

MILFORD PERSONNEL BOARD
MINUTES OF THE REGULAR SESSION HELD TUESDAY, OCTOBER 14, 2014

1 The meeting was called to order at 7:00pm by James Ligor, Chairman. Present: Dennis Carroll, Laura Crisafulli, Warren Heller, James Ligor, and Shelly Leclaire, alternate. Absent: Charles Abrahamson. Also present: Phyllis Ahearn, clerk, and Don Jacobs, consultant.

2 D. Carroll moved, seconded by L. Crisafulli : That the Minutes of the September 23rd open session are approved as submitted. Four voted in favor. W. Heller abstained. **MOTION CARRIED**

3 D. Carroll moved, seconded by S. Leclaire. That the Minutes of the September 23rd executive session are approved as submitted. Four voted in favor. W. Heller abstained. **MOTION CARRIED**

4 Milford Assessors Joseph Arcudi, Samuel Bonasoro and Joseph Niro, along with Assessor/Administrator Priscilla Hogan, met with the Board to discuss the placement of selected candidate, Jennifer Sclar, to succeed Ms. Hogan. The Assessors request authorization to place Ms. Sclar, who will begin on November 11th, at Grade 5, Step 3, of the prevailing Salary Schedule (\$77,895), in recognition of her qualifications and related experience. Ms. Hogan will remain until February, 2015, to insure a seamless transition of responsibilities

5 W. Heller moved, seconded by D. Carroll: In accordance with Section 3.11 of the Milford Personnel By-Laws, Ms. Sclar's beginning salary shall be approved at Grade 5, Step 3.

MOTION CARRIED UNANIMOUSLY

6 Previously, Board members had questioned the proposed placement of the Lister-Data Collector pay rate, and requested a copy of the updated job description developed by the consultant; upon viewing the updated version, the Board decided to review the original job description that was submitted when the position was initially created.

7 The Board reviewed a communication from Town Counsel Moody, indicating that no further action was required regarding the pay of the Temporary Assistant Town Treasurer.

8 At this point, the Board and consultant discussed elements to be considered when developing the Plan to be presented to affected personnel in the near future. The final Classification and Compensation Plan is scheduled to be presented to the 2015 Annual Town Meeting.

- Plan will include both classifications and job descriptions
- A review of revised job descriptions is scheduled for the November meeting
- A draft of the Plan will be presented to employees in November or December
- An additional meeting will be held this month, on Tuesday, October 28th..

The consultant, Don Jacobs, left the meeting at this point (8:08pm)

9 D. Carroll moved, seconded by W. Heller: To accept the YTD Financial Report

	<u>BUDGET</u>	<u>EXPENDED</u>	<u>BALANCE</u>	
PERSONAL SERVICES	4,816.00	1203.75	3,612.25	MOTION CARRIED UNANIMOUSLY
GENERAL EXPENSES	334.00	0.00	334.00	
C & C STUDY	4,900.00	4,500.00	400.00	

10 D. Carroll moved, seconded by S. Leclaire: That the clerical payroll for November is approved as submitted.

MOTION CARRIED UNANIMOUSLY

11 The Board Chairman will present a report of progress at the October 21st Town Meeting.

12 By unanimous vote, the meeting is adjourned.

MOTION CARRIED UNANIMOUSLY

James Ligor, Chairman

Dennis Carroll

Laura Crisafulli

Warren Heller

Shelly Leclaire, alternate

Phyllis Ahearn, Clerk

Documents referenced in Items 4, 7, 8, 9 and 10 were discussed and distributed.

