

**The Town of East Haven, CT**  
**Civil Service Commission Minutes**  
**November 10, 2008, 7:00pm, 250 Main Street**

A Regular Meeting of the Civil Service Commission was held on Monday, November 10, 2008 in the Mario Giamo Conference Room, Lower Level, Town Hall, 250 Main Street, East Haven, CT.

The Meeting was called to order at 7:04 p.m.

Roll Call:	Mrs. Mary Lou Johnson	Present
	Mr. Lou Crisci	Present
	Mrs. Ann Brereton	Absent

Member of Public: Fred Brow, Carl Perez, Frank Capone, Judy Capone

A MOTION was made by Mr. Crisci to approve the Minutes of the October Regular meeting as amended by adding to the paragraph entitled "Public Works Contract" the sentence "The supervisor signing off should be qualified to do so". Mrs. Johnson seconded.

Vote: Unanimous.

**CORRESPONDENCE**

Mrs. Johnson stated correspondence will be handled under the Agenda item it relates to.

**BOARD OF EDUCATION**  
**CUSTODIAN**

The Board of Education was sent the certified list for this position last month and is in the process of hiring. There is no action to take at this time.

**POLICE DEPARTMENT**  
**SERGEANT**

The Commission received a letter from the Board of Police Commissioners advising them that Alfred Maio has decided not to accept the promotion to the position of Sergeant. There was some discussion as to how this matter should be handled. A request was received from Chairman Romano for a Certified List to fill the new vacancy but the Commission felt the Police Commission should accept his resignation before it came before the Civil Service Commission

became involved and directed the Chief Examiner to notify the Police Commission.

**POLICE OFFICER C**

South Central Criminal Justice Administration will begin advertising its spring recruitment on December 7, 2008 and it will run until February 18, 2009. The only change in the process is they have begun charging each applicant a \$40 fee to defray the cost of testing. They have asked each Town involved in this testing cycle to set aside \$2000 to cover any costs not covered by the application fee.

The Police Commission has sent a request for a Certified List to fill one position from the list for Police Officer C. The request asked for certified and non certified Officers. There are no certified officers left on the list.

A MOTION was made by Mr. Crisci to certify the top three available names in rank order from the Eligibility List for the position of Police Officer C to fill one position.

Mrs. Johnson seconded.

Vote: Unanimous.

**LEGAL OPINIONS**

Attorney Lipton's Legal Opinion regarding Military Leave was received. She does not believe the Commission has any role in this matter.

**FIRE DEPARTMENT**

**ASSISTANT CHIEF**

Charles Licata has been promoted to the position of Assistant Chief.

A MOTION was made by Mr. Crisci to certify the promotion of Charles Licata to the position of Assistant Fire Chief effective October 27, 2008.

Mrs. Johnson seconded.

Vote: Unanimous.

**FIREFIGHTER D**

A letter was received from the Fire Commission asking that we do not conduct this exam the same way we handled the Assistant Chief. Mr. Crisci and the

Chief Examiner both stated the Assistant Chief Exam was changed to accommodate the Fire Commissions request and is not the way the Commission usually conducts its exams and that the Firefighter D exam will be conducted the way all other exams are handled.

**CLASSIFICATION UPGRADES**

**TOWN HALL UNION**

Mr. Hongo had forwarded to the Commission the latest upgrade for the position of Assessment Clerk/Computer Operator from a Grade Level 11 to a Grade Level 12. The Commission still needs the new job descriptions for these positions.

**NEW BUSINESS**

A MOTION was made by Mr. Crisci to add to the agenda the item of Mechanic in the Public Works Department.

Mrs. Johnson seconded.

Vote: Unanimous

A letter was received from Mr. Hongo asking the Commission to begin testing for the position of mechanic. The current employee in that position has taken a transfer to another position and there is not a current list for the position. Mr. Crisci questioned whether an exam was needed and thought this might fall under the exemption rule. The Chief Examiner will check with the Town Attorney on this matter.

A MOTION was made by Mr. Crisci to begin the testing process for the position of Mechanic.

Mrs. Johnson seconded.

Vote: Unanimous

**BILLS**

A MOTION was made by Mr. Crisci to authorize the payment of the following bills:

\$100.00 to Andrea Liquori, November Clerk Fee

\$2000.00 to SCCJA, Testing

\$250.00 to Penfield Publications, Innercity Newspaper, Advertising

\$20.00 to Bardell for Supplies  
Mrs. Johnson seconded.  
Vote: Unanimous.

A MOTION was made by Mr. Crisci to adjourn the Meeting at 7:25 p.m.  
Mrs. Johnson seconded.  
Vote: Unanimous.

Respectfully submitted,

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Andrea M. Liquori, Recording Secretary