

**MINUTES
CIVIL SERVICE COMMISSION
Tuesday, May 5, 2020 @ 9:00 A.M.
Regularly Scheduled
ELECTRONIC MEETING**

**Electronic Meeting pursuant to Paragraph 1 of Executive Order 7B.
This was a 100% Electronic Meeting.**

CSC@hamden.com was provided to allow public questions to be emailed.

**The link below was posted to allow participants to join the meeting.
<https://zoom.us/j/94853886038?pwd=SEc3QXNkOkg2eTd3Q3RCUkJXZDJnOT09>
Password: 528697**

**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 electronic meeting to order at 9:14 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, Police Chief John Cappiello and Tax Collector Kathleen Flynn.

1. Review and approval of the February 18, 2020 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) Police Sergeant – (original certification 03/06/2018) – Expired, no action.
 - b) Police Lieutenant – (original certification 03/06/2018) – Expired, no action.
 - c) Police Captain – (original certification 03/20/2018) – Expired, no action.
 - d) Deputy Police Chief – (original certification 03/20/2018) – Expired, no action.
 - e) Custodian #10/BOE – (original certification 09/25/2018) – 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 09/25/2020.
 - f) Clerk 7/BOE – (original certification 03/19/2019) – 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 09/19/2020.
 - g) Clerk 9/BOE – (original certification 04/16/2019) – 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 10/16/2020.

- h) Economic Development Technician – (original certification 04/16/2019) – 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 10/16/2020.
 - i) Plumber/BOE – (original certification 10/16/2018) – 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 10/16/2020.
3. Review and action on the following application(s):
- a) Account Clerk/Finance – (3 applicants) – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission that three (3) applicants met the minimum qualifications and would move on in the process.
4. Review and certification of the following eligibility list(s):
- a) Librarian I/part-time – On a motion by Commissioner Blake, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to certify the eligibility list for a six month period ending 11/05/2020.
 - b) Truck and Equipment Mechanic/Public Works – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to certify the eligibility list for a six month period ending 11/05/2020.
 - c) Account Clerk/Finance – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to certify the eligibility list for a six month period ending 11/05/2020.
5. Review and approval of the following revised job descriptions:
- a) Administrative Technician/Police Investigative Services – On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commissioner to approve the job description.
6. Correspondence from Police Chief John Cappiello requesting promotional recruitments for the positions of Police Sergeant, Lieutenant, Deputy Chief, Captain and Administrative Technician/Police Investigative Services. For the position of Administrative Technician/Police Investigative Services a promotional recruitment will be opened and if necessary open competitive recruitment. On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to commence with the promotional recruitments and open competitive recruitment as requested.

7. Correspondence from Tax Collector Kathleen Flynn requesting a promotional recruitment from within AFSCME Local 2863 and if necessary a Town wide recruitment for the position of Tax Cashier. On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to commence with the recruitment.
8. Correspondence from Finance Director Curtis Eatman requesting an open competitive recruitment for the position of Chief Assessor. On a motion by Commissioner Blake, seconded by Chairperson Lobo, it was the unanimous decision of the Commission to commence with the recruitment.
9. Under Old Business Executive Secretary Kelley informed the Commissioners that he has been in touch with the Administration regarding a third Commissioner and that it is not an item on the next Legislative Council agenda. Chairperson Lobo suggested that they both reach out to the Administration again and contact the Republican Town Committee Chair for assistance.
10. No motions were made under New Business.
11. On a motion by Chairperson Lobo, seconded by Commissioner Blake, it was the unanimous decision of the Commission to adjourn at 9:34 A.M.

Respectfully submitted,



Kenneth S. Kelley
Executive Secretary

TOWN CLERK
HAMDEN, CT
2020 MAY 11 P 2:17
REC'D AND FILED BY