under special circumstances, upon the recommendation of the department head, and with approval of both the appointing authority and the Personnel Board, such a person may: 1) start at a higher rate than the minimum, or 2) be advanced to a higher pay rate, but not in excess of the maximum, without regard to normal pay review schedules, periods or cycles. Refer to Administrative Requirements in Appendix A for additional information.

Further Explanation:

To enable an Out-of-Cycle change in Level/Step due to a change in an employee's responsibilities and duties.

Proposed Update to Milford Personnel By-Law 5.5

Bereavement leave without loss of pay, not to exceed four (4) days as the Department Head may determine, shall be granted by said Department Head on account of death in an employee's immediate family. For the purpose of this section, immediate family shall mean: mother, father, brothers, sisters, mother-in-law, father-in-law, sons, daughters, wife, husband, sons-in-law, daughters-in-law, and grandchildren, **and in the event of the unplanned death, stillbirth, or miscarriage of a fetus, at any time during the pregnancy, for the mother and/or her partner or spouse.**

Leave with pay for two (2) days shall be granted in the event of death of an employee's grandparents.

Leave with pay for one (1) day shall be granted in the event of death of an employee's brother-in-law, sister-in-law, aunts, uncles, nieces, and nephews.

Proposed Update to Milford Personnel By-Law 5.8

Current:

Any employee may request, in writing, a carryover of up to ten (10) unused vacation days into the following calendar year. However, five (5) of the carryover vacation days must be taken no later than June 30th of the new calendar year. Such request must be submitted in writing thirty (30) days prior to the end of the calendar year and must be approved by the Department Head. The revised vacation leave policy applies to those hired since January 1, 2019.

And inserting in its place and stead:

Proposed:

Any employee may request, in writing, a carryover of up to ten (10) unused vacation days into the following calendar year (unless other contractual agreements are in place). If more than five (5) days are carried over, any days in excess of the five (5) days must be used by June 30th of the following calendar year. Such request must be submitted in writing thirty (30) days prior to the end of the calendar year and must be approved by the Department Head. The revised vacation leave policy applies to those hired since January 1, 2019.

Further Explanation:

(MG, would you please update as to what you would like me to say at Town Meeting?)

