CIVIL SERVICE BOARD

MINUTES FROM ZOOM REGULAR MEETING

Wednesday, October 21, 2026

Board Members Present: Ann Langley, Chair

Michelle Wigzell

Herbert Marsh

Lauren McBride

Alice Ferreira

Also, present: Steve Librandi, HR Director, Luisa Rosario, HR Generalist, and Bill Chin, IT Director.

The meeting was called to order at 12:07 P.M. by Chair Ann Langley.

Minutes:

MOTION made by Herbert Marsh, Seconded by Michelle Wigzell, to Approve September 16, 2026, Regular Meeting Minutes.

VOTE – 4-0 - Item passed.

General Public:

The Chair asked Bill Chin if there was anyone in the General Public present who would like to make a statement. There were none.

New Business:

Steve Librandi presented the request to Approve the Eligibility List for Maintainer III – Highway Dept. Promotional Only. 45% Training & Experience, 45% Performance, 10% Longevity. Ann Langley asked a question about the performance component of the exam, which was addressed by Steve Librandi.

MOTION made by Michelle Wigzell, Seconded by Ann Langley, to Approve the Eligibility List for Maintainer III – Highway Dept. Promotional Only. 45% Training & Experience, 45% Performance, 10% Longevity.

VOTE – 4 – 0 – Item passed.

Steve Librandi presented the request to Approve the Eligibility List for the Sr. Mechanic – Highway Dept. Promotional Only. 100% Training & Experience. Ann Langley asked a question about how the components of the training and experience exam were scored. The questions were addressed by Steve Librandi.

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MOTION made by Michelle Wigzell, Seconded by Herbert Marsh to Approve the Eligibility List for the Sr. Mechanic – Highway Dept. Promotional Only. 100% Training & Experience.

VOTE - 4-0 - Item passed.

Steve Librandi presented the Request to Advertise & Recruit for H.R. Manager – Human Resources Dept. Open & Competitive 50% Training & Experience, 50% Oral Exam. Ann Langley asked a question about the salary range for the position. Steve Librandi explained how the salary range was determined.

MOTION made by Michelle Wigzell, Seconded by Ann Langley to Approve the Request to Advertise & Recruit for H.R. Manager – Human Resources Dept. Open & Competitive: 50% Training & Experience, 50% Oral Exam.

VOTE – 4 – 0 – Item passed.

Steve Librandi presented the Request to Advertise & Recruit for Administrative Assistant – Assessor's Office. Open & Competitive 75% Training & Experience, 25% Oral Exam.

MOTION made by Michelle Wigzell, Seconded by Ann Langley to Approve the Request to Advertise & Recruit for Administrative Assistant – Assessor's Office. Open & Competitive 75% Training & Experience, 25% Oral Exam.

VOTE – 4 – 0 – Item passed.

Michelle Wigzell left the meeting, and Alice Ferreira joined at 12:22 P.M.

Steve Librandi presented the Request to Advertise & Recruit for Exemptions & Credit Administrator – Tax Assessor Dept. Open & Competitive 75% Training & Experience, 25% Oral Exam.

MOTION made by Lauren McBride, Seconded by Alice Ferreira, to Approve the Request to Advertise & Recruit for Exemptions & Credit Administrator – Tax Assessor Dept. Open & Competitive 75% Training & Experience, 25% Oral Exam.

VOTE – 4 – 0 – Item passed.

Steve Librandi presented the Request to Advertise & Recruit for Fleet Mechanic (Motor Equipment Repairer) – Highway Dept. Open & Competitive 100% Training & Experience.

MOTION made by Alice Ferreira, Seconded by Ann Langley, to Approve the Request to Advertise & Recruit for Fleet Mechanic (Motor Equipment Repairer) – Highway Dept. Open & Competitive 100% Training & Experience.

VOTE – 4 – 0 – Item passed.

Steve Librandi presented the Request to Advertise & Recruit for Prevention Coordinator TPAUD – Counseling Center. Open & Competitive 100% Training & Experience.

Steve also explained to the board that the Prevention Coordinator for TPAUD (Trumbull Partnership Against Underage Drinking) provides youth services in collaboration with both the Board of Education and the Counseling Center. The position, which was previously part-time, will transition to full-time following available grant funding.

MOTION made by Ann Langley, Seconded by Lauren McBride to Approve the Request to Advertise & Recruit for Prevention Coordinator, TPAUD – Counseling Center. Open & Competitive 100% Training & Experience.

VOTE – 4 – 0 – Item passed.

Approval of Transfer List Request: There was none.

Civil Service New Hire Report: No report this month.

MOTION made by Ann Langley, Seconded by Herbert Marsh, to adjourn at 12:30 P.M.

VOTE – 4 – 0 - Item Passed.

Respectfully Submitted,

Luisa Rosario