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Lisa Butler
TOWN CLERK

Civil Service Commission Minutes November 13, 2023, 7:00 pm

A Regular Meeting of the Civil Service Commission was held on Monday, November 13, 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	Present
	Mr. Richard DePalma	Present

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 October Meeting as submitted.

Mrs. Deko seconds the motion.

Vote: Unanimous

OLD BUSINESS

BOARD OF EDUCATION

SECRETARY II

The Commission has received a request for a new test.

A Motion was made by Mrs. Deko to begin the testing process for the position of Secretary II which will consist of a written exam with a pass point of 65 which will be worth 100% of the final score.

Mrs. Murray seconds the motion.

Vote: Unanimous

ACCOUNTANT

The position is posted and the deadline to apply is November 22, 2023.

**Civil Service Commission
November 13, 2023**

Page 2

**POLICE DEPARTMENT
POLICE OFFICER C**

The exam is complete and background investigations are being conducted. There is no action to be taken at this time.

PUBLIC SAFETY DISPATCHER

There is no word if they have hired anyone yet for this position.

**TOWN CLERK
INDEX CLERK**

One candidate took the exam and passed.

A Motion was made by Mr. DePalma to establish the Eligibility List to be valid for a period of 2 years and certify the one available name for the position of Index Clerk.

Mrs. Deko seconds the motion.

Vote: Unanimous

**PUBLIC WORKS
MECHANIC**

The position is posted and the deadline to apply is November 22, 2023.

**NEW BUSINESS
BOARD OF EDUCATION
CUSTODIAN**

The Board of Education has requested a test for this position.

A Motion was made by Mr. DePalma to begin the testing process for the position of Mechanic which will consist of a written exam with a pass point of 65 which will be worth 100% of the final score.

Mrs. Murray seconds the motion.

Vote: Unanimous

**Civil Service Commission
November 13, 2023**

Page 3

**FIRE DEPARTMENT
FIREFIGHTER/PARAMEDIC**

A request has been received from the Fire Commission to conduct an exam for Firefighter/Paramedic.

A Motion was made by Mr. DePalma to begin the testing process for the position of Firefighter/Paramedic which will consist of a written exam with a pass point of 70 which will be worth 2/3rds of the final score, an oral interview with a pass point of 70 which will be worth 1/3rd of the final score and the CPAT Exam which is pass/fail.

Mrs. Murray seconds the motion.

Vote: Unanimous

BILLS

A Motion was made by Mrs. Deko to pay the following bills:

\$660.00 to Penfield Publications, Advertising

\$1379.81 to Hearst Publications, Advertising

\$225.00 to La Voz, Advertising

\$225.00 to La Voz, Advertising

\$126.00 to LTI, Testing

\$44.46 to Bardell, Supplies

\$500.00(Est.) to CPS-HR, Test Rental

\$250.00 to IOS, Test Rental

Mr. DePalma seconds the motion.

Vote: Unanimous

A MOTION was made by Mrs. Murray to adjourn the Meeting at 7:30 p.m.

Mr. DePalma seconds the motion.

Vote: Unanimous

Respectfully submitted,

Andrea M. Liquori, Recording Secretary