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*Lisa Balter*  
TOWN CLERK

**Civil Service Commission Minutes  
October 10, 2023, 7:00 pm**

A Regular Meeting of the Civil Service Commission was held on Tuesday, October 10, 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

**PUBLIC COMMENT**

There was no public comment.

**READING AND APPROVAL OF MINUTES**

A Motion was made by Ms. DePalma to approve the minutes of the September Meeting as submitted.

Mrs. Deko seconds the motion.

Vote: Unanimous

**OLD BUSINESS**

**BOARD OF EDUCATION**

**SECRETARY II**

Lisa Feliconio has been hired to fill this position

A Motion was made by Mr. DePalma to certify the employment of Lisa Feliconio in the position of Secretary II and to send her the standard probation letter.

Mrs. Deko seconds the motion.

Vote: Unanimous

There is another vacancy in the Board of Education and another Certified List is needed.

A Motion was made by Mr. DePalma to certify the top three available names in rank order to fill one position from the Secretary II List.

Mrs. Deko seconds the motion.

Vote: Unanimous

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**SECRETARY III**

Sara Wolfley has been selected to fill this position.

A Motion was made by Mrs. Deko to certify the promotion of Sara Wolfley in the position of Secretary III and to send her the standard probation letter.

Mr. DePalma seconds the motion.

Vote: Unanimous

**POLICE DEPARTMENT**

**POLICE OFFICER C**

Another exam will be given on October 18, 2023. 22 candidates have applied at this time.

**RECORDS ATTENDANT**

Elizabeth Christian was hired to fill this position.

A Motion was made by Mr. DePalma to certify the employment of Elizabeth Christian in the position of Records Attendant and to send her the standard probation letter.

Mrs. Deko seconds the motion.

Vote: Unanimous

**PUBLIC SAFETY DISPATCHER**

The exam is complete. 19 candidates took the exam and 14 passed.

A Motion was made by Mr. DePalma to establish the Eligibility List for the position of Public Safety Dispatcher to be valid for a period of 2 years.

Mrs. Deko seconds the motion.

Vote: Unanimous

A Motion was made by Mr. DePalma to certify the top three available names in rank order to fill one position from the Public Safety Dispatcher List.

Mrs. Deko seconds the motion.

Vote: Unanimous

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A Motion was made by Mr. DePalma to add the matter of Police Officer C Lateral Transfer to the Agenda.

Mrs. Deko seconds the motion.

Vote: Unanimous

Chris Cameron has been hired as a lateral transfer and he will begin in January.

A Motion was made by Mr. DePalma to certify the employment of Chris Cameron in the position of Police Officer C-Lateral Transfer and to send him the standard probation letter.

Mrs. Deko seconds the motion.

Vote: Unanimous

**TOWN CLERK  
INDEX CLERK**

The closing date on this position was September 22, 2023. Very few applications were received and only a few of those were qualified. The Commission discussed the possibility of waiving the exam for these candidates but the test will proceed.

**PUBLIC WORKS  
TREE TRIMMER**

Damien Frith has been hired in the position of Tree Trimmer

A Motion was made by Mr. DePalma to certify the employment of Damien Frith in the position of Tree Trimmer and to send him the standard probation letter.

Mrs. Deko seconds the motion.

Vote: Unanimous

**OLD BUSINESS**  
**BOARD OF EDUCATION**  
**ACCOUNTANT**

This position will be vacant due to a retirement and a test is needed.

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A Motion was made by Mr. DePalma to begin the testing process for the position of Accountant 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

A Motion was made by Mr. DePalma to add the matter of Mechanic to the Agenda.

Mrs. Deko seconds the motion.

Vote: Unanimous

A vacancy is open in the position of Mechanic. A request has been made by Mr. Sabatino to waive testing as was done with the Tree Trimmer. The Commission discussed this.

A Motion was made by Mr. DePalma to begin the testing process for the position of Mechanic consisting of a written exam with a pass point of 60 to be worth 100% of the final score.

Mrs. Deko seconds the motion.

Vote: Unanimous

**BILLS**

A Motion was made by Mr. DePalma to pay the following bills:

\$300.00 to Penfield Publications, Advertising

\$710.64 to Hearst Publications, Advertising

\$124.00 to LTI, Testing

\$398.00 to IOS, Test Rental

Mrs. Deko seconds the motion.

Vote: Unanimous

A MOTION was made by Mr. DePalma to adjourn the Meeting at 7:35 p.m.  
Mrs. Deko seconds the motion.  
Vote: Unanimous

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Respectfully submitted,

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Andrea M. Liquori, Recording Secretary