

**CIVIL SERVICE COMMISSION  
REGULAR MEETING  
JULY 20, 2015**

The Civil Service Commission of the City of Milford held their regular meeting on Monday, July 20, 2015 at 5:00 PM in Conference Room C in the Parsons Government Complex.

1. Chairman T. Toohey, called the meeting to order at 5:05 p.m.

2. Roll Call

Board Members Present

J. Baldwin

J. Haselkamp

H. Healey

J. Tantimonaco (5:22 PM)

T. Toohey

Also Present

T. Barnes

L. Pisacane

C. Saley

G. Wassmer

Board Members Absent

None

3. Chairman Toohey asked if everyone had read the minutes of the May 18, 2015 minutes and did anyone have any changes to add. No one did, so J. Baldwin made a motion to approve the minutes of the May 18, 2015 meeting, and H. Healey seconded the motion. All were in favor.

4. There was no old business.

5. G. Wassmer made a request that the Engineering Department be approved to hire an Engineering Technician/Inspector above the minimum rate, at step 3. He explained both in a memo and at the meeting that the candidate for the position was a strong one and holds a professional engineering license (PE). He went on to say that the candidate was a Milford resident who had worked for a well respected consulting firm and had recently worked as a "Clerk of the Works II" engineering inspector for the City of Stamford. J. Haselkamp added that the City of Milford was lucky to get such a qualified applicant. J. Baldwin asked how many steps there were in the pay grade and T. Barnes replied there are six steps. J. Haselkamp made a motion to approve hiring the Engineering Technician/Inspector at step 3. J. Baldwin seconded and all were in favor.

6. A brief discussion was held concerning the title change to Human Resources Generalist. J. Baldwin felt the title did not reflect the higher level duties accurately. J. Haselkamp explained that Human Resources Generalist is a professional designation commonly used in the Human Resources field for positions of this nature.

7. T. Barnes reported that her efforts to revise existing job descriptions continue as do contract negotiations with the MEA, Police Civilian Dispatchers, and Fire Civilian Dispatchers. She said that negotiations with MSA and Public Works would soon begin and that the two unions were now represented by UPSEU. T. Barnes went on to say examinations were being revised and that a performance exam was being created to test for Truck Driver/Laborers in the Highway/Parks Department. T. Barnes reported that the new Benefits Specialist in the Human Resources Department has been there for over six weeks now and that she is beginning the transition of the retiree benefits to Human Resources with the help of the Accounting Office.

8. T. Barnes went over the open jobs report, discussing the various openings and the status of each.

Due to the resignation of Chairman Toohey, J. Haselkamp made a motion to add elections to the agenda. H. Healey seconded the motion and all were in favor.

9. H. Healey nominated J. Haselkamp for Chairman, T. Toohey seconded the nomination and all were in favor.

T. Barnes thanked Mr. Toohey for his dedicated service to the City by serving on the Commission over many years and wished him well in his new endeavors.

Chairman Toohey asked for a motion to adjourn the meeting, H. Healey made the motion, J. Baldwin seconded it and the meeting adjourned at 5:23 PM.

Attest:

Lauren Pisacane