

**The Town of East Haven, CT  
Civil Service Commission Minutes  
March 8, 2010, 7:00 pm, 250 Main Street**

The Regular Meeting of the Civil Service Commission was held on Monday, March 8, 2010 in the Mario Giamo Conference Room, Town Hall, 250 Main Street, East Haven, CT.

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

Roll Call:	Mrs. Ann Brereton	Present
	Mrs. Carolyn Scalesse	Present
	Ms. Linda Abbott	Present

**Members of the Public:** Lou Pane

**READING AND APPROVAL OF MINUTES**

A MOTION was made by Mrs. Scalesse to accept the February Minutes as submitted.

Ms. Abbott seconded.

Vote: Mrs. Scalesse: Yes Ms. Abbott: Yes Mrs. Brereton: Abstain

The matter of the January Minutes will be handled at the next Regular Meeting.

**POLICE DEPARTMENT**

**POLICE OFFICER C-WAIVER OF TESTING**

The Town Attorney has issued a Legal Opinion which supports the idea of testing only Certified Police Officers. The next exam the Town could participate in would be in September.

A MOTION was made by Mrs. Scalesse to table this item until the Police Commission requests an exam.

Ms. Abbott seconded.

Vote: Unanimous

**FIRE DEPARTMENT**

**BATTALION CHIEF**

The Fire Commission has promoted Andrew Carlson to the position of Battalion Chief effective February 25, 2010.

A MOTION was made by Mrs. Scalesse to certify the promotion of Andrew Carlson to the position of Battalion Chief effective February 25, 2010.  
Ms. Abbott seconded.  
Vote: Unanimous.

**NEW BUSINESS**  
**BOARD OF EDUCATION**  
**MAINTENANCE/HVAC**

The Board of Education has requested a test for Maintenance/HVAC Technician. The HVAC position became vacant last year and the Maintenance Foreman has express his intention to retire in June leaving 2 vacancies. Effective March 3, 2010, the Mayor has requested that all expenditures must receive her approval therefore, the Commission will request her authorization to advertise and test for this position before any further steps are taken.

A MOTION was made by Ms. Abbott to send a request to the Mayor for approval of the expenditures.  
Mrs. Scalesse seconded.  
Vote: Unanimous.

Mr. Lou Pane, Director of the Athletic Complex has come before the Commission to discuss a position within his department and requested it be added to the agenda.

A MOTION was made by Mrs. Scalesse to add the matter of Clerk, Grade Level 8-Athletic Complex to the agenda.  
Mrs. Brereton seconded.  
Vote: Unanimous.

Mr. Pane explained that the position of Administrative Assistant, Grade Level 11 had been cut from the budget last year and although many of the duties of that position had been absorbed by other department employees, it has become apparent that a staff member was still needed to answer

the phone and sell vouchers. This position would require minimal skill and he asked the Commission to waive testing for the employee currently employed so the position can be increased from 15 hours per week to 20 hours per Rule 5 Section 10(a) of the Civil Service Rules and Regulations. Mrs. Brereton said she had no problem with this.

A MOTION was made by Mrs. Scalesse to acknowledge the part-time position of Clerk, Grade Level 8 in the Athletic Complex and to waive the testing requirement for Christina Benedetto, the incumbent in the position. Ms. Abbott seconded.  
Vote: Unanimous.

**BILLS**

A MOTION was made by Mrs. Brereton to pay the following bills:  
\$100.00 to Andrea Liquori, Clerking Fee  
\$75.00 to Chris Distasio, Emergency Call for Computer Repair  
Ms. Abbott seconded.  
Vote: Unanimous.

A MOTION was made by Mrs. Scalesse to adjourn the Meeting at 7:20 p.m.  
Ms. Abbott seconded.  
Vote: Unanimous.

Respectfully submitted,

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Andrea M. Liquori, Recording Secretary