

**The Town of East Haven, CT  
Civil Service Commission Minutes  
December 10, 2019, 7:00 pm, 250 Main Street**

A Special Meeting of the Civil Service Commission was held on Tuesday, December 10, 2019 in the Mario Giaimo Conference Room, 250 Main Street, East Haven, CT.

The meeting was called to order at 7:07 p.m.

Roll Call:	Ms. Marlene Asid	Present
	Mrs. Kate White	Present

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DEC 12 2019  
TOWN CLERK'S OFFICE  
EAST HAVEN, CONN.

Stacy Gravano, CTC  
TOWN CLERK

**STAFF IN ATTENDANCE:** Michelle Benivegna, Assistant Director of Administration and Management

**PUBLIC COMMENT**

There was no public comment.

**READING AND APPROVAL OF MINUTES**

A MOTION was made by Ms. Asid to approve the minutes of the November 12, 2019 Regular Meeting as submitted.

Mrs. White seconds the motion.

Vote: Unanimous

**OLD BUSINESS**

**TAX COLLECTOR/ BOARD OF EDUCATION**

**ACCOUNT CLERK I, GRADE LEVEL 10**

The exam for these positions was originally scheduled for November 11, 2019 but has been rescheduled for Thursday, December 19, 2019.

**BOARD OF EDUCATION**

**SUBSTITUTE CUSTODIAN**

This position continues to be posted, 2 applications were received in the last month. The candidates have not taken the test yet.

**POLICE DEPARTMENT**

**PROMOTIONAL EXAMINATION-LIEUTENANT**

The exam for this position is complete. A request was received for a Certified List to fill 1 position.

A MOTION was made by Ms. Asid to establish the Eligibility List for the position of Lieutenant to be valid for a period of 2 years and to Certify the top 2 available names in rank order to fill 1 position.

Mrs. White seconds the motion.

Vote: Unanimous

**PROMOTIONAL EXAMINATION-CAPTAIN**

The exam for this position is complete. Currently a vacancy does not exist.

A MOTION was made by Ms. Asid to establish the Eligibility List for the position of Captain to be valid for a period of 2 years.

Mrs. White seconds the motion.

Vote: Unanimous

**DETECTIVE**

The Notice of Testing for this exam will be posted after January 1, 2020. It requires a study period of 60-90 days. The exam will be scheduled for the spring.

**PUBLIC SAFETY DISPATCHER**

The exam for this position was held on Tuesday, November 19, 2019. 13 candidates passed the exam. There is no vacancy currently.

A MOTION was made by Ms. Asid to establish the Eligibility List for the position of Public Safety Dispatcher to be valid for a period of 2 years.

Mrs. White seconds the motion.

Vote: Unanimous

**POLICE OFFICER C-NEW RECRUIT EXAM**

The exam for this position is complete. 67 applicants took the written exam, 56 passed. 54 applicants participated in the interview portion

of the exam, 49 passed. Background investigations will begin immediately but we will need to have another meeting to Certify the list prior to the Board of Police Commissioner's Special Meeting of January 2, 2020, where they intend to hire. The Commission could meet December 26, 2019 to do this, if all the background investigations are complete.

A MOTION was made by Ms. Asid to establish the Eligibility List for the position of Police Officer C to be valid for a period of 2 years.

Mrs. White seconds the motion.

Vote: Unanimous

**FIRE DEPARTMENT  
FIREFIGHTER/PARAMEDIC**

The Fire Commission has not hired anyone as of this date.

**NEW BUSINESS  
POLICE DEPARTMENT-P.O.S.T. CERTIFIED LATERAL TRANSFER**

A request was received to fill one position with a Lateral Transfer. Currently James Hoyer is the only candidate who has completed the requirements and is eligible to be considered.

A MOTION was made by Ms. Asid to certify the list with the name of James Hoyer to be considered for the position of Police Officer C.

Mrs. White seconds the motion.

Vote: Unanimous

**PUBLIC WORKS  
LABORER**

Michelle Benivegna was in attendance to discuss this matter. Discussion took place regarding keeping this position open using a rolling application process. There was also discussion regarding using a shorter application. Nothing has been decided. The matter will be addressed at a future meeting.

**BILLS**

A MOTION was made by Mrs. White to pay the following bills:

\$66.59 to Andrea Liquori, Reimbursement

\$88.83 to Andrea Liquori, Reimbursement

\$175.00 to Roberta DeLuca, Proctor

\$75.00 to Roberta DeLuca, Proctor

\$1000.00 to LTI, Test Administration

\$110.00 to CPS-HR, Test Rental

\$819.50 to CPS-HR, Test Rental

Ms. Asid seconds the motion.

Vote: Unanimous

A MOTION was made by Ms. Asid to adjourn the Meeting at 7:35 p.m.

Mrs. White seconds the motion.

Vote: Unanimous

Respectfully submitted,

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Andrea M. Liquori  
Recording Secretary