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**The Town of East Haven, CT
Civil Service Commission Minutes
June 13, 2022, 7:00 pm**

A Regular Meeting of the Civil Service Commission was held on Monday, June 13, 2022, in the East Haven Community Center, 91 Taylor Avenue, East Haven CT.

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

Roll Call:	Mrs. Sue Deko	Present
	Mrs. Ann Murray	Present

Staff Present: Michelle Benivegna, Assistant Director of Administration and Management

A MOTION was made by Mrs. Deko to suspend the order of the agenda and move to item 3 under New Business.

Mrs Murray seconds the motion.

Vote: Unanimous.

Ms. Benivegna was in attendance to discuss the position of Rink Maintainer in the Recreation Department. She Stated this position has been vacant due to a retirement for a year and has not been filled due to the construction of the new ice rink. With the completion of that project, it will be very important to have a knowledgeable person on hand to manage all that goes on at the rink. The person in this position will need to understand refrigeration and mechanical systems, oversee the skate shop and concession stand, will need to do some event marketing and promotion, will need to be able to drive the Zamboni machine and will be responsible for using MyRec software which the Town has purchased. With all of these additions to the job description, Ms. Benivenga did not feel a written exam would enable the town to find the best candidate. She asked the Commission to hold an oral interview exam with a passing score of 60. The Commission members agreed with her assessment that an oral exam would be a more accurate way to test for this position and also agreed to

lower the test score, although they did not think 60 would be appropriate. They were, however, willing to use a passing score of 65.

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A MOTION was made by Mrs. Deko to begin the testing process for the position of Rink Maintainer with an oral interview to be worth 100% of the final score with a passing grade of 65.

Mrs. Murray seconds the motion.

Vote: Unanimous

READING AND APPROVAL OF MINUTES

A MOTION was made by Mrs. Deko to accept the minutes of the April 11, 2022 and May 12, 2022 meetings as submitted.

Mrs. Murray seconds the motion.

Vote: Unanimous.

OLD BUSINESS

BOARD OF EDUCATION

SECRETARY I, GRADE LEVEL 9

The exam for this position is complete. 5 candidates passed.

A MOTION was made by Mrs. Deko to establish the Eligibility List for the position of Secretary I, Grade Level 9 and to certify the top three available names in rank order.

Mrs. Murray seconds the motion.

Vote: Unanimous

SECRETARY III, GRADE LEVEL 11

The exam for this position is complete. Five candidates passed. Due to a second request to fill a position from this list the Commission discussed certifying four names for two positions.

A MOTION was made by Mrs. Deko to establish Eligibility List for the position of Secretary III, Grade Level 11 and to certify the top four available names from rank order.

Mrs. Murray second the motion

Vote: Unanimous.

FIRE DEPARTMENT

FIREFIGHTER D/EMT/PARAMEDIC

Jake Puciato has been hired, date to be determined.

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A MOTION was made by Mrs. Deko to certify the employment of Jake Puciato from the list for Firefighter/EMT/Paramedic date of hire to be determined and to send him the standard probation letter.

Mrs. Murray seconds the motion.

Vote: Unanimous.

FINANCE DEPARTMENT

ACCOUNT CLERK II, GRADE LEVEL 11

Candidates were interviewed. An offer was made to one candidate, the Commission has not been advised if that candidate has accepted the position.

POLICE DEPARTMENT

DETECTIVE

Seven candidates have signed up to take this exam. They are currently in the study period, which should be a period of 60 days to prepare for the exam. The exam will be held in July.

NEW BUSINESS

POLICE DEPARTMENT

POLICE OFFICER C-NEW RECRUIT EXAM

Now that the reading period for the new rule has expired and the rule has gone into effect on May 31, 2022, the Commission can begin the testing process for this position.

A MOTION was made by Mrs. Deko to begin the testing process for Police Officer C-New Recruit with a rolling application process that will be open until further notice consisting of a written exam with a past point of 70 worth 2/3 of the final score, and oral interview with the past point of 70 worth 1/3 of the final score and a valid Chip Card.

Mrs. Murray seconds the motion.
Vote: Unanimous

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BOARD OF EDUCATION

SECRETARY 10 –REQUEST FOR CERTIFIED LIST

A position has opened up at the Board of Education for a Secretary II, Grade Level 10 due to a retirement. The Superintendent has requested the Certified List.

A motion was made by Mrs. Deko certify the top three available names in rank order to fill one position from the Eligibility List for Secretary II, Grade Level 10.

Mrs. Murray seconds the motion.
Vote: Unanimous

A MOTION was by Mrs. Murray to add the matter of Secretary III, Grade Level 11 in the Finance Department to the agenda.

Mrs. Deko seconds the motion.
Vote: Unanimous

Due to a retirement the position of Secretary III in the Finance Department is vacant. The town is requesting a Certified List to fill this position. Discussion ensued regarding giving four names due to the position at the BOE.

A MOTION was made to certify the top four available names in rank order to fill a position from the Eligibility List for Secretary III.

Mrs. Murray seconds the motion.
Vote: Unanimous.

BILLS

A MOTION was made by Mrs. Murray to pay the following bills:
\$750.00 to Penfield Publication, Advertising
\$330.00 to Penfield Publication, Advertising

\$20.00 to IOS, Testing
\$210.04 to Hearst Publications, Advertising

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\$1597.90 to Hearst Publications, Advertising
833.00 to La Voz, Advertising
\$60.00 to Ricoh, Printer Rental
Mrs. Deko seconds the motion.
Vote: Unanimous

A MOTION was made by Mrs. Deko to adjourn the Meeting at 7:45 p.m.
Mrs. Murray seconds the motion.
Vote: Unanimous

Respectfully submitted,

Andrea M. Liquori, Recording Secretary