



**MILFORD PERSONNEL BOARD  
MILFORD MASSACHUSETTS  
MINUTES OF MEETING  
THURSDAY, FEBRUARY 16, 2017  
ROOM 2 – 7:00 P.M.**

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1. The meeting was called to order at 7:13 p.m. by Chairman, Dennis Carroll. Present: Charles Abrahamson, Jr., Laura Crisafulli, newly appointed alternate member James Dorval. Newly appointed member Teresa Persico arrived at 7:17 p.m. Absent: Warren Heller. Also present: Shelly LeClaire, Clerk
2. Discussion took place regarding two full time Vernon Grove Cemetery employees. Currently, the two employees are classified under Article 2 Hourly Non-Rated Positions. Vernon Grove Cemetery Trustee, Jamie Luchini was unable to attend meeting to discuss this matter.
3. The Personnel Board 2016 Annual Town Report “draft” was discussed. A final copy will be forwarded to the Board of Selectmen.
4. Board members discussed the feasibility of the creation of an HR Department.
5. Two new members were appointed to the Personnel Board. Teresa Persico and James Dorval (alternate). D. Carroll thanked each member for attending the meeting and asked for a brief description of their background and interest to serve on the Board.
6. C. Abrahamson, Jr. moved, seconded by L. Crisafulli: To convene in Executive Session to discuss FY-2018 Article 2 Wage and Salary Schedule rate increase @ 8:10 p.m.  
**ROLL CALL VOTE: 5 members voting in the affirmative** **MOTION CARRIED UNANIMOUSLY**
7. Discussion took place regarding Article 2 Non-Rated, Hourly and Annual positions which currently do not have job descriptions. C. Abrahamson, Jr. moved to determine a maximum and minimum rate, establish and review a Position Analysis Questionnaire (PAQ) and Job Description for each position, seconded by L. Crisafulli. **MOTION CARRIED UNANIMOUSLY**
8. C. Abrahamson, Jr. moved, seconded by T. Persico that Health Agent, Paul Mazzuchelli submit a job description for Health Inspector PT to allow the Board the opportunity to classify and add position to Article 2. P. Mazzuchelli submitted a memo and Health Inspector PT job description prior to the meeting. Documents were placed in the Personnel Board mailbox.  
**MOTION CARRIED UNANIMOUSLY**

9. The Board was in receipt of a letter from Town Clerk, Amy Hennessy Neves. C. Abrahamson, Jr. recused himself because he is an election worker. Ms. Neves indicated the recent unfunded Federal and State mandate requiring her office to be open additional voting days, has put a financial burden on her budget. Ms. Neves requested the Board consider changing Article 2, "Section G Election Workers" from hourly to stipend compensation as follows: Wardens and Clerks - \$200, Deputies - \$175, Checkers Full Day - \$150, Checkers ½ Day - \$100. L. Crisafulli moved to approve the change of compensation for Election Workers from hourly to stipend compensation as requested by Town Clerk Neves (Wardens and Clerks - \$200, Deputies - \$175, Checkers Full Day - \$150, Checkers ½ Day - \$100, seconded by T. Persico.  
**MOTION CARRIED UNANIMOUSLY**
10. D. Carroll asked the members to include their email on the confidential contact list provided by the Clerk.
11. L. Crisafulli moved to approve the February 2017 Clerk payroll, seconded by J. Dorval.  
**MOTION CARRIED UNANIMOUSLY**
12. C. Abrahamson, Jr. moved to approve reimbursement payment to S. Leclaire for the purchase of an ink cartridge from Best Buy in the amount of \$11.99, seconded by L. Crisafulli.  
**MOTION CARRIED UNANIMOUSLY**
13. The Board scheduled the next meeting for Thursday, March 9, 2017 at 7:00 p.m.
14. C. Abramhamson, Jr. moved to adjourn at 9:06 p.m., seconded by J. Dorval.  
**MOTION CARRIED UNANIMOUSLY**