

CIVIL SERVICE BOARD
AGENDA – REGULAR MEETING
Zoom Civil Service Meeting
Wednesday, January 21, 2026
12:00 P.M.

1. Attendance:
2. Minutes:
 - Approval of December 17, 2025, Regular Meeting Minutes
3. General Public: Comments and Questions
4. New Business
 - Request by the Parks Dept to extend the specified period for hiring from the Asst. Superintendent Maintenance Parks List certified on February 19, 2025.
5. Approval of Transfer list requests: Transfer Request Gia Mentillo
6. Civil Service New Hire Report: Presented by Steve Librandi

Civil Service Board Regular Meeting

Jan 21, 2026 12:00 PM

Join from PC, Mac, iPad, or Android:

<https://us06web.zoom.us/j/86075291432?pwd=oskwXn7yckkYgbjDSYS3rFnqYDtwv5.1>

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CIVIL SERVICE BOARD

MINUTES FROM ZOOM REGULAR MEETING

Wednesday, December 17, 2025

Board Members Present: Ann Langley, Chair
Alice Ferreira
Michelle Wigzell

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

The meeting was called to order at 12:02 P.M. by Chair Ann Langley.

Minutes:

MOTION made by Michelle Wigzell, Seconded by Alice Ferreira, to approve the November 19, 2025, Regular Meeting Minutes.

VOTE – 3 – 0 – 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 was none.

New Business:

MOTION made by Ann Langley, Seconded by Alice Ferreira to Approve the Request to Advertise & Recruit for the Admin II Sr. Circulation Assistant – Library. Promotional and Open & Competitive. 80% Training & Experience, 20% Computer Skills Test.

VOTE – 3 – 0 – Passed.

MOTION made by Michelle Wigzell, Seconded by Alice Ferriera to Approve the 2026 Regular Meeting Schedule – Civil Service Board.

VOTE – 3 – 0 – Passed.

MOTION made by Ann Langley, Seconded by Michelle Wigzell to Approve the Admin II – Tax Collector Real Estate/Motor Vehicle List. Promotional and Open & Competitive. 80% Training & Experience, 20% Computer Skills Test.

VOTE – 3 – 0 – Passed.

MOTION made by Michelle Wigzell, Seconded by Ann Langley to Approve the Circulation Coordinator List – Trumbull Public Library. Open & Competitive. 100% Training & Experience.

VOTE – 3- 0 – Passed.

Steve Librandi asked the Board to add two items to the agenda, a job posting for the Library Marketing Assistant and one for a Motor Vehicle & Personal Property Administrator.

MOTION made by Michelle Wigzell, Seconded by Alice Ferreira, to Approve the request to add the two items to the agenda, the request to post Library Marketing Assistant, and the request to post the Motor Vehicle & Personal Property Administrator.

VOTE – 3 – 0 – Passed.

Steve Librandi explained to the Board that the Motor Vehicle & Personal Property Administrator position in the Tax Assessor's Office is a different job than the Admin II Tax Collector position in the Tax Collector's Office. He also explained that the open position in the Tax Assessor's Office is a result of the incumbent retiring at the end of the month.

MOTION made by Michelle Wigzell and Seconded by Ann Langley to Approve the Request to Advertise & Recruit for the Motor Vehicle & Personal Property Administrator position – Tax Assessor Dept. Promotional and Open & Competitive. 75% Training & Experience, 25% Oral Exam.

VOTE – 3 – 0 – Passed.

The Chair asked a few questions regarding the Library Marketing Assistant position, and Steve answered the Board.

MOTION made by Michelle Wigzell, Seconded by Alice Ferreira to Approve the Request to Advertise & Recruit for the Library Marketing Assistant at the Trumbull Library Department.

VOTE – 3- 0 – Passed.

Transfer Requests: No request this month.

New Hire Report: No report this month.

MOTION made by Michelle Wigzell, Seconded by Alice Ferreira to adjourn at 12:20 P.M.

VOTE – 3- 0 – Passed

Respectfully Submitted,

Luisa Rosario

TOWN OF TRUMBULL
ELIGIBILITY LIST
Assistant Superintendent Maintenance - Parks
Open

Wage Group: Highway Supervisors

Date Established: 2/19/2025

Date of Expiration: 2/19/2026

100%

<u>RANK</u>	<u>NAME OF CANDIDATE</u>	<u>Training & Exp. Assessment</u>
1	Andrew Gordan	90
2	Edward Evans	85
3	Albert Faustini	75
3	Joseph Jurewicz	75
4	Jose Astacio	65
4	Edward Griffin	65

Failed Below 60

Based on 100% Training & Experience Assessment.

Certified by,



Stephen Librandi
Human Resource Manager

Approved by:

Town of Trumbull
Civil Service Board

Transfer List Application

11/8/26

Date

5178

Employee #

Gia Mentillo

Employee Name

Administrative Support III

Current Position

Economic & Community Development

Current Department

and Planning & Zoning

None - Formerly MATE

Union Affiliation

My signature below confirms my request that the Civil Service Board place my name on the Transfer List. I understand that my name will remain on the Transfer List for a period of three years from the date it is approved by the Civil Service Board.

