MILFORD PERSONNEL BOARD
MINUTES OF THE MEETING HELD TUESDAY, MARCH 13, 2012

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1 The meeting was called to order at 7:11pm by Chairman James Ligor. Present: Board members Warren Heller, James Ligor, Michael Shain, and Dennis Carroll. Absent: member Teresa Persico. Also present: Phyllis Ahearn, clerk.

2 Mr. Heller moved, seconded by Mr. Carroll: That the Minutes of the meeting held February 8, 2012, be approved as submitted. ***Motion Carried Unanimously***.

3. The Board proceeded to address a proposal submitted by the Administrative Assistant to the Town Administrator and the Confidential/Parking Clerk, on behalf of nine Article 2 office support personnel; the proposal seeks to revise the vacation leave provision of the Personnel By-Laws, and to add a longevity pay provision.

4. Mr. Carroll moved, seconded by Mr. Heller: That the Board vote on the vacation leave provision and to table the longevity leave provision until a later meeting.
Motion Carried Unanimously

5 Mr. Caroll moved, seconded by Mr. Shain: That the Board submit an Article to the Annual Town Meeting, recommending that Section 5.08B of the Personnel By-Law (Vacation Leave) be amended to grant twenty (20) vacation days upon completion of eleven (11) years of service. Currently, eligible personnel must complete twelve (12) years of service to be granted twenty (20) vacation days.
Motion Carried Unanimously

6 In response to an inquiry from the Assessor/Administrator regarding the donation of sick leave, the Board stated that, to its knowledge, there is no precedent involving Article 2 personnel. The Board had several concerns regarding implementation of such an activity, and will address these concerns in a later communication.

7 The FY2013 Employee Roster of all Article 2 positions currently filled was accepted as submitted by the Board clerk.

8 it was noted that the Annual Town meeting will be held on Monday, May 21st; the Warrant closes on March 22nd. The Board will submit its annual Article 2, plus an article recommending the vacation leave revision voted on in Item #5 above.

9 The Board reviewed the FY2013 Departmental Budget, which was submitted to the Town Accountant last month.

10 The Board accepted the FY2012 Expense/Revenue Report as submitted:

	Budget	Expended	Balance
Salaries/Wages	4570.00	3046.67	1523.33
General Expenses	276.00	36.98	239.02
Total	4846.00	3083.65	1762.35

11 Mr. Heller moved, seconded by Mr. Shain: That the clerical payroll for the month of March be approved as submitted. ***Motion Carried Unanimously***

12 It was agreed that the next meeting will be held on Wednesday, April 25th.

13 Mr. Shain moved, seconded by Mr. Ligor: That the meeting be adjourned at 7:59pm ***Motion Carried Unanimously***

James Ligor, Chairman	*Dennis Carroll*
Warren Heller	*Michael Shain*

Phyllis Ahearn, clerk

The following documents were discussed and/or distributed:
February 8th Minutes
March 13th Meeting Notice
March 13th Agenda
FY2013 Employee Roster
By-Law Revision Proposal
Sick Bank Inquiry
Annual Town Meeting Notice
Revenue/Expense Report
Clerical Payroll/March 2012