

**CIVIL SERVICE COMMISSION
REGULAR MEETING
JANUARY 28, 2014**

The Civil Service Commission of the City of Milford held their regular meeting on Tuesday, January 28, 2014 at 5:00 PM in Conference Room C of the Parsons Government Complex.

1. T. Toohey called the meeting to order at 5:10 p.m.

2. Roll Call

Board Members Present

J. Baldwin
J. Haselkamp
T. Toohey

Also Present

T. Barnes
L. Pisacane

Board Members Absent

R. Dowin
H. Healey

3. T. Barnes notified the Commissioners that Ron Winfield elected to not be reappointed for another term. J. Baldwin made a motion to table the elections until the next meeting and that T. Toohey act as Chairman until then. J. Haselkamp seconded and the motion passed unanimously.

4. J. Baldwin stated that he had read the minutes of the meeting held December 16, 2013 and made a motion to approve them. J. Haselkamp abstained from the vote as he was not present at that meeting. T. Toohey seconded and the motion passed unanimously.

5. There was no old business.

6. There was no new business.

7. T. Barnes commented on the revised job description for General Carpenter/ Painter/Maintenance Mechanic, stating that she will be reviewing job descriptions as vacancies arise and will present any revisions as they occur to the Commission for notation only. J. Baldwin asked if the title indicated that three positions had been combined or if that had always been the title. T. Barnes said that had been the title prior to any changes.

8. & 9. T. Barnes discussed the Open Jobs Report and said that a Building Maintenance Foreman had been appointed. She added that the Clerk A position in the Public Works Office is still pending. T. Barnes discussed the open position of Public Works Director and told the Commissioners that the posting closed January 17, 2014, and that panel members had been selected and interviews would be conducted on Monday, February 3rd and Tuesday, February 4th. T. Barnes then discussed the vacant Office Assistant position in the Library. She said that applicants were tested and the Education and Experience piece of the process is currently being conducted.

She said she expects to be able to refer names to the department head within two weeks.

J. Baldwin asked how many applicants there were for Public Works Director and T. Barnes said there were over 30.

9. J. Haselkamp made a motion to adjourn the meeting. J. Baldwin seconded the motion and the meeting adjourned at 5:18 PM.

Attest:

Lauren Pisacane