



**MILFORD PERSONNEL BOARD
MINUTES OF MEETING
WEDNESDAY, SEPTEMBER 4, 2019, ROOM 14 @ 7:00 P.M.**

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1. Present: Scott Harrison, Harold Rhodes, James Dorval, Tarik Miranda, Dennis Carroll (left 7:35pm), Teresa Persico (7:10pm) and Board Clerk Liz Fernandes. Also in attendance: HR Director M. Giffin
2. The meeting was called to order at 7:00p.m. by S. Harrison.
3. S. Harrison moved the approval of minutes to next meeting for the Board to review.

4. **Appointments**

P. Mazzuchelli, Board of Health

- Gave a brief summary of duties for the Health Agent position. Public Health, education and awareness is key. Indicated the candidate the Board chose for the position is more than qualified and holds many degrees in this field. She is relocating from Colorado where she currently works for the Colorado Dept. of Public Health and Environment. His Board would like to increase the starting pay from a Level 3, Step 1 to a Level 3, Step 7.
- H. Rhodes motioned to approve Level 3, Step 7 at \$86,640 seconded by T. Miranda.

MOTION CARRIED UNANIMOUSLY

P. Mazzuchelli also indicated his Board would like to create an Asst. Health Agent position in the near future. Board will discuss at a later date.

M. Marcotte, Bldg. Commissioner

- Would like to request an increase in pay for the new Local Bldg. Inspector from a Level 1, Step 1 to a Level 1, Step 4.
- H. Rhodes motioned to approve Level 1, Step 4 at \$60,947 seconded by D. Carroll.

MOTION CARRIED UNANIMOUSLY

5. H. Rhodes motioned to approve the August & September payroll seconded by D. Carroll.

MOTION CARRIED UNANIMOUSLY

HR Director, M. Giffin:

- Client Services Coordinator (Sr. Center): Minor edits no change in description. T. Miranda approved edits seconded by T. Persico.

MOTION CARRIED UNANIMOUSLY

- Staff Update: 8 positions posted and filled in recent months.

- Vacation Policy: Board suggested changes as follows:

Section 5.8 (A) - Add accrual chart; Waiting period, change from 6 to 3 months; Accrual from 5 to 10 days on January 1st of the following calendar year.

Section 5.8 (B) – Update subsequent year schedule; Add additional individual vacation benefit.

Section 5.8 (C) - Remove the approval by this Board and leave the Department Head for carry over time.

H. Rhodes motioned to approve the vacation policy with changes seconded by T. Miranda.

MOTION CARRIED UNANIMOUSLY

- Review of 10/28/19 Special Town Meeting Articles
 - Revise the Maternity Leave Bylaw
 - Revise the Vacation Bylaw (once approved by Personnel Board)
 - Change the Local Building Inspector title to a Level 2 in the salaried Wage and Salary Schedule
 - Remove the Local Building Inspector job title from the Hourly Wage and Salary Schedule
 - Add provision to the Personnel Bylaws that allows (under special circumstances), the ability of the Personnel Board to pro-rate a salary position, to allow paying a pro-rated hourly rate (based on the salary wage scale) for the position when filled on a PT basis.
 - Remove the word “Junior” from the Junior Building Custodian title. No change to the job, job description, rating or ranking.

6. T. Miranda motioned to submit all items reviewed for Town Meeting approval seconded by H. Rhodes.
MOTION CARRIED UNANIMOUSLY

7. Adjournment was motioned by T. Persico at 8:00pm and seconded by T. Miranda.
MOTION CARRIED UNANIMOUSLY

Meeting adjourned at 8:00 p.m.

Scott Harrison, Chairman

Harold Rhodes, Vice Chair

Jim Dorval

Liz Fernandes, Clerk

Tarik Miranda

Dennis Carroll

Teresa Persico