



**MILFORD PERSONNEL BOARD  
MILFORD MASSACHUSETTS  
MINUTES OF MEETING  
TUESDAY, JANUARY 10, 2017  
ROOM 2 – 7:00 P.M.**

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1. The meeting was called to order at 7:00 p.m. by Chairman, Dennis Carroll. Present: Warren Heller, Charles Abrahamson, Jr., Laura Crisafulli and Shelly Leclaire, Clerk. Also present: Phyllis Ahearn, Michael Visconti, James Dorval and Teresa Persico.
2. C. Abrahamson, Jr. moved to approve the December 13, 2016 minutes, seconded by L. Crisafulli. **MOTION CARRIED UNANIMOUSLY**
3. P. Ahearn addressed the Board. P. Ahearn distributed copies of the current Personnel Board By-Laws and created and provided a detailed timeline of monthly and annual requirements.
4. Discussion took place regarding the Personnel Board minutes going on Face Book. Polling of Board members resulted in not using Facebook. The town website will be checked and used for Agenda and Minutes.
5. The Board discussed the feasibility of the town creating an HR department. C. Abrahamson, Jr. distributed a list of surrounding town's that currently have HR departments. C. Abrahamson, Jr. will review and contact various towns and update the list.
6. The Board acknowledged and thanked P. Ahearn for providing the comprehensive guideline form for the Board to use as a tool throughout the year.
7. D. Carroll informed the Board the meeting to review/update Job Descriptions is scheduled for Saturday, January 14, 2017 at 9:00 a.m. at the Milford Police Station.
8. IT Manager, Andrew Diorio will meet with the Board on January 14, 2017, to instruct members on the use of tablets and google cloud.
9. C. Abrahamson, Jr. will draft the 2016 Annual Town Report for the Board's review.

10. The Board selected three positions to review from the 2017 Salary Position Survey (IT Manager, Highway Supervisor, Building Commissioner). S. Leclaire will survey the positions with surrounding towns.
11. D. Carroll addressed the talent bank candidates present on the discussion of eliminating the Personnel Board and replacing with an HR department as suggested by Mr. Buckley.
12. W. Heller moved to approve the January 2017 payroll, seconded by C. Abrahamson, Jr.  
**MOTION CARRIED UNANIMOUSLY**
13. The next meeting is scheduled for Thursday, February 9, 2017 at 7:00 p.m.
14. C. Abrahamson, Jr. moved to adjourn at 8:17 p.m., seconded by W. Heller.  
**MOTION CARRIED UNANIMOUSLY**