

Town of East Haven
Civil Service Commission

A Regular Meeting of the Civil Service Commission was held on Tuesday, October 14, 2008 in the Mario Giamo Conference Room, Lower Level, Town Hall, 250 Main Street, East Haven, CT.

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

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

Member of Public: Paul J. Hongo, Jr., Arlene Hackbarth, Patricia Lewis, James Keeley.

A MOTION was made by Mr. Crisci to approve the Minutes of the September 8, 2008 regular meeting as submitted.

Mrs. Brereton seconded.

Vote: Unanimous.

A MOTION was made by Mr. Crisci to approve the Minutes of the September 15, 2008 special meeting as submitted.

Mrs. Brereton seconded.

Vote: Unanimous.

CORRESPONDENCE

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

BOARD OF EDUCATION

ATTENDANCE CLERK

A copy of the agreement signed by the Union and Board of Education has been received.

A MOTION was made by Mr. Crisci to grandfather the employees referenced in Superintendent Serio's September 2, 2008 letter into the ranks of the Competitive Classified Service.

Mrs. Brereton seconded.

Vote: Unanimous.

CUSTODIAN

The Board of Education submitted a letter requesting a Certified List to fill one position.

A MOTION was made by Mrs. Brereton to certify the top three available names in rank order from the Eligibility List for the position of Custodian.

Mrs. Brereton seconded.

Vote: Unanimous.

POLICE DEPARTMENT

SERGEANT

The Commission received a letter from the Board of Police Commissioners advising them that Alfred Maio has been promoted to the position of Sergeant.

A MOTION was made by Mr. Crisci to certify the promotion of Alfred Maio to the position of Sergeant effective October 3, 2008.

Mr. Brereton seconded.

Vote: Unanimous.

LEGAL OPINIONS

Commissioner Crisci provided a copy of Attorney Lipton's Legal Opinion which was just received. This item will be handled at the next meeting so all the Commission members have an opportunity to review it.

FIRE DEPARTMENT

ASSISTANT CHIEF

Chairperson Johnson stated one applicant for this position removed himself so the exam was administered to the remaining applicant and corrected by herself and the Chief Examiner with the sole applicant passing the exam.

A MOTION was made by Mrs. Brereton to establish the Eligibility List for the position of Assistant Fire Chief to be valid for a period of 2 years.

Mr. Crisci seconded.

Vote: Unanimous.

A MOTION was made by Mr. Crisci to certify the one available name from the Eligibility List for Assistant Fire Chief.

Mrs. Brereton seconded.

Vote: Unanimous

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NEW BUSINESS

A MOTION was made by Mr. Crisci to suspend the order of the agenda and move to item #4 under New Business.

Mrs. Brereton seconded.

Vote: Unanimous

BOARD OF EDUCATION/TOWN HALL PERSONNEL ISSUES

Patricia Lewis was in attendance for the Board of Education and James Keeley was in attendance for the Town. Mr. Crisci asked if the computer system that the payroll is generated on could be flagged to keep track of part-time employees and temporary employees to ensure they did not work over the limit. Both Mr. Keeley and Ms. Lewis stated the system we currently have could not. The Commission discussed asking the Town Council to adopt language which would help stop this abuse.

POLICE DEPARTMENT

POLICE OFFICER C

South Central Criminal Justice Administration will be beginning its spring recruitment within the next month. This is earlier than in past years but they have found that an extended recruitment period produces a larger list of applicants. The current list for Police Officer C will expire in May, 2009. The Town will need to participate in this exam.

A MOTION was made by Mr. Crisci to begin the testing process for the position of Police Officer C consisting of a written exam with a pass point of 60 worth 2/3rd of the final grade, an oral exam with a pass point of 60 worth 1/3rd of the final grade and a physical agility exam which is pass/fail and shall be valid for a period of 2 years .

Mrs. Brereton seconded.

Vote: Unanimous.

FIRE DEPARTMENT

FIREFIGHTER D

In order to get maximum return on our advertising dollar, the Commission discussed conducting a recruitment for Firefighter D as well.

A MOTION was made by Mrs. Brereton to begin the testing process for the position of Firefighter D consisting of a written exam with a pass point of 60 worth 2/3rd of the final

grade, an oral exam worth 1/3rd of the final grade, and a physical agility exam to be pass/ fail and shall be valid for a period of 2 years.

Mr. Crisci seconded.

Vote: unanimous

CLASSIFICATION UPGRADES

TOWN HALL UNION

Mr. Hongo was in attendance to discuss several positions in the Town Clerks Office, Finance and Recreation which were upgraded. Mr. Hongo stated new job descriptions would be developed containing the additional duties for these positions. Mr. Crisci stated he did not think Civil Service had any jurisdiction over the increase in salary but thought Mr. Hongo should bring it before the Town Council to get approval. Mr. Hongo stated he would check with the Town Attorney.

PUBLIC WORKS

CONTRACT

Mr. Hongo made a presentation to the Commission regarding the Laborer Position. He would like the Commission to consider allowing a Laborer to move from a Labor Grade 2 to a Labor Grade 6 over 5 years if they can show they are mastering skills used in the course of the work performed in the Public Works Department. He provided the Commissioners with an example of a pay scale and chart which would track each laborers progression. Mr. Crisci was very much in favor of this plan and felt it would be the equivalent of conducting a field test. The matter will be referred to the Town Attorney to determine if it would violation of the Commission's Rules and Regulations.

LABORER/MAINTENANCE AIDE

A letter was received informing the Commission that Alejandro Bugatti was transferred from Maintenance Aide to the position of Laborer and Vincenzo Venditti was hired in the position of Maintenance Aide effective September 28, 2008.

A MOTION was made by Mr. Crisci to certify the appointments of Alejandro Bugatti to the position of Laborer and Vincenzo Venditti to the position of Maintenance Aide effective September 28, 2008.

Mrs. Brereton seconded.

Vote: Unanimous

CHIEF CARETAKER II (LEADMAN)

A new job description for this position was submitted to the Commission.
Mr. Crisci stated the Commission could not act on the increase in salary.

A MOTION was made by Mr. Crisci to accept the job description for Chief Caretaker II (Leadman).

Mrs. Brereton seconded.

Vote: Unanimous

2009 SCHEDULE OF MEETINGS

The Commissioners did not want to make any changes to the schedule. The Regular Meeting night of the Commission will remain the second Monday of the month unless otherwise noted.

BILLS

The Commission discussed the bill submitted by Attorney Lipton. They are unsure who should pay for this.

A MOTION was made by Mr. Crisci to authorize the payment of the bill submitted by Marilyn Lipton in the amount of \$1377.50 subject to verification of account.

Mrs. Brereton seconded.

Vote: Unanimous.

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

\$100.00 to Andrea Liquori, October Clerk Fee

\$1101.36 to the New Haven Register, Advertising

\$31.32 to Bardell for Supplies

Mrs. Brereton seconded.

Vote: Unanimous.

A MOTION was made by Mr. Crisci to adjourn the Meeting at 8:15 p.m.

Mrs. Brereton seconded.

Vote: Unanimous.

Respectfully submitted,

Andrea M. Liquori, Recording Secretary