



**MILFORD PERSONNEL BOARD  
MINUTES OF MEETING  
WEDNESDAY, MARCH 13, 2024 @ 6:00 P.M.**

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Members Present: Brian Long, Tarik Miranda, Jim Dorval, Jodie Nosiglia, Teresa Persico and Board Clerk Liz Fernandes

Absent:

Also in attendance: HR Director, Kristin Melpignano via teleconference, Town Engineer, Elizabeth Mainini, Bldg. Commissioner, John Erickson and Local Bldg. Inspector, Kevin Tomaso.

1. The meeting was called to order at 6:06p.m. by Chairman B. Long.

2. **HR Director**

- Local Building Inspector: Kristin proposed a starting step of Grade 7, Step 4 also approved by the Select Board, for newly appointed Kevin Tomaso. She turned it over to J. Erickson to speak on his qualifications and for any questions. J. Erickson indicated he has had his CSL License for 30 years with just as much experience in the building field. Kevin also brings fire experience as a retired firefighter. He is familiar with all the permits needed by the department, primarily with residential construction, as he has pulled many over the years.

J. Nosiglia assumed he would be keeping his home improvement business, but not inspecting any work done by him, to which J. Erickson agreed.

This is a PT position at 19 hours per week with no benefits and the salary will be prorated. Currently he is not a certified Local Inspector but has approval by the Board of Building Regulations and Standards (BBRS) to take the exams. He must apply within 6 months and pass required tests within a year and can receive an extension if needed and approved by the (BBRS).

Motion by T. Persico to place Local Building Inspector, Kevin Tomaso at Grade 7, Step 4, seconded by T. Miranda.

**MOTION CARRIED UNANIMOUSLY**

Motion by T. Miranda to amend the previous motion to include step placement be effective his start date of February 26, 2024, seconded by J. Dorval.

**MOTION CARRIED UNANIMOUSLY**

- Stormwater/Environmental Engineer: New position request supported by the Town Administrator. Job description submitted and a JAQ was done placing the position at a Grade 9. Kristin turned it over to Town Engineer, E. Mainini for details of the position. She indicated this position is needed as the Hwy. Surveyor, S. Crisafulli and herself cannot dedicate the time the position needs. B. Long asked if the position would be reporting to herself and S. Crisafulli. She stated it would be placed in her budget and report to her as it is more of an engineering position but will be working with both of them.

There are certain state requirements that need to be met and S. Crisafulli has worked on that thus far. A big portion of the budget for stormwater is for a consultant. This position would work directly with the consultant and possibly lessen the help needed from the consultant over time.

Motion by J. Dorval to accept the Stormwater/Environmental Engineer position being placed at a Grade 9, seconded by T. Miranda.

**MOTION CARRIED UNANIMOUSLY**

### 3. **New Business**

- Article 2, Section H: Discussion on language that appeared last in FY20 under Article 2, Section H, Clerks to Various Boards and Committees but is no longer included. Language read as follows: "Any Clerk whose rate of pay effective as of June 30, 2019 exceeds the pay authorized for his or her position set forth above shall continue to receive his/her current rate of pay for fiscal year 2020, but increased by a factor of 2.5%". Board agreed this language should be amended and included going forward.

Motion made by J. Dorval to add the following language to Section H of Article 2 as defined, unless otherwise advised by Town Counsel, to read "Any Clerk whose rate of pay effective as of June 30, 2024 exceeds the pay authorized for his/her position set forth above shall continue to receive his/her current rate of pay for FY2025", seconded by T. Miranda.

**MOTION CARRIED UNANIMOUSLY**

- Article 2, Section I Youth Works: Motion by T. Miranda to amend the vote taken at the February 14, 2024 meeting for the COLA increase to exclude Section I of Article 2, seconded by J. Dorval.

**MOTION CARRIED UNANIMOUSLY**

- A new motion was made by J. Dorval to set the rates under Section I as defined by the State to the Youth Center as follows:

#### I - COMPENSATION SCHEDULE – YOUTH WORKS GRANT PROGRAM

YouthWorks Tier 2-Entry Level Placement	\$16.25
YouthWorks Tier 3-Returning Students	\$17.50
YouthWorks Tier 4-Continued Employment	\$18.50

Motion seconded by T. Miranda.

**MOTION CARRIED UNANIMOUSLY**

- Asst. Town Administrator/Economic Development Director:  
Motion by J. Nosiglia to remove from Section A-Salaried Positions under Article 2, the Asst. Town Administrator/Economic Development Director position. Seconded by T. Persico.

**MOTION CARRIED UNANIMOUSLY**

### 4. **Approval of Minutes**

- February 14, 2024, minutes approved unanimously as submitted.

### 5. **Approval of Clerk Payroll**


- Motion to approve the March 2024 Clerk Payroll by J. Dorval, seconded by T. Persico.

**MOTION CARRIED UNANIMOUSLY**


6. The next scheduled meeting will be April 10, 2024.

### 7. **Adjournment**

- Motioned to adjourn the meeting at 7:06 pm unanimously.


  
Brian Long, Chairman

  
Teresa Persico

  
T. Miranda, Vice Chair

  
Jodie Nosiglia

  
J. Dorval

  
Liz Fernandes, Clerk