

**Civil Service Commission Minutes**  
**May 13, 2024, 7:00 pm**

A Regular Meeting of the Civil Service Commission was held on Monday, May 13, 2024, in the East Haven Town Hall, 250 Main Street.

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

Roll Call:      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 accept the Minutes of the April 8, 2024 meeting as submitted.

Mrs. Murray seconds the motion.

Vote: Unanimous

**OLD BUSINESS**

**BOARD OF EDUCATION**

**SECRETARY II**

The Board of Education has hired Jenna Duford on the position effective May 6, 2024.

A Motion was made by Mr. DePalma to certify the employment of Jenna Duford on the position of Secretary II effective May 6, 2024.

Mrs. Murray seconds the motion.

Vote: Unanimous

**BOARD OF EDUCATION**

**SECRETARY I**

The exam for this position is scheduled for May 15, 2024. There is no action to be taken at this time.

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**POLICE DEPARTMENT  
POLICE OFFICER C**

The exam is complete. 6 candidates passed.

A Motion was made by Mr. DePalma to establish the Eligibility List for the position of Police Officer C.

Mrs. Murray seconds the motion.

Vote: Unanimous

**FIRE DEPARTMENT  
FIREFIGHTER/PARAMEDIC**

There is no action to be taken at this time.

**NEW BUSINESS  
POLICE DEPARTMENT  
RECORDS ATTENDANT**

There is a possibility that a position may be opening and a certified list was requested. The position must be posted for a lateral transfer within the Union before using the Certified List.

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 the position of Records Attendant only after the position has been posted for a lateral transfer.

Mrs. Murray seconds the motion.

Vote: Unanimous

A MOTION was made by Mrs. Murray to adjourn the Meeting at 7:05 p.m.

Mr. DePalma seconds the motion.

Vote: Unanimous

Respectfully submitted,

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Andrea M. Liquori, Recording Secretary