

**CIVIL SERVICE COMMISSION  
REGULAR MEETING  
JUNE 20, 2011**

The Civil Service Commission of the City of Milford held their regular meeting on Monday, June 20, 2011 at 5:00 PM in Conference Room C of the Parsons Government Complex.

1. Chairman R. Winfield called the meeting to order at 5:05 p.m.

2. Roll Call

Board Members Present

R. Winfield

J. Baldwin

H. Healey

T. Toohey

Also Present

John O'Connell

Lauren Pisacane

3. R. Winfield asked if there were any additions or deletions to the minutes of the January 18, 2011 meeting and as there were none, he requested a motion to approve the minutes. J. Baldwin made the motion, H. Healey seconded, and the motion passed unanimously.

4. A short discussion was held concerning extension of the current Custodian list. J. O'Connell explained that the list has many excellent candidates and therefore should be extended to August 6, 2012. J. Baldwin asked how many were on the list and J. O'Connell indicated there are well over 50. L. Pisacane added that only one person has been hired from the list so far. H. Healey made a motion to approve extending the custodian list until August 6, 2012, T. Toohey seconded, and the motion passed unanimously.

5. J. O'Connell explained that the Department of Permitting and Land Use did not wish to extend the current Building Inspector B list. Given the many layoffs of building inspectors from other cities and towns, it is felt that an excellent pool of candidates could be generated if needed. J. Baldwin asked if there is a current vacancy and J. O'Connell said there was not and suggested that Agenda Item #5 be withdrawn. T. Toohey made a motion to withdraw Agenda Item #5, H. Healey seconded, and the motion carried unanimously.

6. J. O'Connell suggested a title change would be appropriate concerning the Secretary position in the Engineering Department given that the Board of Alderman recently voted to reclassify the position effective July 1. J. O'Connell explained that the job duties and now, salary grade are more consistent with that of Administrative Assistant. R. Winfield asked for a motion to change the job title of Secretary in the Engineering Department to Administrative Assistant. T. Toohey made the motion, J. Baldwin seconded, and the motion carried unanimously.

7. J. O'Connell explained that the Board of Finance cut 25 City positions and that the Board of Aldermen restored 6 of those positions. He explained that at the Mayor's request, the Personnel Department has been working hard to minimize employee layoffs and that between existing vacancies and retirements, it appears that only one

civilian employee in the Police Department and one employee in the City Attorney's office may need to be laid off.

J. O'Connell added that it is negotiation time and that concerns over settlement terms may have triggered some retirements, therefore it is likely some jobs in Public Works may end up being offered to the general populace. He added that he is optimistic that timely settlements of the working agreements are possible.

J. Baldwin inquired if the open Assistant Superintendent position in the Board of Education and the open Finance Director for the City could be combined and save the City money. J. O'Connell explained that would not be possible as the position of Assistant Superintendent involves many more time consuming duties besides financial ones such as contract negotiations and bus scheduling.

8. The Open Jobs Report was reviewed. J. O'Connell reiterated that retirements have left a number of openings in the Public Works department, particularly in the Wastewater division and that some positions may eventually be open to the public. R. Winfield asked if there were any questions, and as there were none, he requested a motion to adjourn.

10. H. Healey made a motion to adjourn. T. Toohey seconded the motion and all were in favor. The meeting adjourned at 5:24 PM.

Attest:

Lauren Pisacane