

**Civil Service Commission Minutes**  
**August 14, 2023, 7:00 pm**

A Regular Meeting of the Civil Service Commission was held on Monday, August 14, 2023, in the East Haven Town Hall, 250 Main Street.

The meeting was called to order at 7:05 p.m.

Roll Call:	Mrs. Sue Deko	Present
	Mrs. Ann Murray	Absent
	Mr. Richard DePalma	Present

**RECEIVED FOR FILING**  
**AUG 16 2023**  
**TOWN CLERK'S OFFICE**  
**EAST HAVEN, CONN.**

  
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**TOWN CLERK**

**PUBLIC COMMENT**

There was no public comment.

**READING AND APPROVAL OF MINUTES**

A Motion was made by Mr. DePalma to approve the minutes of the July Meetings as submitted.

Mrs. Deko seconds the motion.

Vote: Unanimous

**OLD BUSINESS**

**BOARD OF EDUCATION**

**SECRETARY II**

The is no action to take at this time.

**SECRETARY III**

The exam has been scheduled for August 22, 2023. Approximately 20 candidates have applied to take the test.

**POLICE DEPARTMENT**

**POLICE OFFICER C**

The Exam is complete. There is no action to be taken at this time.

**RECORDS ROOM ATTENDANT**

The exam has been scheduled for August 23, 2023. Approximately 20 candidates have applied to take the test.

**TOWN CLERK**  
**INDEX CLERK**

This position has been posted for a lateral transfer within the Union. There may not be a need for an exam. There is no action to take at this time.

**PUBLIC WORKS**  
**TREE TRIMMER**

The position is posted. We have not been advised that the position has been filled. There is no action to take at this time.

A Motion was made by Mr. DePalma to add the matters of General Clerk and Public Safety Dispatcher to the Agenda.

Mrs. Deko seconds the motion.

Vote: Unanimous

In the event the Index Clerk position is filled from within, a Certified List from the Eligibility List for General Clerk may be needed.

A Motion was made by Mr. DePalma to certify the top 3 available names in rank order to fill one position from the Eligibility List for General Clerk, if needed.

Mrs. Deko seconds the motion.

Vote: Unanimous

A position has opened up for the Public Safety Dispatcher and Chief Lennon has requested a new exam.

A Motion was made by Mr. DePalma to begin the testing process for the position of Public Safety Dispatcher consisting of a written exam with a pass point of 70 to be worth 100% of the final score.

Mrs. Deko seconds the motion.

Vote: Unanimous

**BILLS**


There were no bills to be paid this month.

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

Mrs. Deko seconds the motion.

Vote: Unanimous

Respectfully submitted,

  
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Andrea M. Liquori, Recording Secretary