

**MINUTES  
CIVIL SERVICE COMMISSION  
Tuesday, February 4, 2020 @ 9:00 A.M.  
Conference Room of the Town Attorney**

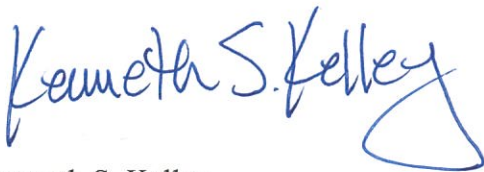
**IN ACCORDANCE WITH A DECISION OF THE HAMDEN CIVIL SERVICE  
COMMISSION, MINUTES WILL REFLECT INDIVIDUALS IN ATTENDANCE,  
MOTIONS MADE AND VOTES TAKEN**

Chairperson Andrea Lobo called the meeting to order at 9:12 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, Library Director Melissa Canham-Clyne and Acting Deputy Police Chief John Sullivan.

1. Review and approval of the January 17, 2020, Civil Service Commission special 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) Clerk 6/BOE – (original certification date 08/06/2019) – 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 08/06/2020).
  - b) Central Communications Technician – (original certification date 08/06/2019) – 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 08/06/2020).
  - c) Payroll Administrator/Accounts Payable – (original certification date 08/06/2019) – No action.
  - d) Lead Library Custodian – (original certification date 08/06/2019) – No action.
3. Review and certification of the following eligibility list(s):
  - a) Library Custodian – On a motion by Commissioner Blake, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to certify the list for six (6) month period ending 08/04/2020.

4. Review and action on the following application(s):
  - a) Fire Lieutenant – (23 applicants) – On a motion by Commissioner Blake, seconded by Chairperson Lobo, it was the unanimous decision of the Commission that twenty-three (23) candidates met the minimum qualifications and would move on in the process.
  - b) Deputy Finance Director – (1 applicant) – On a motion by Commissioner Blake, seconded by Chairperson Lobo, it was the unanimous decision of the Commission that one (1) candidate met the minimum qualifications and would move on in the process.
5. Under Old Business, the Commissioners had a brief discussion regarding the need for a third Commissioner to be appointed by the Mayor.
6. a) Under New Business was the review and certification of the eligibility list for Deputy Finance Director. 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 on 08/04/2020.  
  
b) Under New Business was correspondence from Interim Finance Director Myron Hul requesting a promotional recruitment from within AFSCME Local 2863, for the position of Account Clerk in the Finance Department and if necessary open competitive recruitment. On a motion by Commissioner Blake, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to commence with the recruitment.
7. On a motion by Commissioner Blake, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to adjourn at 9:26 A.M.

Respectfully submitted,



Kenneth S. Kelley  
Executive Secretary

TOWN CLERK  
HANDEN, CT  
2020 FEB - 7 P 4: 25  
REC'D AND FILED BY