

**CIVIL SERVICE COMMISSION
REGULAR MEETING
JANUARY 17, 2012**

The Civil Service Commission of the City of Milford held their regular meeting on Tuesday, January 17, 2012 at 5:00 PM in Conference Room C of the Parsons Government Complex.

1. Chairman R. Winfield called the meeting to order at 5:10 p.m.

2. Roll Call

Board Members Present

R. Winfield

J. Baldwin

R. Dowin

Also Present

J. O'Connell

L. Pisacane

Board Members Absent

H. Healey

T. Toohey

3. J. O'Connell requested nominations for Chairman. R. Dowin nominated R. Winfield, J. Baldwin seconded and the motion passed unanimously. R. Winfield nominated R. Dowin for Vice Chairman, J. Baldwin seconded and the motion passed unanimously.

4. R. Winfield requested a motion to approve the minutes of the meeting of August 15, 2011. J. Baldwin made the motion, R. Dowin seconded and the motion passed unanimously.

5. J. O'Connell requested permission to utilize the recently compiled Truck Driver/Laborer list to fill other similar positions such as Laborer in the Sanitation Department and Maintainer. He cited the quality of the applicants on the existing list and that it would be a good way to cut down on advertising costs which can run \$700 - \$800 for a single help wanted ad in the Connecticut Post or the New Haven Register. All agreed.

6. J. O'Connell requested permission to utilize the recently compiled Secretary list to fill other similar positions such as Clerk A and Administrative Clerk A. Again, the quality of the list was cited along with the savings in advertising dollars. R. Dowin asked if there were other less expensive advertising options, for example, the internet. L. Pisacane explained that the Civil Service Rules and Regulations require that the ad appear in at least one newspaper in general circulation in the Milford area. J. Baldwin asked if the Civil Service Rules should be revised. J. O'Connell stated that while it would be a good idea to revise the rules, he is currently involved in contract negotiations and looking at alternative health insurance carriers. All agreed it made sense to utilize the Secretary list for other similar openings as they occur.

7. J O'Connell gave his report and advised the Commission that contract negotiations with the bargaining units continue and that good progress is being made.

He stated that even in this economy some positions get limited applicants and added that the positions of Deputy Assessor/Revaluation Coordinator and Building Inspector had recently been filled. He said that often individuals applying for such positions are retirees from other municipalities.

8. The Open Jobs Report was briefly discussed.

9. J. Baldwin made a motion to adjourn. R. Dowin seconded the motion and the meeting adjourned at 5:23 PM.

Attest:

Lauren Pisacane