Personnel Board Article 2 Full-Time Position Summary - Draft E

ID	Article 2 Approved Position	Job Description Exists?	Last Update of Job Description	Job Description Online	Individual	Reports to	Department	Level	Step	Current Salary	Responsible Board Member
1	Assistant Town Counsel	Yes	2015		Vacant	Town Counsel	Legal	1	N/A	N/A	
2	Community Development Director	Yes	2015	Yes	Vacant	Town Administrator	Community Devel	1	N/A	N/A	
3	Paralegal/Office Manager	Yes	2020		Melissa Tomas	Town Counsel	Legal	1	3	\$57,816	
4	Network Administrator	Yes	2015		Vacant	IT Director	Information Tech	2	N/A	N/A	
5	IT Manager	Yes	2019	Yes	Vacant	IT Director	Information Tech	2	N/A	N/A	
6	System Administrator	Yes	2020		Andy Diorio	IT Director	Information Tech	2	6	\$80,226	
7	Benefits Coordinator	No	N/A		Kelly Capece	Town Administrator	Benefits	2	7	\$83,962	H. Rhodes
8	Local Building Inspector	Yes	2019	Yes	Dana Hinthorne	Building Commissioner	Building	2	1	\$61,543	
9	HR Director	Yes	2018	Yes	Maureen Giffin	Town Administrator	Human Resources	2	Maxed	\$89,891	
10	Highway Supervisor	Yes	2017	Yes	John Perry	Scott Crisafulli	Highway	3	8	\$90,476	
11	Senior Center Director	Yes	2015		Sue Clark	Town Administrator	Senior Center	3	Maxed	\$92,738	
12	Town Planner	Yes	2015		Larry Dukin	Town Administrator	Planning	3	Maxed	\$95,538	
13	Assessor/Administrator	Yes	2015	Yes	Jenn Sclar	Board of Assessors	Board of Assessors	3	Maxed	\$94,592	
14	Youth Center Director	Yes	2018	Yes	Jen Ward	Youth Commission	Youth Center	3	5	\$78,929	
15	Parks and Recreation Administrator	Yes	2018	Yes	Jim Asam	Parks Commission	Parks	3	6	\$82,785	
16	Police Lieutenant	Yes	2015		Vacant	Police Chief	Police	3	N/A	N/A	
17	Director of Public Health	Yes	2015	Yes	Jackie Murphy	Board of Health	Health	3	7	\$86,640	
18	Town Engineer	Yes	2015		Mike Dean	Town Administrator	Engineering	4	8	\$103,643	
19	Director, Sewer Operations	Yes	2015	Yes	John Mainini	Sewer Commission	Sewer	4	Maxed	\$106,234	
20	Deputy Police Chief	Yes	2015	Yes	Jim Falvey	Police Chief	Police	4	7	\$99,227	
21	Building Commissioner	Yes	2017	Yes	Matt Marcotte	Town Administrator	Building	4	6	\$94,811	
22	Facilities Director	Yes	2020		Carlos Benjamin	Town Administrator	Facilities	4	3	\$81,563	
23	Assistant Town Administrator	Yes	2020		Vacant	Town Administrator	Selectmen	4	N/A	N/A	
24	Information Technology Director	Yes	2020	Yes	Chris George	Finance Director	IT	5	5	\$114,091.00	
Hourly Rated Positions											
1	Clerk, Community Development PT/FT	No	N/A		Vacant	Comm. Dev. Director	Community Devel	1	N/A	N/A	
2	Clerk/Receptionist, Senior Center	Yes	2018	Yes	Frances Letizia	Senior Ctr. Director	Senior Center	1	3	\$19.72	
3	Building Custodian	Yes	2019	Yes	Multiple	Facilities Director	Facilities	1	Range	\$17.79 - \$24.53	
4	Legal Secretary	Yes	2015		Vacant	Town Counsel	Legal	1	N/A	N/A	
5	Planning Assistant	Yes	2015		Vacant	Town Engineer	Planning	1	N/A	N/A	
6	Van Driver/Senior Center	Yes	2015		Vacant	Senior Ctr. Director	Senior Center	1	N/A	N/A	
7	Volunteer Services Coordinator/Senior Center	No	N/A		N/A	Senior Ctr. Director	Senior Center	1	N/A	N/A	
8	Program Coordinator, Youth Center FT	Yes	2019	Yes	Vacant	Youth Center Director	Youth Center	1	N/A	N/A	

