

MINUTES
CIVIL SERVICE COMMISSION
Tuesday, January 7, 2020 @ 9:00 A.M.
Conference Room of the Town Attorney

**IN ACCORDANCE WITH A DECISION OF THE HAMDEN CIVIL SERVICE
COMMISSION, MINUTES WILL REFLECT INDIVIDUALS IN ATTENDANCE,
MOTIONS MADE AND VOTES TAKEN**

Chairperson Andrea Lobo called the meeting to order at 9:08 A.M. with Commissioner Kyle Blake in attendance. Also present were Executive Secretary Ken Kelley, Administrative Secretary Renee Palumbo-Morgan, Human Resources Officer Brigitte Cogswell, Fire Chief Gary Merwede, Tax Collector Kathleen Flynn, Municipal Engineer Mark Austin, Library Director Melissa Canham-Clyne, Director of Public Works and Parks Craig Cesare and Town Planner Daniel Kops.

1. Review and approval of the December 3, 2019, Civil Service Commission meeting minutes. On a motion by Commissioner Blake, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to approve the minutes.
2. Review and action on the following eligibility list(s):
 - a) Tax Cashier – (original certification 06/21/18) – On a motion by Commissioner Blake, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to allow the list to expire.
 - b) Engineering Aide – (original certification 01/02/19) - On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to allow the list to expire.
 - c) Fire Training Officer – (original certification 06/18/19) – On a motion by Commissioner Blake, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 06/18/20.
 - d) Library Page – (original certification 06/18/19) – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 06/18/20.
 - e) Fire Captain – (original certification 07/17/18) – On a motion by Commissioner Blake, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 06/18/20.
 - f) Hydrant Maintainer – (original certification 07/17/18) – On a motion by Commissioner Blake, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to certify the list for another six (6) month period ending 07/17/20.
3. Review and certification of the following eligibility list(s):
 - a) Fire Inspector – On a motion by Commissioner Blake, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to certify the list for a six (6) month period ending 07/07/20.

4. Review and action on the following application(s):
 - a) Mechanic Public Works Department – (5 applicants) – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission that five (5) applicants met the minimum qualifications and would move on in the process.
 - b) Real Property Appraiser – (12 applicants) – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission that two (2) applicants met the minimum qualifications and would move on in the process.
 - c) Administrative Assistant to Boards and Commissions – (13 applicants) – On a motion by Commissioner Blake, seconded by Chairperson Lobo, it was the unanimous decision of the Commission that three (3) applicants met the minimum qualifications and would move on in the process.
 - d) Librarian I/Part time – (12 applicants) – On a motion by Commissioner Blake, seconded by Chairperson Lobo, it was the unanimous decision of the Commission that eight (8) applicants met the minimum qualifications and would move on in the process.
5. No motions were made under Old Business.
6. New Business:
 - a) Under New Business was correspondence from Mayor Curt Leng requesting the temporary appointment of Thomas Molloy as Technical Advisor to the Assessor's Office. On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to grant his request.
 - b) Under New Business was a verbal request from Fire Chief Gary Merwede to commence with a promotional recruitment from with the IAFF Bargaining unit for the position of Fire Lieutenant. On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to grant his request.
7. On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to Adjourn at 9:28 A.M.

Respectfully submitted,



Kenneth S. Kelley
Personnel Director

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TOWN CLERK
HANDEN, CT