



**MILFORD PERSONNEL BOARD  
MILFORD MASSACHUSETTS  
MINUTES OF MEETING  
SATURDAY, JANUARY 14, 2017 @ 9:00 A.M.  
MILFORD POLICE STATION**

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1. The meeting was called to order at 9:30 a.m. by Vice Chr., Laura Crisafulli. Present: Dennis Carroll, Chairman, Charles Abrahamson, Jr., Laura Crisafulli and Shelly LeClaire, Clerk. Absent: Warren Heller. Also present: Jim Ligor.
2. The Board reviewed the job description for the Assistant to the Police Chief.
3. D. Carroll was notified the Youth Commission would like to change the existing part time Milford Youth Center Program Coordinator position to full time. D. Carroll forwarded a letter to Youth Center Director, Jen Ward explaining the procedure to make changes to a position. S. LeClaire will forward a Position Analysis Questionnaire (PAQ) to J. Ward.
4. Discussion took place regarding the two Vernon Grove Cemetery employees who work at the Highway Department from November to April. The two employees do not receive the same benefits as the highway/park employees because they are not union members. D. Carroll will contact Highway Surveyor, Scott Crisafulli to discuss options.
5. IT Manager, Andrew Diorio arrived at 9:46 a.m. A. Diorio reviewed with board members the process on utilizing the tablets/google cloud. A. Diorio left the meeting at 11:06 a.m.
6. D. Carroll informed the board the Finance Committee and Town Accountant requested the projected FY-18 rate increase for Article II employees. Discussion took place. The Board is in the process of compiling information and will notify the respective department heads upon completion.
7. D. Carroll will forward a "reminder memo" to Town Administrator, Richard Villani requesting he notify the Personnel Board of any Article II hourly and/or salary changes such as promotion, demotion, additional employee, etc.
8. C. Abrahamson, Jr. moved to adjourn at 11:40 a.m., seconded by L. Crisafulli

**MOTION CARRIED UNANIMOUSLY**