CIVIL SERVICE BOARD

AGENDA – REGULAR MEETING

Zoom Civil Service Meeting

Wednesday, June 17, 2026

12:00 P.M.

1. Attendance:

2. Minutes:
   - Approval of May 20, 2026, Regular Meeting Minutes
3. General Public: Comments and Questions
4. New Business
   - Request to Approve Eligibility List for Tradesman/Leadman HVAC – Parks Dept. Open & Competitive. 100% Training & Experience.
   - Request to Approve Eligibility List for Tradesman/Leadman Electrician – Parks Dept. Open & Competitive. 100% Training & Experience.
   - Request to Approve Eligibility List for Admin Asst Pension & Budget – Finance Dept. Open & Competitive. 80% Training & Experience, 20% Computer Skills.
   - Request to Advertise & Recruit for a Deputy Town Clerk – Town Clerk Office. Open & Competitive 100% Training & Experience.
5. Approval of Transfer list requests: Bryan White – Asst Town Clerk
6. Civil Service New Hire Report: No report this month

Civil Service Board Regular Meeting

Jun 17, 2026 12:00 PM

https://us06web.zoom.us/j/88486106543?pwd=3ufkhV1dt9J8KuFXvsyEI2eyHqFjZl.1

Webinar ID: 884 8610 6543

Password: 958810

Join by telephone: (305) 224-1968 / Webinar ID: 884 8610 6543

CIVIL SERVICE BOARD

MINUTES FROM ZOOM REGULAR MEETING

Wednesday, May 20, 2026

Board Members Present: Ann Langley, Chair

Michelle Wigzell

Herbert Marsh

Lauren McBride (Absent)

Alice Ferreira

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

The meeting was called to order at 12:03 P.M. by Chair Ann Langley.

Minutes:

MOTION made by Herb Marsh, Seconded by Ann Langley to Approve April 15, 2026, Regular Meeting Minutes.

VOTE – 3 – 0, 1 abstention, 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:

Michelle Wigzell experienced technical difficulties and was unable to participate in the meeting.

Steve Librandi presented the Eligibility List for Motor Vehicle and Personal Property Admin Asst for certifications. There was no discussion

MOTION made by Herb Marsh, Seconded by Ann Langley, to Approve the Eligibility List for Motor Vehicle & Personal Property Admin. Asst. – Tax Assessor. Open & Competitive. 75% Training & Experience, 25% Oral Exam.

VOTE - 3-0, 1 abstention, Item passed

Steve Librandi presented the request to Advertise and Recruit for a Lead Bus Driver. There was no discussion

MOTION made by Ann Langley, Seconded by Herb Marsh to Approve the Request to Advertise & Recruit for a Lead Bus Driver – Senior Center. Open & Competitive 100% Training & Experience.

VOTE –. 3-0, 1 abstention, Item passed

Steve Librandi presented the request to Advertise and Recruit for a Purchasing Agent. There was no discussion

MOTION made by Ann Langley, Seconded by Herb Marsh to Approve the Request to Advertise & Recruit for a Purchasing Agent – Finance Dept. Open & Competitive 100% Training & Experience.

VOTE – 3-0, 1 abstention, Item passed

Steve Librandi presented the request to Advertise and Recruit for an Engineering Aide. There was no discussion

MOTION made by Ann Langley, Seconded by Herb Marsh to Approve the Request to Advertise & Recruit for an Engineering Aide – Public Works. Open & Competitive 100% Training & Experience.

VOTE – 3-0, 1 abstention, Item passed

Steve Librandi presented the request to Advertise and Recruit for a Road Foreman. There was no discussion

MOTION made by Herb Marsh, Seconded by Ann Langley to Approve the Request to Advertise & Recruit for a Road Foreman – Public Works. Promotional Only 100% Training & Experience.

VOTE – 3-0, 1 abstention, Item passed

Approval of Transfer list requests: None

Civil Service New Hire Report: Report was presented by Steve Librandi; there were no questions

MOTION made by Herb Marsh, Seconded by Ann Langley, to adjourn at 12:27 P.M.

VOTE – 3-0, 1 abstention, Item passed.

Respectfully Submitted,

Stephen Librandi

TOWN OF TRUMBULL
ELIGIBILITY LIST
Tradesman/Leadman HVAC
Open

Wage Group: HGWY/Parks
Date Established: 6/17/2026
Date of Expiration: 6/17/2027

		100%
RANK	**NAME OF CANDIDATE**	**Training & Exp. Assessment**
1	Mike Busser	100

Failed Below 60

Based on 100% Training & Experience Assessment.

Certified by,

Stephen J. Librandi
Stephen Librandi
Human Resource Manager

Approved by:

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TOWN OF TRUMBULL
ELIGIBILITY LIST
HVAC Tradesman
Open

Wage Group: Hgwy/Parks
Date Established: 6/17/2026
Date of Expiration: 6/17/2027

RANK	NAME OF CANDIDATE	100% Training & Exp. Assessment
1	Steve Bochino	95
2	Edward Liskiewicz	90
2	Danny Macos	90
3	John Treschitta	80

Failed Below 60

Based on 100% Training & Experience Assessment.

