**The Town of East Haven, CT**

**Civil Service Commission Minutes**

**May 9, 2016, 7:00 pm, 250 Main Street**

The Regular Meeting of the Civil Service Commission was held on Monday, May 9, 2016 in the Mario Giaimo Conference Room, 250 Main Street, East Haven, CT.

The meeting was called to order at 7:05 p.m.

Roll Call: Mr. Albert Carocci Present

 Mr. John Stacey Present

 Ms. Marlene Asid Present

Staff in Attendance: Police Chief Brent Larrabee and Deputy Chief Edward Lennon

**PUBLIC COMMENT**

There was no public comment.

**READING AND APPROVAL OF MINUTES**

A MOTION was made by Ms. Asid to approve the minutes of the April 14, 2016 Meeting as submitted.

Mr. Carocci seconded.

Vote: Unanimous.

A MOTION was made by Mr. Carocci to suspend the order of the Agenda to Item #3 and Item #5.

Ms. Asid Seconded.

Vote: Unanimous.

Chief Larrabee addressed the Commission. He wanted to take this time, before his retirement to thank the Commission for all they have done to assist the Department with the Consent Decree. He was very grateful for all their support.

**Civil Service Commission Page 2**

**May 9, 2016**

**OLD BUSINESS**

**PUBLIC SAFETY**

**DISPATCHER**

Chief Larrabee stated the Police Department is in charge of the Dispatchers and everything should go thru them. Deputy Chief Lennon stated the back ground investigation is almost as rigorous as that for Police Officer. The Chief Examiner stated the test was held May 3, 2016. 66 Candidates participated in the exam. The results have not been received yet.

**POLICE DEPARTMENT**

**POLICE CADET STUDENT PARTNERSHIP**

The Police Chief stated there are 3 young ladies involved in the program and they are great ambassadors for it. They are reliable and very enthusiastic. He stated there are plans to have a Citizens Police Academy operating out of the High School in the Fall. The Chief Examiner stated she had made several request of Attorney Zullo to write the amendment to the Civil Service Rules regarding this matter but has never gotten a response.

**POLICE OFFICER C**

The Deputy Chief addressed the Commission regarding the request for a new exam while the current list has almost 5 months left before it expires. He stated he does not anticipate the Department will fill any positions before the list expires. Due to the budget constraints on the State of Connecticut he is concerned the Academy classes will be limited and Milford’s Police Academy will be closing for 2 years due to renovations. Therefore, it is imperative the list be ready in the fall in the event the Department is able to secure Academy seats. He stated he anticipates 5 opening to be filled over the life of the new list, which the Police Commission requested be 2 years. The Commission discussed when to begin this new recruitment and whether there was enough money in this budget year or if it could wait until July. The matter will be handled at the June Meeting.

**Civil Service Commission Page 3**

**May 9, 2016**

The Commission resumed its meeting and followed the order of the Agenda.

**READING AND APPROVAL OF MINUTES**

A MOTION was made by Mr. Stacey to approve the minutes of the January 11, 2016 Meeting and the March 14, 2016 Meeting with the following changes the Motion to accept the Minutes and the Motion regarding the Dispatcher Exam were seconded by Mr. Carocci and to accept the minutes of the February 16, 2016 Meeting as submitted.

Mr. Carocci seconded.

Vote: Unanimous.

**REORGANIZATION**

A MOTION was made by Mr. Stacey to nominate Mr. Carocci to serve as Chairman of the Commission and Ms. Asid to Serve as Vice-Chairman of the Commission for another year.

Mr. Carocci seconded.

Vote: Unanimous.

Mr. Stacey left the meeting at 7:30 pm.

**BOARD OF EDUCATION**

**SECRETARY II**

**ACCOUNT CLERK**

The Certified Lists for both positions were sent to the Board of Education. They have not notified the Commission that they hired anyone.

**ASSESSOR**

**COORDINATOR OF ASSESSMENT SYSTEMS-GRADE LEVEL 14**

The exam is complete. Nine candidates failed and 1 passed.

A MOTION was made by Ms. Asid to establish the Eligibility List for the position of Coordinator of Assessment Systems for a period of 1 year and certify the 1 available name to fill one position.

Mr. Carocci seconded.

Vote: Unanimous.

**Civil Service Commission Page 4**

**May 9, 2016**

**PUBLIC WORKS**

**LABORER**

The Commission discussed the procedure of filling this position. While it has been a position that is exempt from testing, it still falls under the umbrella of the Civil Service Commission and the filling of the position should be monitored by the Commission. Mr. Gentilesco was informed of this change in procedure and he was in favor of it.

A MOTION was made by Ms. Asid to establish a rolling application to be posted for an indefinite period of time to create an on-going list to be used as a means to fill Laborer positions.

Mr. Carocci Seconded.

Vote: Unanimous.

**BILLS**

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

$60.00(Est.) to LTI, Test Rental

$385.30 to Chris Distasio, IT Services

Ms. Asid seconded.

Vote: Unanimous

A MOTION was made by Ms. Asid to adjourn the Meeting at 7:41 p.m.

Mr. Carocci seconded.

Vote: Unanimous

Respectfully submitted,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Andrea M. Liquori

Recording Secretary