Personnel Board Article 2 Full-Time Position Summary – Draft E

ID	Article 2 Approved Position	Job Description Exists?	Last Update of Job Description	Job Description Online	Individual	Reports to	Department	Level	Step	Current Salary	Responsible Board Member
9	Admin. Services Coordinator	Yes	2015		Liz Fernandes	Town Administrator	Selectmen	2	8	\$30.66	
10	Admin. Asst. to Town Administrator	Yes	2019	Yes	Lena Pires	Town Administrator	Selectmen	2	2	\$23.43	
11	Asst. Animal Control Officer	Yes	2015	Yes	Keith Haymes	Animal Control Officer	Animal Control	2	Maxed	\$31.43	
12	Admin. Asst. to Senior Center Director	Yes	2015		Vacant	Senior Ctr. Director	Senior Center	2	N/A	N/A	
13	Asst. Director, Youth Center	Yes	2015		Katie Covell	Youth Ctr. Director	Youth Center	2	5	\$27.05	
14	Asst. Zoning Enforcement Officer PT/FT	Yes	2019	Yes	Vacant	Building Commissioner	Building	2	N/A	N/A	
15	Asst. to Fire Chief	Yes	2015		Paula O'Brien	Fire Chief	Fire	2	Maxed	\$31.43	
16	Asst. to Police Chief	Yes	2015		Jeanne Davoren	Police Chief	Police	2	Maxed	\$31.43	
17	Client Services Coordinator/Senior Center PT	Yes	2019		Kimberli Considine	Senior Ctr. Director	Senior Center	2	1	\$22.23	H. Rhodes
18	Deputy Wiring Inspector	No	N/A		John Erickson	Building Commissioner	Building	2	Maxed	\$32.05	H. Rhodes
19	Deputy Plumbing/Gas Inspector	No	N/A		Bento Pinto	Building Commissioner	Building	2	Maxed	\$32.05	
20	Dispatcher PT	Yes	2017		Multiple	Police Chief	Police	2	Range	\$22.23 - \$30.66	
21	Health Inspector FT	Yes	2019		Jean Clarico	Dir. Of Public Health	Board of Health	2	6	\$28.25	
22	Health Inspector PT	Yes	2019		Dave Denlinger	Dir. Of Public Health	Board of Health	2	Maxed	\$32.05	
23	Human Resources Coordinator	Yes	2020		Vacant	HR Director	Human Resources	2	N/A	N/A	
24	Lister/Data Collector	Yes	2015		Becky Alger	Assessor Admin.	Assessors	2	Maxed	\$32.05	
25	Outreach Coordinator/Senior Center PT	Yes	2015		Kim Considine	Senior Ctr. Director	Senior Center	2	1	22.23	
26	Plumbing/Gas Inspector	Yes	2018		Joe Zaccilli	Building Commissioner	Building	2	Maxed	\$32.05	
27	Program Coordinator/Community Develop PT/FT	No	N/A		Vacant	Comm. Dev. Director	Community Devel	2	N/A	N/A	
28	Program Coordinator/Senior Center PT	Yes	2019	Yes	Deirdre Thomson/kate Roy	Senior Ctr. Director	Senior Center	2	2	\$23.43	
29	Property Rehab. Specialist/Community Develop PT	Yes	2015		Vacant	Comm. Dev. Director	Community Devel	2	N/A	N/A	
30	Senior Custodian	No	N/A		Vacant	Facilities Director	Facilities	2	N/A	N/A	
31	Technology Support Technician	Yes	2019	Yes	Vacant	IT Manager	Information Tech	2	N/A	N/A	
32	Transportation Coordinator/Senior Center	Yes	2015		Marie O'Leary	Sr. Ctr. Director	Senior Center	2	5	\$28.25	
33	Wiring Inspector	Yes	2018		Mike Mancini	Building Commissioner	Building	2	Maxed	\$32.05	
34	Animal Control Officer	Yes	2015	Yes	Rochelle Thomson	Town Administrator	Animal Control	3	Maxed	\$33.00	
35	Asst. Town Accountant	Yes	2018	Yes	Vacant	Town Accountant	Finance	3	N/A	N/A	
36	Asst. Town Treasurer	Yes	2015	Yes	Janet Ferreira	Town Treasurer	Treasurer	3	Maxed	\$33.66	
37	Financial Analyst PT	Yes	2015		Paul Abondanza	Finance Committee	Finance	3	8	\$32.20	
38	Maintenance Supervisor	Yes	2015		Vacant	Town Administrator	Facilities	3	N/A	N/A	
39	Assistant Director of Public Health	Yes	2020	Yes	Lisa Tarnagni	Dir. Of Public Health	Board of Health	3	8	\$32.20	
Employees with Contracts* in Article 2 Positions											
1	Town Accountant*	Yes	2017		Tom Brown	Finance Director	Finance	2	Contract	\$74,000	
2	Tax Collector*	No	N/A		Terry Dias	Town Administrator	Tax Collector	2	Contract	\$88,587	H. Rhodes
3	Town Treasurer*	Yes	2017		Chris Pilla	Finance Director	Finance	2	Contract	\$96,000	
4	Town Counsel*	Yes	2015		Charles Boddy	Board of Selectmen	Legal	5	Contract	\$128,177	
5	Fire Chief*	Yes	2015		Mark Nelson	Board of Selectmen	Fire	5	Contract	\$130,000	
6	Finance Director*	Yes	2014		Zach Taylor	Town Administrator	Finance	5	Contract	\$132,500	
7	Police Chief*	Yes	2015		Mike Pighetti	Board of Selectmen	Police	5	Contract	\$136,718	
8	Town Administrator*	No	N/A		Rick Villani	Board of Selectmen	Board of Selectmen	5	Contract	\$140,000	H. Rhodes