Certified by,

Stephen J. Librandi
Stephen Librandi
Human Resource Manager

Approved by:

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TOWN OF TRUMBULL
ELIGIBILITY LIST
Admin III Pension & Budget

Wage Group: MATE
Date Of Certification: **6/17/2026**
Date of Expiration: **6/17/2027**

Rank	NAME OF CANDIDATE	T&E	Comp Skills	Total
1	Emily Little	19	64	83
1	Erin Hanley	16	67	83
2	Josue Cardenas	17	64	81
3	Kimberly Cummings	13	67	80
4	Abhirami Velu	17	54	71
5	Amanda Kopec	16	54	70
6	Sonia Jalli	12	48	60

Based on 80% of experience and training and 20% Computer Skills.

Certified by,
Stephen J. Librandi
Stephen J. Librandi
H.R. Manager

Approved by:

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Town of Trumbull

Deputy Town Clerk

SALARY	$39.52 - $47.19 Hourly	**LOCATION**	5866 Main Street, Trumbull, CT
JOB TYPE	Full Time	**JOB NUMBER**	257-26
DEPARTMENT	Town Clerk	**OPENING DATE**	06/22/2026
CLOSING DATE	7/3/2026 11:59 PM Eastern		

Description

Under the general direction of the Town Clerk is responsible for reviewing, verifying and properly filing a wide variety of documents filed with the Town Clerk's office. Assists the Town Clerk with overseeing and managing the office staff and the day-to-day operations of the Town Clerk's Office.

Examples of Duties

- Helps facilitate the filing of land records, maps legal documents and land transactions. Participates in professional development to remain current with legislation, elections and records management.
- Prepares data and reports and makes recommendations to the Town Clerk.
- Accepts and distributes FOIA requests.
- Receives lawsuits and coordinates with the Town Attorney and relevant offices.
- Records, indexes and maintains deeds, mortgages liens, releases, maps and related land records.
- Distributes land records and vital statistics reports to Twon departments.
- Verifiesthecalculationandcollectionofrecordingfees,municipalandstateconveyance taxes for deed transfers, maps and surveys, trade name certificates, Notary Public appointments,doglicenses,etc.Collectsfeesformarriagesurcharges,stateconveyance taxes, historic documents,etc.
- Maintains and reconciles cash drawernightly
- PreparesfinancialreportsforStateagenciesincludingSecretaryoftheState,Dept. of Public Health,Agriculture Dept., DEEP, and State Treasurer
- Reconcilesmonthlyfinancialstatementsforinterdepartmental use
- Maintain weekly depositrecords, registers and maintains vital statistics.
- Creates,certifies,andmaintainsbirth,marriage,anddeathcertificates
- Issuesburial,cremation,disinterment,andtransitpermits
- Works in conjunction with the Secretary of the State and Registrars of Voters with election activities; administers absentee ballotingprocess
- Assistsinadministeringelectionsandreportingresults
- Performs Notary Publicduties
- Assistsmunicipaldepartments,attorneys,andthegeneralpublic
- Responds to general inquiries including research and genealogyrequests
- Performs related tasks as required.Knowledge
- Trains the newly elected Town Clerk.

Supervision Received:
Works under the direction of the Town Clerk.

Supervision Exercised:
Provides day to day supervision of Asst Town Clerks and other staff and acts as Town Clerk in his/her absence.

Qualifications

Qualifications, Knowledge, Skill and Ability:

- Knowledge of office procedures and principles of office management and or record keeping
- Strong computer skills with an emphasis on Word and Excel
- Ability to respond courteously to the public
- Ability to follow oral and written instructions
- Ability to learn appropriate State and Town laws
- Clear and concise written and oral expression
- Accuracy and attention to details
- Ability to obtain CT certificates for municipal clerks.
- Ability to lift and carry up to 25 lbs.

Required Experience and Training:
High School Diploma or GED.
Minimum of three (3) years recent office experience in a Town clerk's office
CCTC Certification required

Supplemental Information

OTHER REQUIREMENTS:

PLEASE DO NOT APPLY IF YOU DO NOT MEET THE MINIMUM QUALIFICATIONS:

GENERAL INFORMATION ON THIS EXAMINATION

PARTS	WEIGHTS
Experience & Training	100%

The weight of the examination will be 100% experience and training. The candidates will be ranked based on their experience and training as it relates to the required experience and training for this position based on the information contained in their employment application, the supplemental questionnaire if applicable and any attachments they provide. This examination will be conducted for the Town of Trumbull by the Trumbull Civil Service Board within the authority of Section 7-413 of the 1959 revision of the State of CT General Statutes. Please notify the Civil Service office in advance of the examination of any disability which may require special accommodation. Anyone claiming Veterans' Preference must bring original DD 214 document.

As an applicant for employment, you are a consumer with rights under the Fair Credit Reporting Act. As part of the employment process, including for determinations related to initial employment, the Town may obtain from a consumer reporting agency, a consumer report and/or investigative consumer report on you as defined by the Fair Credit Reporting Act. In addition, any offer of employment is subject to the applicant successfully passing a pre-employment drug test and physical.

Applicants must be citizens of the United States or must present proper authorization to work in the United States by the closing date.

EOE

Employer
Town of Trumbull

Address
5866 Main Street

Trumbull, Connecticut, 06611

Phone
203-452-5041

Website
http://www.trumbull-ct.gov

Town of Trumbull
Civil Service Board

Transfer List Application

Bryan White
Employee Name

06/4/26
Date

Assistant Town Clerk
Current Position

Town Clerk
Current Department

UPSEU Local 424 MATE
Union Affliation

My signature below confirms my request that the Civil Service Board place my name on the Transfer List

Employee Signature

Civil Service Board Certification

Transfer List Effective Date