



**MILFORD PERSONNEL BOARD
MINUTES OF MEETING
WEDNESDAY, FEBRUARY 14, 2024 @ 6:00 P.M.**

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Members Present: Brian Long, Tarik Miranda, Jim Dorval, and Board Clerk Liz Fernandes

Absent: Jodie Nosiglia and Teresa Persico

Also in attendance: HR Director, Kristin Melpignano, IT Director, Chris George

1. The meeting was called to order at 6:12p.m. by Chairman B. Long.

2. **HR Director**

- IT Manager: Resubmission of the job description with corrections addressed by the Board at the prior meeting. The position was also rerated using the JAQ which resulted in the position moving from a Grade 8 to a Grade 9. No questions by the Board.

Motion by T. Miranda to update the job description and rating of the IT Manager, seconded by J. Dorval.

MOTION CARRIED UNANIMOUSLY

- IT Director: Job description was submitted with changes that were also addressed at the prior meeting. C. George spoke on the changes he made as well as the changes for regulatory security compliance. No questions by the Board.

Motion by J. Dorval to accept the revisions to the IT Director job description, seconded by T. Miranda.

MOTION CARRIED UNANIMOUSLY

- Systems Administrator: Updated job description adding public safety responsibilities and qualification certification requirements. A new JAQ was redone, and no grade change was necessary, remains at a Grade 8. No questions by the Board.

Motion by T. Miranda to update the Systems Administrator job description, seconded by J. Dorval.

MOTION CARRIED UNANIMOUSLY

- Community & Economic Development Planner: New position request by the Town Administrator. Job description submitted and a JAQ was done placing the position at a Grade 9.

Motion by J. Dorval to approve the job description and the JAQ placing the position at a Grade 9, seconded by T. Miranda.

MOTION CARRIED UNANIMOUSLY

3. **New Business**

- COLA for FY25: Finance Director correspondence recommended the Board discuss a range between 2% and 3%. A brief discussion took place.

Motion to approve a 3% COLA for FY25 by T. Miranda, seconded by J. Dorval.

MOTION CARRIED UNANIMOUSLY

- Section 3.9 of the Personnel By-laws: "No wage or salary shall be reduced as a result of the installation of this Plan. Wages and salaries above the maximum established in the Schedule shall become "Personal Rates" and shall apply only to the present incumbents. Such wages and salaries shall not be subject to increases until the maximum rate for the position becomes higher than the Personal Rate". The board reviewed and discussed, specifically, how to move forward for above the maximum employees. K. Melpignano indicated that to continue to give increases to over maxed personnel, the by-law would need to be changed to reflect that, or the by-law should be followed as it reads. B. Long and T. Miranda feel the COLA should be the same across the board. J. Dorval feels that COLA's should be given when salaries are not meeting expectations to inflation, not when employees are overpaid in their position. This could also be an issue under the Equal Pay Act. Discussion ensued. The Board then all agreed to leave by law as is and over max employees will not get an increase.
- Currently only the Water Office Manager/Accountant under hourly positions would be affected.

- Motion made by J. Dorval to not apply a COLA to the Water Office Manager/Accountant position for FY25, seconded by T, Miranda.

MOTION CARRIED UNANIMOUSLY

4. Approval of Minutes

- January 10, 2024, minutes approved unanimously as submitted.

5. Approval of Clerk Payroll

- Motion to approve the February 2024 Clerk Payroll by T. Miranda, seconded by J. Dorval.

MOTION CARRIED UNANIMOUSLY


6. The next scheduled meeting will be March 13, 2024.

7. Adjournment


- Motioned to adjourn the meeting at 7:00 pm unanimously.



Brian Long, Chairman



T. Miranda, Vice Chair



J. Dorval

Liz Fernandes, Clerk