

**The Town of East Haven, CT  
Civil Service Commission Minutes  
August 28, 2018, 7:00 pm, 250 Main Street**

A Special Meeting of the Civil Service Commission was held on Tuesday, August 28, 2018 in the Civil Service Commission Office, 250 Main Street, East Haven, CT.

The meeting was called to order at 7:00 p.m.

Roll Call:	Ms. Marlene Asid	Present
	Mr. John Stacey	Absent
	Mr. Clayton Janer	Present

**NEW BUSINESS**  
**PUBLIC WORKS**  
**MECHANIC**

The Commission received a request to fill the vacancy in the Mechanic Position at Public Works. There is not a valid Eligibility List at this time. While the last time this position was vacant the test was waived, the Commission was adamant that the rules need to be followed and a written test that will produce an Eligibility List that can be drawn from over the next 2 years, if necessary, is the way to proceed. The Commission also discussed requirements for this position and the need for candidates to include documentation along with the regular application.

A MOTION was made by Ms. Asid to begin the testing process for the position of Mechanic with a written exam worth 100% of the final grade with a pass point of 70. In addition to the regular application, candidates will be asked to produce copies of any transcripts, certifications and licenses they hold.

Mr. Janer Seconded.

Vote: Unanimous

A MOTION was made by Mr. Janer to adjourn the Meeting at 7:18 p.m.

Ms. Asid Seconded.

Vote: Unanimous

Respectfully submitted,

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Andrea M. Liquori  
Recording Secretary