MILFORD PERSONNEL BOARD
MINUTES OF THE MEETING HELD THURSDAY, MAY 17, 2012

1 The meeting was called to order at 7:13pm by James Ligor, Chairman. Present: James Ligor, Warren Heller, Dennis Carroll, Michael Shain, and Teresa Persico. Also present: Don Jacobs of DIJ Municipal Management Consultant Services, and Phyllis Ahearn, clerk.

2 Mr. Jacobs had worked with the Personnel Board to develop the Bennett Report in 2000. He addressed the process of updating the Report in response to changes that have taken place during the intervening years, and discussed the following Classification and Compensation Study Goals and Objectives:

GOAL

To classify positions and compensate employees in a fair, equitable and consistent manner.

OBJECTIVES

Job Description: To describe each position's essential functions and minimum qualifications (knowledge, skills, abilities) needed to carry out the job duties.
Classification Plan: To compare positions to one another, based upon the application of 13 universal evaluation criteria that describe the minimum level of Independence and Supervisory Responsibility for each position.
Compensation Plan: To establish a "competitive" salary range and market range in order to recruit and retain a quality work force.

Mr. Jacobs indicated that the estimated cost of an updated Study for salaried positions would be $5000. If hourly rated positions were included, the cost would be under $10,000. Mr. Jacobs left the meeting at 8:10pm.

3 The Board discussed articles that the Chairman will be presenting at the Annual Town Meeting on May 21st.

4 M. Shain moved, seconded by W. Heller: That the Minutes of the meeting held April 25, 2012, be approved as submitted. ***Motion Carried Unanimously.***

5 The Board reviewed and accepted the Expense Report as of April 30th.

	Budget	Expended	Balance
Salaries/Wages	4627.00	3855.80	771.20
General Expenses	276.00	274.29	1.71
Total	4903.00	4139.09	772.91

6 W. Heller moved, seconded by M. Shain: That the clerical payroll for June, 2012, be approved as submitted. ***Motion Carried Unanimously***

7 The next meeting of the Board is scheduled for Thursday, June 21st.

8 D. Carroll moved, seconded by M. Shain: That the meeting be adjourned at 8:30pm. ***Motion Carried Unanimously***

James Ligor, Chairman	Dennis Carroll
Warren Heller	Teresa Persico
Michael Shain	Phyllis Ahearn, Clerk

The following documents were discussed and/or distributed during the meeting: May 17th Meeting Notice & Agenda – April 25th Minutes – April 30th Expense Report – June 2012 Payroll Warrant – DIJ Promotional Materials.