



**MILFORD PERSONNEL BOARD
MINUTES OF MEETING
WEDNESDAY, NOVEMBER 8, 2023 @ 6:00 P.M.**

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Members Present: Brian Long, Tarik Miranda, Jodie Nosiglia, and Board Clerk Liz Fernandes.

Absent: Jim Dorval and Teresa Persico

Also in attendance: HR Director, Kristin Melpignano, Building Commissioner, John Erickson and Police Chief, Robbie Tusino

1. The meeting was called to order at 6:05p.m. by Chairman Long.

2. Appointments

- Police Chief Tusino present to change his previous request for Deputy Sousa as he stated he was not as familiar with and is still learning how the Personnel By-laws work. Chief Tusino again explained the role and requirements for Deputy Chief and is requesting to change the October vote and place Deputy Sousa at a Grade 13, Step 4 effective his hire date of September 22, 2023. He will then move on an annual basis through the steps on his anniversary date.

T. Miranda motioned to rescind the October 11, 2023 vote placing Deputy Sousa at a Grade 13, Step 5 effective February 10, 2024, seconded by J. Nosiglia. **MOTION CARRIED UNANIMOUSLY**

T. Miranda then made a new motion to advance Deputy Sousa to a Grade 13, Step 4 retroactive to his hire date of September 22, 2023, seconded by J. Nosiglia. **MOTION CARRIED UNANIMOUSLY**

- Chief Tusino then spoke about the Lieutenant positions. His plan is to convert two current Sergeant positions to the rank of Lieutenant and create an additional Lieutenant position for a total of three Lieutenants. Would like to have these positions start at Grade 12, Step 5. Test results will determine who will be promoted to these positions, so it is not known at this time.

Motion made by T. Miranda to move the next three Lieutenants promoted, to Grade 12, Step 5, seconded by J. Nosiglia. **MOTION CARRIED UNANIMOUSLY**

3. HR Director

- K. Melpignano presented information on the PT Assistant Zoning Officer, Karen Asam, who was appointed on November 6, 2023.
- Building Commissioner, John Erickson wanted to speak about the position as well as K. Asam. She previously worked as a temporary employee in the department for over 2 years. She had gained knowledge of building and zoning and has become proficient with the computer program used in the department. The Building Commissioner is requesting she be placed at a Grade 4, Step 4 (\$32.06) given her prior experience in the department.

Motion by J. Nosiglia to place Asst. Zoning Officer, Karen Asam, at a Grade 4, Step 4 with an hourly rate of \$32.06, effective her start date of November 8, 2023 seconded by T. Miranda.

Two in Favor, One Abstention (Brian Long)

4. Approval of Minutes

- October 11, 2023 minutes approved unanimously.

5. Approval of Clerk Payroll

- Motion to approve the November 2023 Clerk Payroll by T. Miranda, seconded by J. Nosiglia.

MOTION CARRIED UNANIMOUSLY

6. There will not be a meeting in December. The next scheduled meeting will be January 10, 2024.

7. Adjournment

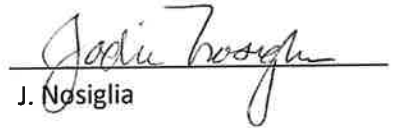
- Motioned to adjourn the meeting at 6:50 pm by T. Miranda seconded by J. Nosiglia.

MOTION CARRIED UNANIMOUSLY



Brian Long, Chairman

Tarik Miranda, Vice Chair



J. Nosiglia

Liz Fernandes, Clerk