



PERSONNEL/CIVIL SERVICE  
155 DEER HILL AVENUE  
DANBURY, CONNECTICUT 06810

(203) 797-4598  
FAX (203) 796-1611

CIVIL SERVICE COMMISSION  
ACTIONS  
FEBRUARY 22, 2006  
6:00 P.M.  
CIVIL SERVICE CONFERENCE ROOM  
3RD FLOOR, CITY HALL

Roll Call

Commissioner Frank Caracansi called the meeting to order due to Chairman Michael Finn's absence. In attendance were Commissioner Geraldine George, Corporation Counsel Ric Gottschalk, Chief Examiner John Whitcomb, and Pam Evanska, city employee.

Minutes of January 18, 2006 meeting

Commissioner Caracansi made a motion to accept the previous meeting's minutes. Commissioner George seconded the motion. The motion passed unanimously.

NEW BUSINESS:

Fire Dispatcher

The Commission reviewed the candidates that applied for the promotional position of Dispatcher in the Fire Department. Six candidates applied. Candidate Walter Arteaga has not met the requirement of five years of working in the Fire Department. He will not be able to move forward and participate in the promotional exam. The other five candidates meet the requirements.

Assistant Tax Assessor

Seven candidates applied for the position. The qualifications for this position require an Associates Degree in Business and four to five years of progressively responsible work experience in Real and Personal property appraisal including two to three years of municipal assessment with one to two years of supervising a major assessment function. There is also a requirement that they be members and be certified as Connecticut Municipal Assessors. Commissioner Caracansi made a motion to table discussion on the Assistant Tax Assessor candidates until Commissioner George has a chance to review the applications. Commissioner George seconded the motion. The motion passed unanimously.

Assistant Planning Director

Three candidates applied for the position. The requirements are that they have two years progressively responsible experience in City or Regional planning and they are members of the

American Planning Association. Commissioner Caracansi made a motion to accept the candidates as qualified and an exam is to be scheduled. Commissioner George seconded the motion. The motion passed unanimously.

#### Tree Worker/Climber/Operator II

Thirteen candidates applied for this position. Five candidates are rejected due to lack of experience. The requirements are that they have at least one year of experience in various phases of tree work and possess a Class 2 license. The candidates were reviewed as follows:

- Manuel de Sousa - He does not have the necessary experience for the position. He will not be able to participate in the exam.
- Jeffrey Esposito - Qualified.
- William Evans - He does not have the necessary experience for the position. He will not be able to participate in the exam.
- Douglas Evanuska - Qualified.
- Timothy Fox - He did not attach a copy of his driver's license. He has landscaping experience but not specifically stating if he has a year's experience in tree climbing. He will not be able to participate in the exam.
- Patrick Hanrahan - Qualified.
- Paul Khare - He does not have the necessary experience for the position. He will not be able to participate in the exam.
- Daniel Lounsbury - Qualified.
- Krisztian Mateisz - Qualified. However, it is not clear if he is a legal resident of the U.S. and is able to work legally in the U.S. He has worked in the U.S. for the past ten years. He is considered qualified but will need to present proof that he is able to work legally in the U.S.
- James Matthews - Qualified.
- Carlos Mendes - He does not have the necessary experience for the position. He will not be able to participate in the exam.
- Arthur Testanero - He has a resume that states that he has tree climbing experience but it is not detailed enough. He is considered qualified but will need to present further explanation regarding his tree climbing experience.
- Mark Wrobel - He is considered qualified but his application is incomplete because he did not attach a copy of his driver's license. He will be able to participate in the exam if he presents a copy of his license.

Commissioner Caracansi made a motion that the candidates be accepted or rejected as noted above. Commissioner George seconded the motion. The motion passed unanimously.

#### Certifying Eligibility Lists

The following lists were reviewed by the Civil Service Commission: Utility Mechanic, Auto Equipment Operator III, and Truck Driver.

