**CIVIL SERVICE COMMISSION**

**REGULAR MEETING**

**JULY 18, 2016**

The Civil Service Commission of the City of Milford held their regular meeting on Monday,

July 18, 2016 at 5:00 PM in Conference Room C in the Parsons Government Complex.

1. J. Haselkamp, called the meeting to order at 5:03 p.m.

2. Roll Call

Board Members Present Also Present

J. Baldwin T. Barnes

T. Holland L. Pisacane

J. Haselkamp J. Griffith

Board Members Absent

H. Healey

J. Tantimonico

3. J. Baldwin made a motion to approve the minutes of the April 18, 2016 meeting J. Haselkamp seconded the motion and the motion passed unanimously.

4. There was no old business.

5. New Business: J. Griffith said that following the retirement of T. Raucci, Charles Corell was subsequently chosen as the Chief Building Inspector thereby leaving an opening for a Building Inspector in the Department. He said that the other candidates for Chief Building Inspector were contacted and told of the resulting opening of Building Inspector. Being that the top three did wish to be considered for the open position, interviews were held and Richard “Rack” Gleason, was chosen as the preferred candidate. Mr. Gleason who currently serves as the Chief Building Official in Weston and performs inspection services for Westport as well, would bring to Milford a wealth of experience along with a positive, helpful attitude. J. Griffith added that the proposed salary is well within the amount already budgeted for the position.

J. Baldwin asked if Milford allows their inspectors to work for other towns. J. Griffith said that is not currently being done. T. Barnes explained that Mr. Gleason’s position in Weston is a part time position and therefore allows him time to work for Westport work as well. J. Baldwin asked when Mr. Gleason would go to the next step and T. Barnes said not until July 2017 because Mr. Gleason does not begin working for Milford until July 25th.

J. Haselkamp made a motion to approve hiring Mr. Gleason at Step 2, J. Baldwin seconded the motion and all were in favor.

6. T. Barnes welcomed a new commissioner, Twig Holland, to the Board. T. Holland spoke briefly about her long career with the Town of Fairfield and her love of Milford, which has been her home for many years.

T. Barnes stated that contract negotiations with the Public Works union and Milford Employees Association (MEA) have settled and that the City has tentative agreements with the Milford Supervisors Union and Police Dispatchers. Negotiations continue with Fire Civilian Dispatchers and have just begun with the Fire union.

T. Barnes explained that while in negotiations, she worked with Anthem to design a new plan, ultimately being able to offer employees a high deductible health plan with a health savings account (HDHP/HS). Additionally, a protocol was developed for the administration of the plan within the Human Resources Department.

T. Barnes mentioned that she has employed an intern to work on filing and other records clean up and will later request permission from the State Librarian for destruction of certain records. The intern is also working on making a fillable application form and designing new forms for the Department.

T. Barnes stated that a new written exam, a performance exam and an oral exam will be utilized for filling the key position of Treasurer/Payroll Administrator. She also stated that on July 20th training will take place for public works employees who are interested in performing tree work.

She stated that the City’s first blood drive was held in June and was a great success. There is another fitness challenge scheduled for the fall and a health fair will be held in October to coincide with the flu shots.

She stated that she continues to work on updating job descriptions.

7. T. Barnes discussed the Open Jobs Report and the status of each of the open jobs.

8. J. Haselkamp made a motion to adjourn the meeting, J. Baldwin seconded the motion and the meeting adjourned at 5:24 p.m.

Attest:

Lauren Pisacane