Gia Mentillo

Employee Signature

Civil Service Board Certification

Transfer List Effective Dates

Revised 3/19/25

<u>Hires Starting 12/1/2024</u>					
<u>Job Title</u>	<u>Dept.</u>	<u>Posted From</u>	<u>Posted To</u>	<u>1/15/2026</u>	<u>CSB Approved Test Method</u>
Maintainer II	Highway/Parks	9/23/2024	10/4/2024	New Hire 12/2/202	Non-Tested Entry Level
Maintainer II	Highway/Parks	9/23/2024	10/4/2024	New Hire 12/16/24	Non-Tested Entry Level
Assistant Dir Finance/Risk Mgr.	Finance	10/9/2024	11/4/2024	Internal Promotion 1/1/25	100% T&E
Performing Arts Program Mgr.	Parks	10/28/2024	11/8/2024	New Hire 2/24/25	100% T&E
Performing Arts Program Mgr.	Parks	10/28/2024	11/8/2024	New Hire 2/24/25	100% T&E
Fleet Mechanic (Motor Equipment Repairer)	Highway Dept.	4/22/2024	5/17/2024	New Hire 2/10/25	100% T&E
Deputy Building Official	Building	12/23/2024	1/31/2025	New Hire. Starting 3/31/25	100% T&E
General Foreman	Highway/Parks	10/28/2024	11/15/2024	Internal Promotion 3/10/25	30% T&E 70% Oral Exam
Accounting Manager	Finance	12/30/2024	1/17/2025	New Hire. Starting 4/7/25	100% T&E
Greenskeeper	Tashua Knolls	1/24/2025	2/14/2025	New Hire 4/7/25	Non Tested - Entry Level
Greenskeeper	Tashua Knolls	1/24/2025	2/14/2025	New Hire 4/14/25	Non Tested - Entry Level
Maintainer II	Highway/Parks	12/23/2024	1/17/2025	New Hire 4/15/25	Non Tested - Entry Level
Activity & Special Events Program Mgr.	Parks	2/10/2025	2/21/2025	New Hire 4/21/25	100% T&E
Asst. Sewer Administrator - Eng.	WPCA	6/3/2024	7/26/2024	New Hire Perm. 4/28/25	100% T&E
Gardener	Parks	4/7/2025	4/25/2025	Internal Promotion 6/9/2025	100% T&E
Staff Accountant	Finance	3/24/2025	4/11/2025	Internal Promotion 7/14/25	T&E 75% Computer Skills Assessment 25%
Part Time Payroll Coordinator	Finance	4/28/2025	5/23/2025	New Hire 7/7/2025	Non Tested - Entry Level
Senior Supervisor	Highway/Parks	11/25/2024	12/13/2024	Internal Promotion 7/14/25	100% T&E
Fleet Maintenance Supervisor	Highway Dept.	6/23/2025	7/11/2025	Internal Promotion 8/4/2025	100% T&E
Personal Property Tax Administrator	Tax Assessor	5/5/2025	5/23/2025	Two New Hires 9/1/25	T&E 75% Oral Exam 25%
Delinquent & Deferral Tax Clerk	Tax Collector	N/A		Internal Promotion Transfer 9/15/2025	Promoted off CSB Transfer List
Public Works Supervisor	Highway Dept.	6/23/2025	7/11/2025	Internal Promotion 9/8/25	Internal Only 45% T&E 45% Perform. 10% Sen
Fleet Mechanic (Motor Equipment Repairer)	Highway Dept.	6/23/2025	7/11/2025	New Hire 9/22/25	100% T&E
Asst. Library System Director	Library	5/26/2025	6/13/2025	Internal Promotion 9/29/25	100% T&E
Property Director Tashua Knolls	Tashua Knolls	5/27/2025	6/27/2025	New Hire 9/29/25	50% T&E 50% Oral Exam
Fleet Mechanic (Motor Equipment Repairer)	Highway Dept.	6/23/2025	7/11/2025	New Hire 10/1/25	100% T&E
Sewage Pump Station Operator	WPCA	6/23/2025	7/25/2025	New Hire 10/20/25	100% T&E
Maintainer II	Highway Dept.	6/23/2025	7/18/2025	Four New Hires 10/6/25 -10/27/25	Non Tested - Entry Level
Fleet Mechanic (Motor Equipment Repairer)	Highway Dept.	6/23/2025	7/11/2025	New Hire 10/1/25	100% T&E
Police Social Worker	Police Department	8/12/2025	8/29/2025	New Hire 12/8/25	100% T&E
Youth and Family Counselor	Human Services	9/3/2025	9/19/2025	New Hire 12/1/25	100% T&E
Equipment Operator Junior Hgwy	Highway Dept.	6/23/2025	7/11/2025	Internal Promotion 12/8/25	Internal Only 40% T&E 60% Practical Exam
Equipment Operator Senior Hgwy	Highway Dept.	6/23/2025	7/25/2025	John Bruno Hired 1/5/26	Open 30% T&E 70% Practical