Chief Examiner Whitcomb explained that seven candidates passed the Utility Mechanic exam. The test was administered on January 24, 2006. Sixteen candidates participated. Commissioner Caracansi made a motion that the candidates be notified of their scores. Commissioner George seconded the motion. The motion passed unanimously.

Commissioner Caracansi stated that the exam for the Auto Equipment Operator III position was administered on January 25, 2006. Nine candidates participated and six candidates passed. Commissioner Caracansi made a motion that the candidates be notified of their scores. Commissioner George seconded the motion. The motion passed unanimously.

Chief Examiner Whitcomb stated that 42 candidates participated in the Truck Driver exam. The exam was held on various dates in February between February 3 through 10. Of the 42 candidates, 26 candidates passed the exam with a grade of 70 or higher. Commissioner Caracansi made a motion that the candidates be notified of their scores. Commissioner George seconded the motion. The motion passed unanimously.

Commissioner Caracansi made a motion that they take a five minute recess so that Commissioner George can review the Assistant Tax Assessor candidates. Commissioner George seconded the motion. The motion passed unanimously.

The tape was turned back on.

#### Assistant Tax Assessor

Commissioner Caracansi repeats the requirements for the position as discussed earlier. Candidates were reviewed as follows:

- Dianne Lobraico - Qualified.
- Elizabeth Paszak - Her application is incomplete because she did not attach a certificate showing that she is certified as a Connecticut Municipal Assessor. She is rejected based on this.
- Denise Pinter - Qualified.
- Colette Polard - She is not qualified because she is not certified as a Connecticut Municipal Assessor.
- Eric Sutula - He is not qualified because he is not certified as a Connecticut Municipal Assessor and he does not have any municipal experience. He does have real estate experience. He is rejected.
- Regina Walzer - Qualified.
- Glenn Werfelman - Qualified.

Commissioner Caracansi made a motion that the candidates be accepted or rejected as noted above. Commissioner George seconded the motion. The motion passed unanimously.

#### Correspondence from Firefighters' Union

Commissioner Caracansi discusses the letter received from the Firefighters' Union on February 15, 2006. Commissioner Caracansi read the letter into the record. A copy of this letter is attached. Chief Examiner Whitcomb states that until a specific incident occurs, the Commission should not make any ruling in advance. Commissioner Caracansi does not believe they are required to offer any explanation as to what the Civil Service Rules state. Chief Examiner Whitcomb agrees with Commissioner Caracansi that they are not required to give an explanation. Chief Examiner Whitcomb states that the Firefighters' Union has been helpful and cooperative and feels the Commission should answer their request.

Commissioner Caracansi asks if Corporation Counsel Ric Gottschalk has any comment regarding the letter. Corporation Counsel Gottschalk reviewed the letter and reviewed the Civil Service Rules. He believes the language is very clear. It is taken word for word from the state statutes. Corporation Counsel Gottschalk said it gives authority to remove names from a list. It is permissive language by using the word "may" rather than "shall." Corporation Counsel Gottschalk does not know what the Commission's past practice has been but they are not bound by any approach they may have taken in the past.

Commissioner Caracansi asks Corporation Counsel Gottschalk if the Commission is required to respond to the letter. Corporation Counsel Gottschalk states that the Commission is not required to respond to requests for interpretation. The Commission may respond if they choose to. It's not an FOI request.

There was more discussion regarding whether or not names have been removed from Eligibility Lists. No one on the Commission recalls ever removing a name.

Commissioner Caracansi states that with the absence of Chairman Finn, it might be best to table this until there is a full Commission available to discuss it. Commissioner Caracansi makes this motion and asks that this be placed on the Agenda for the next meeting. Commissioner George seconds it. The motion passed unanimously.

#### Adjourn

Commissioner Caracansi makes a motion to adjourn. Commissioner George seconds it. The motion passed unanimously.

Attachment