

**The Town of East Haven, CT
Civil Service Commission Minutes
July 13, 2015, 7:00 pm, 250 Main Street**

The Regular Meeting of the Civil Service Commission was held on Monday, July 13, 2015 in the Mario Giaimo Conference Room, Town Hall, and 250 Main Street, East Haven, CT.

The meeting was called to order at 7:02 p.m.

Roll Call:	Mr. Albert Carocci	Absent
	Mr. John Stacey	Present
	Ms. Marlene Asid	Present

READING AND APPROVAL OF MINUTES

A MOTION was made by Ms. Asid to approve the minutes of the June 16, 2015 Meeting as submitted.

Mr. Stacey seconded.

Vote: Unanimous.

OLD BUSINESS

POLICE DEPARTMENT

DETECTIVE/YOUTH DETECTIVE EXAMINATION

The Police Commission has promoted Jeff Vaillette, Shirley Conyers and Monique Colbert to the position of Detective effective September 7, 2015.

A MOTION was made by Ms. Asid to certify the promotions of Jeff Vaillette, Shirley Conyers and Monique Colbert to the position of Detective effective September 7, 2015 and send them the standard probationary letter.

Mr. Stacey seconded.

Vote: Unanimous

POLICE CADET STUDENT PARTNERSHIP

There is no action to take for this matter at this time.

POLICE OFFICER C-NEW RECRUITS

The deadline to submit applications is July 24, 2015 and the exam is scheduled for August 3, 2015.

BOARD OF EDUCATION

SECRETARY II

ACCOUNT CLERK I, GRADE LEVEL 10

ACCOUNTANT

The Board of Education is currently interviewing for these position. There is no action that needs to be taken at this time.

FIRE DEPARTMENT

FIREFIGHTER D/PARAMEDIC

The Fire Commission has requested a Certified List of Paramedics to fill 2 positions.

A MOTION was made by Mr. Stacey to establish the Eligibility List for the position of Firefighter D/Paramedic with only those candidates who have passed the CPAT exam at this time and to add the pending 8 candidates at a later date to be valid for a period of 2 years. and certify the top four available names in rank order to fill 2 positions.

Ms. Asid seconded.

Vote: Unanimous

A MOTION was made by Mr. Stacey to certify the top four available names in rank order to fill 2 positions from the list for Paramedics.

Ms. Asid seconded.

Vote: Unanimous

FINANCE DEPARTMENT

Account Clerk II, Grade Level 11

A Letter was received from Frank Gentilesco advising the Commission that Donald Russo had been hired effective July 8, 2015.

A MOTION was made by Ms. Asid to certify the hiring of Donald Russo in the position of Account Clerk II effective September 7, 2015 and send him the standard probationary letter.

Mr. Stacey seconded.

Vote: Unanimous

ANIMAL CONTROL
ASSISTANT ANIMAL CONTROL OFFICER

The candidate selected was unable to fill the position. A new candidate will be selected. This position is exempt from testing.

NEW BUSINESS
PUBLIC WORKS
MAINTENANCE II

Due to a retirement in the Public Works Department this Position needs to be tested. Frank Gentilesco requested an emphasis be placed on Plumbing and Electrical experience.

A MOTION was made by Ms. Asid to begin the testing process for Maintenance II to include a written exam with a pass point of 70 to be worth 100% of the final score.

Mr. Stacey seconded.

Vote: Unanimous

TOWN CLERK
GENERAL CLERK

This position has been vacated due to a retirement and posted for a lateral transfer. The position will be filled by a Linda Cicarella effective October 5, 2015.

FINANCE DEPARTMENT
Account Clerk II, Grade Level 11

A request was made from Mr. Rizza and Mr. Gentilesco to supply the Department with a Certified List to fill one position. A candidate was let go during her probation period.

A MOTION was made by Ms. Asid to certify the top three available names in rank order from the list for the position of Account Clerk II.

Mr. Stacey seconded.

Vote: Unanimous

BILLS

A MOTION was made by Mr. Stacey to pay the following bills:

\$25.00 to I/O Solutions, Test Rental

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\$2113.60 to New Haven Register, Advertising

\$2298.00 to New Haven Register, Advertising

\$294.00 to La Voz, Advertising

\$345.00 to La Voz, Advertising

\$360.00 to Penfield Publications, Advertising

\$360.00 to Penfield Publications, Advertising

\$100.00(Est.), Minuteman Press, Supplies

\$200.00(Est.), Bardell, Supplies

\$597.00 to TGMG, Advertising

Ms. Asid seconded.

Vote Unanimous

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

Ms. Asid seconded.

Vote: Unanimous

Respectfully submitted,

Andrea M. Liquori
Recording Secretary